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## Temiskaming Shores Public Library Board

### Meeting Minutes

Wednesday, April 26, 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 7:00 p.m.

#### 2. Roll Call

Present: Claire Hendrikx, Joyce Elson, Chair Brigid Wilkinson, Nadia Pelletier-Lavigne, Erica Burkett, Vice Chair Erin Little and Library CEO Rebecca Hunt in person. Sarah Bahm and Thomas McLean via zoom. Melanie Ducharme arrived at 7:30. Erica Burkett left at 7:55.

Regrets: None

Members of the Public: 1 arrived at 8:00.

#### 3. Adoption of the Agenda

##### Motion #2023-24

**Moved by: Nadia Pelletier-Lavigne**

**Seconded by: Claire Hendrikx**

Be it resolved that the Temiskaming Shores Public Library Board accepts the April 26, 2023 agenda as amended.

Addition: Correspondence a. Letter from TTF for information.

**Carried.**

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

**5. Adoption of the Minutes**

**Motion #2023-25**

**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, March 22, 2023 as presented.

**Carried.**

**6. Business arising from Minutes:**

a. None.

**7. Correspondence:**

a. Letter from TTF. Re: May Ball disbursements. 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 18, 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.

**CJTT Chats:** I am continuing to do monthly CJTT chats to promote library programs. My next chat is on Monday, May 8.

**CAMH Mental Health in the Workplace Training:** Training has been scheduled for staff. Training of all Library Clerks and Substitute Library Clerks should be completed by November 2023.

**Community Fridge:** The Community Food Action Network will have a launch for the Fridge on May 5.

**Learn HQ Webinar “Marketing, Communication, and Public Relations in Public Libraries”:** This course was very helpful and had a lot of tips for social media posts. I was happy to see that some of the things they recommended, such as having an overall social media posting schedule in Excel, we are already doing. I am looking forward to the next session in the series.

**Ontario Library Service:** OLS has asked me to be a speaker on the Strategic Planning Panel for the Advancing Public Library Leadership program. As part of their curriculum I will participate virtually during the fall session.

**Staff Performance Evaluations and Goal Setting:** Performance evaluations and goal setting meetings have been completed for all full-time staff.

**Workplace Inspections:** The March 29 workplace inspection showed the staff first aid training on the list again. We are in the process of scheduling training. I am hoping to be able to train 75% of the staff on Saturday, May 13.

**Programs:**

Gadget Helper—Thursdays

Afternoon English Book Club—Every 6 weeks on Wednesday afternoons

Class Visits—As scheduled

Alzheimer Awareness booth in lobby—As scheduled once a month

Saturday Family Storytime—Every second Saturday, starting February 25

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

Spring Preschool Storytime—Wednesdays starting April 5

French Book Club—Every six weeks on Tuesday afternoons

**Finances and Statistics**

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

**Motion #2023- 26**

**Moved by: Erica Burkett**

**Seconded by: Thomas McLean**

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

**Carried.**

**9. Committee Reports:**

- a. FINANCE AND PROPERTY: Meeting after the April Board meeting.
- b. PLANNING, POLICY, PERSONNEL AND PUBLICITY: Schedule meeting for May.
- c. STRATEGIC PLANNING: Schedule meeting for May.
- d. LIBRARY SERVICES: Schedule meeting for May.

**10. New Business:**

- a. **Report LIB-06-2023 Annual Survey for 2022 Fiscal Year.** Discussion and Motion.

**Motion #2023-27**

**Moved by: Claire Hendrikx**

**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.**

- b. **2022 Library Annual Report.** For discussion and review. The CEO will prepare a presentation the Library Board can use to present the information to City Council and the Contracting Townships.

- c. **Report LIB-07-2023: Library book trucks for book sale.** Request to purchase three new steel book trucks. Discussion. Motion.

**Motion #2023-28**

**Moved by: Joyce Elson**

**Seconded by: Erin Little**

Be it resolved that the Temiskaming Shores Public Library Board accepts report LIB-07-2023 and moves to purchase three steel book trucks to use for the library's book sales.

**Carried.**

- d. **Staff first aid training.** Request to close library on Saturday, May 13 for training. Discussion. Motion.

**Motion #2023-29**

**Moved by: Erica Burkett**

**Seconded by: Claire Hendrikx**

Be it resolved that the Temiskaming Shores Public Library Board closes the library for the day on Saturday, May 13 for staff first aid training.

**Carried.**

- e. **Compressed workweek.** Information from the City, discussion. Library staff who are part of the Management Team of the city are eligible to take part in the pilot program.

## **11. Policy Review**

- a. **Info-1 Information Services Policy.** Review.

- b. **Info-2 Information Service Research Fee Policy.** Review and Motion.

**Motion #2023-30**

**Moved by: Melanie Ducharme**

**Seconded by: Joyce Elson**

Be it resolved that the Temiskaming Shores Public Library Board accepts the Policies: Info-1 Information Services and Info-2 Information Service Research Fee as amended by the Board.

**Carried**

**12. Closed Session**

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

**Motion #2023-31**

**Moved by: Claire Hendrikx**

**Seconded by: Sarah Bahm**

Be it resolved that the Temiskaming Shores Public Library Board go into closed session at 8:11 p.m. in regards to identifiable individuals.

**Carried.**

**Motion #2023-32**

**Moved by: Melanie Ducharme**

**Seconded by: Erin Little**

Be it resolved that the Temiskaming Shores Public Library Board rise from closed session at 8:28 p.m. in regards to identifiable individuals.

**Carried.**

**13. Adjournment**

Adjournment by Melanie at 8:29 p.m.

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Chair –