

## **Temiskaming Shores Public Library Board**

### **Meeting Minutes**

Wednesday, June 17, 2020

7:00 p.m. via Jitsi Meeting

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

Meeting called to order by Chair Brigid Wilkinson at 7:00 p.m.

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

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

Regrets: Thomas McLean, Jessica Cooper, Jamie Lindsay

Members of the Public: 0

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

##### **Motion #2020-20**

**Moved by:** Jeff Laferriere

**Seconded by:** Claire Hendrikx

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

**Carried.**

**Additions: none**

**4. Declaration of conflict of interest**

**5. Adoption of the Minutes**

**Motion #2020-21**

**Moved by:** Danny Whalen

**Seconded by:** Brenda Morissette

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Wednesday, May 20, 2020 as presented.

**Carried.**

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

**7. Correspondence:**

- a. From Stephen Abram, Executive Director, Federation of Ontario Public Libraries. Re: FOPL Statement of Solidarity with Black Community Against Systemic Racism. For information and discussion. The Board agreed with sharing the statement on the library's website and social media.

**8. Secretary–Treasurer's Report**

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

**Library CEO's Report**

**June 11, 2020**

**CJTT Chat:** I will be doing another CJTT chat on Monday, June 29 to update the community on the library move. Sharren continues to do the monthly chats to promote our resources.

**Library Move:** The Ven-Rez shelving installation crew was on site June 8-10 to set up our new and incorporate our existing shelving in the new location. Considering that some of the walls were corner to corner shelving and did not have any centimetres to spare, I think it went well. The walls were scuffed in two spots and one unit did not fit. I have contacted Ven Rez and they will send out a smaller unit to fit that spot but it will be several weeks before it arrives. It is only a two section unit so in the meantime I have temporarily taken off the end panels to fit the unit in place so we can place books on it until the replacement arrives. I will be calling staff in to help me finish spacing the shelves and inserting dividers on Friday June 12.

I will place the order for the remaining furnishings including the DVD cabinets this week. The window coverings should be installed next week, and the remaining flooring installed. As well, the electrician should be on site all next week. The 3H furniture still needs to be finished and I believe that is to happen next week as well.

**Northern College partnership:** I will be having an in-person site visit sometime in the near future with Northern College to help plan for the space there.

**Staff Professional Development:** Staff members continue to take the Excel Small Library Management courses and other courses and webinars while they are working from home. Our cataloguing staff person has successfully completed the Mohawk College MARC records course.

**Website:** I will be attending the City's Website Committee meetings to be a part of the development of the library web page on the city's site. I really like the template page they are thinking of using, it can be found here—click on “Landing Page—Library” to see the sample:

[http://preview.esolutionsgroup.ca/elliott\\_lake/](http://preview.esolutionsgroup.ca/elliott_lake/)

The website will be set up to allow for 3<sup>rd</sup> party applications such as our catalogue to be incorporated, thus allowing for a “book river” of new or popular titles to be displayed on our home page. Another site I like which has a similar concept is Dryden Public Library:

<https://www.dryden.ca/en/explore/library.aspx>

The committee will choose a template to use by the end of July and we hope to be live with the new website in early December.

A board member asked if it was possible to have an Ask A Librarian chat box. I have followed up with the City's IT officer and it is recommended that we go with a tab and email form as there is a cost to the third party software used in chat boxes.

### **Finances and Statistics**

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

### **Motion #2020-22**

**Moved by:** Brenda Morissette

**Seconded by:** Jeff Laferriere

Be it resolved that the Temiskaming Shores Public Library Board accepts the June 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. Revised 2020 final budget. For information.
- b. Strategic Plan documents. For discussion.
- c. Curbside pickup procedure. For information, discussion.
- d. Phased re-opening checklist. For information, discussion.
- e. Trillium Grow grant application for Digital Creator program. For information.

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

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

**12. Closed Session in regards to identifiable individuals**

**Motion #2020-23**

**Moved by:** Jeff Laferriere

**Seconded by:** Claire Hendrikx

Be it resolved that the Temiskaming Shores Public Library Board go into Closed Session at 7:39 p.m. in regards to identifiable individuals.

**Carried.**

**Motion #2020-24**

**Moved by:** Emily Smith

**Seconded by:** Danny Whalen

Be it resolved that the Temiskaming Shores Public Library Board rise from Closed Session at 7:47 p.m. without report.

**Carried.**

**13. Adjournment**

Adjournment by Jeff Laferriere at 7:48 p.m.

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Chair –