

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

Thursday, March 17, 2011 at 7:00 p.m. at the New Liskeard Branch

1. **Call to Order:** Meeting called to order by Chair R. Oblin at 7:05 p.m.
2. **Roll Call:** R. Oblin, C. dePencier, J. Dent, B. Morissette, T. McGrory, B. Thornton, B. Armstrong, D. Bisson, D. Hemingway, C. Locke and CEO/Head Librarian R. Hunt.
Regrets: M. McArthur.
3. **Adoption of the Agenda:**
Additions: New Business f. LIB-012-2011-Capital projects update, g. LIB-0134-2011-Job description amendment, Items regarding an identifiable individual for Closed Session. **Motion to adopt the agenda as amended:**
Moved by: B. Thornton
Seconded by: T. McGrory
Carried
4. **Adoption of the Minutes:**
Motion that the Minutes of the Thursday, February 17, 2011 meeting be accepted.
Moved by: J. Dent
Seconded by: B. Armstrong
Carried.
5. **Business arising from Minutes:**
 - a. Several board members were pleased with the updates to the website.
6. **Correspondence:**
 - a. **TDSS:** Thank you for previous scholarship support and notification of upcoming graduation.
7. **Secretary–Treasurer’s Report:**
Report and monthly financial statement included in the trustees’ information packet
 - Fire safety and health and safety checks were carried out in both branches.
 - Staff members are taking advantage of the OLS-North webinars.
 - D. Montgomery has finished his contract. He will be missed!
 - MPMP information has been submitted
8. **Committee Reports:**
Finance and Property Committee: No report
Planning/Publicity/Personnel: No report
9. **New Business:**
 - a. **Appointments to committees:** Chair R. Oblin asked for volunteers for committees.

- i. Finance and property committee: J. Dent, C. dePencier, D. Hemingway
- ii. Planning and Policy committee: B. Armstrong, D. Bisson, B. Morissette
- iii. Personnel and Publicity committee: B. Morissette, T. McGrory, C. Locke.

- b. Report LIB-008-2011 Staff Computer purchases:** The board discussed the report. In the future it was recommended that the CEO request a quotation from Staples.

Motion #2011-7: Be it resolved that the Temiskaming Shores Public Library Board purchases the recommended number and type of computers from the vendor recommended in report LIB-008-2011 for the use of staff in both branches of the library.

Moved: D. Hemingway

Seconded: B. Thornton

Defeated.

Motion #2011-8: Be it resolved that the Temiskaming Shores Public Library Board purchases the recommended number and type of computers from the lowest bidder recommended in report LIB-008-2011 for the use of staff in both branches of the library.

Moved: D. Hemingway

Seconded: B. Thornton

Carried.

- c. Report LIB-009-2011 Leadership Summit:** CEO R. Hunt is eligible to attend the OLS-North Leadership Summit in Sudbury from March 21-24.

Motion #2011-9: Be it resolved that the Temiskaming Shores Public Library Board sends Rebecca Hunt to the Ontario Library Service North Leadership Summit Level 2 in Sudbury from March 21-24, 2011, and that the Board pays the registration fee of \$100. All other costs of meals, travel and accommodation are subsidized by Ontario Library Service North.

Moved by: C. Locke

Seconded: C. dePencier

Carried.

- d. Report LIB-010-2011 Ontario Library Service North Conference attendance:** The report was reviewed by the Board.

Motion #2011-10: Be it resolved that the Temiskaming Shores Public Library Board accepts report LIB-010-2011 OLS-North conference and recommends sending Library CEO Rebecca Hunt and Library Clerk Alison McCorkle to the Ontario Library Service North conference in Sudbury from Tuesday, May 3-Thursday, May 5, 2011. For R. Hunt there is a registration fee of \$60 and all other costs are subsidized by Ontario Library Service North; for A. McCorkle the cost will be about \$400 for registration, hotel and meals.

Moved: B. Armstrong

Seconded: D. Bisson

Carried.

- e. **Report LIB-011-2011 March Workplace Inspection reports:** The report was reviewed by the Board.

Closed Session: Regarding identifiable individuals.

Motion #2011-11: Be it resolved that the Temiskaming Shores Public Library Board go into Closed Session at 8:10 pm in regards to an identifiable individual.

Moved: D. Hemingway

Seconded: J. Dent

Carried.

Motion #2011-12: Be it resolved that the Temiskaming Shores Public Library rise without report at 8:25 pm.

Moved: D. Hemingway

Seconded: B. Thornton

Carried.

- f. **Report LIB-012-2011 Capital Projects update:** The report was reviewed by the Board.

- g. **Report LIB-013-2011 Job description amendment:** The report was discussed by the Board.

Motion #2011-13: Be it resolved that the Temiskaming Shores Public Library Board changes the job descriptions for the positions of Library Clerk and Branch Librarian to reflect the educational requirements as per report LIB-013-2011.

Moved: B. Morissette

Seconded: T. McGrory

Carried.

10. Policy Review:

- a. **Facilities policy 2 and 3:** The policies were discussed and it was decided that they should go to the Policy Committee for further review.

11. Plan Review: Plan review was deferred to the next meeting.

- a. Strategic Plan Implementation
 - i. New Liskeard Branch: R. Oblin outlined several scenarios for the New Liskeard Branch. He recommended that the Board continue to negotiate the memorandum of agreement with the City.

12. Adjournment -- Motion to adjourn: B. Thornton at 9:07 p.m.

Roger Oblin, Chair