

## **Temiskaming Shores Public Library Board**

### **Meeting Minutes**

Wednesday, April 23, 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 7:00 p.m.

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

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

Regrets: Melanie Ducharme, Erin Little, Joyce Elson.

Members of the Public: 1

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

- a. Addition: Correspondence a. From The Temiskaming Foundation. Re: May Ball and Temiskaming Shores Public Library funds disbursement.**

##### **Motion #2025-21**

**Moved by: Jule Booth**

**Seconded by: Sarah Bahm**

Be it resolved that the Temiskaming Shores Public Library Board accepts the April 23, 2025 agenda as amended.

**Carried.**

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

**5. Adoption of the Minutes**

**Motion #2025-22**

**Moved by: Nadia Pelletier-Lavigne**

**Seconded by: Erica Burkett**

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Wednesday, March 26, 2025 as presented.

**Carried.**

**6. Business arising from Minutes:**

- a. **Including statistics from Librarian's Report in minutes.** Discussion. It was decided that the monthly and quarterly statistics will be included in the minutes as some of the city departments do.

**7. Correspondence:**

- a. **From The Temiskaming Foundation.** Re: May Ball Fund and Temiskaming Shores Public Library Fund disbursement. For information.

**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**

**April 15, 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 has completed a report. It is anticipated that the repair will require removing a large portion of the adult fiction collection in that area, and then replacing it when the repair is completed. It is unknown the timing or duration of the repairs.

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

**Grants:**

**PLOG:** The Annual Survey questionnaire was filed the week after the March Board Meeting. The due date is April 30.

**Incidents:** there were two incidents that required the aid of the OPP at the library in the month of March.

**Organizational Library Memberships:** Tritown Extendicare has set up an institutional membership and will be bringing residents who wish to choose books once a month. Their first visit was on Wednesday, April 9. Having an accessible building has made this activity possible for them. The Literacy Council of South Temiskaming has set up memberships so that their employees can use library materials and Libby with their clients. Four NLPS teachers have been bringing their classes for book exchanges on a regular basis, and one teacher has used the ILL system to request multiple copies of a book for a book study done in class. We were also able to purchase a digital copy of the book on Libby (it was not a prohibitively expensive book) so she can use her smartboard to access the book in class.

**Partnerships**

**CPA Programs:** The library hosted its first Financial Literacy program for children in grades 4-6 on a PD day, Friday April 4. Four students were in attendance for the program, which was facilitated by a CPA (Chartered Professional Accountants) volunteer, Vimla Menezes. The program went very well, and we plan on hosting another for this age group in June, and then one for teens who are ready to start their first job in July.

**Northeastern Multicultural Centre:** The new Library Settlement Worker has been based out of the Study Room of the library for a few months now and is working out well.

**Northeastern Public Health:** The Soup to Tomatoes seniors exercise class has started up again and they have again asked the library to help publicize the program. So far attendance is high, with 12-18 participants at each session.

**Programs:**

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

**Digital Literacy Sessions:** Thursdays

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

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

**Junior Reading Club:** April 5 and May 17

**Family Storytime:** April 19 and May 17

**French Family Craft program:** May 5

**French Book Club:** May 6  
**Weekend Book Club:** May 24  
**Grade Three Spelling Bee:** May 31

**Room Bookings:** The Programming Room has been booked 43 times so far this year. 15 of the bookings were for library programs or meeting, and the rest are either paid bookings, partnership programs or city bookings. There have been 92 bookings of the Study Room, and 40 Creator Space bookings. The La Leche League continues to use the Study Room and the children's area for their meetings every Thursday.

**Volunteers:** We have three student volunteers and one co-op student from TDSS who are working on various projects several times a week. We have two adult volunteers, one who is in regularly to shelf read, and one who helps out with French programs.

**Workplace Inspections:** First aid training has been completed for all staff. The majority of staff will need a refresher course in May 2026.

	March 2025	March 2024
<b>Library visits</b>	2716 visits	3045 visits
<b>Internet workstation use</b>	192 workstation uses	222 workstation uses
<b>Reference, IT support, reader's advisory and other staff interactions</b>	934 (671 in-person, 263 by phone or electronically)	790 (555 in person, 235 by phone or electronically)
<b>OverDrive Circulations</b>	1621 (793 ebooks, 519 audio, 309 magazines) 71 Advantage	1640 (754 ebooks, 507 audio, 379 magazines) 84 Advantage (our library owned) items

### Program Attendance

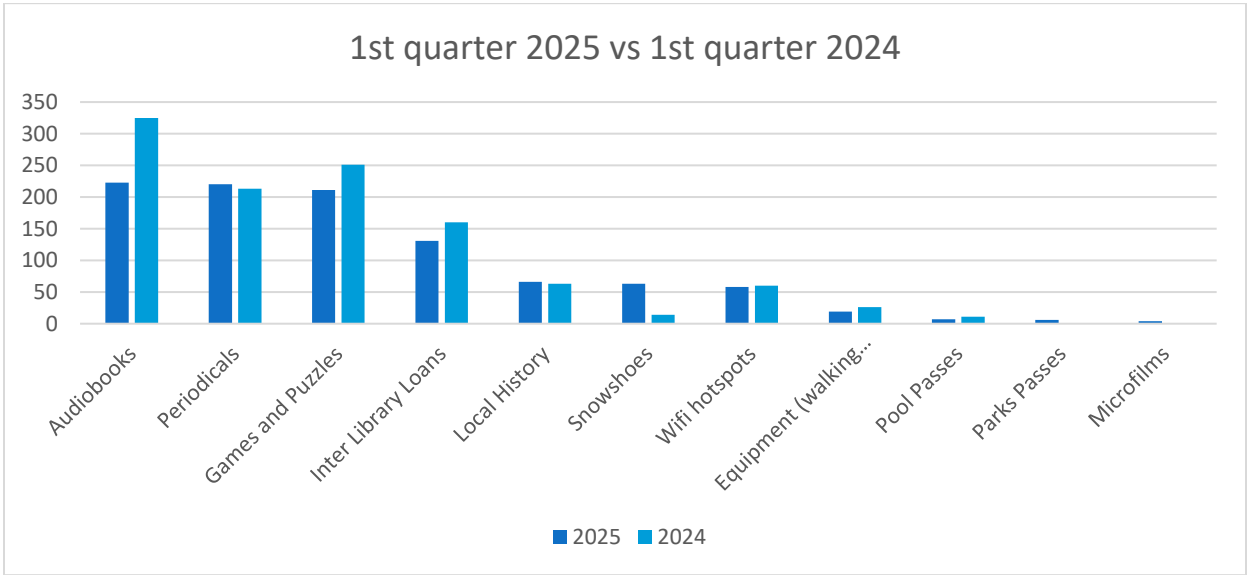
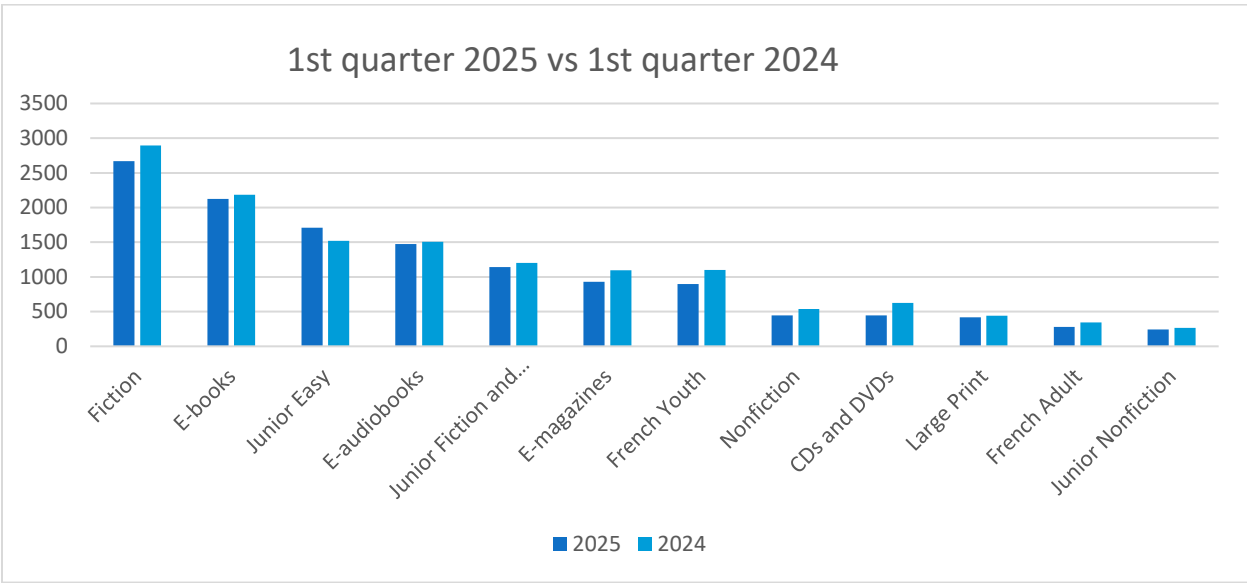
Program	March 2025
<b>Lego Challenges, Jr and Sr</b>	<b>34 in attendance</b>
<b>Puzzle Swap</b>	<b>8 in attendance</b>
<b>Class visits</b>	<b>60 in attendance</b>
<b>Winter Family Storytime</b>	<b>22 in attendance</b>
<b>Digital Literacy Sessions</b>	<b>7 in attendance</b>
<b>French Book Club</b>	<b>7 in attendance</b>
<b>English Book Club</b>	<b>6 in attendance</b>

### Circulation Statistics

Item Category	Mar-25	Mar-24
<b>Fiction</b>	871	986
<b>E-books</b>	793	754
<b>Junior Easy</b>	686	448
<b>E-audiobooks</b>	519	507
<b>Junior Fiction and Young Adult</b>	381	351
<b>E-magazines</b>	309	379
<b>French Youth</b>	284	387
<b>CDs and DVDs</b>	185	192
<b>Large Print</b>	153	147
<b>Nonfiction</b>	146	173
<b>French Adult</b>	102	113
<b>Periodicals</b>	94	81
<b>Junior Nonfiction</b>	82	89
<b>Games and Puzzles</b>	79	85
<b>Audiobooks</b>	68	95
<b>Inter Library Loans</b>	63	65
<b>Local History</b>	40	17
<b>Wifi hotspots</b>	19	17
<b>Snowshoes</b>	15	2
<b>Equipment (walking poles, backpacks, CO2)</b>	7	6
<b>Microfilms</b>	4	0
<b>Pool Passes</b>	4	5
<b>Parks Passes</b>	1	0
<b>Total Circulation</b>	<b>4905</b>	<b>4899</b>

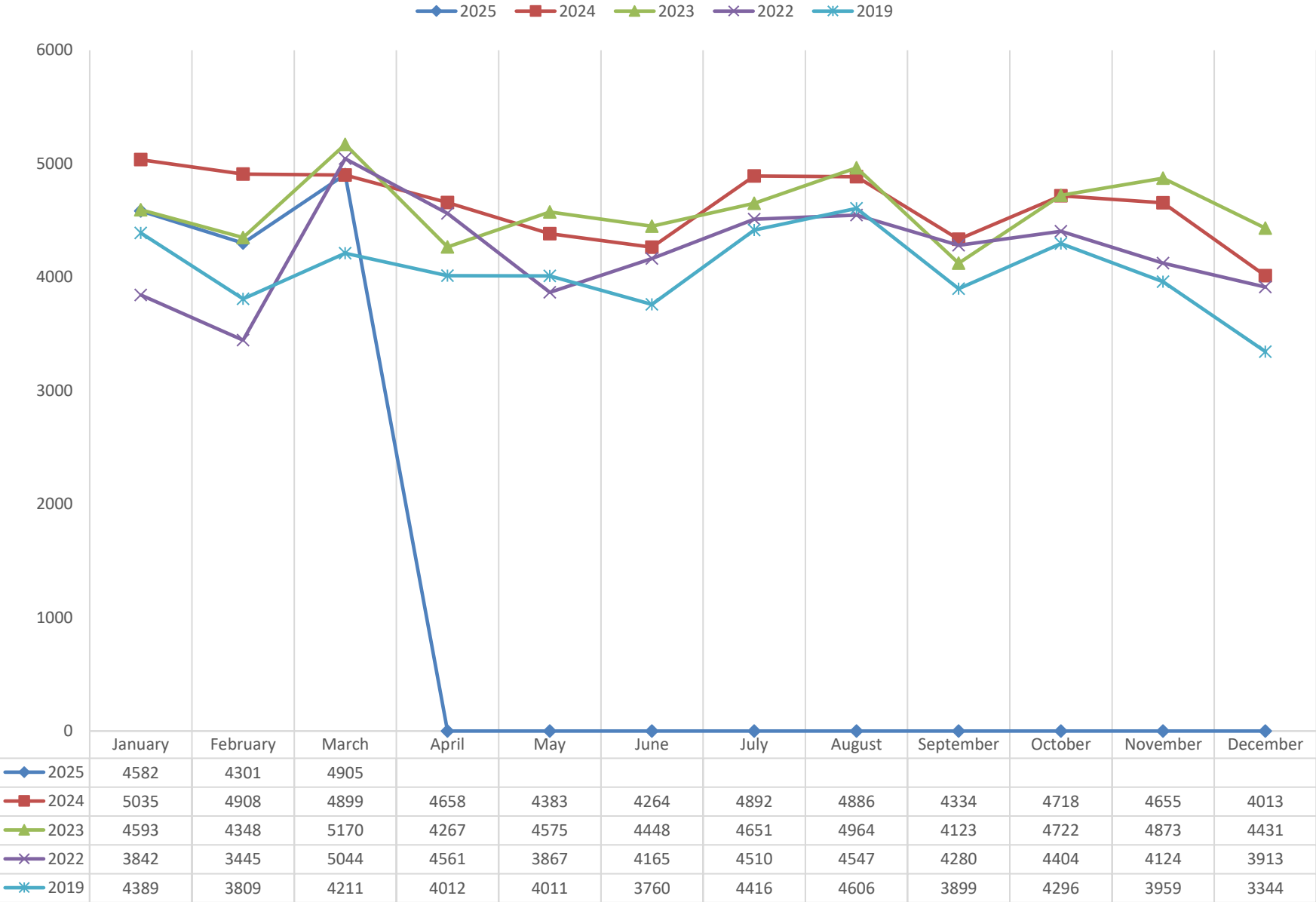
HAILEYBURY SATELLITE SERVICE  
17 CIRCULATIONS

Item Category	First quarter 2025	First quarter 2024
Fiction	2667	2894
E-books	2125	2184
Junior Easy	1709	1522
E-audiobooks	1474	1508
Junior Fiction and Young Adult	1141	1201
E-magazines	932	1094
French Youth	898	1102
Nonfiction	448	537
CDs and DVDs	444	625
Large Print	419	441
French Adult	280	344
Junior Nonfiction	243	267
Audiobooks	223	325
Periodicals	220	213
Games and Puzzles	211	251
Inter Library Loans	131	160
Local History	66	63
Snowshoes	63	14
Wifi hotspots	58	60
Equipment (walking poles, backpacks, CO2)	19	26
Pool Passes	7	11
Parks Passes	6	0
Microfilms	4	0
<b>Totals</b>	<b>13,788</b>	<b>14,842</b>

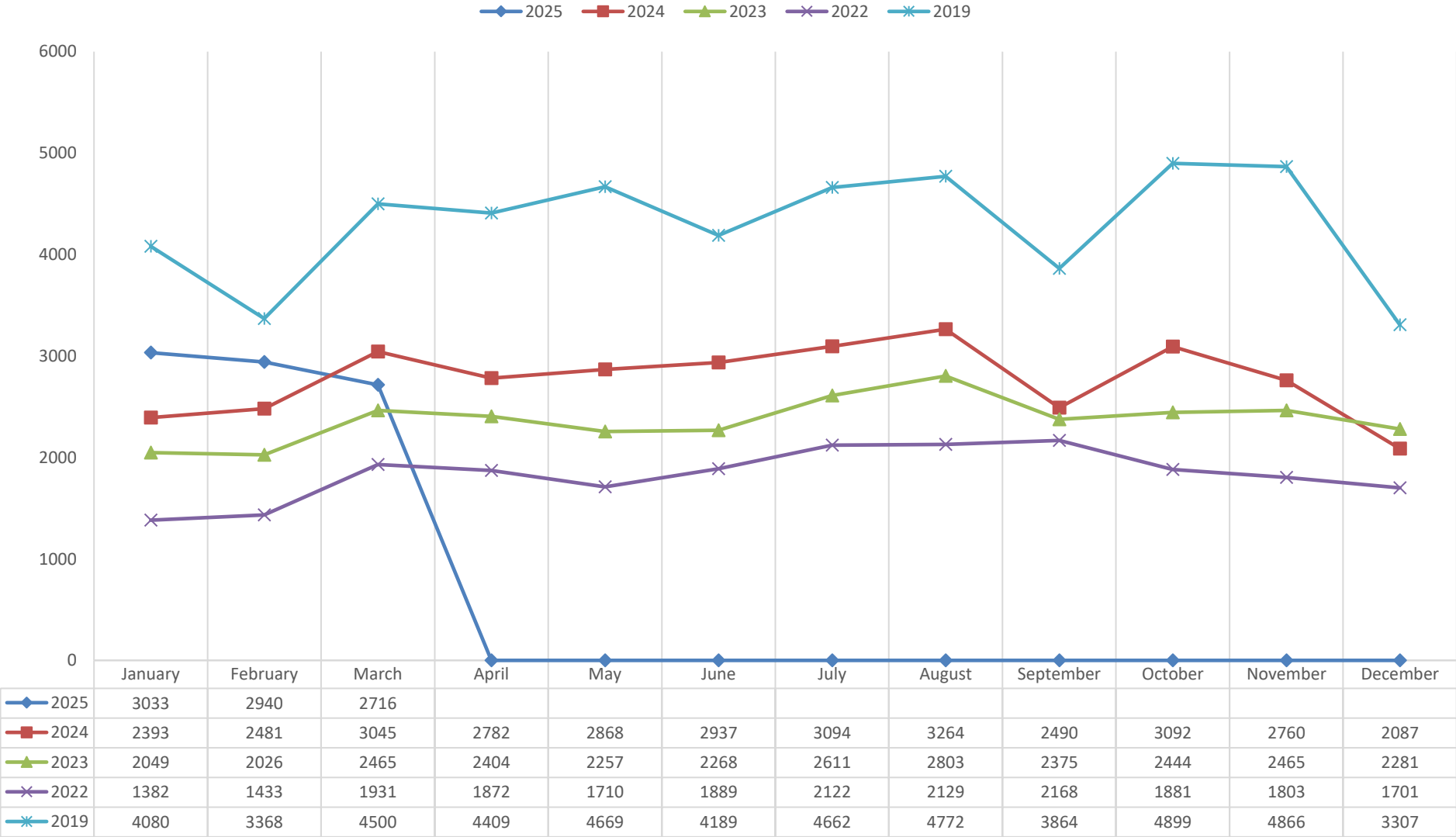




LIBRARY MONTHLY CIRCULATION STATS 2025-2019



VISITS TO THE LIBRARY 2025-2019



### **Finances and Statistics**

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

#### **Motion #2025-23**

**Moved by: Thomas McLean**

**Seconded by: Jule Booth**

Be it resolved that the Temiskaming Shores Public Library Board accepts the April 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: Nothing to report.
- c. Strategic Planning Committee: Nothing to report.
- d. Library Services Committee: Nothing to report.

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

- a. **2024 Annual Report.** For review. The report will be translated into French.
- b. **Report LIB-03-2025 CEO 2025 Priorities.** For information. Discussion.
- c. **Strategic Plan update.** For information.
- d. **Canada's proposed 25% tariff on books printed in the United States.** Discussion.

### **11. Policy Review**

- a. **Policy Circ-5 Confidentiality of Patron Information.**
- b. **Policy Circ-6 Resource Sharing.** Motion.

**Motion #2025-24**

**Moved by: Sarah Bahm**

**Seconded by: Jule Booth**

Be it resolved that the Temiskaming Shores Public Library Board accepts policies: Policy Circ 5 Confidentiality of Patron Information and Policy Circ-6 Resource Sharing as amended.

**Carried**

**12. Adjournment**

**a. Next meeting: Wednesday, June 4, 2025**

Adjournment by Brigid at 7:51 p.m.

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Chair –