

## **Temiskaming Shores Public Library Board**

### **Meeting Minutes**

Wednesday, February 28, 2024

7:00 p.m. via zoom

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

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

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

Present: Erica Burkett, Sarah Bahm, Chair Brigid Wilkinson, Nadia Pelletier-Lavigne, Erin Little, Melanie Ducharme, Thomas McLean and Library CEO Rebecca Hunt via zoom, due to winter storm that closed the Library.

Regrets: Joyce Elson

Members of the Public: 0

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

##### **Motion #2024-01**

**Moved by:** Nadia Pelletier-Lavigne

**Seconded by:** Erin Little

Be it resolved that the Temiskaming Shores Public Library Board accepts the February 28, 2024 agenda as amended.

**Carried.**

**Additions: Correspondence c. From Timiskaming District Secondary School, Re: May Ball Bursary**

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

**5. Adoption of the Minutes**

**Motion #2024-02**

**Moved by:** Erica Burkett

**Seconded by:** Sarah Bahm

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Wednesday, November 22, 2023 as presented.

**Carried.**

**6. Business arising from Minutes:**

- a. **Delegation by Municipality at ROMA conference.** Councillor Ducharme gave an overview of the Municipalities delegation and conversations with the representatives from the Ministry of Tourism, Culture and Sport.

**7. Correspondence:**

- a. From Ministry of Tourism, Culture and Sport. Re: PLOG payment
- b. To Deborah Robertson, ED North Bay Multicultural Centre. Re: Grant app.
- c. From TDSS. Re: 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**

**February 12, 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.

On Thursday, February 8 there was a Ministry of Labour workplace inspection done at the library by Jenelle Maya, the Northern Region Occupational Health and Safety Inspector. No orders were issued, but it was noted that we need to review our Violence and Harassment in the Workplace program annually, that that we need to upgrade our program to the Ministry’s standards.

**Community Safety and Well-Being Advisory Committee:** On February 12 I had a conversation with Lieutenant Robby from the Salvation Army, and vice chair of the committee, about the library acting as a warming centre in Temiskaming Shores. We

discussed the balancing act the library needs to achieve between the various user groups including families, youth, seniors and unsheltered individuals in Temiskaming Shores. He inquired if the library would continue acting as a warming centre and I said that all are welcome in the library as long as they are behaving within our violence and harassment policy and patron code of conduct. We discussed possible solutions to the difficulties the library has been facing the past few months and he said he would bring his notes from our conversation to the committee.

### **Grants**

**Connectivity Fund:** the connectivity fund grant application was released the week of December 4. I filled out the application and submitted it on December 6. We still have not received confirmation of funding.

**Francophone Community Grant Fund:** I attended a webinar on the grant requirements and had a phone conversation with the advisor for our region to prepare for the application.

**InterLibrary Loan postage reimbursement:** We received our reimbursement in the amount of \$438 on February 8. This is reimbursement for our books sent out on loan to other libraries in 2023. We are reimbursed at the rate of \$2.00 per book.

### **Partnerships:**

**NEOnet:** NEOnet is providing some virtual technology help sessions in the library over the next few months. We hope to be able to schedule around one session a month on a variety of topics.

**Early ON on Y va:** A group of about 22 parents and babies from Early ON on Y Va came and used the Cricut machine to decorate tee shirts and baby onsies

**Performance Evaluations:** Staff performance evaluations are underway. I hope to complete them by the end of February.

**Workplace Inspections:** The First Aid training is still needed for several staff members when possible. 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. We also need to update our Violence and Harassment in the Workplace program.

### **Library CEO's Report**

**January 10, 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.

### **Grants**

**PLOG:** The Public Library Operating Grant has been received and deposited with the City. The payment usually is received in November, but wasn't received until January 10 this year. The city will still allocate it to 2023.

**Connectivity Fund:** the connectivity fund grant application was released the week of December 4. I filled out the application and submitted it on December 6.

**Northern Lights Library Network:** The group met on November 27 for a networking session and will meet again later in the Spring.

**Partnerships:**

**Library Settlement Worker:** I have been talking to Vindra Sahadeo at the North Bay and District Multicultural Centre about the provincial Library Settlement Worker program. They have received funding and would like to have the district worker, when hired, work out of the Temiskaming Shores library around 8 hours per week. They would need a space, which I have agreed to, and access to the public access computers. They have agreed to promote library services to their clients, and will pay for any printing and photocopying they do.

**French Preschool Storytime:** The On y va Early ON program is interested in having a French storytime at the library again, in February or March. They are also making several visits with children from other centres in the district in January and February.

**Temiskaming Health Unit Seniors Exercise Class:** The classes have started up for an 8-week winter session and have committed to a spring session as well.

**Performance Evaluations:** Staff performance evaluations are underway. I hope to complete them by the end of February.

**Proctoring Exams:** A total of seven exams were proctored by library staff in 2023.

**Programming:** Staff members have submitted program plans for Adult, Children's, French and Technology programming for 2024. It is shaping up to be a very busy year!

**Training:** I completed the Faith and Belief in the Workplace certification in December. I also took part in a full day city leadership training session on December 8 with Conquer Leadership.

**Workplace Inspections:** The First Aid training is still needed for several staff members when possible. 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.

**The Library Board will begin a review of the Library’s Violence in the Workplace and Harassment program in conjunction with a review of the Board’s personnel policies and incorporation of the City’s R-Zone policy.**

**Motion #2024-03**

**Moved by:** Thomas McLean

**Seconded by:** Melanie Ducharme

Be it resolved that the Temiskaming Shores Public Library Board accepts the January and February 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: A meeting to begin reviewing personnel policies will be scheduled.
- c. Strategic Planning Committee: Nothing to report.
- d. Library Services Committee: Proposal sent to DSB1 Board of Directors. There has not yet been a response but the committee members will follow up.

**10. New Business:**

- a. **Report LIB-01-2024: Francophone Community Grant Program Application.**  
Motion.

**Motion #2024-04**

**Moved by:** Erin Little

**Seconded by:** Nadia Pelletier-Lavigne

Be it resolved that the That Temiskaming Shores Public Library Board acknowledges receipt of Administrative Report No. LIB-01-2024 and applies to the Francophone Community Grant program for funds according to the application to support French school classes, French immersion classes the Library’s French Book Club and the general public in the City of Temiskaming Shores by purchasing French eBook and eAudiobooks, and books and DVDs for the library.

**Carried.**

- b. 2024 library budget approved in principle and update.** Motion.

**Motion #2024-05**

**Moved by:** Erica Burkett

**Seconded by:** Thomas McLean

Be it resolved that the Temiskaming Shores Public Library Board adopts the finalized 2024 Budget as approved by council.

**Carried**

- c. Overview of library 2023 statistics and by the numbers document.** For information.
- d. Community Fridge partnership continuation.** Deferred to the March meeting.
- e. Discussion re: Succession Planning.** The Board discussed succession planning for the Library CEO position. The Board will participate in the City's review of management positions for the Library CEO position and the organizational structure of the library staff.

**11. Policy Review**

- a. Collection Development Policy, Col-1.** Motion

**Motion #2024-06**

**Moved by:** Erin Little

**Seconded by:** Erica Burkett

Be it resolved that the Temiskaming Shores Public Library Board accepts the Policy: Col-1 Collection Development policy as amended by the Board.

**Carried**

## 12. CLOSED SESSION

- a. Approval of the September 27, 2023 Closed Session minutes
- b. Business concerning identifiable individuals
- c. Incident reports
- d. Resignation of Board Member

### **Motion #2024- 07**

**Moved by:** Nadia Pelletier-Lavigne

**Seconded by:** Sarah Bahm

Be it resolved that the Temiskaming Shores Public Library Board go into closed session at 8:03 p.m. in regards to identifiable individuals.

**Carried.**

### **Motion #2024-08**

**Moved by:**

**Seconded by:**

Be it resolved that the Temiskaming Shores Public Library Board rise from closed session at 8:52 p.m. with report.

**Carried.**

### **Motion #2024-09**

**Moved by:** Melanie Ducharme

**Seconded by:** Thomas McLean

Be it resolved that the Temiskaming Shores Public Library Board accepts the September 2023 closed session minutes as reviewed by the Board.

**Carried.**

**Motion #2024-10**

**Moved by:** Melanie Ducharme

**Seconded by:** Nadia Pelletier-Lavigne

Be it resolved that the Temiskaming Shores Public Library Board accepts the resignation of Claire Hendrikx from the Library Board.

**Carried.**

**13. Adjournment**

**Next meeting: Wednesday, March 27 at 7:00 at the library and zoom**

Adjournment by Brigid at 8:53 p.m.

\_\_\_\_\_  
Chair –