

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

Thursday, October 21, 2010 at 7:00 p.m. at the Haileybury Branch

- 1. Call to Order:** Meeting called to order by Chair R. Oblin at 7:00 p.m.
- 2. Roll Call:**

R. Oblin, T. McGrory, B. Morissette, C. Locke, M. McArthur, C. dePencier, E. Huff, and CEO/Head Librarian R. Hunt.
Absent: D. Hemingway
- 3. Adoption of the Agenda:**

Additions: New Business c. Projector rental. Motion to adopt the agenda as amended.
Moved by: C. Locke
Seconded by: M. McArthur
Carried
- 4. Adoption of the Minutes:**

Motion that the Minutes of the Thursday, September 16, 2010 Meeting be adopted as presented.
Moved by: C. dePencier
Seconded by: E. Huff
Carried.
- 5. Business arising from Minutes:**
 - a. E. Huff inquired about the Temiskaming Foundation fund:** R. Hunt has located the file with all of the information about the Haileybury Friends of the Library Temiskaming Foundation Fund and will follow up with S. Acland regarding the adjusting entry on the Library's financial report.
 - b. M. McArthur inquired about the Pepsi Refresh grant project status:** R. Hunt informed the board that the library was in 7th place with a week to vote. The Library staff and board were very appreciative of and pleased with the outpouring of support from people in the community and across northern Ontario that made it possible for the Library to move from 42nd to 7th place.
- 6. Correspondence:**
 - a. Knowledge Ontario request for funds:** The Board acknowledged the request for funds but regrets that it cannot contribute the \$615 requested by Knowledge Ontario for bridge funding. The Library is very appreciative of the benefits of Knowledge Ontario's programs, especially the online databases and the AskON program, but does not have the funds to contribute to other nonprofit organizations.
 - b. ACFO: Annual Meeting invitation:** R. Oblin will be attending the annual meeting on behalf of the Library.

- c. **The Cobalt Adventure: CHIN virtual exhibit invitation:** The Cobalt Historical Society in partnership with the Canadian Heritage Information Network has created a virtual exhibit about the history of Cobalt and the Temiskaming area. Visit the exhibit at:
<http://www.virtualmuseum.ca/Exhibitions/Boomtown/>
- d. **Ministry of Tourism and Culture: Operating Grant:** The Library has received its 2010 operating grant from the Ministry of Tourism and Culture.
- e. **FOPL: Bill C-509:** The Federation of Ontario Public Libraries sent an update stating that Bill C-509 has passed second reading and is in committee to go to the third reading.

7. Secretary–Treasurer’s Report:

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

- Monthly health and safety and fire safety inspections carried out in both branches.
- JASI update: Most of our 53,000 item records have been converted and uploaded into WorkFlows, the staff SirsiDynix Symphony system for cataloguing and circulating library materials. The patron upload will be completed by the end of the week. The Serials modules are being updated with Temiskaming Shores’ information, and once that is complete our next step will be to have training on the circulation procedures for staff in both branches. After we have been live with the new system for about a month we will put the link to the new system on the website to allow patron access.
- Overdrive: The Library is participating in the Overdrive consortium. We will be live with Overdrive on November 1. Overdrive is a collection of downloadable audiobooks that patrons can access from the library or from their own homes.
- The Centennial Committee met on October 6 and is moving ahead with plans for the centennial.
- D. Montgomery’s Seniors’ Outreach report: 53 residents of local nursing homes have checked out 1526 books in the last year. Dave participated in the 20 questions in the Weekender a few weeks ago and was on the CJTT morning chat on Tuesday October 19. The Facebook page is up and running so log in and “like” us!

8. Committee Reports:

Finance and Property Committee: The 2011 draft budget was adjusted and submitted to the City. As well, R. Oblin will be speaking to the Library staff at their staff meeting on Tuesday, October 26 regarding employee relations. He will reassure the staff that the Library Board will maintain parity with city employees of equivalent job classes in the upcoming negotiations.

Planning/Publicity/Personnel: no reports

9. New Business:

- a. **Report LIB-023-2010 CEO's CAGP membership:** R. Hunt sits on the Leave a Legacy Temiskaming Committee and is currently taking part in the planning for the Legacy month 2011 projects. The Chair of the committee, Peter Ramsay, has asked R. Hunt to become a member in the Canadian Association of Gift Planners and to attend the CAGP conference in April in Toronto. The Library will not be responsible for any of the costs of the CAGP conference or membership. The board congratulated the CEO on this outreach project and encourages her to attend the conference.

Motion #2010-29: Be it resolved that the Temiskaming Shores Public Library Board encourages R. Hunt to apply to attend the CAGP conference in April in Toronto.

Moved by: M. McArthur

Seconded by: C. dePencier

Carried.

- b. **Wreath laying on Remembrance Day:** C. Locke volunteered to lay the wreath in New Liskeard and R. Oblin will lay the wreath in Haileybury.

- c. **Projector rental:** The CEO reported that there have been requests to rent the Library's projector. After discussion about the cost of the bulbs and the necessity of requesting a deposit from groups who may use the projector off-site it was decided that groups are welcome to use the projector in the Library buildings but that the Library would not rent the projector off-site at this time.

10. Policy Review

- a. **Report LIB-022-2010: Internet time limit policy (patron issue):** The Board reviewed the written statement from the patron and approved the revised Internet/computer use policy.

Motion #2010-30: Be it resolved that the Temiskaming Shores Public Library Board adopts the Library's Internet/Computer Use Guidelines Policy as amended on October 21, 2010.

Moved by: T. McGrory

Seconded by: B. Morissette

Carried.

- b. **Report LIB-024-2010: Incident report—Personnel policy Per-21 Safety and Security:** The Board reviewed the written incident report from the staff member and approved the Safety and Security policy.

Motion #2010-31: Be it resolved that the Temiskaming Shores Public Library Board adopts the Library's Personnel Policy Per-21 as presented.

Moved by: M. McArthur

Seconded by: C. dePencier

Carried.

11. Plan Review: no reviews

12. Adjournment -- Motion to adjourn: M. McArthur 8:50 p.m.

Roger Oblin, Chair