

**MINUTES OF THE
TEMISKAMING SHORES PUBLIC LIBRARY BOARD MEETING
Thursday, November 19, 2009 at 7:00 p.m. at the New Liskeard Branch**

1. **Call to Order:** Meeting called to order at 7:00 p.m. by Chair R. Oblin.
2. **Roll Call:**
D. Hemingway, B. Morissette, C.dePencier, M. McArthur, C. Locke, R. Oblin, T. McGrory, and CEO/Head Librarian R. Hunt.

Regrets: E. Huff
3. **Adoption of the Agenda:**
Motion to adopt the agenda as amended.
Moved by: T. McGrory
Seconded by: D. Hemingway
Carried
4. **Adoption of the 2010 Library Operating Budget:**
Motion #2009-031: Be it resolved that the Temiskaming Shores Public Library Board adopts the 2010 Library Operating Budget as presented by the Finance Committee
Moved: C. Locke
Seconded: C. dePencier
Carried.
5. **Adoption of the Minutes:**
Motion that the Minutes of the October 15, 2009 meeting be accepted as amended.
Moved by: M. McArthur
Seconded by: B. Morissette
Carried.
6. **Business arising from Minutes:**
 - a. Building Audit: M. McArthur was unable to obtain an update on the status of the building audits as the Chief Building Official is still off, but he will speak to the acting Building Official for an update.
 - b. Accessibility project: there was a discussion about the timelines and progress of the Haileybury accessibility project.
 - c. Remembrance Day: R. Oblin was present on behalf of the library at the Haileybury service, and C. Locke was present in New Liskeard.
 - d. Cleaning Contracts: R. Hunt read the letter sent to the Buildings Department providing the board's comments about the renewal of the Cleaning Contracts.
7. **Correspondence:**
 - a. Letter from NOHFC acknowledging receipt of our application
 - b. Letter to C. Loughran thanking him for his presentation
 - c. Letter to M. Hopkins regarding cleaning contracts
 - d. Letter from the Federation of Ontario Public Libraries asking for membership renewal:

Motion #2009-032: Be it resolved that the Temiskaming Shores Public Library Board renews the annual membership to the Federation of Ontario Public Libraries.

Moved: C. Locke

Seconded: T. McGrory

Carried.

8. Secretary –Treasurer’s Report:

Report and monthly balance and expenditures included in the trustees’ information packet

- The handrails for the ramp at the Haileybury Branch should be installed the week of November 15th.
- The asbestos removal in the Haileybury Branch crawl space was completed the week of November 15th.
- The library has qualified for public access software discounts through the TechSoup.ca program. Microsoft and Symantec software among others are heavily discounted.
- The library has been approved for CAP funding for the 2009-2010 program. The funding is for computer hardware for public access.
- The library was closed on November 11 for Remembrance Day and will be closed on December 25th, 26th, and January 1st.
- There was a discussion regarding the Accessibility Customer Service training being offered by the City. Most board members and all staff will be trained by the end of November.

8. Committee Reports:

Finance and Property Committee

Planning/Publicity/Personnel: There will be a personnel committee meeting after the board meeting to complete the Library CEO’s performance appraisal.

9. New Business:

a. Report LIB-021-2009 Fine Amnesty:

Motion #2009-033: Be it resolved that the Temiskaming Shores Public Library Board declares November 23-December 5 2009 Fine Amnesty at the Library and accept food bank donations in lieu of fines for the duration. In addition, the donations received will be distributed to the organizations within each community.

Moved: B. Morissette

Seconded: D. Hemingway

Carried.

b. Report LIB-022-2009 Early Closure:

Motion #2009-034: Be it resolved that the Temiskaming Shores Public Library Board approves the closure of the branch libraries at 2:00 pm on December 24 and on December 31, 2009 for Christmas and New Year’s Eve as recommended by the CEO.

Motion: D. Hemingway

Seconded: B. Morissette
Carried.

- c. Report LIB-023-2009 Employee Evaluations 2009:** There was discussion on the evaluation process.

Motion #2009-035: Be it resolved that the Temiskaming Shores Public Library Board accepts the Employee Evaluations as recommended by the CEO, and that the Temiskaming Shores Public Library Board approves the merit increases indicated in the evaluations by the Library CEO retroactive to the Employee's anniversary dates.

Moved: C. Locke

Seconded: C. dePencier

Carried.

10. Policy Review

- a. Staff computer use policy:**

Motion #2009-036: Be it resolved that the Temiskaming Shores Public Library Board adopts the policy Protocol for use of staff computers, #PER-37 as presented by the CEO.

Moved: C. dePencier

Seconded: D. Hemingway

Carried.

- b. Accessible Customer Service Policy:** The CEO presented the policy and the board deferred the approval of the policy to the December meeting.

11. Plan Review

- 12. Adjournment -- Motion to adjourn: D. Hemingway at 8:50 p.m.**

Roger Oblin, Chair

Charles dePencier, Recording Secretary