

Temiskaming Shores Public Library Board

Meeting Minutes

Wednesday, September 28, 2022

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

1. Call to Order

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

2. Roll Call

Present: Claire Hendriks, Danny Whalen, Jeff Laferriere, Library Board Chair Brigid Wilkinson, Joyce Elson, Sarah Bahm, and Library CEO Rebecca Hunt in person. Emily Kotalowski and Thomas McLean via Zoom.

Regrets: Erica Burkett

Members of the Public: 0

3. Adoption of the Agenda

Motion #2022-55

Moved by: Jeff Laferriere

Seconded by: Thomas McLean

Be it resolved that the Temiskaming Shores Public Library Board accepts the September 28, 2022 agenda as presented.

Carried.

4. Declaration of conflict of interest: None

5. Adoption of the Minutes

Motion #2022-56

Moved by: Claire Hendrikx

Seconded by: Joyce Elson

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Wednesday, June 22, 2022 as presented/amended.

Carried.

6. Business arising from Minutes: None

7. Correspondence:

- a.** From Karyne Labonté, Principal, Ecole secondaire catholique Sainte-Marie. Re: thank you for May Ball fund. For information.
- b.** From Gustave Chouinard, Student, ESCSM. Re: thank you for May Ball Bursary. For information.
- c.** From MJ Filo, Interim Director of Operations, NEOnet. Re: request for support.
- d.** To MJ Filo, Interim Director of Operations, NEOnet, from Rebecca Hunt. Re: Letter of support. For information.

8. Secretary–Treasurer’s Report

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

Library CEO's Report

September 16, 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.

FOPL: I virtually attended a Federation of Ontario Public Libraries meeting on September 9. The next meeting will be held in November—date to be decided. If it is early in November I may attend in person as their equipment is not the best and it is difficult to hear when attending the hybrid meetings. They will fully fund my travel and accommodations to attend.

Grand Opening: The grand opening was very successful, with 350 people attending the day. The total of expenses for the day was \$3209, which included the printing of flyers and bookmarks, the food and decorations, the grand opening signs, button making and other craft supplies, the door prizes and \$1804 for printer toners for the library printer. This amount was below the \$4000 budgeted for the event.

Grants: The library was successful in the Timiskaming Health Unit's Digital Divide grant. The five additional hotspots are in circulation and have alleviated the holds issue a bit. We still have between 15-20 holds on the devices on the regular basis. It is a much needed and appreciated program! The IDA Ontario Grant for \$500 for Decodable books has been received and the books purchased. We will have a display in October which is Dyslexia Awareness month.

Interviews: I did several interviews for the CO₂ monitor program (CBC and CJTT), and several others with CJTT over the summer for library programs, the wifi hotspots, and the grand opening. Alison contributed to a CJTT news piece on summer programming, and Cole did an interview on CJTT about the Gadget Helper program.

IT: City IT staff changed the library's internet service provider to Eastlink again. The Sunwire service was slow and caused some headaches with access to the network. There is no extra cost to the library.

Municipal Election: The library will cordon off three computers for people to use to vote during the municipal elections from October 14-24. The City has asked me to work as a poll clerk for election day in Haileybury.

Northern College Satellite Service: The service is going well and had increased use over the summer. In June a total of 17 items circulated at the satellite location, in July there were 47 circulations, and in August there were 35. Fiction, Junior Fiction and Non-Fiction items are the most popular at that location. The College is ordering signage for the

three public library parking spots that are a part of our agreement. Our library will pay for the signage as per our agreement.

Ontario Library Association Research and Education Committee Data Crunching Day: I attended an in-person day to evaluate the benchmarking survey data collected by the committee over the summer on Monday, September 19. The trip to Toronto was funded by the Ontario Library Association.

Summer Programs: The summer programs were mostly successful, with 282 participants over the summer. The Saturday programs were less popular, but the programs held during the week were well-attended.

Finances and Statistics

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

Motion #2022-57

Moved by: Danny Whalen

Seconded by: Thomas McLean

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

Carried.

9. Committee Reports:

- a. FINANCE AND PROPERTY: Nothing to report.
- b. PLANNING, POLICY, PERSONNEL AND PUBLICITY: The Committee reviewed the Library CEO job description and provided feedback.
- c. STRATEGIC PLANNING: Nothing to report.
- d. LIBRARY SERVICES: The committee reviewed MOU for the community fridge project and provided feedback. Copy attached for the board's review.

Motion #2022-58

Moved by: Joyce Elson

Seconded by: Sarah Bahm

Be it resolved that the Temiskaming Shores Public Library Board implement the MOU b/w CFA, Library and City of Temiskaming Shores, on a six month basis.

Carried.

10. New Business:

- a. Draft #1 2023 budget. Discussion. The Board approved the budget as presented by the Finance Committee.
- b. The Temiskaming Foundation May Ball interest amount and Scotiabank account. Discussion. The Board asked the Finance Committee to create a policy for the disbursement of the May Ball Fund and Scotiabank account.
- c. The Temiskaming Foundation board meetings at the Library. Discussion as per the policy.
- d. Library CEO job description update. Discussion/review. Motion.

Motion #2022-59

Moved by: Claire Hendrikx

Seconded by: Joyce Elson

Be it resolved that the Temiskaming Shores Public Library Board adopts the Library CEO Job Description as presented and amended.

Carried.

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

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

Motion #2022-51

Moved by: Jeff Laferriere

Seconded by: Claire Hendrikx

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

Carried.

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.

Carried.

12. Closed session

Motion #2022-60

Moved by: Danny Whalen

Seconded by: Jeff Laferriere

Be it resolved that the Temiskaming Shores Public Library Board goes into closed session at 8:17 p.m. in regards to identifiable individuals.

Carried.

Motion #2022-61

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 #2022-62

Moved by: Claire Hendrikx

Seconded by: Sarah Bahm

Be it resolved that the Temiskaming Shores Public Library Board accepts the closed session minutes of May 18, 2022 and June 22, 2022.

Carried.

13. Adjournment

Adjournment by Brigid Wilkinson at 8:35 p.m.

Chair –