

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

Thursday, September 16, 2010 at 7:00 p.m. at the New Liskeard Branch

- 1. Call to Order:** Meeting called to order by Chair R. Oblin at 7:05 p.m.
- 2. Roll Call:**

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

Additions: Correspondence f. New Horizons for Seniors Capital grant. Motion to adopt the agenda as amended.
Moved by: E. Huff
Seconded by: B. Morissette
Carried
- 4. Adoption of the Minutes:**

Motion that the Minutes of the Friday, August 13, 2010 Special Meeting be adopted as presented.
Moved by: D. Hemingway
Seconded by: C. dePencier
Carried.

Motion that the Minutes of the Thursday, June 17, 2010 Meeting be adopted as presented.
Moved by: B. Morissette
Seconded by: E. Huff
Carried.
- 5. Business arising from Minutes:** None
- 6. Correspondence:**
 - a. Temiskaming Foundation:** Receipt
 - b. Southern Ontario Library Service:** Informing of Education grant receipt
 - c. Dominique Lachapelle:** Thank you for bursary
 - d. Heritage Committee:** plaque at the New Liskeard Branch
 - e. Steve Acland:** Library adjusting entry. There was discussion about the \$6,443 adjustment made to the 2009 Collection Development budget expenditure line to remove the Haileybury Friends of the Library's Temiskaming Foundation Fund from the Library's books. The Board was concerned that the adjustment would reflect negatively on the Library and that it would appear that the Library overspent on that budget line. The Board was also concerned that the adjustment was not just an "in and out" on the library's budget and that if it is reflected as an expense the overall effect would be that the Library would deplete its reserves because of the adjustment. The Board directed the CEO to write a history tracking the fund.

- f. **New Horizons for Seniors Capital grant:** informational letter.
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.
 - Testing has begun to migrate to the new library system
 - The Centennial Committee met on September 9 and is moving ahead on the grant application.
 - D. Montgomery’s Seniors’ Outreach report: 48 residents of local nursing homes are using the material delivery service. 31 seniors have received or are receiving computer instruction, with 12 of those patrons receiving instruction in their homes. The Seniors’ Advisory Committee met on September 8 and reviewed the laptop loan agreement criteria.
8. **Committee Reports:**
Finance and Property Committee: Met on September 10 to prepare the 2011 draft budget.
- Planning/Publicity/Personnel**
9. **New Business:**
- a. **Pepsi Refresh grant:** Over the summer the Library applied to the Pepsi Refresh grant project and was accepted into the second round of voting. Voting began on September 1 and ends October 31, we have moved from 42nd place to 8th place.
Motion #2010-22: Be it resolved that the Temiskaming Shores Public Library Board applies to the Pepsi Refresh project for the amount of \$10,000 to fund connectivity and seniors-friendly databases for the “Bringing the World to You!” project for homebound seniors in the library’s service area.
Moved by: C. Locke
Seconded by: C. dePencier
Carried.
- b. **Report LIB-016-2010: Exterior Signage:** R. Hunt presented the report about exterior signage for the library buildings in the community. The Board directed the CEO to purchase two additional signs for locations entering the community from the directions of Elk Lake and Cobalt.
- c. **Report LIB-017-2010: Leadership Summit:** The CEO recommended sending C. Gallagher to the Leadership Summit Part 2 in Sudbury in October.
Motion #2010-23: Be it resolved that the Temiskaming Shores Public Library Board sends Chris Gallagher to the Ontario Library Service North Leadership Summit Level 2 in Sudbury from October 18-21, 2010, and that the Board pays the registration fee of \$100. All other costs of meals, travel and accommodation are subsidized by Ontario Library Service North.
Moved by: E. Huff

Seconded by: C. dePencier
Carried.

- d. Report LIB-018-2010: Social Networking:** R. Hunt presented the report on Social Networking and the policy the Library would use to govern setting up a Facebook page.
Motion #2010-24: Be it resolved that the Temiskaming Shores Public Library Board adopts policy number Per-22 Social Networking.
Moved by: M. McArthur
Seconded by: D. Hemingway
Carried.
- e. Report LIB-019-2010: Library New Hires:** R. Hunt presented the report regarding the employees hired by the Library to fill vacant positions.
Motion #2010-25: Be it resolved that the Temiskaming Shores Public Library Board hires Beverlea Hopkins as Substitute Library Clerk and Katrina Doupe as Library Page according to the terms of their letters of agreement and job descriptions.
Moved by: B. Morissette
Seconded by: E. Huff
Carried.
- f. Report LIB-020-2010: SOLS Education Grant Agreement:** R. Hunt presented the report on the agreement recommended by the Southern Ontario Library Service (SOLS) between the Library CEO and the Library Board for her completion of the certificate specified by the SOLS grant.
Motion #2010-26: Be it resolved that the Temiskaming Shores Public Library Board enters into a training agreement with the Library CEO to encompass the details of the CEO's completion of the distance education certificate in Non-profit and Voluntary Sector Management from Ryerson University from 2010-2014. The training is funded through the SOLS Education Fund grant which is a 100% reimbursement based grant.
Moved by: D. Hemingway
Seconded by: B. Morissette
Carried.
- g. Report LIB-021-2010: Library 2011 budget 1st draft:** The CEO presented the Library's draft 2011 operating and capital budgets as approved by the Finance Committee.
Motion #2010-27: Be it resolved that the Temiskaming Shores Public Library Board adopts the first draft of the 2011 Library Operating and Capital Budgets as presented.
Moved by: M. McArthur
Seconded by: C. Locke
Carried.

10. Policy Review

a. Personnel Policy: The Board reviewed the Personnel Policy.

Motion #2010-28: Be it resolved that the Temiskaming Shores Public Library Board adopts the Library's Personnel Policy as amended.

Moved by: D. Hemingway

Seconded by: C. dePencier

Carried.

11. Plan Review

a. Memorandum of Agreement: The Board directed the CEO to discuss the Memorandum of Agreement with the Acting City Manager.

12. Adjournment -- Motion to adjourn: M. McArthur 9:25 p.m.

Roger Oblin, Chair