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## **Temiskaming Shores Public Library Board**

### **Meeting Minutes**

Wednesday, March 22, 2023

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: Claire Hendriks, Erin Little, Nadia Pelletier-Lavigne, Sarah Bahm, Chair Brigid Wilkinson and Library CEO Rebecca Hunt in person. Erica Burkett via zoom, and Thomas McLean arrived at 7:42 via zoom.

Regrets: Melanie Ducharme, Joyce Elson.

Members of the Public: 1 member arrived at 8:05.

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

##### **Motion #2023-17**

**Moved by: Erin Little**

**Seconded by: Claire Hendrikx**

Be it resolved that the Temiskaming Shores Public Library Board accepts the March 22, 2023 agenda as presented.

**Carried.**

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

**5. Adoption of the Minutes**

**Motion #2023-18**

**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, February 22, 2023 as presented.

**Carried.**

**6. Business arising from Minutes:**

**a. None.**

**7. Correspondence:**

**a. From ESCSM: Re May Ball Bursary. For information.**

**b. From NEOnet: Membership drive. 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**

**March 15, 2023**

**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:**

**Connectivity Fund Grant:** We were successful in our application to the fund for internet connectivity. The Connectivity Fund covers 100% of the cost of our internet connections for the year and we can apply every year.

**International Dyslexia Association Ontario Grant:** The grant application has been sent in and we should know if we were successful by the end of April.

**Library Collection:** We are weeding in the Fiction, Large Print, Fantasy and Paperback sections of the library and shifting books to make more room in the Fiction area as space is tight there. The weeded books go into the booksale and are sold pay-as-you-please with a donation in the donation box.

**Timiskaming Health Unit Senior's Exercise Class:** The Timiskaming Health Unit is renting the programming room twice a week for their seniors chair based exercise class called From Soup To Tomatoes. The classes are taught by a volunteer and take place on Tuesday and Thursday mornings.

**Programs:**

Gadget Helper—Thursdays

Afternoon English Book Club—Every 6 weeks on Wednesday afternoons

Class Visits—As scheduled on Wednesdays

Alzheimer Awareness booth in lobby—As scheduled once a month

Saturday Family Storytime—Every second Saturday, starting February 25

Service Canada Information Session: CPP and Old Age Benefits—March 21

From Soup to Tomatoes Exercise Class—Tuesdays and Thursdays, starting March 23.

Spring Preschool Storytime—Wednesdays starting April 5

Easter Craft and Storytime—Saturday, April 8

**Finances and Statistics**

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

**Motion #2023-19**

**Moved by: Claire Hendrikx**

**Seconded by: Erin Little**

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

**Carried.**

**9. Committee Reports:**

- a. FINANCE AND PROPERTY: Nothing to report.
- b. PLANNING, POLICY, PERSONNEL AND PUBLICITY: Nothing to report.
- c. STRATEGIC PLANNING: Nothing to report.
- d. LIBRARY SERVICES: Nothing to report.

**10. New Business:**

- a. Distribution of the Board contact list and committee membership.
- b. Signing officers.
- c. Description of the May Ball investment funds. Discussion about a policy for the allocation of the interest from the fund and about the Scotiabank account.
- d. Review of the Policy Review Schedule.

**11. Closed Session**

- a. **Closed session in regards to identifiable individuals.**

**Motion #2023-20**

**Moved by: Sarah Bahm**

**Seconded by: Claire Hendrikx**

Be it resolved that the Temiskaming Shores Public Library Board go into closed session at 7:42 p.m. in regards to identifiable individuals.

**Carried.**

**Motion #2023-21**

**Moved by: Claire Hendrikx**

**Seconded by: Nadia Pelletier-Lavigne**

Be it resolved that the Temiskaming Shores Public Library Board rise from closed session at 8:08 p.m. in regards to identifiable individuals.

**Carried.**

**b. Approval of the January 2023 closed session minutes. Motion.**

**Motion #2023-22**

**Moved by: Erin Little**

**Seconded by: Thomas McLean**

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

**Carried.**

**c. Approval of the staff training discussed in closed session. Motion.**

**Motion #2023-23**

**Moved by: Sarah Bahm**

**Seconded by: Claire Hendrikx**

Be it resolved that the Temiskaming Shores Public Library Board approves funding for the CAMH courses “Managing Mental Health in the Workplace” and “Customer Service and De-escalation Training” for up to 8 (eight) library staff members.

**Carried.**

**12. Adjournment**

Adjournment by Brigid at 8:10 p.m.

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Chair –