

Temiskaming Shores Public Library Board

Meeting Minutes

Wednesday, March 24, 2021

7:00 p.m. via zoom

1. Call to Order

Meeting called to order by Chair Brigid Wilkinson at 7:02 p.m.

2. Roll Call

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

Regrets: Patricia Hewitt

Absent: Jamie Lindsay

Members of the Public: 0

3. Adoption of the Agenda

Motion #2021-17

Moved by: Jeff Laferriere

Seconded by: Brenda Morissette

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

Carried.

4. Declaration of conflict of interest: None

5. Adoption of the Minutes

Motion #2021-18

Moved by: Emily Kotalowski

Seconded by: Claire Hendrikx

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Wednesday, February 24, 2021 as presented.

Carried.

6. Business arising from Minutes

a. Ontario Library Services board assemblies appointment.

Motion #2021-19

Moved by: Jeff Laferriere

Seconded by: Thomas McLean

Be it resolved that the Temiskaming Shores Public Library Board reverses the appointment of Brigid Wilkinson as representative to the Ontario Library Services board assembly and instead appoints Emily Kotalowski as representative with Brigid filling in when Emily is unavailable.

Carried.

7. Correspondence:

- a. From TDSS—Re: May Ball Bursary. For information.
- b. From ESCSM—Re: May Ball Bursary. For information.

8. Secretary–Treasurer’s Report

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

Library CEO’s Report

March 16, 2021

AODA Customer Service Training:

All Library Clerks and the Library CEO have taken a refresher course on AODA Customer Service.

Cameras:

The City IT department installed the cameras in the lower level of the library on Wednesday, March 10. Staff members have been given access so they can monitor the building when there are fewer staff in the building.

Co-op student:

TDSS has approached the library to take on a coop student who is interested in technology and computers. The student intends on pursuing education in computer engineering. I thought the coop might be a good fit for setting up the Digital Creator space, as I have not had a chance to do so yet. He will be working at the library until mid-April. We will do training on our COVID-19 protocols so that he is aware of issues such as physical distancing, avoiding workstation hopping, checking in using the city QR code and our other procedures.

Infection Prevention and Control at Work:

All Library Clerks and the Library CEO have taken the Public Services Health and Safety Associations’ Infection Prevention and Control at Work Basic Awareness course.

Library re-opening:

The re-opening has gone well so far. We are less busy than we were in the fall, but hopefully if we move to yellow or green in the provincial framework things will pick up. We are experiencing some difficulties with staff scheduling due to illness of staff members, and had to close at lunch time on Saturday last weekend. We hope this will not be a common occurrence but it may happen occasionally until we have hired a few more Library Pages—I am just waiting to be sure we are not going back into lockdown before I do that hire in order to avoid having to do layoffs just after a hiring.

Performance evaluations:

I have completed performance evaluations for all of the Library Clerks. At some point the Board may want to complete an evaluation for me, as this has not been done since 2017.

Portable Wifi Hotspots:

The portable wifi hotspots are configured and circulating. There has been a fair amount of interest and all of the ten hotspots have been checked out at least once.

Finances and Statistics

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

Motion #2021-20

Moved by: Emily Kotalowski

Seconded by: Jeff Laferriere

Be it resolved that the Temiskaming Shores Public Library Board accepts the March 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. Annual Survey to the Ministry of Heritage, Sport, Tourism and Culture Industries.**

Motion #2021-21

Moved by: Jessica Cooper

Seconded by: Thomas McLean

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

Carried.

- b. District School Board Ontario North East. Community Planning and Partnerships Policy and Procedure.** The Board discussed how the school board's policy aligns with the Board's strategic priorities surrounding partnerships and will revisit the discussion as COVID-19 measures are lifted.
- c. Powerpoint slideshow of Northern College Library setup.** The Board congratulated Brenda on her work setting up the college library.

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

- a. Personnel Policies 1-27.**

Motion #2021-22

Moved by: Emily Kotalowski

Seconded by: Claire Hendrikx

Be it resolved that the Temiskaming Shores Public Library Board accepts the library's policies: Personnel Policies 1-27 as reviewed and amended by the Board.

Carried.

12. Closed Session

Motion #2021-23

Moved by: Jeff Laferriere

Seconded by: Jessica Cooper

Be it resolved that the Temiskaming Shores Public Library Board goes into closed session at 7:27 p.m. regarding identifiable individuals.

Carried.

Motion #2021-24

Moved by: Jeff Laferriere

Seconded by: Thomas McLean

Be it resolved that the Temiskaming Shores Public Library Board rise from closed session at 7:37 p.m. without report.

Carried.

13. Adjournment

Adjournment by Jeff Laferriere at 7:38 p.m.

Chair –