

Temiskaming Shores Public Library Board

Meeting Minutes

Wednesday, September 27, 2023

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

1. Call to Order

Meeting called to order by Library Board Vice Chair Erin Little at 7:04 p.m.

2. Roll Call

Present: Vice Chair Erin Little, Claire Hendrikx, Erica Burkett, Nadia Pelletier-Lavigne and Library CEO Rebecca Hunt in person. Sarah Bahm, Melanie Ducharme, Thomas McLean and Chair Brigid Wilkinson via zoom.

Regrets: Joyce Elson

Members of the Public: 0

3. Adoption of the Agenda

Motion #2023-48

Moved by: Nadia Pelletier-Lavigne

Seconded by: Melanie Ducharme

Be it resolved that the Temiskaming Shores Public Library Board accepts the September 27, 2023 agenda as amended.

Carried.

Addition: New Business d. ONTC Meetings: verbal report.

4. Declaration of conflict of interest: None.

5. Adoption of the Minutes

Motion #2023-49

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, June 28, 2023 as presented.

Carried.

6. Business arising from Minutes:

a. None

7. Correspondence:

a. From Karyne Labonte, Principal of ESCSM. Re: Thank you for May Ball Bursary.

b. From Megan Dufresne, student, ESCSM. Thank you for May Ball Bursary.

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

September 12, 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.

Community Fridge: The Fridge has been well-stocked with Second Harvest donations from the Your Independent Grocer store. We continue to get many inquiries about it, and when there is a re-stock it doesn’t take long for the food to go.

Contracting Townships: Brigid and I attended council meetings of the Townships of Harley and Casey in July. Both Townships have signed contracts for another two years. I

will be sending a services information flyer out to them this fall for circulation in their tax bills.

Federation of Ontario Public Libraries: I attended a FOPL meeting on Friday, September 8 via zoom. I have been asked to attend Library Day at Queen's Park on November 14 and 15 to lobby for changes to provincial library funding. Expenses will be paid by FOPL.

Fine-free: So far people seem appreciative of the fine-free pilot project. We have not had a huge increase of overdue items yet, and we are continuing to call to remind of overdues. The additional reminder emails seem to be working, as most people have been returning items after the first reminder.

Grants: We have purchased Decodable readers with the \$500 received from the International Dyslexia Association Ontario. Final reporting for the grant is due in December.

Northern Lights Library Network: The group will meet on September 18 for a networking session.

Programming: Summer programming was very successful and ran smoothly. We had lots of great comments from attendees. The Creator Space had some usage, and a few locals set up a scrabble night on Wednesday evenings that they would like to continue until Christmas.

Room rental: We have several groups renting the programming room for meetings and programs on a weekly basis.

Training: Most staff members have taken both sessions of the CAMH mental health in the workplace training.

Workplace Inspections: The First Aid training is still needed for several staff members. We will try to arrange training when possible.

Finances and Statistics

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

Motion #2023-50

Moved by: Claire Hendrikx

Seconded by: Erica Burkett

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

Carried.

9. Committee Reports:

- a. Finance Committee: Minutes of the September 18, 2023 meeting.
- b. Policy and Personnel Committee: Minutes of the September 11, 2023 meeting.
- c. Strategic Planning Committee: Nothing to report.
- d. Library Services Committee: Nothing to report.

10. New Business:

- a. **TSPL Strategic Plan tracking document.** For review.
- b. **Draft resolution in support of funding libraries.** For discussion, review.

Motion #2023-51

Moved by: Claire Hendrikx

Seconded by: Sarah Bahm

Be it resolved that the Temiskaming Shores Public Library Board accepts the Library Funding motion as amended by the Board and forwards the motion to municipal councils to ask their support

Carried.

- c. **1st Draft 2024 budget.** For review. There was discussion about the draft budget. The Board agreed it is ready to upload to iCity for submission to the municipal Treasurer.

11. Policy Review

a. Plan-2 Staffing Priorities Policy. Motion

Motion #2023-52

Moved by: Nadia Pelletier-Lavigne

Seconded by: Erica Burkett

Be it resolved that the Temiskaming Shores Public Library Board accepts the Policy: Plan-2 Staffing Priorities Policy as amended by the Board.

Carried

b. Pro-1 Procurement Policy. Motion

Motion #2023-53

Moved by: Claire Hendrikx

Seconded by: Thomas McLean

Be it resolved that the Temiskaming Shores Public Library Board accepts the Policy: Pro-1 Procurement Policy as reviewed by the Board.

Carried

c. Pro-2 Sale and Disposition of Land Policy. Motion

Motion #2023-54

Moved by: Erica Burkett

Seconded by: Melanie Ducharme

Be it resolved that the Temiskaming Shores Public Library Board accepts the Policy: Pro-2 Sale and Disposition of Land Policy as reviewed by the Board.

Carried

12. Closed Session

a. Closed session in regards to identifiable individuals.

Motion #2023-55

Moved by: Melanie Ducharme

Seconded by: Claire Hendrikx

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

Carried.

Motion #2023-56

Moved by: Claire Hendrikx

Seconded by: Melanie Ducharme

Be it resolved that the Temiskaming Shores Public Library Board rise from closed session at 8:27 p.m. with/without report.

Carried.

b. Approval of the June 2023 closed session minutes. Motion.

Motion #2023-57

Moved by: Sarah Bahm

Seconded by: Erica Burkett

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

Carried.

13. Adjournment

Next meeting: Wednesday, October 25 at 7:00 at the library and zoom

Adjournment by Melanie at 8:29 p.m.

Chair –