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## Temiskaming Shores Public Library Board

### Meeting Minutes

Wednesday, April 24, 2024

7:00 p.m. in-person and via zoom

#### 1. Call to Order

Meeting called to order by Library Board Chair Brigid Wilkinson at 7:04 p.m.

#### 2. Welcome of new Library Board member, Jule Booth.

#### 3. Roll Call

Present: Jule Booth, Erica Burkett, Sarah Bahm, Erin Little, Chair Brigid Wilkinson and Library CEO Rebecca Hunt in person. Nadia Pelletier-Lavigne and Thomas McLean via zoom.

Regrets: Joyce Elson, Melanie Ducharme

Members of the Public: 0

#### 4. Adoption of the Agenda

##### Motion #2024-19

**Moved by: Erica Burkett**

**Seconded by: Sarah Bahm**

Be it resolved that the Temiskaming Shores Public Library Board accepts the April 24, 2024 agenda as presented.

**Carried.**

**5. Declaration of conflict of interest: None**

**6. Adoption of the Minutes**

**Motion #2024-20**

**Moved by: Erica Burkett**

**Seconded by: Sarah Bahm**

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Wednesday, March 27, 2024 as amended.

**Carried.**

**7. Business arising from Minutes:**

- a. Letter to organizations regarding homelessness. The Library CEO will send out a poll to select a meeting date and time, and will supply an agenda.
- b. Re-Interment of Time Capsule. The Library CEO will contact the city to see about burying the Time Capsule in the rock garden in front of the library.

**8. Correspondence: None.**

**9. Secretary–Treasurer’s Report**

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

**Library CEO’s Report**

**April 17, 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 chats are scheduled for May 8, June 5, July 9, August 6, September 11, October 9, November 6, and December 11.

**Code of Conduct/Behavioural Incident Report:** I have created a minor incident report for staff to be able to track incidents which break our Patron Code of Conduct or are

behaviour issues, but that are not serious enough to fill out our regular incident report and bring to the board. This is to track repeat offenders for things like littering, foul language, noise, roughhousing, etc. We are reviewing the reports at weekly staff meetings to see if there are trends with particular patrons that need to be addressed—suspending privileges, verbal reminders, or other. The forms will be filed in a locked drawer that is accessible to staff members.

**Committees:**

**Federation of Ontario Public Libraries:** The Library CEO will be attending an in-person meeting on May 17.

**Grants:**

**Francophone Community Grant Fund:** The grant application was submitted and organizations should know if they are successful by early July.

**Library Settlement Worker:** All seems to be going well with Raghov. He is using the Study Room on Tuesday and Wednesdays and we have referred a few clients to him. The North Bay and District Multicultural Centre has asked that we bill them quarterly for printouts, so I will send an invoice in June.

**Partnerships:**

**Shattered Psyche Travelling Showcase:** The art display has changed again to showcase a different artist for the next few months.

**Timiskaming Art Gallery:** TAG has asked the library to partner in a display during the Murial Newton-White exhibition from May-July 2024. We will display some of her books and artwork in the Local History section on the lower level, and will have some activity booklets for youth made by TAG available as well.

**Training for staff:** I have purchased a one-year subscription to the Ryan Dowd training for library workers on homelessness. The training includes a series of webinars on subjects such as Backup, Kicked out, Fights, Police and Mental Illness. I am hoping this will help staff members feel more confident in their interactions with less fortunate members of our community.

**Workplace Inspections:** The First Aid training is still needed for one staff member and we hope to have it scheduled for early May. 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 #2024-21**

**Moved by: Erin Little**

**Seconded by: Erica Burkett**

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

**Carried.**

**10. Committee Reports:**

- a. Finance Committee: Nothing to report.
- b. Policy and Personnel Committee: Minutes of April 11 meeting.
- c. Strategic Planning Committee: Nothing to report.
- d. Library Services Committee: Follow up DSB1.

**11. New Business:**

- a. **Strategic Plan update.** For information.
- b. **Community Fridge MOU.** Motion.

**Motion #2024-22**

**Moved by: Nadia Pelletier-Lavigne**

**Seconded by: Thomas McLean**

Be it resolved that the Temiskaming Shores Public Library Board agrees to continue the partnership with the City of Temiskaming Shores in providing a Community Fridge in the lobby of the library in accordance with the approved and signed Memorandum of Understanding.

**Carried**

**12. Policy Review**

**a. Personnel Policies. Motion**

**Motion #2024-23**

**Moved by: Sarah Bahm**

**Seconded by: Thomas McLean**

Be it resolved that the Temiskaming Shores Public Library Board accepts the Policy: Personnel policies Per-11 through Per-27 as amended by the Policy Committee.

**Carried**

**13. Adjournment**

**Next meeting: Wednesday, May 22 at 7:00 at the library and zoom**

Adjournment by Chair Brigid Wilkenson at 8:08 p.m.

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Chair –