

Temiskaming Shores Public Library Board

Meeting Minutes

Wednesday, January 20, 2021

7:00 p.m. via zoom

1. Call to Order

Meeting called to order by Chair Brigid Wilkinson at 7:06 p.m.

2. Roll Call

Present: Jeff Laferriere, Brigid Wilkinson, Claire Hendrikx, Brenda Morissette, Thomas McLean, Patricia Hewitt and Library CEO Rebecca Hunt.

Regrets: Emily Kotalowski

Absent: Jessica Cooper, Jamie Lindsay

Members of the Public: 0

3. Welcome to new Council Representative/Library Board Member, Patricia Hewitt.

4. Adoption of the Agenda

Motion #2021-1

Moved by: Claire Hendrikx

Seconded by: Jeff Laferriere

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

Carried.

Additions: Letter from Ontario Library Services regarding appointment to assemblies.

5. Declaration of conflict of interest

6. Adoption of the Minutes

Motion #2021-2

Moved by: Brenda Morissette

Seconded by: Thomas McLean

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

Carried.

7. Business arising from Minutes

- a. None

8. Correspondence:

- a. From Claire Hendrikx, Executive Director—The Temiskaming Foundation. Approval of Emergency Community Support Fund grant application for Wifi Hotspots. For information.
- b. From Julia Merritt, Chair—Federation of Ontario Public Libraries. For information.

9. Secretary–Treasurer’s Report

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

Library CEO's Report

January 6, 2021

Elevator:

The elevator repairman was here on December 23 but was unable to repair the elevator. He has spoken to Matt Bahm about what next steps to repair the elevator will be.

Fire Safety Plan: The fire safety plan has been approved by the fire chief and both parties have signed off on it.

Ice Dams:

There are some pretty significant ice dams on the roof over the lobby of the building, which have been causing some ice and icicles around the book drop area. Building maintenance staff are aware and are working on getting the heat trace lines, which were disconnected during the construction, reconnected. In the meantime they have placed a caution sign in that area and have been putting salt and sand down.

Northern College Partnership:

The shelving has been set up and Brenda and I counted the number of boxes in each collection to ensure everything will fit on the shelves. Once the boxes have been brought into the library we will unpacked them and set up the collection.

Overdrive Advantage Program:

Our library patrons have checked out the 35 ebook and audio titles we purchased in the Advantage program 316 times since we began in June. We had a small credit left over so I have added five popular titles to our collection. I will keep monitoring usage and may possibly add more titles every quarter if warranted. The titles are expensive, between \$29-\$60 for either 24 months or 26 checkouts depending on the licensing offered so it is not possible for us to add too many titles to our collection at a time.

Shut down:

So far we have been quite busy during the shutdown. Each day we have been filling most appointments for contactless pickup, and spending a good deal of time on the phone with patrons doing tech support for ebook devices and on how to use our library catalogue to place holds on the items they would like. At times the phone is ringing off the hook with every staff person on a line! As well we have sold 15 bus passes and some bus tickets for the city during the shut down.

Zoom:

I have subscribed to the basic pro plan on Zoom and hopefully this will make it easier for virtual board meetings. It is much easier to share screens on Zoom, and we can more easily manage closed sessions. The plan cost \$180.00 for one year.

Finances and Statistics

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

Motion #2021-3

Moved by: Thomas McLean

Seconded by: Brenda Morissette

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

Carried.

10. Committee Reports

- a. FINANCE AND PROPERTY: Nothing to report.
- b. PLANNING, POLICY, PERSONNEL AND PUBLICITY: Minutes of the January 14, 2021 meeting.
- c. LIBRARY SERVICES COMMITTEE: Nothing to report.

11. New Business

- a. **2021 Budget approval.**

Motion #2021-4

Moved by: Jeff Laferriere

Seconded by: Thomas McLean

Be it resolved that the Temiskaming Shores Public Library Board accepts the 2021 Budget as approved by council.

Carried.

- b. Meeting schedule.** The CEO will send out a request for feedback on meeting on the second or fourth Wednesday of the month.
- c. Report LIB-01-2021 Stay at Home order library services.** For information
 - i. Discussion.**

Motion #2021-5

Moved by: Jeff Laferriere

Seconded by: Claire Hendrikx

Be it resolved that the Temiskaming Shores Public Library Board acknowledges receipt of report LIB-01-2021 and that the library continues with contactless pickup library services with the appropriate number of staff on site to complete contactless pickup duties as allowed under provincial legislation.

Carried.

- 12. Plan, Policy review and By-law review. Motion**
 - a. CIRC-3 and CIRC-4 – to add in rules for park passes**

Motion #2021-6

Moved by: Thomas McLean

Seconded by: Claire Hendrikx

Be it resolved that the Temiskaming Shores Public Library Board accepts the library's policies: Circ-3 and Circ-4 as reviewed and amended by the Board.

Carried.

b. CIRC-9 Wifi Hotspots lending policy

Motion #2021-7

Moved by: Jeff Laferriere

Seconded by: Claire Hendrikx

Be it resolved that the Temiskaming Shores Public Library Board accepts the library's policies: Circ-9 Wifi Hotspot lending policy as reviewed and amended by the Board.

Carried.

c. Personnel-9 Salary Administration 2021-2023

Motion #2021-8

Moved by: Claire Hendrikx

Seconded by: Jeff Laferriere

Be it resolved that the Temiskaming Shores Public Library Board accepts the library's policies: Personnel-9 Salary Administration 2021-2023 as reviewed and amended by the Board.

Carried.

13. Closed Session

Motion #2021-9

Moved by: Claire Hendrikx

Seconded by: Brenda Morissette

Be it resolved that the Temiskaming Shores Public Library Board goes into closed session at 7:53 p.m. regarding identifiable individuals.

Carried.

Motion #2021-10

Moved by: Jeff Laferriere

Seconded by: Brenda Morissette

Be it resolved that the Temiskaming Shores Public Library Board rise from closed session at 8:07 p.m. without report.

Carried.

14. Adjournment

Adjournment by Jeff Laferriere at 8:08 p.m.

Chair –