

Temiskaming Shores Public Library Board

Meeting Minutes

Wednesday, September 16, 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, Emily Smith, Brenda Morissette, Chair Brigid Wilkinson, Thomas McLean, Danny Whalen, Claire Hendrikx, Jessica Cooper and Library CEO Rebecca Hunt.

Regrets: Jamie Lindsay

Members of the Public: 0

3. Adoption of the Agenda

Motion #2020-25

Moved by: Jeff Laferriere

Seconded by: Danny Whalen

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

Carried.

Amendments: Delete Programming Policy, has already been adopted in December 2019

4. Declaration of conflict of interest: None

5. Adoption of the Minutes

Motion #2020-26

Moved by: Claire Hendrikx

Seconded by: Brenda Morissette

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Wednesday, June 17, 2020 as presented.

Carried.

6. Business arising from Minutes

- a. **Digital Creator Trillium application:** the Near North Mobile Media Lab has decided to apply on our behalf.

7. Correspondence:

- a. Email from Yvonne Walford inquiring on the status of the community fridge program. The Board will put the project on the agenda for the next meeting.

8. Secretary–Treasurer’s Report

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

Library CEO’s Report

September 11, 2020

CJTT Chat: We have decided to reduce our chats to once every two months until we start up programming again.

Digital Creator project: I will be having a meeting in the next few weeks with the Near North Mobile Media Lab to discuss the Digital Creator project.

Library opening: The library opening is going well. So far there have been between 20-40 visitors to the library a day. We have not had to ask anyone to wait or come back later. We are requiring that computer users book in advance and wear a mask. We are collecting contact information. I have emailed the Timiskaming Health Unit to invite them in to review the measures we have taken, such as our signage, directional arrows and Plexiglas and they have said they will come in sometime in the next few weeks to have a look.

In the past week since opening we have had a number of requests for gadget helper services, so we will start the gadget helper program up again the week of September 21. We have also had requests for study areas, so we are booking the study room and the digital creator space for use of students to study and for tutoring, taking zoom meetings and for online learning.

We have also had requests for meeting space so we will start booking meeting space for groups of less than five people.

We were asked by the high school if we could take a coop student. We will work out a job for the coop student to be the greeter at the door, letting people know where things are, the new processes for building use and our covid rules.

New Library building: The building is very near completion. There are several doors which need to be replaced and are on order. There are also a few electrical issues with some of the switches, of which the contractors are aware. The city will be installing a bike rack out in front of the building sometime this fall. The microfilm reader will be installed today, and the people counter and security cameras hopefully will be working by the end of the month. The HVAC system seems to be working well. We are waiting for our static IP address to be configured—we temporarily do not have access to Paper of Record until that is up and running. The public access computers and printers are up and running, and the fax line has been reconfigured. The staff computers are all working well except for one, which will be reconfigured in the near future.

Northern College partnership: I had a meeting with Brenda in late August. All of the library books and shelving are at Northern College now, but we are waiting for the carpeting in the library to be replaced before setting everything up. We did start a ticket to get the library software installed on Brenda's computer and I will go help configure the Temiskaming Shores settings in the software once it is set up.

Outreach: Our outreach program to the Manor has started up again, however the Extencicare and Lodge are still closed to the program. We have been taking audiobooks to the manor every two weeks and so far the program has been working well.

Website: I will be attending the website training on September 16 and 17 with one other staff member and city staff members.

Finances and Statistics

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

- Councillor Laferriere commented that the CEO should report to the City Manager any budget costs associated with COVID-19 such as Plexiglas barriers, PPE and the physical distancing footprints and arrows.
- Councillor Laferriere commented that council has reviewed the municipality's audited financial statements and that a library reserve account has been set up.

Motion #2020-27

Moved by: Jeff Laferriere

Seconded by: Emily Smith

Be it resolved that the Temiskaming Shores Public Library Board accepts the September 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. In-person meetings. The board discussed having in-person meetings again and decided to schedule the October board meeting in-person.

- b. Mandatory mask policy. Discussion. The CEO highlighted some challenges in enforcing the mandatory mask policy while maintaining welcoming customer service practices. The Board provided some guidance to navigate these difficult situations.
- c. Report LIB-03-2020 Asset Sales. For information. The Board Chair acknowledged the library staff member's work in selling off the shelving and furnishings that are not being used in the new location.
- d. Grand opening. For discussion. The Board agreed that a grand opening should be put off until a little further in the future because of covid-19 restrictions and measures. The CEO suggested inviting small groups of people, such as contracting township representatives, in to have tours. It was also suggested that the library do a virtual tour to post on Facebook and a YouTube channel to encourage community members to come in and check out the new space. The Chair asked that the subject of a YouTube channel be placed on next months' agenda.
- e. Strat plan presentation. For discussion. The Board Chair offered to assist the CEO in preparing a presentation to City of Temiskaming Shores Council outlining the Board's 2020-2025 strategic plan.

11. Plan, Policy review and By-law review

- a. **Policy review.** Policy Prog-1 Programming policy had been revised and adopted in December. **Remove from agenda.**

12. Adjournment

Adjournment by Jeff Laferriere at 7:50 p.m.

Chair –