

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

Thursday, November 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 7:00 p.m. B. Armstrong distributed an article on the Toronto Public Library and their inquiries into the possibility of the library partnering with book retailers to sell e-books on TPL's website, and TPL's investigation into raising fines to \$1/day for books and \$1.50/day for DVDs, for information.
2. **Roll Call:** C. dePencier, D. Hemingway, D. Bisson, J. Dent, B. Armstrong, R. Oblin, B. Morissette, C. Locke, M. McArthur and CEO/Head Librarian R. Hunt.
Regrets: B. Thornton, T. McGrory.
3. **Adoption of the Agenda:**
Additions: Correspondence f. Letter from ARTEM ; Correspondence g. OLS-North Webinars. **Motion to adopt the agenda as amended:**
Moved by: M. McArthur
Seconded by: D. Hemingway
Carried
4. **Adoption of the Minutes:**
Motion that the Minutes of the Thursday, October 20, 2011 meeting be adopted as amended.
Moved by: J. Dent
Seconded by: D. Bisson
Carried.
5. **Business arising from Minutes:**
 - a. D. Bisson inquired about the follow up to New Business item f. Director's Insurance. As appointed members to a City Board, the Board members are covered in the City's Errors and Omissions Liability Insurance policy. The CEO has a copy of the full policy for reference in her office and will send each of the Board members an electronic copy for their information.
6. **Correspondence:**
 - a. Letter from the Ministry of Tourism and Culture. The Board directed the Finance and Property committee to meet with C. Oslund to discuss the Library's Bank Account to be in compliance with the Public Libraries Act.
 - b. Letter to City of Temiskaming Shores Mayor and Council requesting an increase to the 2011 operating budget to allow for payment in lieu of increments to permanent staff employed by the library as of January 1, 2010.
 - c. Letter from the Federation of Ontario Public Libraries: annual membership.
Motion #2011-39: Be it resolved that the Temiskaming Shores Public Library Board renews the annual membership to the Federation of Ontario Public Libraries.

Moved: T. C. Locke
Seconded: C. dePencier
Carried.

- d. Letter from the City of Temiskaming Shores: approval of addition to 2011 operating budget.
 - e. Letter from E. Huff: resignation from Friends of the Haileybury Branch Library as she is moving.
 - f. Letter from ARTEM: inviting CEO or other member of Board to Annual General Meeting to be held November 17, 2011 at 7:00.
 - g. OLS North webinars. For information.
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.
 - The Friends of the New Liskeard Branch had a successful book sale.
 - Carpets have been cleaned in both branches.
 - Furniture will be moved in the New Liskeard Branch to provide better sight lines to the big table downstairs. There was discussion on how this may affect Board meetings. Meetings may be difficult with the table closer to the computers. The meetings could be held in the Reading Room upstairs, but when there is full complement of 11 members plus the CEO it may be cramped. D. Bisson suggested using portable room dividers. This may be a possibility, but there could be difficulty storing them at the New Liskeard Branch, and there may not be enough space to use them comfortably with space for seating at the table and the computers. The Board will meet at New Liskeard as planned in January 2012 to see if the meetings will work there with the new arrangements.
 - The Seniors’ Computer classes at the CAP site in Haileybury are going well. The intern is also planning a Facebook for Seniors course on December 9. Fourteen students will be finishing up the course around Christmas time.
 - Staff attended a staff meeting for Reader’s Advisory training on October 25 and C. Peddie participated in a workshop sponsored by Best Start on November 17.
 - Staff are participating in a number of outreach meetings and partnerships over the next month; Northern Lights Library Network meeting, JASI conference call, proctoring exams for CEBS, Temiskaming Volunteer

Managers' Network meeting and the Timiskaming Palliative Care Network has set up the Tree of Life at the New Liskeard Branch again this year.

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

8. Committee Reports:

Planning and Policy Committee: The minutes of the October 25, 2011 meeting were accepted as information.

Motion #2011-40: Be it resolved that the Temiskaming Shores Public Library Board adopts the Library policy Circ-6 Resource Sharing Policy as presented by the Policy and Planning Committee.

Moved: B. Armstrong

Seconded: D. Bisson

Carried.

The minutes of the November 3, 2011 meeting were accepted as information.

Motion #2011-41: Be it resolved that the Temiskaming Shores Public Library Board adopts the Library policy Per-21.5 Violence Prevention Program as presented by the Policy and Planning Committee.

Moved: B. Morissette

Seconded: B. Armstrong

Carried.

Finance and Property Committee: Nothing to report

Publicity/Personnel: Nothing to report

9. New Business:

- a. Report LIB-034-2011: Fine Amnesty 2011:** The report was reviewed by the Board.

Motion #2011-42: Be it resolved that the Temiskaming Shores Public Library Board declares December 5- 17, 2011 Fine Amnesty at the Library and accept food bank donations in lieu of fines for the duration of those weeks. In addition, the donations received will be distributed to the organizations within each community.

Moved: J. Dent

Seconded: D. Hemingway

Carried.

- b. Report LIB-035-2011: Capacity Grant shelving report-additional quote:**

The report was reviewed; the CEO recommends that the Library purchase steel library shelving from Brodart.

Motion #2011-43: Be it resolved that the Temiskaming Shores Public Library Board purchases shelving as recommended in the report from the CEO.

Moved: B. Morissette

Seconded: C. dePencier

Carried.

- c. **Report LIB-036-2011: Workplace inspection reports:** One item was identified in the New Liskeard Branches: Two staff members need First Aid training. B. Armstrong expressed concern that this issue has not been addressed as this is the third month it has appeared on the report. The CEO has asked that staff be included with any City First Aid training that is going to be scheduled, but that may not happen until after Christmas. The CEO will look into other organizations that may be scheduling First Aid training and try to enroll staff as soon as possible.
- 10. Policy Review: nothing to report**
- 11. Plan Review: nothing to report**
- 12. Adjournment -- Motion to adjourn: M. McArthur at 8:00 p.m.**

Roger Oblin, Chair