
Temiskaming Shores Public Library Board

Meeting Minutes

Wednesday, September 25, 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 7:06 p.m.

2. Roll Call

Present: Sarah Bahm, Nadia Pelletier-Lavigne, Joyce Elson, Chairperson Brigid Wilkinson, and Library CEO Rebecca Hunt in person. Erica Burkett, Thomas McLean and Melanie Ducharme via zoom.

Regrets: Erin Little, Jule Booth.

Members of the Public: 1

3. Adoption of the Agenda

Motion #2024-28

Moved by: Nadia Pelletier-Lavigne

Seconded by: Sarah Bahm

Be it resolved that the Temiskaming Shores Public Library Board accepts the September 25, 2024 agenda as amended.

Carried.

Additions: New Business e. Team building and HR training

4. Declaration of conflict of interest: None

5. Adoption of the Minutes

Motion #2024-29

Moved by: Thomas McLean

Seconded by: Nadia Pelletier-Lavigne

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Wednesday, June 26, 2024 as presented.

Carried.

6. Business arising from Minutes: None.

7. Correspondence:

- a. From French Catholic School Board--\$500 donation for French TDSRP. For information.
- b. From ESCSM: Bursary recipient. For information.
- c. From Ministry of Francophone Affairs: Francophone Community Grant application unsuccessful. For information.
- d. From Brigid Wilkinson, The Temiskaming Foundation: Spend down fund. Discussion.

Motion #2024-30

Moved by: Nadia Pelletier-Lavigne

Seconded by: Sarah Bahm

Be it resolved that the Temiskaming Shores Public Library Board ask The Temiskaming Foundation to invest the funds held in the Spend Down fund into a one-year GIC.

Carried.

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

September 18, 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 September 11, October 9, November 6, and December 11.

Community Meeting on Homelessness: I am continuing to attend the meetings, and attended DTSSAB's community engagement meetings on homelessness and housing on July 30 and 31 in Kirkland Lake and at the Salvation Army in Temiskaming Shores. It was interesting to see the service providers and members of the communities who participated, including several library patrons who identify as no fixed address.

Committees:

Markham Public Library Staff Conference CEO Panel: Markham Public Library is hosting a staff conference for their staff's professional development. They have invited seven Library CEOs from across Ontario to have a panel discussion on what libraries of all sizes do to support their communities, what challenges they face, and what their leaders are looking forward to. I was one of the invitees and will be presenting via zoom on August 29.

FOPL: There is an in-person meeting on September 20 in Orillia. I have made travel arrangements and will be reimbursed.

Conferences: I have been invited by the Ontario Library Board's Association to present at their annual OLBA Bootcamp for library board members. The presentation will be on Saturday, February 1, 2025 and I will be presenting on the small library perspective of managing memorandums of agreement with municipal and community partners.

Courses: I have signed up to take a French as a second language course with the Centre d'éducation des adultes session this fall. I am in the Beginner level, and will be in class on Wednesday mornings from 9-10:30 for 10 weeks starting October 2. The courses are free.

Gadget Helper program name change to Digital Literacy Sessions: We are changing the name of the gadget helper program, because we are seeing a bit of mission drift with the current program. A number of people are seeing the program as a "gadget fixer" program and want to bring in devices and computers to reformat and fix. That is not really what we started the program to do. We have a number of health partnerships now who want to use the program to help people learn to access health resources from those organizations. To set the program back on course to being one on one sessions to help people learn how to access information and how to use their devices, we will change the name to Digital Literacy Sessions.

Grants:

Francophone Community Grant Fund : Unfortunately we were informed that we were not successful in this grant application.

Inter-Library Loan Migration: Training has started for the Inter-Library Loan system migration from VDX to OCLC Resource Sharing for Groups (RS4G). I am training on the Admin modules about five hours a week from September 3-20, and then will train with our ILL Clerk for about five hours a week on the practical modules from September 23-October 11. We will be live on the new system for ILL on November 12.

Partnerships:

Digital Health Connect: Oliver Aygun, the Blanche River Health Services coordinator from Digital Health Connect has been in contact to discuss how the library's gadget helper program can help seniors sign up to the digital health program. They may be able to provide some funding if we can help with their program.

DTSSAB/Zack's Crib: The social workers attended a few times during the summer, but then stopped as they had contacted most of our summer regulars. I will arrange for them to start up again this winter.

EarlyON: Staff from EarlyON and our Children's Coordinator are collaborating on a baby storytime on Tuesday mornings from September 10-24.

Planet Youth—Timiskaming South Committee: The THU invited me to sit on the Planet Youth Timiskaming South Committee. The committee is investigating option for a youth hub in the Temiskaming Shores area. The hub may apply for funding through the provinces' Youth Wellness Hubs initiative. I have mentioned that the library may be able to provide space for youth gatherings that are supervised by a THU staff member.

Temiskaming Hospital: The hospital has contacted me regarding the upcoming expansion and changes to the Northern Health Travel Grant. They are hoping that the library can provide some digital literacy courses and help to community members in filling out the travel grant online. I have let them know that we are able to help via booked appointments with our Technology Coordinator.

Timiskaming Health Unit: The THU has asked if we can help seniors sign up for the Seniors Dental Plan during our Digital Literacy sessions. Because there is access to private information when filling out the online form, we have created a consent to use confidential information form that can be used for this purpose and for the Digital Health Connect program if that moves forward.

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 #2024-31

Moved by: Thomas McLean

Seconded by: Nadia Pelletier-Lavigne

Be it resolved that the Temiskaming Shores Public Library Board accepts the September 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. **May Ball Fund reports.** For information
- b. **Report LIB-03-2024 CEO OLA Conference Attendance.** Motion.

Motion #2024-32

Moved by: Joyce Elson

Seconded by: Sarah Bahm

Be it resolved that the Temiskaming Shores Public Library Board accepts report LIB-03-2024 CEO OLA Conference attendance and approves sending Library CEO to the Ontario Library Association 2025 Conference in Toronto from January 30-February 2, 2025.

Carried

- c. **Report LIB-04-2024 Room Rental Fee Change.** Motion.

Motion #2024-33

Moved by: Erica Burkett

Seconded by: Joyce Elson

Be it resolved that the Temiskaming Shores Public Library Board accepts report LIB-04-2024 Room Rental Fee and adjusts the Room Rental Fee schedule as described in the report.

Carried.

d. 2025 Draft 1 Budget for review. Discussion.

e. Team building and HR training. Discussion.

Motion #2024-34

Moved by: Sarah Bahm

Seconded by: Melanie Ducharme

Be it resolved that the Temiskaming Shores Public Library Board approve \$2210 +HST for Team Building training and \$2000 + HST for CEO HR training.

Carried.

11. Policy Review

a. Policy Development Policy Policy-1. For review. Motion.

Motion #2024-35

Moved by: Nadia Pelletier-Lavigne

Seconded by: Erica Burkett

Be it resolved that the Temiskaming Shores Public Library Board accepts the Policies: Policy-1 Policy Development Policy as amended.

Carried

12. Adjournment

Next meeting: Wednesday, October 30 at 7:00 at the library and zoom

Adjournment by Brigid at 7:49 p.m.

Chair –