

## **Temiskaming Shores Public Library Board**

### **Meeting Minutes**

Wednesday, October 21, 2020

7:00 p.m. at the Library in the Programming Room

#### **1. Call to Order**

Meeting called to order by Chair Brigid Wilkinson at 7:01 p.m.

#### **2. Roll Call**

Present: Claire Hendrikx, Danny Whalen, Brenda Morissette, Emily Smith, Chair Brigid Wilkinson, Jeff Laferriere and Library CEO Rebecca Hunt.

Regrets: Jessica Cooper, Thomas McLean

Absent: Jamie Lindsay

Members of the Public: 0

#### **3. Adoption of the Agenda**

##### **Motion #2020-28**

**Moved by:** Jeff Laferriere

**Seconded by:** Claire Hendrikx

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

**Carried.**

**Additions:** New Business g. Trillium and CFC grant applications  
Plan, Policy and Bylaw Review b. Community Use Policy

4. **Declaration of conflict of interest.** Claire Hendriks: indirect conflict for item New Business g. She works for The Temiskaming Foundation.

5. **Adoption of the Minutes**

**Motion #2020-29**

**Moved by:** Emily Smith

**Seconded by:** Brenda Morissette

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Wednesday, September 16, 2020 as amended.

**Carried.**

6. **Business arising from Minutes**

- a. None

7. **Correspondence:**

- a. From The Temiskaming Foundation. 2020 grants.
- b. From Ontario Financial Services. PLOG grant disbursement.
- c. From Ontario Library Service North and Southern Ontario Library Service. Appointment of CEO for amalgamated organization.
- d. From Glenn MacDougall. Northern College Partnership. The Board asked the CEO to follow up with the municipality.

## 8. Secretary–Treasurer’s Report

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

### Library CEO’s Report

October 14, 2020

**Digital Creator project:** The Digital Creator program is on hold until the Spring of 2021. They will be doing online programming, but they will not try to hire interns until they have reassessed the program at that time. In the meantime we have been allowing small study groups of 1-5 people use the space and have had some gadget helper sessions there.

**Library Statistics:** I have changed which statistics are reported a bit again. When I ran the circulation statistics for the month of September, I thought it was interesting to see the difference in circulation for each item type rather than the broader categories of English and French books. Our September statistics show that even during a pandemic and not having been open for a full month, our circulation numbers are near last years numbers for our Junior items and even surpassing last years numbers for the same month for some of those item types. This would support library staff’s observations that people seem to be using library resources in homeschooling their children this year. I thought it might be interesting to watch those stats for a few months to see if this idea is further supported.

If there are any other statistics that board members would like to see or compare, please let me know.

**New Library building:** The elevator in the new building is unfortunately not working. I believe the issue was that there is not enough voltage going to the elevator to consistently run it, which is why it was running for a while but was not completely reliable. I spoke with Building Maintenance and they are waiting for a quote to have it fixed.

There are still some outstanding issues in the building, such as the people counter and a few doors that need to be replaced, but I believe these items are supposed to be addressed at some point in time.

**Northern College partnership:** Glenn MacDougall emailed this week to follow up on the Northern College partnership and I have included that email in the board correspondence. I will be picking up the 3D printer in the next week.

**Website:** We will be launching our new website at the end of October. We are still working on importing some information, such as our blog, but most everything else is imported. Here is the link to have a look:

<https://temiskamingshores.ic12.esolg.ca/en/resident/temiskaming-shores-public-library.aspx>

### **Finances and Statistics**

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

### **Motion #2020-30**

**Moved by:** Jeff Laferriere

**Seconded by:** Emily Smith

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

**Carried.**

## **9. Committee Reports**

- a. FINANCE AND PROPERTY: Minutes of the Thursday, October 1, 2020 meeting. Chair of the Finance and Property Committee, Jeff Laferriere, spoke about the 2021 budget process and outlined the proposed first draft.
- b. PLANNING, POLICY, PERSONNEL AND PUBLICITY: Nothing to report.
- c. LIBRARY SERVICES COMMITTEE: Nothing to report.
- d. STRAT PLAN COMMITTEE: Nothing to report.

## **10. New Business**

- a. **Draft 2021 budget and forecasted year end numbers.** Discussion.

- b. Printed Strategic Plan**—distribution. The CEO also showed the board a draft presentation to council.
  
- c. Community Fridge project.** Discussion. The Board is requesting that there is more dialogue with the Timiskaming Health Unit on this project, as they are apprehensive about starting the project during the pandemic. The Board would like to invite the Timiskaming Health Unit to give a presentation and answer the questions the Board had brought up before the COVID-19 closures.
  
- d. YouTube channel.** The CEO suggested that this project may be put on hold until there is an intern to help with staff capacity.
  
- e. Board Committees.** Currently we have three standing committees: Finance and property (Jeff Laferriere and Brigid Wilkinson), Personnel, Planning, Policy and Publicity (Brenda Morissette and Claire Hendrikx) and the Strategic Planning Committee (Brigid Wilkinson, Claire Hendrikx, Jamie Lindsay and Jessica Cooper). The Chair encouraged the new board members to join a committee.
  
- f. Christmas hours.** Discussion. The CEO suggested that the library be open 10-2 on Christmas Eve and New Year's Eve, closed on the statutory holidays of Christmas Day, Boxing Day and New Year's Day, and open from 10-4 on December 28-30, 2020, and Saturday, January 2, 2021.

**Motion #2020-31**

**Moved by:** Jeff Laferriere

**Seconded by:** Emily Smith

Be it resolved that the Temiskaming Shores Public Library Board accepts the revised December 2020 holiday hours.

**Carried.**

- g. Report LIB-04-2020: Trillium Resilient Communities Fund and Community Foundations Canada Community Emergency Fund grant applications.** The CEO outlined the project proposal for the grant application.

**Motion #2020-32**

**Moved by:** Jeff Laferriere

**Seconded by:** Emily Smith

Be it resolved that the Temiskaming Shores Public Library Board approved the grant applications as outlined in Report LIB-04-2020.

**Carried.**

**11. Plan, Policy review and By-law review**

- a. Policy review.** Membership policy and Staffing priorities policy.

**Motion #2020-33**

**Moved by:** Claire Hendrikx

**Seconded by:** Emily Smith

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

**Carried.**

- b. Policy review.** Community Use policy. Discussion. The Board is not comfortable with renting the programming room during the pandemic. The three rooms in the library (Study Room, Digital Creator Space and Programming Room) may be booked for small study groups of 5 or fewer people and to support distance education students, homeschooling families, people working from home who may need space or high speed internet, and to support small meetings of 5 or fewer people for community organizations. The Board recommended that the Policy Committee review this policy and investigate the creation of a COVID-19 operations policy. The CEO will schedule a meeting.

## 12. Adjournment

Adjournment by Jeff Laferriere at 8:14 p.m.

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Chair –