

Temiskaming Shores Public Library Board

Meeting Minutes

Wednesday, January 22, 2025

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

1. Call to Order

Meeting called to order by Library Board Chair Brigid Wilkinson at 7:01 p.m.

2. Roll Call

Present: Chair Brigid Wilkinson, Nadia Pelletier-Lavigne, Erin Little, and Joyce Elson in person. Sarah Bahm, Jule Booth, Melanie Ducharme and Thomas McLean via zoom.

Regrets: Erica Burkett.

Members of the Public: 1

3. Adoption of the Agenda

Motion #2025-01

Moved by: Nadia Pelletier-Lavigne

Seconded by: Melanie Ducharme

Be it resolved that the Temiskaming Shores Public Library Board accepts the January 22, 2025 agenda as presented.

Carried.

4. Declaration of conflict of interest: None.

5. Adoption of the Minutes

Motion #2025-02

Moved by: Nadia Pelletier-Lavigne

Seconded by: Joyce Elson

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Wednesday, December 4, 2024 as amended.

Carried.

6. Business arising from Minutes: None.

7. Correspondence:

- a. From Ministry of Tourism Culture and Gaming. Re: PLOG payment. For information.
- b. Fine-Free Press Release. For review.
- c. From Richard Long. For information.

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

January 22, 2025

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.

Damaged wall: Shelving and books have been cleared away from the wall in preparation for repair. The structural engineer and contracted repair staff were in to have a look. They will have to open the wall to do a better inspection. We are unsure of the timing for the inspection and repair.

CJTT Chats: Chats have been scheduled for once a month in 2025.

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 for another term which ends in March 2025.

Grants:

Connectivity Fund Grant : The application was filled out and submitted in early December.

Public Library Operating Grant : Grant monies were received and deposited in December.

Inter-Library Loan Migration: We are finishing cleanup of the old system and have started taking and filling requests in the new system. Backlog from the postal strike has been resolved. The new system seems to be working well.

Ontario Library Association Conference: I will be attending the conference from January 29-February 1. My presentation on Memorandums of Understanding will take place on February 1.

Partnerships:

Alzheimer's Society: Will be setting up an information booth in the lobby in January.

Timiskaming Health Unit: Soup to Tomatoes Seniors Exercise Classes have started on Tuesdays and Thursdays again.

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.

Zack's Crib Outreach: Zack's Crib is sending outreach twice a week to touch base with individuals who may need their help.

Finances and Statistics

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

Motion #2025-03

Moved by: Erin Little

Seconded by: Sarah Bahm

Be it resolved that the Temiskaming Shores Public Library Board accepts the January 2025 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. Library 2023 Audited Financial Statements. For information.
- b. 2024 statistics report. For information.
- c. 2024 by the numbers report. For review.

11. Policy Review

- a. Hours of service policy
- b. Membership policy
- c. Fines and Fees policy. Motion.

Motion #2025-04

Moved by: Melanie Ducharme

Seconded by: Erin Little

Be it resolved that the Temiskaming Shores Public Library Board accepts policies: Hours of Service, Membership and Fees and Fines as amended.

Carried

12. Adjournment

- a. **Next meeting: Wednesday, February 19, 2025**

Adjournment by Erin and Melanie at 8:18 p.m.

Chair –