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## Temiskaming Shores Public Library Board

### Meeting Minutes

Wednesday, March 27, 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 7:03 p.m.

#### 2. Roll Call

Present: Chair Brigid Wilkinson, Sarah Bahm, Melanie Ducharme, and Library CEO Rebecca Hunt in-person, Erica Burkett and Thomas McLean via zoom.

Regrets: Nadia Pelletier-Lavigne, Joyce Elson and Erin Little.

Members of the Public: 0

#### 3. Adoption of the Agenda

##### Motion #2024-11

**Moved by: Melanie Ducharme**

**Seconded by: Erica Burkett**

Be it resolved that the Temiskaming Shores Public Library Board accepts the March 27, 2024 agenda as amended.

**Carried.**

##### **Additions:**

1. Committee Report b. Policy and Personnel Committee: Minutes of the March 25, 2024 meeting.
2. New Business b. Annual Survey for the Ministry of Tourism, Culture and Sport. Motion

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

**5. Adoption of the Minutes**

**Motion #2024-12**

**Moved by: Sarah Bahm**

**Seconded by: Erica Burkett**

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Wednesday, February 27, 2024 as presented.

**Carried.**

**6. Business arising from Minutes:**

- a. Library Board applications. The Board discussed the process for the applications received.

**7. Correspondence:**

- a. From ESCSEM. Re: May Ball Bursary. For information.
- b. To organizations: Re: Letter to organizations regarding unhoused concerns. The Board gave some feedback on the letter and asked that it be sent out to organizations in the community.

**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**

**March 20, 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 April 15, May 8, June 5, July 9, August 6, September 11, October 9, November 6, and December 11.

**Grants**

**Connectivity Fund:** We have received the Connectivity Fund grant cheque in the amount of \$2025.40.

**Francophone Community Grant Fund:** The grant application was submitted on March 5, ahead of the March 11 deadline. The instructions stated that organizations should know if they are successful by early July.

**Library Board vacancy:** The Board vacancy is being advertised and the City Clerk will advise the Board Chair and CEO of applications received.

**Partnerships:**

**NEOnet:** The NEOnet organization has ceased operations, and all sessions booked with them have been cancelled.

**Timiskaming Health Unit:** The THU has asked the library to display books on Oral Health during the month of April, which is oral health month. They will also give us some materials to distribute.

**Proctoring Exams:** I am proctoring two exams in the next few weeks. Measure Learning Testing Center has reached out to see if we will be a testing centre for them. We had signed up with them in the past when they were Yardstick Testing. They had several requirements that we could not meet, such as scheduling exams on Saturdays, having multiple proctors on site at a time, being paid \$25 USD per exam and receiving payment via bank transfer, money wire or visa. We have negotiated through the first three requirements, but so far they are not able to send cheques or money orders. They were willing to pay \$37USD per exam, which is equivalent to \$50 CND.

**Room Bookings:** We have had several new organizations book the programming room, one for training sessions and the other for high school grad photos.

**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.

**Finances and Statistics**

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

**Motion #2024-13**

**Moved by: Melanie Ducharme**

**Seconded by: Thomas McLean**

Be it resolved that the Temiskaming Shores Public Library Board accepts the March 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: Minutes of March 20 and March 25 meetings.
- c. Strategic Planning Committee: Nothing to report.
- d. Library Services Committee: Follow up DSB1—to be discussed next meeting.

**10. New Business:**

- a. **Re-Interment of Time Capsule.**
- b. **Annual Survey for the Ministry of Tourism, Culture and Sport.** Discussion.  
Motion.

**Motion #2024-14**

**Moved by: Melanie Ducharme**

**Seconded by: Sarah Bahm**

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.

**Carried**

## 11. Policy Review

- a. **Personnel Policies 1-10.** The Board reviewed policies Per-1 – Per-9. Motion.

**Motion #2024-15**

**Moved by: Sarah Bahm**

**Seconded by: Melanie Ducharme**

Be it resolved that the Temiskaming Shores Public Library Board accepts the Policy: Personnel policies Per-1 through Per-10 as amended by the Policy Committee.

**Carried**

## 12. CLOSED SESSION

- a. Approval of the February 28, 2024 Closed Session minutes
- b. Concerning identifiable individual
- c. Incident reports

**Motion #2024-16**

**Moved by: Sarah Bahm**

**Seconded by: Melanie Ducharme**

Be it resolved that the Temiskaming Shores Public Library Board go into closed session at 8:16 p.m. in regards to identifiable individuals.

**Carried.**

**Motion #2024-17**

**Moved by: Thomas McLean**

**Seconded by: Erica Burkett**

Be it resolved that the Temiskaming Shores Public Library Board rise from closed session at 8:24 p.m. with report.

**Carried.**

**Motion #2024-18**

**Moved by: Sarah Bahm**

**Seconded by: Melanie Ducharme**

Be it resolved that the Temiskaming Shores Public Library Board accepts the February 28, 2024 closed session minutes as reviewed by the Board.

**Carried.**

**13. Adjournment**

**Next meeting: Wednesday, April 24 at 7:00 at the library and zoom**

Adjournment by Brigid at 8:25 p.m.

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Chair –