
Temiskaming Shores Public Library Board

Meeting Minutes

Wednesday, May 24, 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 7:09 p.m.

2. Roll Call

Present: Claire Hendrikx, Chair Brigid Wilkinson, Sarah Bahm in person, and Nadia Pelletier-Lavigne and Thomas McLean via zoom.

Regrets: Erin Little, Erica Burkett, Melanie Ducharme and Joyce Elson.

Members of the Public: 0

3. Adoption of the Agenda

Motion #2023-33

Moved by: Claire Hendrikx

Seconded by: Sarah Bahm

Be it resolved that the Temiskaming Shores Public Library Board accepts the May 24, 2023 agenda as amended.

Carried.

The board moved agenda items 5, 8 and 11 to the beginning of the meeting in case we lose quorum.

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

5. **Adoption of the Minutes**

Motion #2023-34

Moved by: Claire Hendrikx

Seconded by: Nadia Pelletier-Lavigne

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Wednesday, April 26, 2023 as presented.

Carried.

6. **Business arising from Minutes:**

- a. **Book trucks:** The book trucks have been purchased and are in use for our book sales. They seem to be working much better than the old carts.
- b. **First Aid:** The first aid training went well and we now have five of seven employees trained.

7. **Correspondence:**

- a. None.

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

May 17, 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.

City Recreation Department Partnership: The Recreation Department asked if the library would be willing to loan out Family Swim passes. We are in the process of setting up circulation rules in our library system to do so.

Canada Post Shipping Tool: I had a discussion with the city treasurer and it was decided that we will try a prepaid, reloadable Canada Post visa card to use for the ILL Canada Post Shipping Tool invoices. This will eliminate the need to post so many small amounts to iCity and make it easier to reconcile the account.

Community Fridge: The Community Food Action Network had a successful launch on Friday, May 5. Quite a few people came out to the event and a few approached me for some library partnerships in the future.

Digital Creator North Wrap-Up Event: I will be taking part in a wrap-up event scheduled for June 3-4 at the Elk Lake Eco centre, all expenses paid. The session will allow time for networking with 10 Digital Creator collaborators from across Northern Ontario, and brainstorming collective approaches to continue access and delivery of digital and media arts opportunities for youth in Northern Ontario. There is no cost to the Library Board.

Federation of Ontario Public Libraries: I have been elected to another term on the Board of Directors. I will be attending the next meeting on Friday, June 16 in person at the Vaughn Public Library, all expenses paid by FOPL.

Grants: our application to the TTF Community Fund to purchase a cricut machine for the Creator Space has been approved in the amount of \$1636, which was the amount for which we applied. The Technology Coordinator will work on getting the equipment set up.

Ontario Library Service: The Advancing Public Library Leadership Strategic Planning panel session is scheduled to be held on June 7 instead of the fall. The agenda is a two-hour interview-style question and answer period for 35 students via zoom, answering questions about the Strategic Planning experiences at TSPL in an anecdotal way.

Northern Lights Library Network: I sent a survey to the Library CEOs in the region from Timmins and Cochrane Public Library to Temagami Public Library, 11 libraries in all. I have heard back from nine of them that they would like to recommence meetings. We have set a hybrid meeting for Monday, June 5.

Programming: we have fewer programs in June, to allow time to prepare for the summer reading programs we hold in July and August.

Training: I have taken part in a number of training opportunities in addition to the CAMH training in the past month: OverDrive Advantage Plus program training, 2 OCLC Resource Training sessions, and an “Advancing Trans, and Gender Diverse Inclusion in our Services” workshop.

Workplace Inspections: The First Aid training went well, with five staff members attending. Two more will be trained when we can arrange it, and the other staff member will be trained when they return to work from their leave.

Finances and Statistics

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

Motion #2023-35

Moved by: Claire Hendrikx

Seconded by: Thomas McLean

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

Carried.

9. Committee Reports:

- a. Finance Committee: Minutes of the April 26, 2023 meeting.
- b. Policy and Personnel Committee: Minutes of the May 9, 2023 meeting.
- c. Strategic Planning Committee: Minutes of the May 18, 2023 meeting.
- d. Library Services Committee: A meeting has been scheduled for May 29..

10. New Business:

- a. **Report LIB-08-2023 Strategic Plan Update.** For information/discussion.
- b. **Time Capsule:** The time capsule at the former New Liskeard Library building needs to be moved. The Board discussed re-burying the capsule on present library property.

11. Policy Review

a. Pro-3 Library reserve fund policy. Motion

Motion #2023-36

Moved by: Sarah Bahm

Seconded by: Thomas McLean

Be it resolved that the Temiskaming Shores Public Library Board accepts the Policies: Pro-3 Library Reserve Fund policy as amended by the Committee.

Carried

b. Pro-4 May Ball fund disbursement policy. Motion

Motion #2023-37

Moved by: Nadia Pelletier-Lavigne

Seconded by: Claire Hendrikx

Be it resolved that the Temiskaming Shores Public Library Board accepts the Policies: Pro-4 May Ball Fund disbursement policy as presented by the Committee.

Carried

c. Pro-5 Temiskaming Shores Library Fund disbursement policy. Motion

Motion #2023-38

Moved by: Claire Hendrikx

Seconded by: Nadia Pelletier-Lavigne

Be it resolved that the Temiskaming Shores Public Library Board accepts the Policies: Pro-5 Temiskaming Shores Library Fund policy as presented by the Committee.

Carried

12. Adjournment

Next meeting: Wednesday, June 28 at 7:00 at the library and zoom

Adjournment by Sarah at 7:49 p.m.

Chair –