

Temiskaming Shores Public Library Board

Meeting Minutes

Wednesday, October 30, 2024

7:00 p.m. in-person and via zoom

1. Call to Order

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

2. Roll Call

Present: Chair Brigid Wilkinson, Vice Chair Erin Little, Nadia Pelletier-Lavigne, Jule Booth, and CEO Rebecca Hunt in person. Sarah Bahm, Erica Burkett and Thomas McLean via zoom.

Regrets: Melanie Ducharme, Joyce Elson.

Members of the Public: 0

3. Adoption of the Agenda

Motion #2024-36

Moved by: Erin Little

Seconded by: Nadia Pelletier-Lavigne

Be it resolved that the Temiskaming Shores Public Library Board accepts the October 30, 2024 agenda as presented.

Carried.

Additions: None.

4. Declaration of conflict of interest: None.

5. Adoption of the Minutes

Motion #2024-37

Moved by: Nadia Pelletier-Lavigne

Seconded by:

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Wednesday, September 25, 2024 as presented.

Carried.

6. Business arising from Minutes: None.

7. Correspondence:

- a. From Soloman Fulson. Re: thank you for May Ball Bursary.

8. Secretary–Treasurer’s Report

Report, workplace inspection reports, monthly financial statement and Scotiabank Statements included in the trustees’ information packet.

Library CEO’s Report

October 11, 2024

Building: Fire Safety checks are completed on a monthly basis and reported to the Fire Prevention Officer for the City. Workplace safety inspections are completed on a monthly basis by the Library’s Health and Safety Representative.

CJTT Chats: The chats are scheduled for November 6, and December 11.

DTSSAB: I participated in DTSSAB’s Key Informant Interviews on Housing and Homelessness on October 2nd. Chris Gorman from OrgCode interviewed me for contributions to DTSSABs Housing and Homelessness plan.

Committees: I have been invited to sit on a Collaborative Communications committee that is being organized by DTSSAB, with stakeholders such as the THU, CMHA, Chamber of Commerce, TTF, NEOFACS and others.

Courses: I am continuing to take the French as a Second Language courses.

Grants:

PLOG: I have submitted the Public Library Operating Grant application.

Inter-Library Loan Migration: Our ILL Clerk and I continue to take training for the migration to the new system. So far it still looks like our live date will be November 12. In order to be able to practice with the new system and clear our outstanding items in circulation from the old system, we will suspend ILL borrowing starting November 1, 2024.

Northern Lights Library Network: A meeting has been scheduled for November 18

Partnerships:

Digital Health Connect: Oliver Aygun, the Blanche River Health Services coordinator from Digital Health Connect will be attending the next Northern Lights Library Network meeting to discuss the partnership with other regional libraries.

DTSSAB/Zack's Crib: Staff from Zack's Crib have been visiting the library on a regular basis. This is great for library staff, who can connect them with people we are concerned about.

Planet Youth—Timiskaming South Committee: I am continuing to attend the Planet Youth meetings when possible. Our Library Page has shown interest in attending as well, and in hosting some activities for youth in the library.

Workplace Inspections: The First Aid training is still needed for one staff member and we hope to have it scheduled soon. In the meantime we are scheduling to be sure we always have a staff member with first aid in the building while we are open.

Finances and Statistics

The Board reviewed the workplace inspection, financial and statistical reports, including the Scotiabank Statements as provided by the CEO.

Motion #2024-38

Moved by: Sarah Bahm

Seconded by: Erica Burkett

Be it resolved that the Temiskaming Shores Public Library Board accepts the October 2024 Secretary-Treasurer's report, workplace inspection report and financial reports including Scotiabank statements.

Carried.

9. Committee Reports:

- a. Finance Committee: Nothing to report.
- b. Policy and Personnel Committee: Nothing to report.
- c. Strategic Planning Committee: Nothing to report.
- d. Library Services Committee: Nothing to report.

10. New Business:

- a. **Board members to lay wreaths on November 11 at ceremonies.** Several board members volunteered to do so at the ceremonies.
- b. **Report LIB-05-2024 Library Christmas Eve and New Year's Eve closing.**
Motion.

Motion #2024-39

Moved by: Nadia Pelletier-Lavigne

Seconded by: Jule Booth

Be it resolved that the Temiskaming Shores Public Library Board accepts report LIB-05-2024 Library Christmas Eve and New Year's Eve closing and closes the library on Christmas and New Year's Eve.

Carried

- c. **Report LIB-06-2024 Treatment of Monday and Friday stat holidays.** Motion.

Motion #2024-40

Moved by: Erin Little

Seconded by: Nadia Pelletier-Lavigne

Be it resolved that the Temiskaming Shores Public Library Board accepts report LIB-06-2024 Treatment of Monday and Friday stat holidays and follows the recommendations as described in the report.

Carried.

11. Policy Review

- a. **Facilities-2 Community Use of Meeting Rooms policy.** Changes.
b. **Access-1 Accessibility in the Library.** For review.

Motion #2024-41

Moved by: Jule Booth

Seconded by: Thomas McLean

Be it resolved that the Temiskaming Shores Public Library Board accepts the Policies: Facilities-2 Community Use of Meeting Rooms and Access-1 Accessibility in the Library as amended.

Carried

12. Adjournment

Next meeting: There was discussion on the date of the next meeting. It was decided that it will be held on Wednesday, December 4, 2024 at 7:00 at the library and zoom

Adjournment by Nadia at 7:48 p.m.

Chair –