

Temiskaming Shores Public Library Board

Meeting Minutes

Wednesday, March 18, 2020

7:00 p.m. at the Haileybury Branch

1. Call to Order

Meeting called to order by Vice-Chair Jeff Laferriere at 7:05 p.m.

2. Roll Call

Present: Jeff Laferriere, Brigid Wilkinson, Danny Whalen, Jamie Lindsay, Jessica Cooper, Claire Hendrikx, and Library CEO Rebecca Hunt.

Regrets: Brenda Morissette.

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. Delegation: Community Fridge program: The delegation was postponed to the May meeting due to COVID-19.

6. Adoption of the Minutes

Moved by: Brigid Wilkinson

Seconded by: Claire Hendrikx

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Wednesday, February 19, 2020 as presented.

Carried.

7. Business arising from Minutes : none

8. Correspondence:

- a. From Ontario Library Services North. Re: Amalgamation of Ontario Library Services. For information. The board inquired if there would still be representation from northern Ontario on an amalgamated Ontario Library Services Board. The CEO will forward those comments to OLS-North.

9. Secretary–Treasurer’s Report

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

Library CEO’s Report

March 12, 2020

Library Board vacancies: City administration presented a report to council at the March 10, 2020 meeting, recommending that council uphold the Ontario Public Libraries Act, which dictates that when board members become ineligible during their term that they must be notified of their ineligibility and the positions advertised so they can be replaced. The recommendation was approved at the council meeting. Two board members, Donald Bisson and Anna Turner, became ineligible when Hudson Township cancelled their contract with Temiskaming Shores. I will purchase gifts for them as per our policy for departing library employees and board members.

Library Move Workplan: The workplan has been updated to reflect the changes that have occurred from closing for COVID-19. Work continues on the new building and the Manager of Physical Assets has updated me with timelines for opening. Currently it looks like shelving can still be installed the week of April 20, with the move planned for the week of May 4.

I have included the library board in the planning for the grand opening of the new location. I will be on holidays quite a bit over the summer but I am hoping we can plan for an event in late summer unless the board would like to do otherwise.

I will upload the workplan in a google drive and share the link so everyone has access to the most updated version.

Local Musicians Love Libraries Booksale: The booksale was a huge success and on behalf of the board I would like to thank all of the musicians and the volunteers who came to help out. The library made over \$1000 in booksale revenues during the week of the booksale, the bulk of that during the three hours of music and snacks on February 22.

Northern College partnership: The Northern College Library Technician came to the Haileybury Branch in to look at the collections we will be sending to Northern College. They have ordered the shelving and we have incorporated the move in the workplan.

Poster: I have attached a poster for the move with some information for patrons on it. I would just like to confirm that the board is in agreement with the wording on the poster.

Programming

All of our programming has been suspended at this time due to COVID-19.

Finances and Statistics

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

Motion #2020-05

Moved by: Claire Hendrikx

Seconded by: Jessica Cooper

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

Carried.

10. 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: The committee met on Tuesday, March 10 at 6:00 pm at the Library CEO's home. To finish the plan we need to complete the formatting with pictures.

11. New Business

- a. COVID-19 measures. Both library branches are closed to the public. Full-Time staff members continue to work at this time, packing the two library branches. The Northern College collection will be packed last, when we are sure the move will not be delayed. If the situation requires that staff work at home, they will update the library website, continue work on our social media, plan for collection development and library programming, and take library and technology related courses to be able to improve library services when we reopen to the public.
- b. Hours of operation in Haileybury during move. Both branches have been closed because of COVID-19. In the event that the library move is delayed, the Haileybury Branch can be opened for library service with the Northern College Collection.
- c. Donation from the Temiskaming Genealogy group. The Temiskaming Genealogy Group has made a generous donation to the library for the purchase of local history or genealogy resources. They are agreeable for the funds to be allocated to the new microfilm reader at the new location. The board would like to thank them for this donation and will recognize the group in a letter to the Temiskaming Speaker and a plaque on the microfilm reader.

Motion #2020-06

Moved by: Brigid Wilkinson

Seconded by: Jeff Laferriere

Be it resolved that the Temiskaming Shores Public Library Board allocate the donation in the amount of \$1200 from the Temiskaming Genealogy Group to the purchase of the microfilm reader for the new location as per their wishes that the funds go towards a local history or genealogy purchase.

Carried.

12. Plan, Policy review and By-law review

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

13. Closed Session regarding identifiable individuals

Motion #2020-07

Moved by: Claire Hendrikx

Seconded by: Jessica Cooper

Be it resolved that the Temiskaming Shores Public Library Board go into Closed Session at 7:45 p.m. in regards to identifiable individuals.

Carried.

Motion #2020-08

Moved by: Jamie Lindsay

Seconded by: Jessica Cooper

Be it resolved that the Temiskaming Shores Public Library Board rise from Closed Session at 7:50 p.m. without report.

Carried.

14. Adjournment

The Board discussed the location of their next meeting. It will likely be via teleconference. Adjournment by Brigid Wilkinson at 7:55 p.m.

Chair