
Temiskaming Shores Public Library Board

Meeting Minutes

Wednesday, June 28, 2023

7:00 p.m. in person

1. Call to Order

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

2. Roll Call

Present: Claire Hendrikx, Nadia Pelletier-Lavigne, Sarah Bahm, Chair Brigid Wilkinson, Erica Burkett, and Library CEO Rebecca Hunt.

Regrets: Erin Little, Thomas McLean, Melanie Ducharme, Joyce Elson

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

3. Adoption of the Agenda

Motion #2023-39

Moved by: Nadia Pelletier-Lavigne

Seconded by: Erica Burkett

Be it resolved that the Temiskaming Shores Public Library Board accepts the June 28, 2023 agenda as amended.

Carried.

Addition: New Business d.

Resolution to request more provincial funding for Ontario public libraries

4. Declaration of conflict of interest: None.

5. Adoption of the Minutes

Motion #2023-40

Moved by: Claire Hendrikx

Seconded by: Sarah Bahm

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Wednesday, May 24, 2023 as presented.

Carried.

6. Business arising from Minutes:

- a. Time Capsule: the time capsule has been dug up from its previous location at the old Carnegie building and is now at the new building. Discussion: Sarah and Brigid will work with Rebecca to plan a re-interment event in September.

7. Correspondence:

- a. From Dina Stevens, Executive Director of the Federation of Ontario Public Libraries (FOPL). Re: Updates. Discussion about some of the information items in the report, such as drag queen storytimes and the safety and security of library staff members.

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

June 20, 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.

CBC Interview: I did an interview with Up North’s Jonathan Pinto on Tuesday, May 30 on the library and recent and upcoming activities.

Digital Creator North Wrap-Up Event: I attended the wrap up/strategic planning event on June 3-4 at the Elk Lake Eco centre. It was beneficial to network and vision a plan for the future of digital and digital arts opportunities across Northern Ontario. The Digital Creator staff members came away from the session with priorities to apply for grants for funding for equipment and training opportunities for the library creator spaces in Northern Ontario.

Federation of Ontario Public Libraries: I attended a FOPL meeting on Friday, June 16 in person at the Vaughn Public Library. The group created a committee to look into how the proposed Ontario Digital Public Library project may unfold and to provide input on the project to Ontario Library Services. I am sitting on the committee as a northern and small library representative.

Grants: our application to the International Dyslexia Association Ontario for \$500 for dyslexia awareness books was approved. Once I have received the funds we will purchase books in French and English.

Ontario Library Service Networking: I took part in the CEO Networking group discussion via zoom on May 25, and in a networking conversation via zoom about Emergency Procedures on June 8. I got quite a few good resources for staff training on dealing with disadvantaged people and communities from the sessions which I will look into for future training sessions.

Northern College Partnership: Interviews are being scheduled for the next few weeks for the library position at the Haileybury Campus Library. The board inquired if a pro-rated refund can be looked into, as this will be over a month that the Library at Northern College has not been staffed.

Northern Lights Library Network: The group met on June 5, and all of the members would like to continue to meet. We had three in-person attendees and four via zoom. The group is working on a project to purchase cloth bags for ILL and looking into consortia pricing for the Ryan Dowd training series.

Programming: we are all ready for our summer programming and have sent advertising materials out to the schools, on social media and our website and have flyers available at the library. I have attached the flyers for your information.

Slow Down Signs: The library was a site for the distribution of Slow Down Signs from the Temiskaming Road Safety Action group. We distributed 40 signs within just a few days.

Training: We conducted a staff meeting on May 31 to go over our emergency procedures including our secure and hold and lockdown procedures.

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 #2023-41

Moved by: Erica Burkett

Seconded by: Sarah Bahm

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

Carried.

9. Committee Reports:

- a. Finance Committee: Nothing to report.
- b. Policy and Personnel Committee: Nothing to report.
- c. Strategic Planning Committee: Nothing to report.
- d. Library Services Committee: Minutes of the May 29, 2023 meeting. Discussion.

10. New Business:

- a. **Report LIB-09-2023 School Board Contracts.** For information/discussion. The Board discussed the proposed rates and contracts. The Committee will reconvene in the fall to prepare a presentation for school principals and administrators.
- b. **Report LIB-10-2023 Contracting Townships contracts.** For information and discussion. Motion.

Motion #2023-42

Moved by: Claire Hendrikx

Seconded by: Sarah Bahm

Be it resolved that the Temiskaming Shores Public Library Board accept the proposed Library Services Agreement as amended by the board.

Carried

- c. Report LIB-11-2023 Fine-Free Pilot Project.** For discussion/motion. The Board agreed with the principles of removing barriers and aligning with the Library's mission and values of inclusion and participation. At the end of the 18 month period they will evaluate how the program is working.

Motion #2023-43

Moved by: Sarah Bahm

Seconded by: Nadia Pelletier-Lavigne

Be it resolved that the Temiskaming Shores Public Library Board accept Report LIB-11-2023 and institute a fine-free pilot project for an 18 month period, excluding categories of items as designated by the Library CEO.

Carried

- d. Resolution to request more provincial funding for Ontario public libraries.** Discussion. The draft resolution provided by Councilor Danny Whalen was discussed and revised. The CEO will work further on the resolution over the summer and will bring it to be passed at the September meeting.

11. Policy Review

- a. Plan-1 Planning policy.** Motion

Motion #2023-44

Moved by: Claire Hendrikx

Seconded by: Erica Burkett

Be it resolved that the Temiskaming Shores Public Library Board accepts the Policy: Plan-1 Planning Policy as amended by the Board.

Carried

12. Closed Session

a. Closed session in regards to identifiable individuals.

Motion #2023-45

Moved by: Claire Hendrikx

Seconded by: Nadia Pelletier-Lavigne

Be it resolved that the Temiskaming Shores Public Library Board go into closed session at 8:14 p.m. in regards to identifiable individuals.

Carried.

Motion #2023-46

Moved by: Nadia Pelletier-Lavigne

Seconded by: Sarah Bahm

Be it resolved that the Temiskaming Shores Public Library Board rise from closed session at 8:24 p.m. in regards to identifiable individuals.

Carried.

b. Approval of the March and April 2023 closed session minutes. Motion.

Motion #2023- 47

Moved by: Claire Hendrikx

Seconded by: Nadia Pelletier-Lavigne

Be it resolved that the Temiskaming Shores Public Library Board accepts the March and April 2023 closed session minutes as reviewed by the Board.

Carried.

13. Adjournment

Next meeting: Wednesday, September 27 at 7:00 at the library and zoom

Adjournment by Brigid at 8:26 p.m.

Chair –