

**MINUTES OF THE
TEMISKAMING SHORES PUBLIC LIBRARY BOARD
MEETING**

Thursday, December 15, 2011 at 7:00 p.m. at the Haileybury Branch

1. **Call to Order:** Meeting called to order by Chair R. Oblin at 7:00 p.m.
2. **Roll Call:** D. Bisson, B. Thornton, B. Armstrong, T. McGrory, M. McArthur, C. Locke, J. Dent, C. dePencier, R. Oblin, D. Hemingway, B. Morissette, and R. Hunt, Library CEO.
3. **Adoption of the Agenda: Motion to adopt the agenda as presented:**
Moved by: C. Bisson
Seconded by: M. McArthur
Carried
4. **Adoption of the Minutes: Motion that the Minutes of the Thursday, November 17, 2011 meeting be adopted as amended.**
Moved by: D. Hemingway
Seconded by: B. Armstrong
Carried.
5. **Business arising from Minutes:**
 - a. No business arising.
6. **Correspondence:**
 - a. Letter from TDSS: Thanking the Board for the annual May Ball bursary.
 - b. Letter to Tom and Eleanor Huff: Thanking them for the donation of paintings to the Library.
 - c. Letter from The Municipality of Charlton and Dack: Thanking the Board for the donation of used books for their resource centre.
 - d. Letter from Ontario Library Service North regarding upcoming elections and call for nominations in the North East district. There was discussion about the role of the OLS-North Board; D. Hemingway gave a short description of some of the duties. D. Bisson expressed interest in running for election to the Board, he was nominated by D. Hemingway, T. McGrory seconded the nomination. The election will be in February, board trustees are eligible to vote and will be sent an electronic ballot.
7. **Secretary–Treasurer’s Report:**
Report and monthly financial statement included in the trustees’ information packet
 - Fire safety checks were carried out in both branches.
 - The Friends of the Haileybury Branch will be meeting on Wednesday, January 18 at the Haileybury Branch at 11:00. The Friends of the New

Liskeard Branch will next meet on Thursday, January 19 at 7:00 at the New Liskeard Branch. The New Liskeard Friends are hosting a Christmas social on December 16 at 6:30 and will be purchasing some books for the Library from Chat Noir.

- The painting should go ahead in the New Liskeard Branch early in the New Year.
- There was a fire alarm at the Haileybury branch on the morning of December 2. An older smoke detector had failed and was replaced the same afternoon. There are two older smoke detectors left in the building.
- The change to the arrangement of the big table downstairs at the New Liskeard branch has been completed. Insufficient lighting near the wall is an issue; the Building Maintenance Department has been notified so they can plan to look at that area in 2012. There have been many favourable comments from library users about the more open feel downstairs.
- Most of the staff have completed their self assessment for performance evaluation and the New Liskeard Library Pages have been evaluated by C. Gallagher. R. Hunt will complete the Haileybury Page, Library Clerk and Branch Librarian evaluations in early January.
- Staff members have been participating in various professional development events in the past month. C. Peddie participated in an OLS webinar on Microsoft Publisher, there was a staff meeting on December 7, C. Gallagher and A. McCorkle finished their Advanced Excel courses, R. Hunt completed her course in Diversity and Conflict Management and K. Lacarte has registered for her first EXCEL course in Small Library Management.
- The Library donated a VCR and several boxes of withdrawn VHS tapes to the Pavilion on November 28.
- C. Gallagher attended a Temiskaming Volunteer Managers' Network meeting on November 30; unfortunately, the network was not successful in its grant application with the provincial Partnership Grant initiative (The grant was to develop a community-wide volunteerism website). The group is looking into hosting evening information sessions for non-profit groups covering a wide range of topics such as budgets and recordkeeping, directors' liability, applying for charitable organization status, fund raising ideas, and grant writing. This subject will be explored further at the January 25 meeting of the TVMN.
- The Seniors' Computer classes at the CAP site in Haileybury are wrapping up for this term. The new term starts in January and runs until the end of March.

- The circulation statistics and financial report were reviewed by the Board.

8. Committee Reports:

Finance and Property Committee: Nothing to report.

Planning and Policy Committee: The minutes of the November 30, 2011 meeting were accepted for information as amended.

Publicity/Personnel: Nothing to report

9. New Business:

a. Schedule of meetings for 2012: The schedule of meetings was distributed to the Board.

b. 2011 policy package: a package of all of the policies passed by the board in 2011 was distributed.

c. T. McGrory absence: Board member T. McGrory requested a leave of absence for the first three meetings of 2012. Approved by consensus of the Board.

10. Policy Review: nothing to report

11. Plan Review: nothing to report

12. Adjournment -- Motion to adjourn: M. McArthur at 7:40 p.m.

Roger Oblin, Chair