

Temiskaming Shores Public Library Board

Meeting Minutes

Wednesday, April 15, 2020

7:00 p.m. via GoTo Meeting

1. Call to Order

Meeting called to order by Vice Chair Jeff Laferriere at 6:59 p.m.

2. Roll Call

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

Regrets: Jamie Lindsay.

Members of the Public: 0

3. Adoption of the Agenda

Motion #2020-09

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

- a. Brenda Morissette in regards to Northern College

5. Board Chair election hosted by Vice Chair

Vice Chair Jeff Laferriere called for nominations for the position of Chair.

Nominated: Brigid Wilkinson

Nominated by: Brenda Morissette

Seconded by: Claire Hendrikx

There were no further nominations. Brigid Wilkinson accepted the nomination and the appointment was carried by the board.

The Vice Chair handed the meeting over to Chair Brigid Wilkinson.

6. Adoption of the Minutes

Motion #2020-10

Moved by: Danny Whalen

Seconded by: Claire Hendrikx

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Wednesday, March 18, 2020 as presented.

Carried.

7. Business arising from Minutes: None

8. Correspondence:

- a. From Ontario Library Service North and Southern Ontario Library Service. Update. For information.

9. Secretary–Treasurer’s Report

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

Library CEO’s Report

April 8, 2020

CJTT Chat: I did a CJTT Chat on Monday, April 6 and am booked again for Monday, April 20 to update the community on the status of the library move.

COVID-19 measures: All staff members are now working from home. The library clerks are planning programming, maintaining our social media, working on collection development and taking courses for professional development. One of the clerks has also downloaded WorkFlows, our library system, onto her home computer to help me renew library memberships and renew books for people. There are several staff members working on their required EXCEL small library management certificates. I have one clerk set up to take a cataloguing course through Mohawk College so that she can take over the cataloguing once we are open again without as much training lag time. The clerks are also using WebJunction and GCF Learnfree.org for library and computer training courses, and I have just finalized plans with Contact North to give the library clerks free access to Lynda.com and GALE courses through the partnership with Brampton Public Library.

Digital Creator: The program will go on hold for about four months until the library is open and up and running again.

Library Board vacancies: I have not yet had a chance to purchase gifts for the departing library board members but I will when the COVID-19 measures have been lifted. There have been three applications to fill the vacant positions. Council will be reviewing the applications in their April meetings.

Library CEO’s work from home plan: I have been set up with a VPN connection on my laptop so that I can remote into my work computer at the New Liskeard library. I am working on the 2019 Annual Survey of Public Libraries, which is due on May 31, keeping track of training, approving social media posts, posting some and responding to questions and requests via social media, and revising the website. I have been checking messages at the libraries and emptying the drop boxes twice a week, and have taken some webinars on COVID-19 measures. In the next weeks I hope to place our book orders (delivery will

be held until after we are open) and finalize my decision on what furniture we will take to the new location. I might also have a chance to look at some of the policies we had deferred.

Library Move: All items that are to go to the new location in both branches of the library have been packed. There are around 900 boxes in addition to the furnishings such as desks, tables and chairs that we will be moving. Once the COVID-19 measures are lifted and the shelving installed we should be able to move fairly quickly.

Northern College partnership: We may have to adjust the opening date for the Northern College satellite collection but perhaps we can wait until a bit closer to the time to discuss with them.

Open Shelf emagazine of the Ontario Library Association: The Open Shelf editors asked me to do a pandemic photo voice story. The article I submitted is in the April edition: <https://open-shelf.ca/200406-pandemic-photo-voices/>

Outreach: The activity coordinator from the Northdale Manor has reached out to ask if we can deliver a box of audiobooks for the residents. I have indicated that we will work with them to accommodate that request.

Finances and Statistics

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

Motion #2020-11

Moved by: Jeff Laferriere

Seconded by: Brenda Morissette

Be it resolved that the Temiskaming Shores Public Library Board accepts the April 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: Nothing to report.

11. New Business

- a. COVID-19 measures. Discussion, for information. The board suggested that the CEO reach out to the other senior residences to see if they would want some small deposit collections of audiobooks or other materials.
- b. Report LIB-01-2020 Library staff training while working from home. Motion.

Motion #2020-12

Moved by: Jeff Laferriere

Seconded by: Brenda Morissette

Be it resolved that the Temiskaming Shores Public Library Board approve the recommendation in Report LIB-01-2020 Library staff training while working from home- and transfer \$1200 from the mileage expense line to the training and courses expense line to accommodate the training that the staff are able to do while they are working from home.

Carried.

- c. Final 2019 financial report including Great West Life expenses and donation transfer to reserve. For information.

12. Plan, Policy review and By-law review

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

13. Adjournment

Adjournment by Jeff Laferriere at 7:24 p.m.

Chair – Brigid Wilkinson