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## Temiskaming Shores Public Library Board

### Meeting Minutes

Wednesday, March 26, 2025

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

#### 1. Call to Order

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

#### 2. Roll Call

Present: Chair Brigid Wilkinson, Erin Little, Erica Burkett, Sarah Bahm, Nadia Pelletier-Lavigne, Joyce Elson and Melanie Ducharme in person, and Jule Booth via Zoom.

Regrets: Thomas McLean

Members of the Public: 0

#### 3. Adoption of the Agenda

##### Motion #2025-12

**Moved by:** Erica Burkett

**Seconded by:** Sarah Bahm

Be it resolved that the Temiskaming Shores Public Library Board accepts the March 26, 2025 agenda as presented.

**Carried.**

#### 4. Declaration of conflict of interest: Joyce Elson declared conflict on item Business Arising from Minutes a. HPP Funding.

**5. Adoption of the Minutes**

**Motion #2025-13**

**Moved by: Nadia Pelletier-Lavigne**

**Seconded by: Erin Little**

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Wednesday, February 19, 2025 as amended.

**Carried.**

**6. Business arising from Minutes:**

- a. Meeting with city representatives re: DTSSAB HPP Funding:** Joyce Elson left the meeting. The Board Chair updated the board on the meeting and next steps. Joyce returned to the meeting at the end of the discussion.

**7. Correspondence:**

- a. From ESCSM. Re: May Ball Bursary.** For information.
- b. From The Temiskaming Foundation. Re: Grant Presentation Event.** Joyce Elson volunteered to attend on behalf of the Board.

**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 19, 2025**

**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.

Damaged wall: Shelving and books have been cleared away from the wall in preparation for repair. The structural engineer and contracted repair staff have opened the wall to do a better inspection. A contractor was in on March 18 to see which bricks need to be replaced. The CEO gave an overview of the structural engineer’s report and anticipated steps for repair. We are unsure of the timing for the repair.

**CJTT Chats:** Chats have been scheduled for once a month in 2025. Next chat is on April 8, then May 7, June 17, July 15, August 5, September 9, October 7, November 5, and December 5.

**Closed Day for Easter Holiday:** Over the Easter Holiday the library will be closed on Friday, April 18 for Good Friday, on Sunday, April 20 (Easter and regular closed day), Monday, April 21 for Easter Monday and on Tuesday April 22 for an in-lieu day for staff who are never scheduled on Fridays or Mondays. I will be working on Tuesday, April 22 but the library will be closed to the public.

**Grants:**

**Connectivity Fund Grant :** The cheque in the amount of \$2075.40 was received and deposited to the library's account.

**PLOG:** I have input the data for the Annual Survey, which needs to be filed by April 30.

**Programs:**

**Preschool Storytime:** Wednesdays in April and May

**Easter Coloring Contest:** April 1-23

**French Easter Writing Contest:** due date for entries is April 10

**Junior Reading Club:** April 5

**Family Storytime:** April 19

**Staffing:** All performance evaluations for 2024 and Learning and Development plans for 2025 have been completed.

**Workplace Inspections:** First aid training has been scheduled for the week of March 24 for the two staff members who need training.

	February 2025	February 2024
<b>Library visits</b>	2510 visits	2481 visits
<b>Internet workstation use</b>	160 workstation uses	191 workstation uses
<b>Reference, IT support, reader's advisory and other staff interactions</b>	861 (642 in-person, 219 by phone or electronically)	632 (442 in person, 190 by phone or electronically)
<b>OverDrive Circulations</b>	1361 (637 ebooks, 427 audio, 297 magazines) 65 Advantage (our library owned) items	1539 (704 ebooks, 512 audio, 323 magazines) 77 Advantage (our library owned) items

### Program Attendance

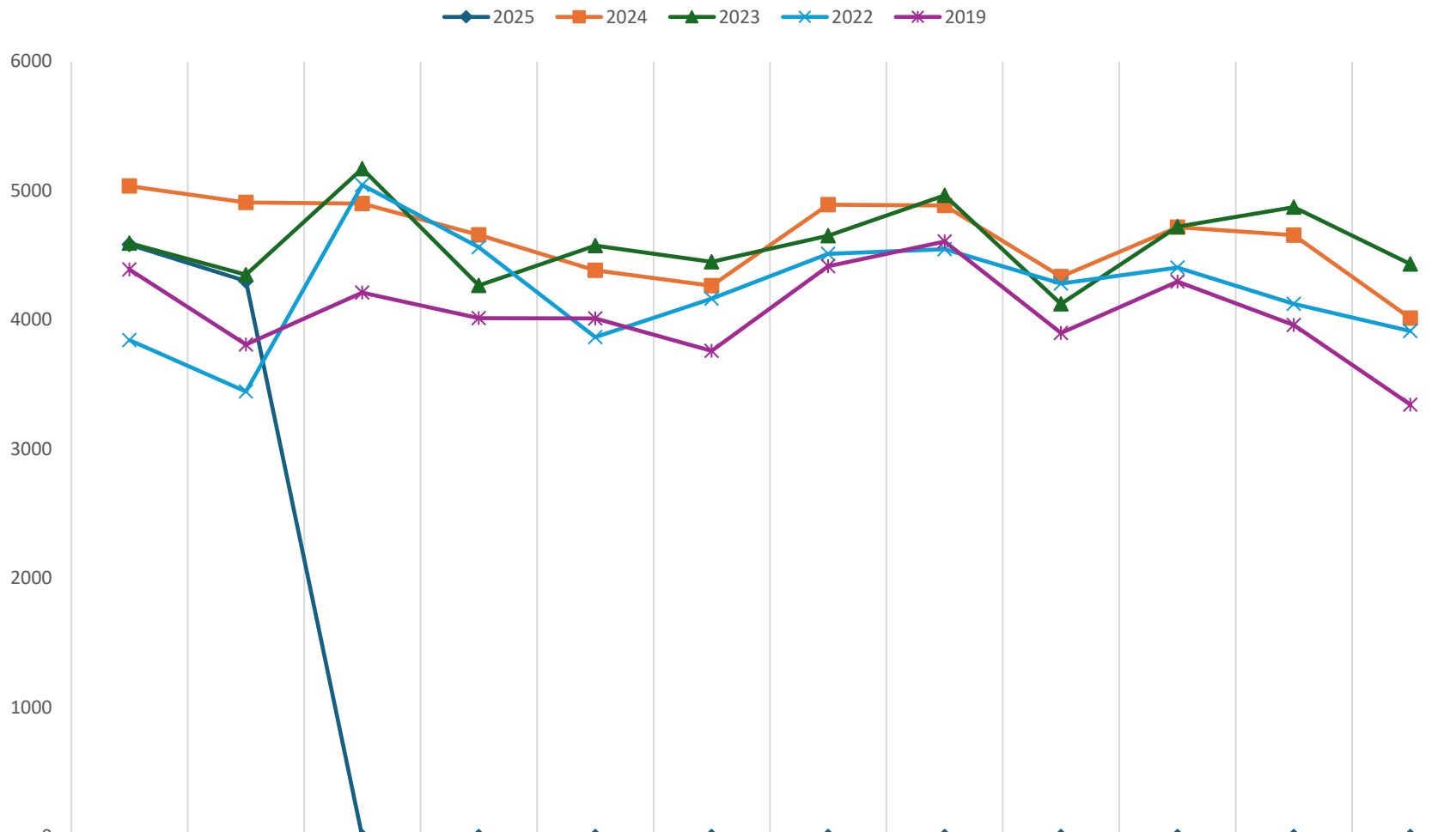
Program	February 2025
<b>Children's Blind date with a book</b>	<b>35 English and 7 French Entries</b>
<b>Junior Reading Club</b>	<b>2 in attendance</b>
<b>Class visits</b>	<b>28 in attendance</b>
<b>Winter Family Storytime</b>	<b>14 in attendance</b>
<b>Digital Literacy Sessions</b>	<b>3 in attendance</b>
<b>Creator Space Demonstrations</b>	<b>1 in attendance</b>

### Circulation Statistics

Item Category	Feb-25	Feb-24
<b>Fiction</b>	899	1030
<b>E-books</b>	637	704
<b>Junior Easy</b>	533	488
<b>E-audiobooks</b>	427	512
<b>Junior Fiction and Young Adult</b>	357	362
<b>E-magazines</b>	297	323
<b>French Youth</b>	287	359
<b>Nonfiction</b>	160	184
<b>CDs and DVDs</b>	132	234
<b>Large Print</b>	131	132
<b>French Adult</b>	80	121
<b>Junior Nonfiction</b>	72	81
<b>Audiobooks</b>	66	110
<b>Games and Puzzles</b>	58	76
<b>Periodicals</b>	54	55
<b>Inter Library Loans</b>	42	48
<b>Snowshoes</b>	25	11
<b>Local History</b>	18	40
<b>Wifi hotspots</b>	18	22
<b>Equipment (walking poles, backpacks, CO2, Radon)</b>	5	12
<b>Parks Passes</b>	3	0
<b>Microfilms</b>	0	0
<b>Pool Passes</b>	0	4
<b>Total materials</b>	<b>4301</b>	<b>4908</b>

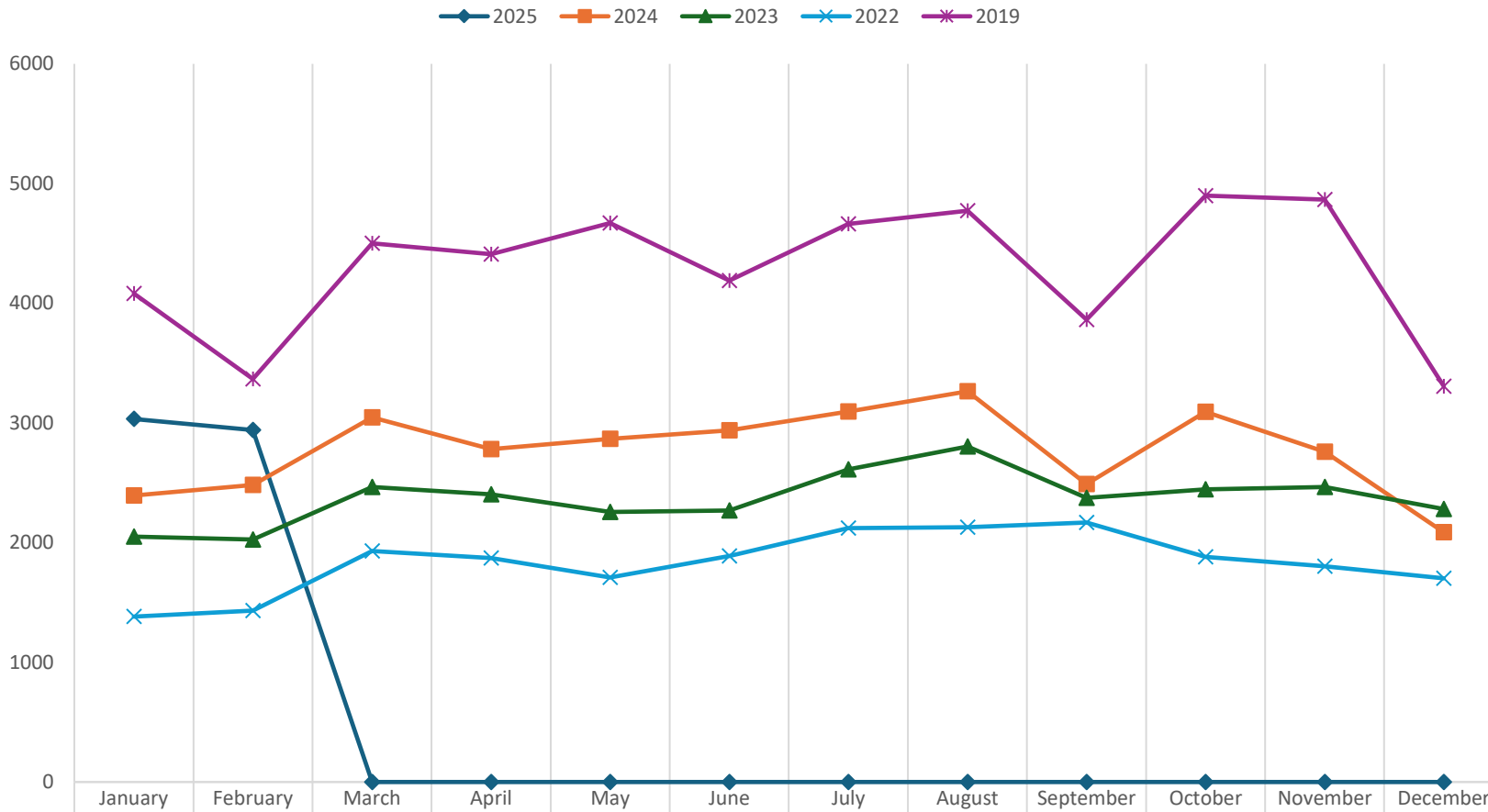
HAILEYBURY SATELLITE SERVICE  
33 CIRCULATIONS

### LIBRARY MONTHLY CIRCULATION STATS 2025-2019



	January	February	March	April	May	June	July	August	September	October	November	December
2025	4582	4301	0	0	0	0	0	0	0	0	0	0
2024	5035	4908	4899	4658	4383	4264	4892	4886	4334	4718	4655	4013
2023	4593	4348	5170	4267	4575	4448	4651	4964	4123	4722	4873	4431
2022	3842	3445	5044	4561	3867	4165	4510	4547	4280	4404	4124	3913
2019	4389	3809	4211	4012	4011	3760	4416	4606	3899	4296	3959	3344

### VISITS TO THE LIBRARY 2025-2019



	January	February	March	April	May	June	July	August	September	October	November	December
◆ 2025	3033	2940	0	0	0	0	0	0	0	0	0	0
■ 2024	2393	2481	3045	2782	2868	2937	3094	3264	2490	3092	2760	2087
▲ 2023	2049	2026	2465	2404	2257	2268	2611	2803	2375	2444	2465	2281
× 2022	1382	1433	1931	1872	1710	1889	2122	2129	2168	1881	1803	1701
* 2019	4080	3368	4500	4409	4669	4189	4662	4772	3864	4899	4866	3307

### **Finances and Statistics**

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

#### **Motion #2025-14**

**Moved by: Sarah Bahm**

**Seconded by: Erica Burkett**

Be it resolved that the Temiskaming Shores Public Library Board accepts the March 2025 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 the March 18, 2025 meeting. For information.
- c. **Strategic Planning Committee:** Nothing to report.
- d. **Library Services Committee:** Nothing to report.

### **10. New Business:**

- a. **Report LIB-02-2025 Annual Survey for 2024 Fiscal Year.** The Board reviewed the Annual Survey and provided input. Motion.

#### **Motion #2025-15**

**Moved by: Melanie Ducharme**

**Seconded by: Erin Little**

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

**Carried**



**11. Policy Review**

- a. **Policy Per-25 Volunteer Policy.**
- b. **Policy Per-26 Retirement, Leaving, Gift Policy. Motion.**

**Motion #2025-16**

**Moved by: Sarah Bahm**

**Seconded by: Melanie Ducharme**

Be it resolved that the Temiskaming Shores Public Library Board accepts policies: Per-25 Volunteer Policy and Per-26 Retirement, Leaving, Gift Policy as amended.

**Carried**

**12. Closed session**

- a. **Regarding identifiable individuals.**

**Motion #2025-17**

**Moved by: Melanie Ducharme**

**Seconded by: Erin Little**

Be it resolved that the Temiskaming Shores Public Library Board go into closed session at 8:10 p.m. in regards to identifiable individuals.

**Carried.**

**Motion #2025-18**

**Moved by: Nadia Pelletier-Lavigne**

**Seconded by: Erica Burkett**

Be it resolved that the Temiskaming Shores Public Library Board rise from closed session at 8:36 p.m. with report.

**Carried.**

**Motion #2025-19**

**Moved by: Melanie Ducharme**

**Seconded by: Sarah Bahm**

Be it resolved that the Temiskaming Shores Public Library Board approve training for the CEO in the amount of \$1500 + HST.

**Carried.**

**Motion #2025-20**

**Moved by: Jule Booth**

**Seconded by: Joyce Elson**

Be it resolved that the Temiskaming Shores Public Library Board accepts the February 2025 closed session minutes as reviewed by the Board.

**Carried.**

**13. Adjournment**

**a. Next meeting: Wednesday, April 23, 2025**

Adjournment by Melanie at 8:40 p.m.

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Chair –