

Temiskaming Shores Public Library Board

Meeting Minutes

Wednesday, December 4, 2024

7:00 p.m. via zoom due to weather

1. Call to Order

Meeting called to order by Library Board Chair Brigid Wilkinson at 7:02 p.m.

2. Roll Call

Present: Chair Brigid Wilkinson, Vice-Chair Erin Little, Erica Burkett, Nadia Pelletier-Lavigne, Joyce Elson, Jule Booth, Sarah Bahm, Thomas McLean, Melanie Ducharme.

Regrets: None.

Members of the Public: 1

3. Adoption of the Agenda

Motion #2024-42

Moved by: Thomas McLean

Seconded by: Erica Burkett

Be it resolved that the Temiskaming Shores Public Library Board accepts the December 4, 2024 agenda as presented.

Carried.

Additions: none.

4. Declaration of conflict of interest: None.

5. Adoption of the Minutes

Motion #2024-43

Moved by: Erin Little

Seconded by: Nadia Pelletier-Lavigne

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Wednesday, October 30, 2024 as presented.

Carried.

6. Business arising from Minutes: None.

7. Correspondence:

- a. From TDSS. Re: receipt for May Ball Bursary.
- b. To Zack's Crib. Re: letter of support for funding application.

8. Secretary–Treasurer's Report

Report, workplace inspection reports, monthly financial statement and Scotiabank Statements included in the trustees' information packet.

Library CEO's Report

November 26, 2024

Building: Fire Safety checks are completed on a monthly basis and reported to the Fire Prevention Officer for the City. Workplace safety inspections are completed on a monthly basis by the Library's Health and Safety Representative.

CJTT Chats: The last chat for 2024 is scheduled for December 11. Monthly chats have been scheduled for 2025.

DTSSAB/Zack's Crib Outreach: Zack's Crib and the Salvation Army have staff that will stop in on Mondays and Wednesdays to monitor the situation. They have also said we can call them if needed, and suggested that if the staff feel they need to call the OPP they should not hesitate.

Committees: I am continuing to attend the various community committee meetings when time allows. I do find it is beneficial to know what is happening with the various community organizations in the area.

Courses: I am continuing to take the French as a Second Language courses, the term ends in December 2024.

Grants:

Ontario Parks Day Pass Program : I submitted the application on November 1, and submitted the 2024 information for the grant on December 1.

Connectivity Fund Grant: I have submitted the application for the Connectivity Fund Grant. The deadline is January 10, 2025.

Inter-Library Loan Migration: The ILL system went live with our new system, RS4G, on November 12. Canada Post went on strike at the end of that week so we did not have a chance to test it out. We are currently receiving back all items that were checked out to our patrons in our old system and waiting until the strike is over to send them back to the lending libraries.

Northern Lights Library Network: Five libraries attended the meeting on November 18. A variety of subjects were discussed, including the new ILL system, best practices for confidentiality, and best practices for hiring. A meeting will be held in late spring.

Partnerships:

EarlyOn Baby Massage Classes: The classes wrapped up at the end of November.

EarlyOnyva French Storytime: Took place on Friday, November 29.

Training: The staff success training on November 8 was well received. Eight staff members participated. I have had good feedback following the course. I am wondering if we might make this an annual event to benefit the team.

Workplace Inspections: The First Aid training is still needed for one staff member and we hope to have it scheduled soon. In the meantime we are scheduling to be sure we always have a staff member with first aid in the building while we are open.

Finances and Statistics

The Board reviewed the workplace inspection, financial and statistical reports, including the Scotiabank Statements as provided by the CEO.

Motion #2024-44

Moved by: Sarah Bahm

Seconded by: Jule Booth

Be it resolved that the Temiskaming Shores Public Library Board accepts the December 2024 Secretary-Treasurer's report, workplace inspection report and financial reports including Scotiabank statements.

Carried.

9. Committee Reports:

a. Finance Committee: Nothing to report.

- b. Policy and Personnel Committee: Nothing to report.
- c. Strategic Planning Committee: Nothing to report.
- d. Library Services Committee: Nothing to report.

10. New Business:

- a. **Report LIB-07-2024 Final report on Fine Free Pilot project.** The Board reviewed the report and discussed the results of the pilot project. Reception to the fine-free pilot project has been positive. Fewer books have been marked lost than in our last “normal” year pre-pandemic. The room rental and proctoring fees have recovered the amount of fines waived in the 18-month period of the project (one caveat is that we may not have collected all of the fines waived in that time period). The Board asked about the ability to block patrons who have items overdue so that they are not able to take out more, and confirmed that patrons will still be billed for items marked lost and not brought back to the library, and confirmed that fines will continue to be charged on the more expensive, in-demand non-traditional library items. The library system will continue to block patrons who have more than five items overdue and/or more than \$20 owing on their accounts due to lost books, will continue to bill patrons for items lost and not returned, and will continue to charge fines on non-traditional item categories as determined by the CEO. Motion.

Motion #2024-45

Moved by: Erin Little

Seconded by: Nadia Pelletier-Lavigne

Be it resolved that the Temiskaming Shores Public Library Board adopts a permanent fine-free policy on the traditional items of books, audiobooks, DVDs, magazines and puzzles and excluding item categories as designated by the Library CEO.

Carried

- b. **2025 Library Board meeting schedule.** For information.
- c. **Report on OLS Board Assembly meeting of November 12.** Sarah Bahm, the Library’s OLS Board Assembly Representative, reported to the board on the meeting.

11. Policy Review

- a. **Emergency Preparedness Plan.** For review. The Board reviewed and discussed the Emergency Preparedness Plan. Some changes may need to be made, so it was recommended that the Policy Committee look at the plan.

12. Closed session

- a. Regarding identifiable individuals.

Motion #2024-46

Moved by: Melanie Ducharme

Seconded by: Nadia Pelletier-Lavigne

Be it resolved that the Temiskaming Shores Public Library Board go into closed session at 7:54 p.m. in regards to identifiable individuals.

Motion #2024-47

Moved by: Melanie Ducharme

Seconded by: Nadia Pelletier-Lavigne

Be it resolved that the Temiskaming Shores Public Library Board rise from closed session at 8:14 p.m. with report.

Motion #2024-48

Moved by: Melanie Ducharme

Seconded by: Nadia Pelletier-Lavigne

Be it resolved that the Temiskaming Shores Public Library Board accepts the August 8, August 11 and August 14, 2024 closed session minutes as reviewed by the Board.

13. Adjournment

Next meeting: Wednesday, January 22, 2025 at 7:00 at the library and zoom

Adjournment by Melanie Ducharme and Nadia Pelletier-Lavigne at 8:15 p.m.

Chair –