

**MINUTES OF THE
TEMISKAMING SHORES PUBLIC LIBRARY BOARD MEETING
Thursday, October 15, 2009 at 7:00 p.m. at the Haileybury Branch**

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

Regrets: T. McGrory, D. Hemingway, C. Locke
3. **Adoption of the Agenda:**
Motion to adopt the agenda as amended.
Moved by: M. McArthur
Seconded by: E. Huff
Carried
4. Special Presentation: CFO C. Loughran on Budget process and expectations.
5. **Adoption of the Minutes:**
Motion that the Minutes of the September 17, 2009 meeting be accepted as presented.
Moved by: E. Huff
Seconded by: C. dePencier
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 on sick leave.
 - b. Accessibility project: there was a discussion about the timelines and progress of the Haileybury accessibility project.
7. **Correspondence:**
 - a. Letter to Mayor and Council regarding Ontario Early Years and Best Start letter
 - b. Letter from TriTown Foundation regarding deposit into reserves
 - c. Letter from Legion regarding wreaths for Remembrance Day
8. **Secretary –Treasurer’s Report:**
Report and monthly balance and expenditures included in the trustees’ information packet
 - New thermostats were installed in both branches.
 - The water heater at the New Liskeard branch was replaced as it was leaking.
 - The library was closed on October 12 for Thanksgiving and will be closed on November 11 for Remembrance Day.

8. **Committee Reports:**
 - Finance and Property Committee:** There will be a Budget meeting on Monday, October 19, 2009 at 9:00 a.m. to finalize the draft budget.
 - Planning/Publicity/Personnel**

9. **New Business:**
 - a. **Report LIB-019-2009 Symposium Report**

 - b. **Report LIB-020-2009 Networking Meeting Report**

 - c. **Performance appraisal form:**

Motion #2009-30: That the Temiskaming Shores Public Library Board will continue to evaluate employees according to the criteria set out in the Performance Appraisal Interview Summary form of the City of Temiskaming Shores but will change page 3 (signing authority) to conform to the *Public Libraries Act R.S.O. 1990, Chapter P.44.*

Moved: C. dePencier
Seconded: B. Morissette
Carried.

 - d. **Cleaning contracts:** There was discussion on the board providing input to the Planning Department concerning the renewal of the cleaning contracts in December. The CEO was directed by the board to write a letter outlining the library's custodial needs to the Property Maintenance Coordinator.

10. **Policy Review**
 - a. **Staff computer use policy:** Deferred to the November meeting.

11. **Plan Review**

12. **Adjournment -- Motion to adjourn: M. McArthur at 9:00 p.m.**

Roger Oblin, Chair

Charles dePencier, Recording Secretary