

Temiskaming Shores Public Library Board

Meeting Minutes

Wednesday, March 23, 2022

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

1. Call to Order

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

2. Roll Call

Present: Claire Hendrikx, Danny Whalen, Chair Brigid Wilkinson, and Jeff Laferriere in person, Emily Kotalowski via Zoom, and Library CEO Rebecca Hunt in person.

Regrets: Thomas McLean

Members of the Public: 0

3. Adoption of the Agenda

Motion #2022-17

Moved by: Jeff Laferriere

Seconded by: Claire Hendrikx

Be it resolved that the Temiskaming Shores Public Library Board accepts the March 23, 2022 agenda as presented.

Carried.

Addition: none

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

5. **Adoption of the Minutes**

Motion #2022-18

Moved by: Danny Whalen

Seconded by: Claire Hendrikx

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Wednesday, February 23, 2022 as presented.

Carried.

6. **Business arising from Minutes**

a. **Community Fridge project.** Discussion.

Motion #2022-19

Moved by: Jeff Laferriere

Seconded by: Claire Hendrikx

Be it resolved that the Temiskaming Shores Public Library Board approves the Community Fridge Temiskaming Shores Public Library location in principle, and requests that a Memorandum of Understanding be drafted by the Community Fridge Committee for Board approval.

Carried.

7. Correspondence:

- a. From Ontario Library Service. Re: Respectful Indigenous Subject Headings. For information.
- b. From Ontario Library Service. Re: Municipal Elections Act use of Board resources policy. For information. The Library CEO will consult with the Policy Committee and bring a draft elections policy to the Board's April meeting.

8. Secretary–Treasurer's Report

Report and monthly financial statement included in the trustees' information packet

Library CEO's Report

March 15, 2022

Equipment: NEOnet in Timmins has reached out concerning the TechSocial program we partnered with them on in 2019. They are sending the library an iPad as agreed upon at the beginning of the partnership.

The city has upgraded our phone system, free of charge to the library.

Northern College Haileybury Campus Library satellite location: the grand opening went well, with about 25 people in attendance. Library hours are reduced for the remainder of this term and COVID protocols remain in place. I have updated the website with information about the satellite location on the Contacts/Locations page. I also mentioned the partnership on the CJTT chat and took part in a story that was aired on CBC Radio's Up North on Wednesday, March 9.

Performance Evaluations: I have updated our Performance Evaluation procedure and forms. We are now doing Learning and Development plans for the year, with a performance evaluation element that will be done at the end of the year. This allows for staff to set goals at the beginning of the year with performance indicators in place, check in with the CEO at mid year, and then evaluate the attainment of the goals and learning plans at year end. Staff are choosing goals that support the Library Board's strategic priorities. Learning and Development plans have been created with all of the current full time staff members.

Programming : The Library is partnering with Digital Creator North on several virtual programs over March break. Digital Creator North is providing the programming and the

Library is promoting the programs. The Library is also holding a scavenger hunt in the library on March 17, and is handing out craft take away bags. As part of the Learning and Development plans, we have created a programming schedule for the rest of 2022 with a return to in-person programming with Pre-school storytime in May and continuing with in-person programming for the remainder of the year. The Library will also be partnering with NEOFACs on a storywalk along the New Liskeard and Haileybury waterfronts and handing out seed growing kits for Children's Mental Health week from May 2-6, 2022.

Finances and Statistics

The Board reviewed the financial and statistical reports as provided by the CEO.

Motion #2022-20

Moved by: Jeff Laferriere

Seconded by: Emily Kutalowski

Be it resolved that the Temiskaming Shores Public Library Board accepts the March Secretary-Treasurer's report and Financial report.

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: Report or meeting with city administration for MOU. Draft MOU attached. Motion if accepted by Board. Will be adopted at the April 4, 2022 City Council meeting.

Motion #2022-21

Moved by: Emily Kotalowski

Seconded by: Claire Hendrikx

Be it resolved that the Temiskaming Shores Public Library Board adopts the Memorandum of Understanding between the Corporation of the City of Temiskaming Shores and the Temiskaming Shores Public Library Board as recommended by the Library Services Committee.

Carried.

10. New Business:

- a. 2020 Audit. For information. The Board asked the Library CEO to inquire about the possibility of the Auditor coming to present an information session for the 2021 audit.
- b. TTF Fund reports. For information. The Board discussed the Vital Signs project and how the Board can help support the use of the information and the value of the information in the report.
- c. Report LIB-01-2022 Wifi Hotspot Survey Results. For information. The Board discussed the value of the program in addressing technology and internet access gaps in our community.
- d. Report LIB-02-2022 Annual Survey to Ministry of Heritage, Tourism, Sport and Culture Industries. Motion.

Motion #2022-22

Moved by: Jeff Laferriere

Seconded by: Danny Whalen

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. Plan, Policy review and By-law review:

a. Review Mandatory Masking Policy Facilities-10. Motion.

Motion #2022-23

Moved by: Emily Kotalowski

Seconded by: Danny Whalen

Be it resolved that the Temiskaming Shores Public Library Board accepts the Mandatory Masking Policy Facilities-10 as amended by the Board.

Carried.

b. Review motion requiring POV for entry to programs held in the library spaces. Motion.

Motion #2022-24

Moved by: Jeff Laferriere

Seconded by: Emily Kotalowski

Be it resolved that the Temiskaming Shores Public Library Board repeals Motion 2021-65 requiring Proof of Vaccination for patrons and staff for entry to programs held in library spaces.

Carried.

12. Closed session

Motion #2022-25

Moved by: Claire Hendrikx

Seconded by: Danny Whalen

Be it resolved that the Temiskaming Shores Public Library Board goes into closed session at 7:50 p.m. in regards to identifiable individuals.

Carried.

Motion #2022-26

Moved by: Jeff Laferriere

Seconded by: Claire Hendrikx

Be it resolved that the Temiskaming Shores Public Library Board rises from closed session at 8:06 p.m. with report.

Carried.

Motion #2022-27

Moved by: Claire Hendrikx

Seconded by: Danny Whalen

Be it resolved that the Temiskaming Shores Public Library Board accepts the closed session minutes of February 23, 2022.

13. Adjournment

Adjournment by Brigid Wilkinson at 8:07 p.m.

Chair –