

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

**Thursday, September 15, 2011 at 7:00 p.m. at the New Liskeard Branch**

1. **Call to Order:** Meeting called to order by Chair R. Oblin at 6:57 p.m.
2. **Roll Call:** R. Oblin, C. Locke, T. McGrory, D. Bisson, B. Morissette, M. McArthur, J. Dent and CEO/Head Librarian R. Hunt.  
Regrets: B. Armstrong, C. dePencier, D. Hemingway.
3. **Adoption of the Agenda:**  
Additions: Correspondence m. Letter from OLS-N-OLBA vacancy ;  
Correspondence n. Letter from E. Huff-Thank you ; New Business f. Meeting  
with C. Oslund ; New Business g. Report LIB-028-2011 CAP YI Intern hire.  
**Motion to adopt the agenda as amended:**  
**Moved by:** D. Bisson  
**Seconded by:** J. Dent  
**Carried**
4. **Adoption of the Minutes:**  
**Motion that the Minutes of the Thursday, June 16, 2011 meeting be adopted.**  
**Moved by:** C. Locke  
**Seconded by:** D. Bisson  
**Carried.**
5. **Business arising from Minutes:**
  - a. B. Morissette inquired about item 6. a. Correspondence from OCUL and B. Morissette regarding askON cutbacks and school library closures. The Board Chair described the discussion that had taken place.
6. **Correspondence:**
  - a. Letter to Ministry of Tourism and Culture indicating Board's concern with cutbacks to askON program.
  - b. Letter to Temiskaming Foundation for deposit to reserve fund.
  - c. Letter from Antoine Goulet thanking Board for bursary.
  - d. Letter from Township of Hudson informing of reduction of Contract for Library services contribution to Board by \$1486. The funds will be diverted to the Hudson Library. The Board discussed the impact on the 2012 operating budget for the Temiskaming Shores Library.
  - e. Letter from Martina Gahwiler thanking Board for bursary.
  - f. Letter from Southern Ontario Library Service outlining the parameters and reporting requirements for the Capacity Building Grant.

- g. Letter from Temiskaming Foundation confirming deposit to reserve fund.
- h. Letter from Al Duncan, Stacks Library System notifying the Board that they will no longer be supporting Stacks software. The Library migrated to the JASI system in December and is no longer using Stacks anyway.
- i. Letter from DTSSAB notifying the Library that they were not successful in the grant application.
- j. Letter from ESCSM requesting a donation to sponsor the “L’écho d’un people” mega show to be held at ESCSM. The Board discussed the request and the merits of such an event but is not able to contribute funds to events such as this.
- k. Letter from CAP Youth Initiative notifying the Board that they were successful in the grant application.
- l. Letter from Ministry of Tourism and Culture notifying the Board that they will be receiving the annual provincial Operating Grant shortly.
- m. Letter from the Ontario Library Services informing the Board that there is a vacancy on the Ontario Library Boards Association for a representative from our region.
- n. Letter from E. Huff thanking the Board for the event held in her honour on September 11, 2011.

**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. An older smoke detector failed on the morning of September 15 causing a false alarm. The Board directed the CEO to request that the remaining two older smoke detectors in the building be replaced to avoid false alarms in the future. T. McGrory brought up the condition of the exterior of the Haileybury Library building where the stucco is flaking off the building. The Board directed the CEO to contact the Public Works department to ask if they can repair the damage.
- The library directional signs were put up by Public Works in the locations approved by the Board around the community.
- B. Armstrong had requested that the Board send a letter of thanks to the Centennial Committee. The Board agreed to send a letter of thanks.
- J. Dent requested that the CEO contact the Treasurer to ask if the term “year to date” could be put on the financial reports to reflect the

information that is in them, and if year to date figures for the previous year can be included in the financial reports.

- There was a discussion on why the circulation statistics were lower than last year over the summer months at the Haileybury Branch. The CEO pointed out that attendance was also lower, perhaps because of the nice weather the area had this summer.
- The CEO brought the circulation statistics for the Overdrive audio and ebooks collection to the Board's attention. There have been 776 checkouts of audio and ebooks on the Overdrive system by Temiskaming Shores patrons since January 1, 2011, when we gained access to the collection.
- The CEO requested that the Board renew its membership to the Northern Lights Library Network:  
**Motion #2011-29:** Be it resolved that the Temiskaming Shores Public Library Board renew its membership in the Northern Lights Library Network and pay the annual fee of \$20.00.  
**Moved:** T. Campbell Locke  
**Seconded:** B. Morissette  
**Carried.**

**8. Committee Reports:**

**Finance and Property Committee:** The minutes of the July 22 and September 2 meetings were accepted as information.

**Planning and Policy Committee:** D. Bisson reported on the work of the Policy Committee over the summer in reviewing the draft Memorandum of Agreement of Roles and Key Responsibilities of the Board, Council and CEO. The City Council will be reviewing the document in early October.

**Motion #2011-30:** Be it resolved that the Temiskaming Shores Public Library Board accept the agreement titled "Temiskaming Shores Public Library Roles and Key Responsibilities" as presented by the Policy Committee.

**Moved:** D. Bisson

**Seconded:** B. Morissette

**Carried.**

**Publicity/Personnel:** Nothing to report

**9. New Business:**

- a. Report LIB-023-2011 Library Page hire Haileybury:** The Board reviewed the report.

**Motion #2011-31:** Be it resolved that the Temiskaming Shores Public Library Board confirms the hiring of Victoria Combden and Amy Gorzalczynski as Library Pages according to the terms of their letters of agreement.

**Moved:** J. Dent

**Seconded:** T. McGrory

**Carried.**

- b. Report LIB-024-2011 Library 2012 Budget 1<sup>st</sup> draft:** The Board reviewed the report. The Board discussed a suggestion to increase the collection development budget to cover the cost of ebooks, but decided not to change the collection development budget at this time. The Board Chair noted that the staff wages include an increase of 1.5% to salaries.
- c. Report LIB-025-2011 Library Capital projects and Capacity Building grant 2012:** The Board reviewed the report. There was a discussion of the status of the current capital projects, specifically the building audit. The Chair informed the Board that the City will do the building audit in 2011. There was a suggestion to submit an additional Capital Project requesting a feasibility study for building an addition to the New Liskeard Branch in 2012, but the Board decided to wait to see the results of the building audit. The Board directed the CEO to research quotes for shelving to be purchased with the Capacity Building grant as per the report.  
**Motion #2011-32:** Be it resolved that the Temiskaming Shores Public Library Board adopts the first draft of the 2012 Library Operating and Capital Budgets as presented.  
**Moved:** J. Dent  
**Seconded:** M. McArthur  
**Carried.**
- d. Report LIB-026-2011 CAP Youth Intern Job Description:** The Board reviewed the report. The Job Description had been accepted by the Personnel Committee via email.  
**Motion #2011-33:** Be it resolved that the Temiskaming Shores Public Library Board approve the job description for the part-time contract position of CAP YI Intern.  
**Moved:** T. Campbell Locke  
**Seconded:** T. McGrory  
**Carried.**
- e. Report LIB-027-2011 Summer workplace inspection reports:** The Board reviewed the reports and received for information.
- f.** The Chair informed the Board of his meeting with the City Manager regarding the City's tentative agreement with its employees. The Finance Committee will meet to discuss the possibility of granting its staff a lump sum payment in lieu of increments for the years of 2010 and 2011. The Library Board has included in its budget a request for a 1.5% increase in library wages.
- g. Report LIB-028-2011 CAP Youth Intern hire:** The CEO distributed the report at the meeting and described the advertising and hiring process.  
**Motion #2011-34:** Be it resolved that the Temiskaming Shores Public Library Board confirms the hiring of J. Bailey Urso on contract as CAP Youth Initiative Intern according to the terms of the letter of agreement.  
**Moved:** B. Morissette

**Seconded:** D. Bisson  
**Carried.**

- 10. Policy Review: nothing to report**
- 11. Plan Review: nothing to report**
- 12. Adjournment -- Motion to adjourn: B. Thornton at 9:05 p.m.**

**Roger Oblin, Chair**