

The Terrace Bay Public Library Board held its regular board meeting on Tuesday, April 12th, 2011 in the library.

Present: Chair- Irene Moore, Vice Chair Chris Stewart, Trustee Connie Bryson and CEO Mary Deschatelets

Regrets: Council Rep Michael King and Trustee Madge Pirie

Meeting called to order at 5:37 pm

Declaration of Interest: none

Agenda: Moved by Chris Stewart and seconded by Connie Bryson that "the agenda be approved."

CARRIED 11-24

Chair's Report:

Newly Released The Ontario Public Library Association (OPLA), has published its' Children's Services Benchmarks and Statistical Report. The previous report on children's services in public libraries was released in 2004. A comparison of survey results reveals an increased emphasis on children's services in public libraries. For example:

Increased spending on children's material

Increased access to technology and electronic resources for children

Improved development of safety policies for children such as internet access and use and unattended children.

"The OPLA Child and Youth Services Committee conducts the survey every few years so that libraries can compare their services against other, similar library systems. The goal is to provide data that will help Ontario's public libraries plan the best services possible for our young customers and their families," comments Alicia Subnaik-Kilgour, committee chair.

The survey also looked at which agencies public libraries work with in deploying children's services into the local community. After schools, libraries serving populations fewer than 100,000 are more likely to partner with Ontario Early Years Centres, preschools, daycares, and colleges. In communities greater than 100,000, public libraries partner more often with preschools, daycares, social service agencies and health units.

Public libraries that participated have continued access to the online survey tool created by Counting Opinions. The tool enables one library to generate unique reports and compare it's' services against a similar library.

Electronic copies of the Children's Services Benchmarks and Statistical Report are freely available from OPLA's web site at:

www.accessola.com./opla/



AODA – Where we areto September 20, 2010

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The ***Accessibility for Ontarians with Disabilities Act, 2005*** (***AODA 2005***) includes five areas in which mandatory accessibility standards will be created - customer service, information and communication, employment, built environment and transportation. This document highlights changes in September 2010.

Standards explain an accepted way of doing something. They state the requirements that must be met, who has to meet them, and by when. The responsibility for AODA 2005 falls under the Ontario Ministry of Community and Social Services, and a section of the Ministry's website is devoted to accessibility -

<http://www.mcsc.gov.on.ca/en/mcsc/programs/accessibility/>. If you bookmarked the Ontario Accessibility page in the past, you will have to update the link.

Customer Service

The Customer services standards remain the **only** standards that have been developed and actually passed as regulations. Passed in January of 2008, full compliance with the customer services standards (***Ontario Regulation 429/07: Accessibility Standards for Customer Service***) is required by January 1, 2010. Specific information on the Customer Service Standard can be found on the AccessON website at

<http://www.mcsc.gov.on.ca/en/mcsc/programs/accessibility/ComplyingStandards/index.aspx>. Be sure to check out the Summary of the standards, ***Guide to the Accessibility Standards for Customer Service*** and ***The Compliance Manual***.

Information and Communication – Employment - Transportation

On September 2, 2010, the Ministry released a document which proposed **Integrated Accessibility Regulation** to cover three of the accessibility areas under the **Accessibility for Ontarians with Disabilities Act, 2005**. The Ministry stated that “The proposed Integrated Accessibility Regulation is intended to align and phase-in requirements of the **information and communications, employment** and transportation accessibility standards, while making Ontario more accessible and reducing regulatory burden for obligated organizations.”

The proposed regulation prescribes accessibility requirements – both general requirements that will apply to all standards in the proposed regulation and specific requirements for information and communications, employment and transportation; covers compliance enforcement initiatives and provided timelines for compliance. As you read through the proposals, please note that there are some specific sections for public libraries. For example, under Information and Communication, the general requirements read as this:

“Accessible Formats and Communication Supports

- For information that is not available on an accessible website, every obligated organization will be required to provide or arrange for the provision of accessible formats and communication supports, upon request, for persons with disabilities,
 - In a manner that takes into account the person’s disability

At a cost that is no more than the regular cost charged to other persons

- The obligated organization will be required to consult with the person making the request in determining the suitability of an accessible format or communication support.
- Every obligated organization will be required to notify its employees and the public about the availability of accessible formats and communication supports.

Does not apply to commercial products and product labels, such as books, magazines, video games, films and DVDs.”

Within the Initial Proposed Standard, the specific public libraries’ clause includes this requirement:

“Public Libraries

- Every public library board will be required to provide access to, or arrange for the provision of access to accessible public library materials, where available.
- Upon request, public library boards will provide information in an accessible format about the availability of accessible materials to the public.
- Public library boards may provide accessible formats for archival materials, special collections and rare books.”

The proposals are available for comment until Saturday, October 16, 2010 and are posted on Ontario’s Regulatory registry at <http://www.ontariocanada.com/registry/view.do?postingId=4142&language=en> . There is also a link from the main Ministry accessibility website mentioned above, and one from the main SOLS page at www.sols.org . The actual document is 23 pages long, although the type of fairly large. Feedback can be sent directly through the Registry.

Built Environment

In October 2009, the Initial Proposed Standard for the Built Environment went out for public comment. In July 2010, the committee voted on the proposal clause by clause and the final proposed standard was submitted to the Minister of Community and Social Services who will begin the process for consideration as law. The main Ministry page on the Built Environment is: <http://www.mcsc.gov.on.ca/en/mcsc/programs/accessibility/OntarioAccessibilityLaws/DevelopingStandards/builtEnvironment.aspx>. From that page, there is a link to the **final proposed** standards http://www.mcsc.gov.on.ca/en/mcsc/programs/accessibility/BuiltStandard/standard/toc_built.aspx

Keeping in mind that this is only the Final Proposed Standard, and the Minister might choose to ignore some of the recommendations, it is likely that many will be incorporated. There are two important pieces to keep in mind in planning any changes in your library, or thinking about “best practice”.

1. This proposal applies to new buildings and to buildings undergoing extensive renovations (read Section 2: Scope and Applications). The regulations would come into effect 24 months after the regulations are passed.

2. There continue to be specific references to **libraries**. Libraries are covered in Section 9.6 of the Final Proposed Standards with technical requirements for clearances, shelving heights, study carrels, security gates, aisles and aisle configurations, self-service areas, book drops, lighting, acoustics, and lighting. You should read the entire document, but if you choose to read only the library section, you will have to refer to other sections such as Clause 3.2, Doors and Doorways, Clause 4.1 on Accessible Interior Routes, Clause 5.1, Accessible Exterior Route; Clause 6.1, Signage and Clause 9.14, Service Counters.

Here are some highlights from the Final Proposed Standard for Built Environment:

- **Distance between** - Accessible fixed seating, tables, and study carrels shall be located on an accessible route in compliance with Clause 4.1, Accessible Interior Route (**which is 44 inches now - lowered from 47 inches in the initial proposal**) There are exceptions – usually for more space – at landings, turning areas, passing areas as covered in Clause 4.1.
- **Shelving** (9.6.3) at fixed seating, tables, or study carrels - the shelving shall be no higher than 1220 mm (48 in) where there is no obstruction; and be no higher than 1100 mm (43 in) where there is an obstruction between 500 mm (20 in) and 625 mm (25 in) deep. But **shelf height in stack areas** (9.6.8) is unrestricted, and assistance shall be provided to customers to access unreachable items on shelves.
- **The self-service area** (9.6.6.2) shall have a minimum clear aisle space at card catalogues, study carrel, microfiches, computer stations, etc., and at stacks complying with Clause 4.1, Accessible Interior Route (which is 44 inches now) ...and have a minimum of one movable chair provided at every information service counter, computer catalogue, or computer workstation.
- **Book drop** (9.6.9) slots shall be located on an accessible route complying with Clause 4.1, Accessible Interior Route and Clause 5.1, Accessible Exterior Route; have a contrast to the wall in compliance with Clause 6.1.12, Colour/Tonal Contrast; and have a slot that is operable using a closed fist, located between 860 mm (34 in) and 900 mm (35 in) above the floor.

Oral Component

Advocacy: Chamber of Commerce, March 23, 2010; Terrace Bay Public Library, April 4, 2011

OLS-N: Teleconference: March 23, 2011

FOPL: April 1, 2011

Webinars/Trustee Workshop (Nipigon)

Board Orientation and Planning

Board Chair Moore handed back documents that board trustees had previously filled out pertaining to their knowledge of library boards. She requested that the trustees research the areas that they scored themselves as low in knowledge and to bring the information that they find back to the next board meeting to share.

The Code of Conduct policy for Library Trustees was also reviewed.

For approval:

Minutes: Draft minutes of the March 8th, 2011 meeting were reviewed.

Moved by Connie Bryson and seconded by Chris Stewart that "the minutes of the March 8th, 2011 meeting be approved as amended."

CARRIED 11-25

Treasurer's report:

Financial Disbursements:

Moved by Chris Stewart and seconded by Connie Bryson that "the Terrace Bay Public Library Board approves the financial disbursements for March, 2011 and accepts the year end and YTD financial information as presented."

CARRIED 11-26

For Discussion: none

For Information:

Moved by Connie Bryson and seconded by Chris Stewart that "the Terrace Bay Public Library Board receives information items 11 & 12 on the agenda."

CARRIED 11-27

CEO's Report for April 2011

Statistics for March 2011

Total Circulation: 1,239 items circulated and 283 computer uses

Persons visiting the library: 2,215

Inter Library Loans: 45 received and 23 loaned
 Hits to our website: 2,274
 Pools: NA
 CNIB: 1 Talking Book received

Revenues for March 2011

Total Revenue for March: \$ 489.00
 Material donations added to our collection: 28 books
 Irene & Charlie Moore donated cups, lids & coffee to the library
 Connie Bryson made a donation in memory of Darcy McGuire
 Annabella Zawada Medical Association made a donation to the library,
 to enhance the children's section, in the amount of \$1,500.00

Digitization Project

Terri Burrows was hired to work on the Terrace Bay collection however she is doing a placement for her schooling and was finding the 35 hours a week working on the project too much. She asked for a reduction in hours therefore we re-advertised the position and interviewed and hired Coral Pelto to split the hours with Terri. Coral began training with Mauricio on Monday, April 3rd. The project team is planning on holding community days where people can bring in items to be scanned and added to the collection.

Programming

Story time is still running every Wednesday evening. There is an average of 9 children attending per session. We will continue running the program until the weather is nicer and attendance drops off. Genealogy workshops continue to be very popular. We have 20 people registered. The next session is being held on April 11th. The JK-3 students from the Public School attend the library every Thursday for the Blue Spruce program. The 10 week program will wrap up on April 14th with the kids voting on their favorite book. Chris Ballentine is attending the library every Thursday to work on creating Braille books for the library. He just finished "The very hungry caterpillar" for George Wu, who is using the Braille books. The Lunch Bunch will meet on April 20th at noon. They are reading "Cutting for stone".

We partnered with the recreation department to offer a full line of programming for March Break. We ran a used book sale all week long & a candy guess contest. The library held a day of games; the kids played Pictionary and Bingo. Justina and volunteer Coral Pelto presented an Easter puppet show and paper bag puppet craft. Jean ran a St. Patrick's Day craft. On Friday we showed a movie on the Promethean board and sold Kool Aid Jammers and chocolate bars. Home Hardware brought their popcorn machine over to the library and

supplied the kids and their parents with free popcorn. Both Coral and HH were sent thank you cards for contributing to March Break at the library.

We unveiled the redone "In Memoriam" board at the Community Centre on March 21. Paulette Brend did a wonderful job of restoring all the pictures and putting them on the board.

Karen McKinnon and Paulette Brend both brought their antique doll collections in to display at the library. The public is enjoying the display.

Seniors Fair – thanks to Board Chair Moore and Trustee Pirie for promoting the library's booth at the health and wellness fair.

Training

Staff is working on Week 8 of the 10 week online Compass 101 course on the new e resources.

Justina is completing her last Excel course.

I completed my Advanced Excel course.

Jean and Justina completed Emergency First Aid training & CPR
Board Chair Moore, Trustee Pirie and I attended a webinar on Board and CEO responsibilities

I attended a webinar on copyright as it pertains to our digitization project

Other

Bryce St. Louis, our CAP YI, finished his contract on March 31.

I submitted a letter of intent to the Sarah Badgley Fund to support the Books for Babies program

A Library Board Policy Review Committee meeting was held to review and update several policies.

Northern Computers delivered and installed new CAP equipment in the library.

I contacted Bell telephone and I believe finally have the library's phone listing corrected.

High school Co-op student Ashley McBride works at the library for one school period daily on a variety of tasks that we have assigned her.

She needs to complete 110 hours of work to receive a high school credit. She is learning about the library and doing well in her tasks.

As requested by OLS-N, I emailed our MPP Michael Gravelle asking him to support the continuation of the library book postage rate.

I met with township Health and Safety Committee Co- chairs, Real and Dean, re: working alone and attaining a panic button for the library.

We are still in discussion regarding this issue.

I distributed the Handbooks for Municipal Councilors that we received from OLS-N to our mayor and council.

Correspondence Action Items none

New Business

OLS- N Sudbury Conference

Moved by Chris Stewart and seconded by Connie Bryson that "the Terrace Bay Public Library Board approves the attendance of Library Assistant 3, Justina Pelto, at the OLS-N library conference in Sudbury on May 3, 4&5th. Travel expenses to be subsidized by OLS-N and the remainder to be covered by the library."

CARRIED 11-28

Moved by Connie Bryson and seconded by Chris Stewart that " the Terrace Bay Public Library Board approves the attendance of CEO Mary Deschatelets at the OLS-N library conference in Sudbury on May 3, 4 & 5th. Expenses to be covered by the library."

CARRIED 11- 29

Moved by Connie Bryson and seconded by Chris Stewart that "the Terrace Bay Public Library Board approves the closure of the library on May 3, 4 & 5th in order for staff to attend the library training and conference in Sudbury on those dates."

CARRIED 11-30

Policies Review

Moved by Chris Stewart and seconded by Connie Bryson that "the Terrace Bay Public Library Board approves the changes to the Equipment Use Policy."

CARRIED 11-31

CAP Purchases

Moved by Connie Bryson and seconded by Chris Stewart that the Terrace Bay Public Library Board approves CAP purchases of colour printer toner cartridges, 4 flash drives, 2 copies of Windows 7 Home Premium Software, 2G ram upgrade, Epson scanner, an external hard drive, 6 USB keyboards & a wireless keyboard/mouse combo, from Northern Computers in the amount of \$2,700.70."

CARRIED 11-32

Coffee Sales

Discussion was held and the request of a \$1.00 donation to the library for a hot beverage will remain unchanged.

Zawada Donation

CEO showed the library board the purchases for the children’s section of the library that were made with the donation from Annabella Zawada Medicine Professional Corporation

Facility Operating Issues

Discussion held

Green Trade Show

Discussion held – the library will have a booth at the show on Saturday, May 14th. CEO and Board Chair will man the booth.

Board Trustee Resignation

Board Chair Moore informed the board that Madge Pirie has regrettably resigned from the library board. The Town CAO will advertise the vacant position.

In Camera

No in camera session was held

Next Meeting

A Library Board Meeting will be held on Wednesday, May 11th @ 5:30 pm in the library.

A Library Board library board meeting will be held on Tuesday, May 24th @ 5:30 pm in the library

Adjournment

Meeting adjourned at 6:50 pm

Chairperson_____

Secretary_____