

Temiskaming Shores Public Library Board

Meeting Minutes

Wednesday, September 22, 2021

7:00 p.m. via zoom

1. Call to Order

Meeting called to order by Chair Brigid Wilkinson at 7:00 p.m.

2. Roll Call

Present: Brenda Morissette, Claire Hendrikx, Brigid Wilkinson, Jessica Cooper, Jeff Laferriere, Thomas McLean, Emily Kotalowski and Library CEO Rebecca Hunt.

Regrets: 0

Absent: Patricia Hewitt

Members of the Public: 1

3. Adoption of the Agenda

Motion #2021-42

Moved by: Jeff Laferriere

Seconded by: Claire Hendrikx

Be it resolved that the Temiskaming Shores Public Library Board accepts the September 22, 2021 agenda as presented.

Carried.

4. Declaration of conflict of interest: None

5. Adoption of the Minutes

Motion #2021-43

Moved by: Jessica Cooper

Seconded by: Thomas McLean

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Wednesday, June 23, 2021 as presented.

Carried.

6. Business arising from Minutes

None

7. Correspondence:

- a. From Logan Belanger: Process for Appointments/resignations of board
- b. From Joline Denis RE: thank you for May Ball bursary
- c. From Climate Action Timiskaming Committee
- d. To Climate Action Timiskaming Committee
- e. From Ontario Library Service: Vaccine Certificate System
- f. From Ontario Library Service: Proof of vaccine regulations.

8. Secretary–Treasurer’s Report

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

Library CEO's Report

September 14, 2021

Building: A one-year walk through of the building to identify deficiencies was completed on September 14, 2021. All items were minor and Mitchell-Jensen has said they will address the items they do not attribute to normal wear and tear.

French Book Club: The French Book Club has started up again and is meeting monthly via zoom.

Mobile Wifi Hotspot feedback: The wifi hotspots are still constantly out, with a waiting list for when they become available. Feedback from the survey forms indicates that people are still using them for work, school and people also took them to campsites and cottages with them. Feedback is that people are very appreciative of the program and hope the library will continue it.

Orange Shirt Day, September 30: We have a take away activity kit and buttons that kids can come in and make for Orange Shirt Day, and we will have displays of books in the library to support reading on Indigenous topics.

Park Pass program: The Park Pass program continued to be popular over the summer with the passes being checked out most weekends.

Scientist in School program: We had a lot of great feedback for the STEM workshops we ran through the Scientist in School program in July and August. Both programs were fully booked and everyone said they were run very well and the presenters were engaging and well educated on the topics.

Summer Student/staff technology training project: Henry Forget, our summer student to train staff and man the Maker Space, did an excellent job on both fronts. Cole McNaughton supervised the training sessions and Henry introduced all staff members on the equipment in the Maker Space and allowed them time to practice on the devices. He made up step by step instructions for staff members which we will convert to brochures and instruction sheets to be handed out to the public on request. In conversations with staff members, all of them felt it was very worthwhile to have the training and now feel much more confident to introduce patrons to the space. Henry and Cole also gave tours of the space to a number of patrons who came to see what we had available, and Cole is continuing to book tours and sessions with patrons who want something specific printed on the 3D printer or to learn to use other equipment.

Timiskaming Health Unit/Vaccine passport: The Timiskaming Health Unit contacted the library to inquire if people can print off their proof of vaccination at the library and if staff are able to help people who need assistance navigating to the website to download their proof of vaccination. In line with most other libraries in Ontario, we are allowing

patrons to print up to two copies of the proof of vaccine free of charge, and staff have made themselves familiar with the website in order to assist patrons if needed.

Finances and Statistics

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

Motion #2021-44

Moved by: Thomas McLean

Seconded by: Jeff Laferriere

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

Carried.

9. Committee Reports:

- a. FINANCE AND PROPERTY: Minutes of the September 9, 2021 meeting.
- b. PLANNING, POLICY, PERSONNEL AND PUBLICITY: Minutes of the September 8, 2021 meeting.
- c. Informal Minutes of the Northern College Partnership meeting of August 19, 2021.

10. New Business:

- a. 2022 Draft Budget. The Board approved the Draft 1 budget to be discussed with municipal administrative staff.
- b. Contracting Townships contracts. The Board Chair, CEO and City Manager will speak to each township at township meetings this fall.
- c. Non-Resident fee increase. Motion

Motion #2021-45

Moved by: Jessica Cooper

Seconded by: Jeff Laferriere

Be it resolved that the Temiskaming Shores Public Library Board accepts the Finance Committee's recommendation to increase the Non-Resident fee to \$120/year from \$100/year to coincide with the amount contributed to library services in 2021 by an average ratepayer in Temiskaming Shores, and updates the library's Fines and Fees Policy as needed, effective January 1, 2022.

Carried.

- d. Grand opening event—delay to spring.
- e. Update MOU with municipality—discussion. The Board will discuss the process more at the next meeting.

11. Plan, Policy review and By-law review:

- a. Facilities-10: Mandatory Mask Policy. Motion
- b. Access-1: Accessibility in the library policy. Motion
- c. Access-4: CASL policy. Motion

Motion #2021-46

Moved by: Jeff Laferriere

Seconded by: Claire Hendrikx

Be it resolved that the Temiskaming Shores Public Library Board accepts the library's policies:

Facilities-10 Mandatory Mask Policy
Access-1 Accessibility in the library Policy
Access-4 CASL (Anti spam) policy

as reviewed by the Board.

Carried.

12. Closed session

Motion #2021-47

Moved by: Jeff Laferriere

Seconded by: Thomas McLean

Be it resolved that the Temiskaming Shores Public Library Board goes into closed session at 8:10 p.m. in regards to identifiable individuals.

Carried.

Motion #2021-48

Moved by: Jeff Laferriere

Seconded by: Emily Kotalowski

Be it resolved that the Temiskaming Shores Public Library Board rises from closed session at 8:31 p.m. with report.

Carried.

Motion #2021-49

Moved by: Jessica Cooper

Seconded by: Emily Kotalowski

Be it resolved that the Temiskaming Shores Public Library Board adopts the following policy as presented: Policy Personnel-28: Employee COVID-19 vaccination policy.

Carried.

13. Adjournment

Adjournment by Claire, Jessica and Jeff at 8:32 p.m.

Chair –