

Temiskaming Shores Public Library Board

Meeting Minutes

Wednesday, March 20, 2019

7:00 p.m. at the New Liskeard Branch

1. Call to Order

Meeting called to order by Board Chair Donald Bisson at 7:00 p.m.

2. Roll Call

Present: Donald Bisson, Jeff Laferriere, Brigid Wilkinson, Brenda Morissette, Anna Turner, Danny Whalen, Claire Hendrikx, Jessica Cooper, and CEO/Head Librarian Rebecca Hunt.

Regrets: Jamie Lindsay

Members of the Public: 0

3. Adoption of the Agenda

Moved by: Jeff Laferriere

Seconded by: Brigid Wilkinson

Be it resolved that the Temiskaming Shores Public Library Board accepts the agenda as amended.

Carried.

Addition: New Business f. Conflict of interest form

4. Adoption of the Minutes

Moved by: Claire Hendrikx

Seconded by: Jessica Cooper

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Wednesday, February 20, 2019, as presented.

Carried.

5. Business arising from Minutes

- a. Brigid Wilkinson mentioned that if the grant application for the 3-D printer was not successful, there may be other agencies such as the Rotary Club to whom we can apply.

6. Correspondence:

- a. **From Elsie Catt Grenon, THPC Supportive Care Coordinator—Timiskaming Hospice Palliative Care.** Re: Thank you for support of the Tree of Life lighting and service.
- b. **From Kayla and Joey Roy.** Re: Donation of children's books to the library. The Board directed the CEO to send a letter of thanks from the Board and to post the letter on the library bulletin board.

7. Secretary–Treasurer's Report

Report and monthly financial statement included in the trustees' information packet

Library CEO's Report

March 12, 2019

Buildings and Equipment:

Fire safety checks were conducted in the library buildings.

Business:

Annual Survey to the Ministry of Tourism, Culture and Sport: I have started work on the Annual Survey and hope to have a report for board review at the April meeting. The deadline this year is May 31, 2019.

Author visit: Author Brian Mitchell has contacted the library and would like to do readings/discussions using his novel "Obliteration: When Cultures Collide in Northern Ontario" as a focus point in both branches of the library in May. He would like to include members of the indigenous community and has said he will contact me with further details in the next little while. I have tentatively booked him for May 4 in Haileybury and May 11 in New Liskeard.

Bridge program to assess technology in the library: We have received 17 responses to the Patron Survey, and have put it on our FaceBook page and on the website. We also printed out notecards with our website and the survey address on them to distribute and there is a staff member in each branch who is approaching people we see using our internet workstations or the wifi and asking if they would like to complete the survey and helping them if needed.

Conseil des arts Temiskaming Arts Council (CATAC): The CATAC Strategic Planning sessions will be held on June 13 and 14. I will attend as long as I do not have anything else scheduled.

Digital Creator: I had a teleconference call with staff at the Near North Mobile Media Lab on February 27. They have applied to the Digital Strategy Fund for a \$500,000 grant to keep the spaces open for another two years. They should find out any day now if they were successful in their application. If they are successful, they will widen their mandate to allow for sessions with other demographics in the space, while keeping service to teens a top priority. As well, they have plans to apply to another source of funding for a part-time administrative position for a few of the sites, including Temiskaming Shores, to allow the program lead more time for developing programs. I will be participating in a 90 minute evaluation interview to give feedback on the first three years of the project under the Trillium funding in April.

Federation of Ontario Public Libraries board: The next meeting will be on Friday, March 22. I plan on attending via teleconference.

Festival des Folies FrancoFun: The library will be a stop on a chasse au trésor for teams of ESCSM students on Friday, April 26 during the Festival. I am hoping to be able to introduce the students to the Digital Creator room and have the teams use the green screen or another such activity for points with the Digital Creator Lead Intern facilitating.

We have put this request in through ACFO and hopefully will hear back from them soon so we can plan.

JASI Steering Committee: The new CEO is in place at Ontario Library Services North and is starting up meetings for the JASI Steering Committee again. Our contract with SirsiDynix for our consortium library software, Symphony, is up for renewal next year so I imagine the committee will begin the process of reviewing vendors within the next six months or so. I am not sure if I will be part of the process as I will be up for re-election to the committee this spring.

LibraryAware: I have subscribed to marketing software through Ebsco that will hopefully facilitate our ability to create attractive and branded posters and other marketing materials. Staff members have access to the product and I am working on introducing everyone to it when I have time.

NEONet: I had a teleconference call with the new NEONet staff members on February 28. They are now ready to start up with the next phase of their program, which is to train one of our staff members on their technology class material. They will conduct six consecutive sessions on Fridays at the New Liskeard Branch starting at the end of April. Our Gadget Helper staff person will sit in on and eventually lead the programs to get some training on leading group technology classes.

Ontario Library Services North Spring Networking meeting: The Spring Networking meeting will be held at Englehart Public Library on April 10, 2019. It is an all day event, and travel is subsidised by Ontario Library Services North. I have registered to attend.

OverDrive Shared Collection: Our current OverDrive contract expires at the end of 2019, and with more options now available in the current market, the Southern Ontario Library Services (SOLS) will issue an RFQ for the shared provincial collection in the Spring of 2019. The RFQ will result in a 3-year contract with the selected vendor. This process will ensure that member libraries get the best negotiated price available on platform and access fees. Regardless of the outcome of this process, they are advising that we budget for a **2% increase in costs in 2020** to ensure that the collections budget can keep up with the very high checkout and holds rates. There are a variety of ways that I can participate in the selection process including a survey and viewing the vendor interviews. I have registered for a webinar on March 20 for more information. They expect to announce the selected vendor in June or July. According to a patron survey in December, patrons are generally satisfied with OverDrive as a vendor excepting the fact that wait times are a challenge.

Pickleball raquets: In partnership with the Age Friendly program we now have two sets of Pickleball raquets and balls at the Haileybury Branch of the library for patrons to be able to check out and use at the courts in Haileybury in the summer months.

Proctoring Exams: I am starting to book quite a few exams again for mid-April into May.

Snowshoes: The snowshoes are wildly popular this year with all 18 pairs off the shelves and checked out for the past several weeks and people in almost every day inquiring about them. I am searching for funding opportunities to purchase more pairs, especially in children's sizes.

Technology Classes at the Temiskaming Lodge: The Temiskaming Lodge has approached us to ask us to send a staff member to the Lodge to teach technology classes. I have agreed to send our Gadget Helper staff member who is off desk on Thursdays to the Lodge for a 45 minute group session on alternate Thursday mornings after she has taken the NEONet training.

The Temiskaming Foundation Community Fund grant application: The committee has asked if we can move our funding application for a 3-D printer to the Kid's Sake fund and I agreed.

Volunteer: Erica, our long-time volunteer from community living at the Haileybury Branch, has left. I will interview another candidate from community living who would like to volunteer in her place on March 14.

Programming:

Visits to the Extencicare, Lodge and Manor nursing homes to exchange books
Ongoing on Fridays and Saturdays by staff members and volunteers.

Life Skills visits at the New Liskeard Branch

The Life Skills group visits have started up again this winter.

Outreach to class at NLPS

A staff member provides a program to a class at NLPS every second Wednesday upon their request.

Gadget Helper at both branches of the library

The Gadget Helper program started up again in January.

Digital Creator

Programs are on Saturdays for teens and tweens.

Games Galore at the New Liskeard Branch

Wednesday March 13 and Thursday March 14 from 1:30—3:00 p.m.

Come on in to the New Liskeard branch and play some of our board games with friends, family or like-minded patrons.

Spring Session Preschool Storytime at both branches

Wednesdays 11:00—11:30 a.m.

New Liskeard Branch: March 20, April 3 and 17, May 1 and 15

Haileybury Branch: March 27, April 10 and 24, May 8 and 22

Finances and Statistics

The Board reviewed the February and 2018 final financial reports and statistical reports as provided by the CEO.

Motion #2019-08

Moved by: Jeff Laferriere

Seconded by: Brigid Wilkinson

Be it resolved that the Temiskaming Shores Public Library Board accepts the March Secretary-Treasurer's report, Workplace Inspection report and Financial report.

Carried.

8. Committee Reports

- a. **Finance and Property Committee:** Nothing to report.
- b. **Planning, Personnel, Policy and Publicity Committee:** Minutes of the March 7, 2019 meeting.
- c. **Library Services Committee:** Minutes of the March 1, 2019 meeting.
- d. **Strategic Planning Committee:** Session with OLS-N scheduled for Thursday, April 11 at 5:30 pm.

9. New Business

- a. **2018 Statistics.** For information.
- b. **Report LIB-004-2019: Library Services Scenarios.** The CEO presented a report which discussed the option of consolidating library services in one building when the New Liskeard Branch moves to the new location at 285 Whitewood Ave. The option suggested closing the Haileybury Branch but looking for a partnership in

order to provide some library services in the southern area of the municipality. The reasoning is to take advantage of efficiencies by doing so in order to fulfill some of the requests for library service from the community that came out during the survey and public consultations held in the spring of 2018. If the staff and library resources were not stretched over two locations it would be possible to extend hours of library service in the one location, to expand the library collection and to be able to offer more opportunities for programming, outreach and collaboration with other organizations such as schools and long term care facilities. This option would also likely lessen the impact on rate-payers of the costs of moving the New Lisheard facility to the new location.

The Board discussed the report and option.

Motion #2019-09

Moved by: Brigid Wilkinson

Seconded by: Jeff Laferriere

Be it resolved that the Temiskaming Shores Public Library Board recommends to the City Manager to investigate further partnership opportunities to provide library services in the southern part of the municipality and to defer Report LIB-004-2019 to the April meeting.

Carried.

c. Gift policy for staff members or board member leaving? Deferred to the Planning, Policy, Personnel and Publicity Committee.

d. Email meetings. Discussion on the practice of holding email meetings. It was agreed that the Board would continue this practice when necessary, ensuring that the minutes of the email meeting were brought to the next in-person meeting to be ratified.

e. Adoption of the 2019 Final Budget.

Motion #2019-10

Moved by: Jeff Laferriere

Seconded by: Claire Hendrikx

Be it resolved that the Temiskaming Shores Public Library Board accepts the Library 2019 Final Budget as endorsed by the City of Temiskaming Shores Council on March 12, 2019.

Carried.

- f. **Conflict of interest form.** The CEO outlined the procedure for Board members to declare conflict of interest.

10. Plan, Policy review and By-law review

a. Review Policy

i. Local History Policy.

Motion #2019-11

Moved by: Danny Whalen

Seconded by: Anna Turner

Be it resolved that the Temiskaming Shores Public Library Board accepts the library's policy: Local History policy as reviewed by the Board.

Carried.

11. Closed Session regarding identifiable individuals.

Motion #2019-12

Moved by: Jessica Cooper

Seconded by: Anna Turner

Be it resolved that the Temiskaming Shores Public Library Board go into Closed Session at 8:30 p.m. in regards to identifiable individuals.

Carried.

Motion #2019-13

Moved by: Jessica Cooper

Seconded by: Anna Turner

Be it resolved that the Temiskaming Shores Public Library Board rise from Closed Session at 8:46 p.m. without report.

Carried.

12. Adjournment

Adjournment by Jeff Laferriere at 8:47 p.m.

Chair – Donald Bisson