

## **Temiskaming Shores Public Library Board**

### **Meeting Minutes**

Wednesday, February 24, 2021

7:00 p.m. via zoom

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

Meeting called to order by Chair Brigid Wilkinson at 7:01 p.m.

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

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

Regrets: 0

Absent: Jamie Lindsay

Members of the Public: 0

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

##### **Motion #2021-11**

**Moved by:** Brenda Morissette

**Seconded by:** Jeff Laferriere

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

**Carried.**

**Additions: Correspondence b.** Letter of support for Digital Creator North grant application

**4. Declaration of conflict of interest: None**

**5. Adoption of the Minutes**

**Motion #2021-12**

**Moved by:** Claire Hendrikx

**Seconded by:** Patricia Hewitt

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Wednesday, January 20, 2021 as presented.

**Carried.**

**6. Business arising from Minutes**

**a. Ontario Library Services board assemblies appointment.**

**Motion #2021-13**

**Moved by:** Thomas McLean

**Seconded by:** Jeff Laferriere

Be it resolved that the Temiskaming Shores Public Library Board approves the appointment of Brigid Wilkinson as representative to the Ontario Library Services board assemblies.

**Carried.**

**Jeff Laferriere left the meeting at 7:28.**

**7. Correspondence:**

- a. From the province of Ontario—Ontario’s Broadband and Cellular Action Plan. For information.
- b. Letter of support for Digital Creator North’s grant application. For information.

**8. Secretary–Treasurer’s Report**

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

**Library CEO’s Report**

**February 16, 2021**

**Cameras:**

The cameras in the lower level of the library have not yet been installed. The City IT department is experiencing some staff capacity issues and it does not seem likely that they will be installed before we reopen to the public on March 1. I am concerned because of the size of the building, the need to monitor all areas of the building and the fact that we already have had quite a few minor incidents this past fall that would have been a benefit to have cameras to verify what happened in the incidents. At this time I am considering this issue a health and safety issue. The IT Officer and I have spoken and will make arrangements to contract out the installation of the cameras at a cost of around \$1000 to the Library Board, hopefully early in March.

**Connectivity Fund:**

We have received funding in the amount of \$2039 to pay for our internet access for 2021.

**Contactless Pickup:**

February has continued to be busy for contactless pickup of library items. We are still planning on re-opening to the public on March 1, 2021.

**Elevator:**

The elevator was fixed on January 21 and has been working well.

**Local History Re-Classification Project**

In January we re-classified the English local history section in the library so that it should be easier to find items in that section of the library. We added a location onto the 971.314 as we had over 120 items with that call number. This allows us to group

items in that call number which are specific to our area by location such as Haileybury, New Liskeard, Cobalt etc. It took about a week to complete the project as there were many items for which bibliographic records had to be merged and all of the spine labels had to be reprinted. We hope to be able to do the same for the French local history collection at some point in time as well.

**Northern College Partnership:**

Brenda has unpacked all of the public library books at the Northern College satellite location. We have downloaded the public library software on her computer and gone through the set up procedures. I believe the next step will be to determine an opening date for the satellite public library service at Northern College.

**Ontario Library Association Superconference:**

I presented a session with two members of the Ontario Library Association Research and Evaluation committee entitled What's Your Data: Choosing, Analyzing and Using Your Library Data for Advocacy and Decision-making. Over 290 people attended the session and people asked quite a few questions. I also attended a number of other sessions on Thursday, February 3 and Friday February 4, including sessions on leadership, hosting a social work student in the library, health and safety in the library during a pandemic, and making community connections. The conference fee for Speakers this year was \$50 because it was all online.

**Parks Passes:**

We have catalogued and are advertising the Parks Day Passes lending program. The messaging we are sending out reminds patrons that they can check out snowshoes, backpacks, walking poles and books on hiking and camping with the day passes.

**Pre-Overdue email notifications:**

When I looked into the pre-overdue notification options I found out that the email option is free, while the text option does have a cost. I have configured the email option to email a reminder notification to all patrons who have books due in one day. The report runs every morning at 7:00 am. We are putting the word out to patrons to send us their emails if they would like to receive this notification.

**Portable Wifi Hotspots:**

We have created an item type for the portable wifi hotspots in our library system. They are currently being configured by the city IT department. As soon as he has them set up we will get them set up in our library system.

**Finances and Statistics**

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

**Motion #2021-14**

**Moved by:** Thomas McLean

**Seconded by:** Brenda Morissette

Be it resolved that the Temiskaming Shores Public Library Board accepts the February 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.

**10. New Business**

- a. **Little Free Library suggestion from Hugo Rivet.** Discussion.
- b. **Updated 2020 expenditures report.** Discussion.

**11. Plan, Policy and Bylaw review**

- a. **Personnel Policies.** Deferred until the March meeting.

**12. Closed Session**

**Motion #2021-15**

**Moved by:** Jessica Cooper

**Seconded by:** Emily Kotalowski

Be it resolved that the Temiskaming Shores Public Library Board goes into closed session at 7:38 p.m. regarding identifiable individuals.

**Carried.**

**Motion #2021-16**

**Moved by:** Brenda Morissette

**Seconded by:** Claire Hendrikx

Be it resolved that the Temiskaming Shores Public Library Board rise from closed session at 7:48 p.m. without report.

**Carried.**

**13. Adjournment**

Adjournment by Thomas McLean at 7:49 p.m.

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Chair –