

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

Thursday, May 19, 2011 at 7:00 p.m. at the New Liskeard Branch

1. **Call to Order:** Meeting called to order by Chair R. Oblin at 7:00 p.m.
2. **Roll Call:** R. Oblin, C. dePencier, D. Hemingway, B. Armstrong, J. Dent, M. McArthur, T. McGrory, B. Morissette, B. Thornton, C. Locke, D. Bisson and CEO/Head Librarian R. Hunt.
3. **Adoption of the Agenda:**

Additions: Business Arising a. Capacity Building grant ; Correspondence a. Letter from E. Huff ; Secretary-Treasurer's Report b. AODA clarification ; New Business d. Report LIB-017-2011: Young Canada Works hire ; Plan Review b. Annual Report. **Motion to adopt the agenda as amended:**
Moved by: C. Locke
Seconded by: D. Bisson
Carried
4. **Adoption of the Minutes:**

Motion that the Minutes of the Thursday, April 21, 2011 meeting be adopted.
Moved by: M. McArthur
Seconded by: D. Hemingway
Carried.
5. **Business arising from Minutes:**
 - a. Capacity Building grant. The CEO took a webinar regarding the Capacity Building grant announced by the Ministry of Tourism and Culture last month and discovered that the Ministry is distributing funds to each of the Townships that contract for library services to be used to build capacity for community service. The total of the grant to be used for that purpose in the area including the Temiskaming Shores Libraries and each of the five contracting townships is \$14, 423.
 - b. B. Armstrong inquired if the letters had been sent to the Armstrong township patrons yet and if there had been any response. The letters have not been sent yet but will be soon.
6. **Correspondence:**
 - a. From E. Huff: R. Oblin described the presentation of a plaque on May 17 from the City to E. Huff to recognize Eleanor's significant volunteer contributions to the Library. E. Huff thanked the Board for attending the presentation and congratulated them on their good work over the years.
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.

- Several library staff members have completed Advanced Excel and Ryerson University courses in the past term. Certificates of completion were included in the board package for C. Gillier, A. McCorkle and R. Hunt.
- AODA clarification: the library is in compliance with the requirements of the 2012 deadline regarding customer service policies and training.
- B. Armstrong suggested including the Library's blog link information in each Speaker column.
- D. Bisson inquired if there could be a report of the circulation statistics for each category of library material covering the past five years to see trends in circulation. A report will be provided at a future meeting.
- J. Dent inquired if the Finance Committee can meet the week before the monthly board meetings to go over the financial report. A Finance Committee meeting is set for Tuesday, June 7 at 9:00 in Haileybury.

8. Committee Reports:

Finance and Property Committee: Will meet on June 7 at 9:00 in Haileybury.

Planning and Policy Committee: B. Armstrong reported that the Policy Committee met on Monday, May 16, but that they will be bringing the policies discussed to the June meeting. The next Policy Committee meeting will be on Monday, June 6 at 4:30 to discuss the memorandum of agreement with the City.

Publicity/Personnel: Nothing to report

9. New Business:

- a. Report LIB-014-2011 Library Clerk hire:** The Board reviewed the report. M. McArthur declared an indirect conflict of interest and excused himself from the vote.

Motion #2011-20: Be it resolved that the Temiskaming Shores Public Library Board hires Kendra Lacarte as Library Clerk according to the terms of her letter of agreement and job description.

Moved: C. dePencier

Seconded: D. Hemingway

Carried.

- b. Report LIB-015-2011 April Health and Safety inspections:** The Board reviewed the report. There are three repeat items that are being completed as budget and time permits: replacing covers on light fixtures in both branches and bundling wires behind computers and tidying up the storage room in New Liskeard.

- c. Report LIB-016-2011 Annual report to the Ministry:** The Board reviewed the report covering the financial and statistical information required by the Ministry to be eligible for the annual operating grant. J. Dent inquired why

there is a discrepancy between the operating costs for the library reported in the monthly financial statements that the Board receives, and the costs reported to the Ministry. The Ministry requires that building costs (heat, electricity, maintenance, etc) be included in the operating cost in their report, while these costs are covered under the City's Building Maintenance department budget in the library's financial statements and do not appear on the statements submitted to the board or in the library's budget. J. Dent inquired why the statistical information in part G seemed so low. B. Armstrong had made the same inquiry of the CEO earlier in the week, and explained that those statistics represent a "typical week" declared by the Ministry to be a week in the month of November.

- d. Report LIB-017-2011 Young Canada Works hire:** The CEO distributed the report at the meeting and described the hiring process. The bilingual job was posted internally with one applicant.

Motion #2011-21: Be it resolved that the Temiskaming Shores Public Library Board hires Jaclyn Binch as Young Canada Works Summer Student according to the terms of her letter of agreement and the agreement with Young Canada Works.

Moved: J. Dent

Seconded: B. Armstrong

Carried.

10. Plan Review:

- a. Strategic Plan Implementation**
 - i. Priority #1, Objective #1 was discussed. The Policy Committee will be reviewing the draft memorandum of agreement with the city and making recommendations to the board on elements to include.
- b. Annual Report:** The CEO distributed the Library's 2010 Annual Report and reviewed the report with the Board. M. McArthur suggested that the report be sent to City Council for inclusion in their next package and to area newspapers and radio station.

11. Adjournment -- Motion to adjourn: B. Thornton at 8:20 p.m.

Roger Oblin, Chair