

Temiskaming Shores Public Library Board

Meeting Minutes

Wednesday, May 20, 2020

7:00 p.m. via Jitsi Meeting

1. Call to Order

Meeting called to order by Chair Brigid Wilkinson at 7:03 p.m.

2. Roll Call

Present: Danny Whalen, Brenda Morissette, Chair Brigid Wilkinson, Jeff Laferriere, Claire Hendrikx, Emily Smith, Thomas McLean.

Regrets: Jessica Cooper, Jamie Lindsay

Members of the Public: 0

3. Adoption of the Agenda

Motion #2020-13

Moved by: Jeff Laferriere

Seconded by: Brenda Morissette

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

Carried.

Additions: None

4. **Declaration of conflict of interest:** Claire Hendrikx regarding TTF information, Brenda Morissette regarding Northern College

5. **Adoption of the Minutes**

Motion #2020-14

Moved by: Claire Hendrikx

Seconded by: Danny Whalen

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Wednesday, April 15, 2020 as amended .

Carried.

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

7. **Correspondence:**

a. From ESCSM—May and Francis Ball Scholarship

b. From The Temiskaming Foundation—May Ball Fund and Temiskaming Shores Public Library Fund disbursements.

8. **Secretary–Treasurer’s Report**

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

Library CEO’s Report

May 14, 2020

CJTT Chat: I did a CJTT Chat on Monday, April 20 to update the community on the status of the library move. Sharren continues to do the monthly chats to promote our resources.

Le Voyageur article: Marc Dumont approached Carmen Peddie to do an article about the library move for Le Voyageur, a Sudbury based Francophone publication. Through Carmen he sent some question to me as well for the article. It was published this week and can be found on Le Voyageur's website lavoixdunord.ca. Le Voyageur is in Sudbury. If you scroll down and find Plus Récents on the right and then scroll down to La bibliothèque Carnegie déménagement you will find it.

Library Move: The city has asked us to empty the buildings of everything that we are not taking to the new location. Several staff members were recalled the week of April 27 to the Haileybury branch of the library to pack up the Northern College collection and the artwork in Haileybury. The CEO then posted items for sale on the library's facebook page and scheduled viewing and pickup times with interested community members. The recreation department took a large amount of tables, chairs and other furnishings for their work locations. All of the shelving, tables and chairs which are not going to be used in the new location were sold between April 30 and May 6. The municipality of Notre Dame du Nord took the remaining 200 boxes of used books which we could not sell. The city provided a crew on May 5 to take the remaining few desks and items that we could not sell to the dump and to take the Northern College books and shelving units up to be stored at Northern College. The same process is being used the week of May 11 to empty out the New Liskeard branch of everything we will not use in the new location. Because of this I have been working from the library branches for the past two weeks. I hope to be working from home again by Friday, May 14.

Ven-Rez shelving contacted us yesterday and have scheduled to install the shelving the first week of June. After that installation we should be able to move and set back up again once we can schedule the move with the city.

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.

Website: The library website is down as of May 11. The site is hosted on an Ontario Library Services North GoDaddy account and are issues with the GoDaddy server. Unfortunately I do not have access to the site to try to troubleshoot issues or enlist the GoDaddy help team to fix the issue, I have to go through OLS-North. The tech team lead at OLS-North has said he has escalated this with GoDaddy because all of the OLS-North sites they host are down, but so far there has not been a fix. The city has confirmed that they will include the library on the revamped city website. The project was approved in the 2020 budget but it will be another 4-6 months before our site can be moved over. In the meantime hopefully our site will come back up hopefully events such as this will not reoccur.

Finances and Statistics

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

Motion #2020-15

Moved by: Jeff Laferriere

Seconded by: Claire Hendrikx

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

10. New Business

- a. Confirmation of method of holding board meetings: The Board agreed that meetings would continue to be held via videoconference, inviting the public to participate by publicizing on the library website until they can be held in person again.
- b. COVID-19 reopening. Discussion, review of FOPL guidelines and Australian Library Association document.
- c. CEO cell phone subsidy. Discussion.

Motion #2020-16

Moved by: Jeff Laferriere

Seconded by: Thomas McLean

Be it resolved that the Temiskaming Shores Public Library Board approves the CEO cell phone subsidy as administered by the City of Temiskaming Shores.

Carried.

- d. Report LIB-02-2020 Hoopla vs. Advantage for augmenting our ebooks collection.
- e. Annual Survey of statistics for the Ministry of Tourism, Sport and Culture Industries.
Motion.

Motion #2020-17

Moved by: Emily Smith

Seconded by: Jeff Laferriere

Be it resolved that the Temiskaming Shores Public Library Board accepts the information in the annual survey for the Ministry of Tourism, Sport and Culture Industries and consents to the release of the survey report to the Ministry.

Carried.

11. Plan, Policy review and By-law review

- a. Review Policy—Defer until after move.

12. Closed Session in regards to identifiable individuals

Motion #2020-18

Moved by: Danny Whalen

Seconded by: Jeff Laferriere

Be it resolved that the Temiskaming Shores Public Library Board go into Closed Session at 7:43 p.m. in regards to identifiable individuals.

Carried.

Motion #2020-19

Moved by: Jeff Laferriere

Seconded by: Claire Hendirkx

Be it resolved that the Temiskaming Shores Public Library Board rise from Closed Session at 8:20 p.m. without report.

Carried.

13. Adjournment

Adjournment by Jeff Laferriere at 8:21 p.m.

Chair –