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**Temiskaming Shores Public Library Board**

Meeting Minutes

Wednesday, June 22, 2022

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

**1. Call to Order**

Meeting called to order by Chair Brigid Wilkinson at 7:05 p.m.

**2. Roll Call**

Present: Chair Brigid Wilkinson, Jeff Laferriere, Joyce Elson, Erica Burkett, and Library CEO Rebecca Hunt in person. Thomas McLean via Zoom.

Regrets: Claire Hendrikx, Emily Kotalowski, Sarah Bahm, Danny Whalen.

Members of the Public: 0

**3. Adoption of the Agenda**

**Motion #2022-47**

**Moved by:** Joyce Elson

**Seconded by:** Thomas McLean

Be it resolved that the Temiskaming Shores Public Library Board accepts the June 22, 2022 agenda as amended.

**Carried.**

**Addition: Report LIB-05-2022 THU Digital Divide Grant application**

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

**5. Adoption of the Minutes**

**Motion #2022-48**

**Moved by:** Joyce Elson

**Seconded by:** Erica Burkett

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Wednesday, May 18, 2022 as presented.

**Carried.**

**6. Business arising from Minutes:**

a. **Community Fridge:** The CEO gave an update on the progress of drafting the MOU.

**7. Correspondence:**

a. From FOPL Re: Post Election Engagement and Advocacy. For information and discussion. A letter will be sent out with the invitations to the grand opening.

**8. Secretary–Treasurer’s Report**

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

**Library CEO’s Report**

**June 13, 2022**

**Building:** I have continued to do the Fire Safety checks on a monthly basis and report that I have completed them to the Fire Prevention Officer for the City.

**CJTT Chats:** I am continuing to do monthly CJTT chats to promote library programs.

**Grants:** The library was successful in the application to the International Dyslexia Association Ontario Mini-Grant program in the amount of \$500. The funds are to be used to purchase dyslexia resources for the library collection and promote dyslexia awareness in the community. The funds will be sent out by the end of June. Our commitment to receive the funds are to order books from their approved lists, participate in dyslexia awareness month in October, and provide invoices and lists of books purchased with the funds to IDA Ontario by the end of December.

**Partnerships to date:**

Age Friendly Program: provided information sessions at their monthly coffee time  
Athabasca University: proctored exams  
BIA: took part in the Easter Hop, acted as drop off point for completed forms  
Centre d'éducation des adultes: partnered on beginner tablet sessions in French  
Climate Action Temiskaming: purchase of books for area libraries with donated funds  
Digital Creator North: partnered on March Break programming  
NEOFACS: Story Walk during Children's Mental Health Week  
New Liskeard Public School: Introduced class to Creator Space  
Rise CO2 monitors: the company has donated 3 monitors to loan to library patrons  
Timiskaming Health Unit: print out vaccine certificates, distribute information

**Summer Programs:**

Introduction to Robotics: two sessions, one in July and one in August. Children will guide a Sphero robot through a maze they create and have races in teams. The first session has reached maximum registration.

Magic Show: Magician Peter Mennie will be bringing his family magic show to the library on Tuesday, July 19. We have had him in the past and he usually ties his show into books and the TD Summer Reading Program theme.

Morning at the Movies: Three sessions throughout the summer. We are showing children's movies that have PPR licensing from Criterion. Two will be in English and one will be in French.

Scientists in Situ: One session in August. This is an online virtual workshop called Science Meets Art.

TD Summer Reading Club programs: Alternating Craft and STEAM (science, technology, engineering, arts and math) programs on Wednesdays from 10-11:30. The theme this year is Once Upon a Time, Myths and Legends.

TD Summer Reading Club Family Fun Program: Every second Saturday starting July 2, from 10-11:30.

**Finances and Statistics**

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

**Motion #2022-49**

**Moved by:** Jeff Laferriere

**Seconded by:** Erica Burkett

Be it resolved that the Temiskaming Shores Public Library Board accepts the June Secretary-Treasurer's 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. **Sign for the side of the building.** Discussion. The Board directed the CEO for get a quote for a sign for the parking lot side of the building.
- b. **2021 final budget variance report.** For information.
- c. **Grand opening.** Discussion, start planning. The Chair will email the Board to get volunteers for a committee to plan the event.
- d. **Report LIB-05-2022 THU Digital Divide Micro-grant application.** Motion.

**Motion #2022-50**

**Moved by:** Joyce Elson

**Seconded by:** Jeff Laferriere

Be it resolved that the That Temiskaming Shores Public Library Board acknowledges receipt of Administrative Report No. LIB-05-2022 and applies to the THU Digital Divide Micro-grant program for funds in the amount of \$4301 to \$5000 to support purchasing additional portable wifi devices as outlined in the report.

**Carried.**

**Thomas McLean left the meeting.**

**11. Plan, Policy review and By-law review:** The Chair will circulate the policies to the Board for approval and they will be ratified at the September meeting.

**a. Internet and computer use policy.** Motion.

**Motion #2022-51**

**Moved by:** Jeff Laferriere

**Seconded by:** Erica Burkett

Be it resolved that the Temiskaming Shores Public Library Board accepts the policy Internet and computer use as reviewed and amended by the Board.

The Chair will circulate the policies to the Board for approval and they will be ratified at the September meeting.

**b. Internet filtering and control policy.** Motion.

**Motion #2022-52**

**Moved by:** Joyce Elson

**Seconded by:** Jeff Laferriere

Be it resolved that the Temiskaming Shores Public Library Board accepts the Internet filtering and control policy as reviewed and amended by the Board.

The Chair will circulate the policies to the Board for approval and they will be ratified at the September meeting.

## 12. Closed session

### **Motion #2022-53**

**Moved by:** Joyce Elson

**Seconded by:** Erica Burkett

Be it resolved that the Temiskaming Shores Public Library Board goes into closed session at 7:58 p.m. in regards to identifiable individuals.

**Carried.**

### **Motion #2022-54**

**Moved by:** Jeff Laferriere

**Seconded by:** Joyce Elson

Be it resolved that the Temiskaming Shores Public Library Board rises from closed session at 8:06 p.m. without report.

**Carried.**

## 13. Adjournment

Adjournment by Erica Burkett at 8:07 p.m.

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Chair –