

**The Terrace Bay Public Library held its regular board meeting on Tuesday, April 13th, 2010 at 5:30pm in the library.**

**Present:** Chair- Irene Moore, Vice Chair Chris Stewart, Directors Madge Pirie and Connie Bryson, Council rep Gino Leblanc and CEO Mary Deschatelets

Meeting called to order @ 5:35 pm

**Declarations of Interest:** none

**Agenda:** Moved by Gino Leblanc and seconded by Chris Stewart that “the amended agenda be approved”

**CARRIED 10-13**

**Minutes:** Minutes of the February 9<sup>th</sup> and March 9<sup>th</sup> 2010 meetings were reviewed.

Moved by Chris Stewart and seconded by Madge Pirie that “the minutes of the February 9<sup>th</sup> and March 9<sup>th</sup> 2010 meetings be approved.”

**CARRIED 10-14**

**Business arising from the minutes** – Board Chair Moore informed the board that she received a thank you email from Schreiber Library CEO Donna Mikeluk for hosting a meeting with the Schreiber Library Board.

**Other**

Book Bags – Moved by Chris Stewart and seconded by Gino Leblanc that “the Terrace Bay Public Library Board approve the sale of the new library book bags for \$2.00 each.”

**CARRIED 10-15**

Advanced Public Library Leadership (APLL) – CEO gave a description of the program that is run through SOLS to the board. The program involves training in the areas of Library Legislation, Libraries & Community Development, Municipal Cultural Planning and Influence and Advocacy. It is a two year program that is completed through a series of online courses and a once annual attendance for classroom sessions. They agreed that this type of training would be beneficial to the Library as well as the Township. The library’s training budget does not allow for this but the board will apply for a scholarship through the SOLS 15 million education fund.

Moved by Connie Bryson and seconded by Chris Stewart that “the Terrace Bay Public Library Board apply for funding from the SOLS education fund in order for the CEO to participate in the Advanced Public Library Leadership program.”

**CARRIED 10-16**

Cultural Centre Steering Committee – Discussion was held regarding the vacancy on the CC Steering Committee that was created by the resignation of Deb Brazeau from the library board. Irene Moore will fill the vacancy.

Ontario Library Service –North Annual Joint Conference –

Moved by Gino Leblanc and seconded by Chris Stewart that “ the Terrace Bay Public Library Board approves the attendance of 2 staff members at the OLS North annual library conference to be held in Sudbury on May 11, 12 & 13<sup>th</sup>, 2010. Travel and accommodations to be subsidized by OLS-N and the remainder of expenses to be paid by the library.”

**CARRIED 10-17**

### **Planning and Board Orientation**

Board Chair Moore presented a chart with the information that she gathered from the directors. Discussion was held and it is the belief of the board and staff that once the library is located in its new facility that many programs and plans will fall into place. It was determined that a new technology plan needs to be developed to coincide with the new facility.

### **New Business**

**Green Trade Show** –Terrace Bay will host a Green Trade Show on April 24<sup>th</sup>. The library will have a booth at the trade show showcasing our green information resources as well as selling our new book bags. Schreiber Public Library will share the booth with us. Irene Moore and Madge Pirie will man the booth along with Pam McKeever from Schreiber.

**Hearts and Flowers Fund-** the board and staff’s Hearts and Flowers fund has been emptied through the last two purchases. Each member is asked to contribute \$20 to replenish this fund that honours life events.

**Library Credits Balance** – The library’s current balance of library credits through the Ministry of Culture’s 15 million fund is \$12, 863.83 The credits will be used towards technology purchases for the new library facility. These funds will be used to support the library’s upcoming technology plan.

**2010 Budget** –CEO presented the 2010 library budget to the board. Moved by Madge Pirie and seconded by Connie Bryson that “the Terrace Bay Public Library Board approves the 2010 budget in the amount of \$160.564.63”

**CARRIED 10-18**

The budget will be submitted to council for final approval.

**Library Logo Colours** – The board viewed the different suggestions for the colours of the new library logo. A decision was not made. The CEO will bring it to the staff for their opinions.

**Board Fund Raiser** –The board has raised \$189.00 so far through their “Pass the buck” campaign. Chair Moore will distribute more of the campaign envelopes to the board members.

**Policy review Committee** – A vacancy on the policy review committee was created with the resignation of Deb Brazeau.

Moved by Connie Bryson and seconded by Gino Leblanc that ‘the Terrace Bay Public Library Board appoint library board director Chris Stewart to the Policy review Committee.’”

**CARRIED 10- 19**

**Correspondence - Information Items**

Moved by Connie Bryson and seconded by Madge Pirie that “the Terrace Bay Public Library Board accept the correspondence package for February and March 2010 as presented.”

**CARRIED 10-20**

**Correspondence – Action Items**

**Lake Superior High School** –request the Library to sponsor and present an award at the 2010 graduation.

Moved by Gino Leblanc and seconded by Connie Bryson that “ the Terrace Bay Public Library Board sponsor a graduation award for Lake Superior High School in the amount of \$25.00.”

**CARRIED 10-21**

Board Director Connie Bryson will present this award.

**Financial Disbursements**

Moved by Connie Bryson and seconded by Madge Pirie that “the Terrace Bay Public Library Board approves the financial disbursements for February and March 2010.”

**CARRIED 10-22****CEO Report – March & April 2010**

Moved by Connie Bryson and seconded by Gino Leblanc that “the Terrace Bay Public Library Board accepts the CEO reports for March & April 2010 as presented.”

**CARRIED 10-23****New Shelving**

Discussion was held regarding the use of library reserve funds to purchase shelving for the new library. The shelving was originally included in the scope of the Cultural Centre project but due to budget overruns it was removed. Because it was originally part of the project it was suggested we request that council move money from the contingency fund to library reserves to reimburse us if there are contingency funds left.

Moved by Connie Bryson and seconded by Madge Pirie that “ the CEO order the new shelving for the new facility and that the CEO use the reserve fund to do so.”

**CARRIED 10-24**

## **CEO's Report for March 2010**

### **Statistics for February 2010**

Total Circulation: 1172 materials and 439 computer uses

Persons entering the library: 1698

Inter Library Loans: 44 received and 28 loaned

Knowledge Ontario: NA

Hits to our website: 699

Pools: No rotation

CNIB : 1 Braille book received and 1 returned

Language:

Winner of the monthly draw: Joanne Moore

### **Revenues for February 2010**

Total Revenue for February: \$77.75

Material donations added to our collection : 33 adult paperbacks

### **Programming:**

Two sessions of Rock Band were held. The Katimavik group left and a new group will be arriving on March 3<sup>rd</sup>. They will continue running the after school gaming program for children and youth.

Best Start families and their co-coordinator attended the library three times in February. They read stories, did puzzles, use the literacy kits and enjoy the Early Literacy Station.

Lunch Bunch adult reading group met to discuss "Can't wait to get to heaven" by Fannie Flagg. The book for March meeting is Nineteen Minutes by Jodi Picoult. There were 6 members in attendance.

The Blue Spruce Forest of Reading program began on Friday, February 5<sup>th</sup> and will run for 10 weeks. 19 children from grades SK to 3 from the Terrace Bay Public School attend the library weekly to hear the story, do an activity and will vote for their favourite book at the end of the program. St. Martin's school was contacted to participate as well but they declined.

Olympic programming – Our 2 CAP students created on line Olympic trivia challenges for patrons of all ages. Prizes were red Olympic mittens. We displayed some of our sports collection and the torch was on display and available for people to come in and have their picture taken with it.

February 1<sup>st</sup> saw our 7 day loan books changed to the “EXPRESS LANE”! The selected books are signed out for a period of 7 days with no renewals or holds allowed. They are usually hot best sellers. They are posted in the library and on our website and are identified in the library on a special shelf with signage. The books remain in the express lane for one month.

I travelled to Toronto on Feb 2<sup>nd</sup> to attend a focus group meeting that derived from last fall’s Libraries 2010 summit. Our focus group which included representatives from small, large and first nation’s libraries discussed libraries as community spaces. It was very interesting and many good directives came from the discussion. There were 4 other focus groups that met to discuss the other topics from the summit. The directives from the focus groups will be compiled and presented to libraries. This will be the direction that Ontario libraries take to 2010.

It was very reassuring to note that many topics in our group’s discussion on community spaces reflected exactly what we are creating with our new Cultural Centre.

My advanced Excel course, Policy Writing, began on Feb. 1<sup>st</sup>. My instructor is from Kitchener/Waterloo.

Met with Katimavik project co-coordinator, Alexa ?, to review our experience with the program. New group will arrive in the community on March 3.

Met with Brian Doig to finalize the IT project agreement. It will be distributed to the partnering libraries and a signed copy will be kept here at our library. Northern will bill our library on behalf of all the libraries, we will then submit quarterly to SOLS for reimbursement.

Application for a summer student grant was submitted. If successful, the grant will cover 50% of the student's wages for 9 weeks of work.

Health and safety inspection of the library was done by the township's committee on March 10<sup>th</sup>. There were no issues identified.

All staff received Service Ontario to Businesses Initiative training on Feb 10<sup>th</sup> by webinar.

A staff meeting was held Feb 10<sup>th</sup>. No health and safety issues. Scheduling and March Break programming were discussed. Staff was given an update on the Cultural Centre project. They also reviewed the draft logos and expressed their opinions.

The OLS-North conference is being held in Sudbury in May. OLS-N subsidizes 2 delegates from our library to attend. I will be attending. I asked Justina and Jean to take a look at the conference schedule. I told them that if they would like to attend the conference and if there were workshops that they would benefit from to discuss it with me. To date neither of them has approached me.

The library was closed on Monday February 15<sup>th</sup> for Family Day.

Northern Computers, as part of our IT project, installed the program Deep Freeze on all of the public access computers and laptops in the library. This ensures that any changes to settings or anything downloaded is not saved.

Attended the Cultural Centre twice with Dean to review what's taking place there and to discuss some window changes. Staff and board were invited for a tour on Fri Feb 26<sup>th</sup>. Met with Dean to discuss electrical outlets and data port locations. Met with Dean to discuss change of tiles in the washrooms. Met with Dean to discuss the changes to the table in the teen area.

Shelving quote secured from Brodart.

Library bag quote secured from N'Take.

Our application to the Education Fund to attend the OLA conference was denied. Not attending conference.

## **CEO's Report for April 2010**

### **Statistics for March 2010**

Total Circulation: 1223 materials and 370 computer uses

Persons visiting the library: 1915

Inter Library Loans: 53 received 38 loaned

Knowledge Ontario: 50 sessions

Hits to our website: 587

Pools: 15 DVDs returned

CNIB : 1 Braille book received and 2 returned

Language: NA

Winner of the monthly draw: Barb Hopper

### **Revenues for March 2010**

Total Revenue for March: \$ 226.50

Material donations added to our collection : 68 adult paperbacks

### **Programming:**

Six sessions of the after school Rock Band program were held. New Katimavik group arrived March 3 and Ben started his volunteer work running the program at the library on March 11<sup>th</sup>.

Best Start families and their co-coordinator attended the library twice in March. Although they are a small group they enjoy reading stories and using the ELS.

Lunch Bunch adult reading group met to discuss "Nineteen Minutes" by Jodi Picoult. There were 6 members in attendance. The group is currently reading Friends, Lovers, Chocolate by Alexander McCall-Smith. They will meet in April to discuss this novel.

The Blue Spruce Forest of Reading program was held 3 times with the Terrace Bay Public School during the month of March. Voting will take place in April.

We have registered our library for the TD Summer Reading Club. It may be a challenge to hold this program as it will be running during our move to the new library.

March Break Activities – the library partnered with the Recreation Department to offer the families in Terrace Bay and Schreiber a variety of economical activities to participate in during the March Break.

We prepared a brochure that went out to all the mailboxes in town and advertised on our website.

A games day was held. 15 kids came to play team Pictionary. Each participant received an Easter treat.

33 children came to enjoy a puppet show and stayed to make a paper bag puppet following the show.

25 children came for craft day and each made a St. Patrick's Day mobile and paper cup dog.

The CAP student offered a cyber camp for children aged 8 and up but unfortunately there were no attendees.

Katimavik ran a special Rock Band Day and 7 youth attended.

Met with the Community Development Supervisor several times over the month to discuss issues related to the new Cultural Centre. Decisions were made regarding bathroom tiling, internet and phone service.

Board Chair Moore took a tour of the building.

Attended 2 OLS Webinars. One on community development and the other on Developing Community Partnerships. Also attended a webinar on setting up an Overdrive Download Station in the library.

My Advanced Excel course, Policy Writing is completed. Final exam was written the week of March 22. Justina is currently writing her exam for her Excel Basic Collection Development course.

Met with Katimavik project co-coordinators Alexa and Rachel. Due to funding cuts to Katimavik, Terrace Bay and Schreiber are being taken out of the program. The last rotation will take place in August. I offered a letter of support for the program for reinstatement of funding and they said that they would get back to me on it. We discussed having the final group of volunteers help us move into the new library if the timing is right.

Thank you to Director Connie Bryson for hosting our meeting with the Schreiber library board. Everyone viewed it as successful and hopefully we will meet again and perhaps collaborate on some projects.

Met with Don McArthur in his capacity as a member of the Jackfish Remedial Action Plan Committee. He wanted to know if the library would be interested in being involved in overseeing some research and writings being conducted with regards to the Jackfish Area. I told him that we would be and he will get back to me with more information.

Thank you to Board Chair Irene Moore and Director Madge Pirie for attending the Seniors Health Fair in order to represent and promote the library.

Met with Paula Kenney to discuss the library's partnership in the "Passport Program". This program is designed to get people with disabilities out in their communities. Paula works with Chris Ballentine and they will be attending the library together on a weekly basis beginning in April. Chris will be set up in the library to work on creating Braille books. The books when completed, will be donated to the library.

A lead from the Seniors Health Fair will see us supporting the North Shore Family Health Team in their Biggest Loser Challenge. Our CAP student is creating a brochure of recommended websites and library materials that may help the participants with their healthy living challenge.

On Saturday March 13<sup>th</sup> the ELS screen was damaged. Natalie Boucher was working and witnessed the intentional scratching of the screen. I met with the very young child and with her mother. This family does not have money to repair or replace the screen. They also deal with mental health issues and use the library frequently as a resource. We spoke at length about respecting other people's property and how everyone shares the things in the library. I spoke to the mother about caring for her child while in the library. The meeting concluded with the family being encouraged to still attend the library and the punishment of the child not being able to use the computers

in the library indefinitely. She was told if she shows good behavior and that she can care for all the things in the library properly then maybe she will be allowed to use the ELS again some day.

March 19 – Northern Computers changed the power supply on the main circulation desk computer.

March Break week – March 15 to 19<sup>th</sup>. Used book sale held.

Work with the auditors from Grant Thornton during the week of March 29<sup>th</sup>. They are auditing the year 2009. They thanked me for being so organized and making their job easy.

Jean Fention and I registered for the OLS-North Sudbury conference to be held May 11-13<sup>th</sup>.

**In-Camera session -none**

The next meeting of the Terrace Bay Public Library Board will be held at 5:30 pm on Tuesday, May, 18, 2010 at the library.

Meeting adjourned @ 7:05 pm

Chairperson \_\_\_\_\_

Secretary \_\_\_\_\_