

## **Temiskaming Shores Public Library Board**

### Meeting Minutes

Wednesday, February 19, 2020

7:00 p.m. at the Haileybury Branch

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

Meeting called to order by Donald Bisson at 7:01 p.m.

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

Present: Donald Bisson, Brigid Wilkinson, Brenda Morissette, Jessica Cooper, Claire Hendrikx, Jeff Laferriere, and Library CEO Rebecca Hunt.

Regrets: Danny Whalen, Jamie Lindsay.

Members of the Public: 0

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

**Moved by:** Brigid Wilkinson

**Seconded by:** Claire Hendrikx

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

**Carried.**

#### **4. Declaration of conflict of interest**

#### **5. Adoption of the Minutes**

**Moved by:** Brenda Morissette

**Seconded by:** Brigid Wilkinson

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Wednesday, December 18, 2019 as presented.

**Carried.**

**6. Business arising from Minutes : none**

**7. Correspondence:**

- a. From Lera Ryan. For information.

**8. Secretary–Treasurer’s Report**

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

**Library CEO’s Report**

**February 12, 2020**

**Business:**

**Amalgamation of Library Branches and Northern College collections:** Work continues on the amalgamation of the collections and the choice of books to send to Northern College. We are planning on sending the following categories of books to Northern College:

- English Fiction books: around 1200
- English Non-Fiction books: around 500
- French Fiction books: around 200
- English Junior and Young Adult books: around 200
- English Easy books: around 300

We have finalized and completed the weeding for the Easy collections and are currently working on the Junior, YA and French Fiction collections. We are scheduled to complete these three collections by the end of February. In March we will complete selection and weeding of the English Fiction and Non-Fiction collections, the Junior Non-Fiction collections and the DVD collection. We have also completed weeding and amalgamation of the French Easy, French Junior, French Junior-Nonfiction, Large Print and Audiobook collections.

A note about interlibrary loans (ILL). I have contacted the Southern Ontario Library System to let them know that we will be moving our ILL processing to the new location and will be changing our address. They recommended that we suspend ILL requests and loans immediately to give time for the outstanding requests and loans to come back to our current PO box before we move. We have suspended ILL service until we are up and running in the new location.

**Conseil des Arts Temiskaming Arts Council (CATAC):** I have let the CATAC board know that I will only attend meetings if my work duties and the library move schedule allow until after the move.

**Contracting Townships:** The following townships have signed two year contracts for library services: Casey, Harley and Kerns Townships. I have agreed to work with the Township Clerk to help publicize library services once we have completed our move.

Mima Cassola from the Ministry of Heritage, Sport, Tourism and Culture Industries contacted me to ensure she had updated information on the contracts we have with our outlying townships. I emailed her copies of the current contracts for their records. She commended the Board for their work in this area as it is a difficult one for Ontario library boards to navigate.

**Digital Creator:** The Digital Creator lab intern's hours have changed a bit, to a schedule of 25 hours a week and every second Saturday during this transition time. We will re-assess the hours when we are up and running in our new location.

**Federation of Ontario Public Libraries:** I have been invited to stand another term on the Board. The next meetings are on March 27 and June 5. I have notified the Executive Director that I will attend based on ability with the library moving and Northern College opening schedule.

**JASI Steering Committee:** I attended the teleconference on January 22.

**New Location:** I was able to go into the new location and help measure for the shelving on January 21. At that time there were some walls still missing but it was a useful exercise as we were able to adjust the depth of some of the shelving to accommodate a wider aisle for accessibility and fire safety. We lost some shelving space, but it is good to know this in advance! I was also in on February 7 to measure for a desk that needs to be moved and there is more drywall up and all of the walls have been framed.

There is one issue that I wanted to bring to the attention of the board. There is a payphone in the lobby of the new location. It is not working at this time, and I have a quote from NorthernTel stating that to connect that phone will cost a connection fee plus any repairs that need to be done and then \$65/month. The library would be responsible for any repairs needed if the phone is damaged. Although we do receive occasional requests to use the library phones, I would recommend that we do not connect that phone, and that we ask

city staff to remove it. We have not budgeted for this expense and it may be more of a headache than is worth. However, I do not believe there are any other pay phones nearby so it may be a service the board would like to provide. An option would be to have a library telephone situated at the edge of the reference desk in the upper level so that it can be accessed by members of the public on request and can be monitored. This would allow youth to make calls to parents to let them know where they are, which is our most common request, but would not be an expense to the Library. We do have an extra telephone from our current locations which could be used for this purpose. The board is in agreement with this plan and removing the phone.

**Ontario Library Association Superconference:** The Superconference went very well. I participated in the Ontario Public Library Association Research and Evaluation Committee presentation and presented at the northern Ontario libraries session—both were well attended with around 100 attendees at each session. I also helped lead a workshop on data analysis and attended the Federation of Ontario Public Library meetings.

I was also asked to participate in the Ontario Library Association's Spirit of Reconciliation program—they contacted me in mid-December. I was partnered with a librarian from an Indigenous public library who was a first-time conference attendee. This year I was partnered with Tessa Hope from Temagami First Nations Public Library on Bear Island. I helped get Tessa registered for the conference and introduced her around to some of the Northern librarians who were there. We also attended several Indigenous sessions together and have a post conference report to fill out. It was nice to meet her because I have not had much contact with that library even with the Northern Lights Library Network.

I also was able to demo a microfilm reader with the vendor, who was at the conference from whom I would like to purchase. This was very useful as I was able to see that the more expensive model was actually just a software upgrade to the carrier for the less expensive model. On talking to the vendor I have decided to go with the less expensive model and then we can upgrade to the next step up if needed.

**Open Shelf e-magazine:** The article has been published—on February 10. Here is the link, and I will also send it out in the board email: <https://open-shelf.ca/200210-valuing-social-institutions-northern-libraries-have-bang-for-their-buck/>

**OPLA Research and Evaluation Committee:** I have informed the board that I will not be able to attend meetings or participate in the research evaluation until after the library move.

**Policies:** I would like to request that we defer our policy review schedule to after we are up and running in our new location. Some of the policies may change based on how operations are running in the new space, so it may make sense to adjust them once we can see how things are going.

There are a few policies that I believe the board may for sure want to look at for when we are operating in our new space. We may want to look at our community space policy and see if we want to charge for room rental for the programming room and/or the study/meeting room. As well, I believe we might want to take a look at our working alone policy. I am making note of this so that I will remember to bring them to a future board meeting.

**Proctoring:** The library proctored 44 exams in 2019 resulting in \$2200 in revenues.

### **Programming**

Most of our programming has been suspended at this time to allow staff to focus on the move. There are still a few things happening though!

### **Family Fun Program at the New Liskeard Branch**

A program with stories and active playtime fun using hula hoops, stilts, pom-pom toss and the like. The next session will be held on Saturday, February 22 from 10:30 until noon. This program will run through March.

### **I READ Canadian, a Read - Aloud Family Event at the New Liskeard Branch**

A new nationwide initiative that celebrates the richness, diversity, and breadth of Canadian literature will take place for the first time ever from at the Temiskaming Shores Public Library – New Liskeard branch on Saturday February 15. English session from 10:30 to 11:30 a.m. and a French session from 1:30-2:30. Please stop by for some great Canadian stories and poems being read aloud by special guests from our community.

### **Local Musicians Love Libraries Giant Booksale at the Haileybury Branch**

Come one, come all to a live music and booksale event at the Haileybury Branch of the library! Browse hundreds of books for sale while listening to local musicians--there is something for everyone! The sale is pay as you please--there will be donation spots throughout the library.

When: Saturday, February 22, 2020, from 1:00 pm until 4:00 pm

### **Finances and Statistics**

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

### **Motion #2020-01**

**Moved by:** Jeff Laferriere

**Seconded by:** Brigid Wilkinson

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

**Carried.**

### **9. Committee Reports**

- a. FINANCE AND PROPERTY: Nothing to report.
- b. PLANNING, POLICY, PERSONNEL AND PUBLICITY: Nothing to report.
- c. LIBRARY SERVICES COMMITTEE: Nothing to report.
- d. STRAT PLAN COMMITTEE: A meeting was scheduled for Tuesday, March 10 at 6:00 pm at the Library CEO's home.

### **10. New Business**

- a. Draft #3 Library 2020 budget. For discussion/information.
- b. Capital budget for furnishings update. For information.
- c. Resolution and policy for larger donations to be carried forward or held in reserves for library board.

#### **Motion #2020-02**

**Moved by:** Brigid Wilkinson

**Seconded by:** Jeff Laferriere

Be it resolved that the Temiskaming Shores Public Library Board allocate donations received in 2019 in the amounts of \$1000 and \$5000 into a reserve fund for the library.

**Carried.**

- d. 2019 statistics. For discussion and information.
- e. 2009-2019 statistics. For discussion and information. It was noted that the wifi stats are very high, at 37,905 uses in 2019, which is a 265% increase over 2018.
- f. Disbursement of furnishings. Several groups, businesses and individuals are wondering about shelving and other furnishings we are not taking to the new location. The board directed the CEO to ask for reasonable offers on all items that we will not be taking to the new location. As well, a listing of all the items to be sold will be put on the library's Facebook page once we have vacated the buildings. All items will be sold as is and must be picked up by the buyer.
- g. Non-resident sponsored membership. It was suggested that individuals who are not residents of or own property in Temiskaming Shores or a contracting township may approach service clubs to have their memberships subsidised or sponsored if they cannot afford the non-resident membership fee.
- h. Community Fridge proposal/project. The CEO gave an overview of the proposed project and the program description provided by the Timiskaming Health Unit. The Board is interested in the idea but would like more information. The CEO will invite the program partners to the next board meeting to provide further information about the proposed project.

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

- a. **Review Policy—Defer until after move.**

## **12. Closed Session regarding identifiable individuals**

### **Motion #2020-03**

**Moved by:** Claire Hendrikx

**Seconded by:** Jessica Cooper

Be it resolved that the Temiskaming Shores Public Library Board go into Closed Session at 8:33 p.m. in regards to identifiable individuals.

**Carried.**

**Motion #2020-04**

**Moved by:** Jessica Cooper

**Seconded by:** Claire Hendrikx

Be it resolved that the Temiskaming Shores Public Library Board rise from Closed Session at 8:40 p.m. without report.

**Carried.**

**13. Adjournment**

Adjournment by Brigid Wilkinson at 8:41 p.m.

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Chair – Donald Bisson