

Temiskaming Shores Public Library Board

Meeting Minutes

Wednesday, September 18, 2019

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

1. Call to Order

Meeting called to order by Chair Donald Bisson at 6:58 p.m.

2. Roll Call

Present: Donald Bisson, Claire Hendrikx, Danny Whalen, Brenda Morissette, Brigid Wilkinson, Jessica Cooper, Anna Turner and Library CEO Rebecca Hunt.

Regrets: Jeff Laferriere, Jamie Lindsay

Members of the Public: 0

3. Adoption of the Agenda

Moved by: Danny Whalen

Seconded by: Brenda Morissette

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

Carried.

Additions: Discussion on conflict of interest.

- a. Chair Donald Bisson discussed conflict of interest legislation with the board. There will be a standing agenda item added to the agenda allowing members to declare conflict of interest.

4. Adoption of the Minutes

Moved by: Claire Hendrikx

Seconded by: Brenda Morissette

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Wednesday, June 19, 2019, as presented.

Carried.

5. Business arising from Minutes

- a. Update on Northern College partnership, preparations for move.
- b. Update on ownership of Haileybury building.
- c. The Chair inquired about the use of the 3-D printer in the digital creator space and thanked The Temiskaming Foundation for their contribution towards the printer.

6. Correspondence:

- a. **From Lisa MacLeod, Minister of Tourism, Culture and Sport.** For information.
- b. **From Annik Boucher, Principal, Ecole secondaire catholique Sainte-Marie.** For information.
- c. **From Emilie Watchorn, recipient of the May Ball Bursary.** For information.

7. Secretary–Treasurer’s Report

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

Library CEO’s Report

September 9, 2019

Buildings and Equipment:

Fire safety checks were conducted in the library buildings.

Business:

Amalgamation of Library Branches: Over the summer staff began working on the amalgamation of the library collections. This process involves heavily weeding the current collections in New Liskeard and then assessing which items we will be keeping from the Haileybury collections, changing the information on the Haileybury items to match call numbers in New Liskeard, and then integrating them into the collection in New Liskeard. Ultimately we will have all items we are moving from Haileybury to the New Liskeard new location integrated into the New Liskeard building before the move so we can be sure we can fit into the shelving in the new location. We are starting by integrating our lowest circulation collections and then weeding those collections in Haileybury to make room for a book sale area upstairs in the children's area. We are hoping to ramp up this process this fall to be sure to have time to integrate all of the collections. When we consider the Fiction and DVD collections, we will start separating items we wish to move to Northern College so that they can be easily packed up and moved once we have reopened in the new location. I am anticipating that we will keep the Haileybury branch open for the three or so weeks it will take to set up in the new location, but that we will have a very limited collection of only Fiction and DVDs there for that time. Once we have reopened in New Liskeard we can move the Haileybury collection to its new location (hopefully Northern College) and finish weeding and closing that location.

Conseil des arts Temiskaming Arts Council (CATAC): The Strategic Planning sessions went well and I believe the plan will provide some direction and goals for CATAC.

Digital Creator: The 3d printer has been a huge hit with the teens. We get about 1 print per week! We've opened up our demographics; young and new are now welcome to drop in and create. I've already helped an older gentleman learn how to edit video. And the regulars are still coming in. (even if they're only gaming nerds.)

Federation of Ontario Public Libraries board: The next meeting is on Friday, September 20, and I would like to attend in person. FOPL will pay for my travel and accommodation, and I will ensure there is coverage at both branches of the library. Motion.

Motion #2019-30

Moved by: Brigid Wilkinson

Seconded by: Anna Turner

Be it resolved that the Temiskaming Shores Public Library Board recommends sending Library CEO Rebecca Hunt to the Federation of Ontario Public Libraries meeting in Toronto on September 21, 2019 with the understanding that the Library Board will be reimbursed for all travel and accommodation costs.

Carried.

JASI Steering Committee: The next meeting is September 18.

Ontario Library Association Superconference: I have been invited to present a session on the work Northern Libraries have done over the past few years, including my work with Library Value Toolkit, the Northern Lights Library Network, the ILL study we did in 2012 and our involvement with the Digital Creator project.

Ontario Public Library Association Research and Evaluation Committee: There have been a few meetings of the committee and we are working on evaluating a patron registration survey sent out by the Ontario Public Library Association earlier this year.

Proctoring: Library staff in Haileybury proctored 21 exams in the month of July.

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 will start up again in September.

Gadget Helper at both branches of the library

The Gadget Helper program will start up again on Thursday, September 19.

Fall Session Preschool Storytime at Both Branches of the Library

Preschool aged children accompanied by an adult are invited to join us for stories, rhymes, songs and a gentle introduction to early literacy and the library.

Every Wednesday, starting September 18 from 11:00 a.m.—11:30 a.m.

Digital Creator Workshops at the New Liskeard Branch

Digital Photography: Teen Beginner Workshops
September 4 to 6 from 6:30-8 p.m.

Sticker and Button Making for Teens
September 10 to 13 from 6:30-8 p.m.

Open Music Creation Workshops for Teens
September 17 to 20 from 6:30-8 p.m.

Side Hustle: Making Money Using Digital Tools for Teens
September 24 to 27 from 6:30-8 p.m.

Adult Friendly Days at Digital Creator are Wednesdays from 1-4!

Pay as you Please Book Sales at Both Branches of the Library!

With all of the preparations for moving the libraries we are sorting through and combining many of our book collections. Items that are taken out of our collection are for sale at both branches. Stop in and take a look at what is for sale—the price is Pay as you Please!

Finances and Statistics

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

Motion #2019-31

Moved by: Brenda Morissette

Seconded by: Jessica Cooper

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

Carried.

8. Committee Reports

- a. FINANCE AND PROPERTY: Minutes of the July 23, August 7 and September 4 meetings.
- b. PLANNING, POLICY, PERSONNEL AND PUBLICITY: Nothing to report.
- c. STRAT PLAN COMMITTEE: report on July 8 session and review of documents.
- d. LIBRARY SERVICES COMMITTEE: Nothing to report.

New Business

- a. **Contracting Townships.** Discussion regarding the contracts. Motion.

Motion #2019-32

Moved by: Anna Turner

Seconded by: Danny Whalen

Be it resolved that the Temiskaming Shores Public Library Board accept the proposed Library Services Agreement as amended.

Carried.

- b. **Non-resident fee policy.** Discussion and Motion.

Motion #2019-33

Moved by: Claire Hendrikx

Seconded by: Brigid Wilkinson

Be it resolved that the Temiskaming Shores Public Library Board accepts the library's policy: Fines and Fees Policy as reviewed and amended by the Board, effective on January 1, 2020.

Carried.

- c. **Review of draft 2020 budget.** Discussion. The Board recommended sending the draft to city administration on October 4.

9. Plan, Policy review and By-law review

- a. **Review Policy—Staffing priorities**

Motion #2019-34

Moved by: Brenda Morissette

Seconded by: Brigid Wilkinson

Be it resolved that the Temiskaming Shores Public Library Board accepts the library's policy: Staffing priorities Policy as reviewed and amended by the Board.

Carried.

10. Closed session regarding identifiable individuals.

Motion #2019-35

Moved by: Jessica Cooper

Seconded by: Claire Hendrikx

Be it resolved that the Temiskaming Shores Public Library Board go into Closed Session at 8:28 p.m. in regards to identifiable individuals.

Carried.

Motion #2019-36

Moved by: Claire Hendrikx

Seconded by: Jessica Cooper

Be it resolved that the Temiskaming Shores Public Library Board rise from Closed Session at 8:33 p.m. without report.

Carried.

11. Adjournment

Adjournment by Jessica Cooper at 8:34 p.m.

Chair – Donald Bisson