

## **Temiskaming Shores Public Library Board**

### **Meeting Minutes**

Wednesday, April 27, 2022

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

#### **1. Call to Order**

Meeting called to order by Chair Brigid Wilkinson at 7:01 p.m.

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

Present: Danny Whalen, Erica Burkett, Jeff Laferriere, Sarah Bahm, Joyce Elson, Emily Kotalowski, Brigid Wilkinson, and Library CEO Rebecca Hunt in person. Claire Hendrikx and Thomas McLean via Zoom.

Regrets: 0

Members of the Public: 0

#### **3. Welcome to new Board Members:** Introductions were made.

#### **4. Adoption of the Agenda**

##### **Motion #2022-28**

**Moved by:** Jeff Laferriere

**Seconded by:** Erica Burkett

Be it resolved that the Temiskaming Shores Public Library Board accepts the April 27, 2022 agenda as amended.

**Carried.**

**Addition: New Business**

- d. Report LIB-03-2022 IDA Ontario Mini Grant application**
- e. Board Assemblies Report by Emily Kotalowski**

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

**6. Adoption of the Minutes**

**Motion #2022-29**

**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, March 23, 2022 as presented.

**Carried.**

**7. Business arising from Minutes**

- a. Community Fridge project update:** MOU provided by group. The Board reviewed and discussed the MOU. The Library Services Committee will meet to make edits and suggestions.

**8. Correspondence:**

- a.** From Ecole secondaire catholique Sainte-Marie. May Ball bursary. For information.
- b.** From Timiskaming District Secondary School. 2022 May Ball bursary. For information.
- c.** From The Temiskaming Foundation. 2022 May Ball fund disbursement. For information.

## 9. Secretary–Treasurer’s Report

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

### Library CEO’s Report

April 19, 2022

**Build with Rise CO2 Monitors:** A company which manufactures CO2 monitors has donated three CO2 monitors to the library to circulate to cardholders. The library’s commitment will be to allow them to put discount certificates in with the monitors in case anyone wishes to purchase them, and to allow them to put their logos on promotional materials. The monitors will be circulated for three weeks at a time, and will have a flyer enclosed on how to set up and interpret the data. Peterborough Public Library has a similar program described in this link: <https://www.peterborough.ca/en/news/peterborough-library-to-lend-carbon-dioxide-monitoring-devices.aspx>

**CBC/Radio Canada pilot project:** I had a meeting with Valérie Landry and Chris Skinner from CBC and Radio Canada about partnering with libraries on an information portal they are developing to help facilitate access to their services for rural Canadians, newcomers, indigenous people, children and Francophone populations. They were referred to our library by Ontario Library Services. They have verbally invited our library to participate in a pilot project for the portal, which they hope will be ready to pilot within the next few months. Our commitment would be to allow access to the portal on our website and to promote the portal using social media, our website, brochures, word of mouth, radio and the newspaper. They will share statistics and other findings about people’s usage of the portal with us.

**Centre d’Education des Adultes:** We are partnering with the Centre d’éducation des adultes to provide sessions on how to learn to use tablets in French. We are providing the space and use of our wifi for the sessions free of charge and they will teach participants on how to use the Libby app to access French ebooks and emagazines. Five sessions will take place in the months of April and May.

**Ontario Library Association (OLA) Research and Education Committee:** The Committee is preparing a benchmarking/resiliency survey to be sent out to all OLA members libraries in early June. The results should provide data to benchmark how libraries are emerging from the pandemic and can be used to measure against future survey results.

**Public Library Operating Grant application:** The grant application was filed and signed off by the Ministry.

**Seed Library request:** We have had a request that the library start a seed library. I have said we will investigate how to do this and a staff member has shown interest in helping

to get this program going. We may not be able to get organized this year, but will try for next year if it seems feasible.

**Programming:**

BIA Easter Hop: April 16

NEOFACS Story Walk ®: May 2-6

Spring Preschool Storytime: Wednesdays beginning May 4

Gadget Helper: Thursdays by appointment

The board suggested the CEO reach out to local doctor's offices and social services agencies to advertise the Ontario Parks Day Pass lending program in light of the provinces' promotion of physical activity and the ability of agencies to prescribe physical activity as part of a medical/mental health regime.

**Finances and Statistics**

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

**Motion #2022-30**

**Moved by:** Jeff Laferriere

**Seconded by:** Emily Kotalowski

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

**Carried.**

**10. Committee Reports:**

- a. FINANCE AND PROPERTY: Nothing to report.
- b. PLANNING, POLICY, PERSONNEL AND PUBLICITY: Provided input on policies via email.
- c. STRATEGIC PLANNING: Nothing to report.
- d. LIBRARY SERVICES: Nothing to report.

**11. New Business:**

- a. **Bylaw review:** Does the Board wish to change/amend bylaws to allow virtual attendance at board meetings. Is permitted under the PLA but the Board may want to formalize. The Board will review all bylaws in 2023.
- b. **May meeting change of date:** The CEO requested the May meeting date be changed. The Board agreed to move the meeting to Wednesday, May 18 at 7:00 pm.
- c. **2021 Annual Report and Infographic:** The Board reviewed the content of the annual report and infographic.
- d. **Report LIB-03-2022 IDA Ontario Mini-Grant application:** The Board reviewed the report.

**Motion #2022-31**

**Moved by:** Erica Burkett

**Seconded by:** Sarah Bahm

Be it resolved that the Temiskaming Shores Public Library Board acknowledges receipt of Administrative Report No. LIB-03-2022 and applies to the IDA Ontario Mini-Grant program for funds in the amount of \$500 to support making decodable books for children with dyslexia available in the library.

**Carried.**

- e. **Board assemblies report:** Emily Kotalowski gave a report on her attendance at the latest Ontario Library Services Board Assembly meeting.

**12. Plan, Policy review and By-law review:**

- a. **The Library and Political Elections. Motion.**

**Motion #2022- 32**

**Moved by:** Emily Kotalowski

**Seconded by:** Joyce Elson

Be it resolved that the Temiskaming Shores Public Library Board accepts the policy The Library and Political Elections as recommended by the policy committee.

**Carried.**

**b. Creator Space Facilities use policy. Motion.**

**Motion #2022-33**

**Moved by:** Jeff Laferriere

**Seconded by:** Emily Kotalowski

Be it resolved that the Temiskaming Shores Public Library Board accepts the Creator Space Facilities use policy as recommended by the policy committee.

**Carried.**

### **13. Closed session**

**Motion #2022-34**

**Moved by:** Thomas McLean

**Seconded by:** Claire Hendrikx

Be it resolved that the Temiskaming Shores Public Library Board goes into closed session at 7:59 p.m. in regards to identifiable individuals.

**Carried.**

**Motion #2022-35**

**Moved by:** Jeff Laferriere

**Seconded by:** Thomas McLean

Be it resolved that the Temiskaming Shores Public Library Board rises from closed session at 8:18 p.m. with report.

**Carried.**

**Motion #2022-36**

**Moved by:** Emily Kotalowski

**Seconded by:** Claire Hendrikx

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

**Carried.**

**14. Adjournment**

Adjournment by Brigid Wilkinson at 8:19 p.m.

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Chair –