

**The Terrace Bay Public Library Board held its regular board meeting on Tuesday, December 6<sup>th</sup>, 2011 in the library.**

**Present:** Chair- Irene Moore, Vice Chair- Chris Stewart, Trustees Connie Bryson & Anna Woods, Council rep Michael King and CEO, Secretary/Treasurer Mary Deschatelets  
Part: Township CAO Carmelo Notarbartolo

Meeting called to order at 5:32pm

**Regrets:** none

**Declaration of Interest:** none

Township of Terrace Bay CAO Carmelo Notarbartolo addressed the library board with regards to the township's budget. He spoke about the temporary closure of the local pulp mill. As well, he informed the board that 2013 will be a tax re-assessment year for the mill and that most likely will have an impact on the 2013 budget. He requested that the library board, when preparing their budgets, keep these things in mind and barring wages and salary, try and come up with a budget that reflects a 0% increase.

Board Chair Moore thanked the CAO for attending the meeting and for his open communication with the library board.

Carmelo left the meeting.

**Agenda:** Moved by Anna Woods and seconded by Connie Bryson that "the agenda be approved"

**CARRIED 11-77**



**Chair's Report for December 2011:**

Board Chair Moore gave an oral report. She announced her resignation from the FOPL board and her appointment to the OLBA. She informed the board that FOPL has scrapped the submission to the commission This had previously been endorsed by our library board. FOPL is also conducting a Facilities Study on libraries in Ontario and a Children's Needs study.

**Board Orientation/Planning**

Deferred to next meeting.

**For approval:**

**Minutes:** Draft minutes of the November 8<sup>th</sup>, 2011 meeting were reviewed.

Moved by Connie Bryson and seconded by Mike King that "the minutes of the November 8<sup>th</sup>, 2011 meeting be approved."

**CARRIED 11-78**

**Treasurer's report:****Financial Disbursements:**

Moved by Mike King and seconded by Anna Woods that "the Terrace Bay Public Library Board approves the financial disbursements for November 2011 as presented."

**CARRIED 11-79**

**For Discussion:**

Business Arising: none

**For Information:**

Moved by Connie Bryson and seconded by Michael King that "the Terrace Bay Public Library Board receives agenda items 12 & 13 as presented."

**CARRIED 11-80**

**CEO's Report for December 2011****Statistics for November 2011**

Materials Circulation: 1,094 & 320 CAP site visits

OVERDRIVE (downloadable audio and e books): 18 check outs

Persons visiting the library: 1,684

Room bookings: 13

Inter Library Loans: 59 received and 16 loaned

Electronic visits to the library: 1,643

Tackle Share: NA

CNIB: 3 Braille books received & 4 returned

**Revenues for November 2011**

Total Revenue for November: **\$623.00**

\$154.00 – Sundry revenue (coffee sales, fax etc.)

\$93.00 – Overdue fines

\$76.00 – sales (copies, printing)

\$100.00 – donations

\$200.00 - Grants (travel grant from OLS-N)

**Material Donations:**

24 Adult Fiction & 6 DVDs (added to collection)

Madge Pirie renewed 2 magazine subscription donations to the library (Explore & Wired)

Irene Moore donated hot chocolate & coffee for sales as well as a 40 cup coffee urn to use when larger events are being held in the library.

**Digitization Project**

Coral & Terri, the digitization assistants, will be finished their contracts in December. The majority of the local history information that we had in our collection has been digitized however a large collection of material was recently brought in from Terrace Bay Pulp. This material unfortunately will not be able to be digitized before the end of the assistant's contracts. My goal, since the material is not organized well, is to have the newly formed Historical Society sort through the material and put it in order. When they have completed that task, hopefully we will have an assistant in the library who can work at digitizing it.

I attended an Our Ontario webinar on the CD Project. Our Ontario will be charging fees, beginning in June of 2012, for the use of the VITA software and for hosting and displaying our collection on their site.

**Programming & Partnerships**

- Two Genealogy workshops were held on November 1<sup>st</sup>.
- Michelle from the Township Recreation Department and I hosted the bi-monthly Inter Service Networking Meeting in the library on Nov 9<sup>th</sup>.
- The CAP students did a great job putting together a Remembrance Day electronic display in the library. The Navy League partnered with us on the display. Lots of positive comments from our patrons, it was well received.
- 20 Grade 12 English students from the High School attended the library to select a novel for an assignment. They were given a tour, signed up for library cards and assisted with their book selections.
- A group of seniors from the Long Term Care Unit visited the library on Nov 16<sup>th</sup>. They spent the afternoon enjoying the library and took out material to bring back to their home with them.
- The Lunch Bunch reading group met to discuss Exit Lines by Joan Barfoot.

- An E Reader Workshop was held on Nov 22. Participants explored various models and their features and prices
- Family Story time is being held on Wednesdays. There is a time conflict with a Family Place program that is being run. I have contacted their co-coordinator with regards to this issue.
- Books Are For Eating program kicked off on Nov 28<sup>th</sup>. This is a 4 week program in which we are partnering with the Family Place. Children ages 5+ come to the library for stories, learn about different cultures and then cook and eat something from that culture. We are using the kitchen in the hall for this program.

### **Training**

- Jean and I attended an Overdrive webinar on patron assistance.
- I attended an OLS-N webinar on Community Development – Culture
- Jean had training with Deanna Stachiw on the use of the hall kitchen so that we can run our Books Are For Eating program there
- Jean & I attended a webinar on the database Book Cloud formerly called Tumble Books

### **Other**

- Thank you cards were sent to Mary Clara & Karen for their donation of the framed poster for the library.
- I contacted Fran at Canada Post to see if they would like to have a Santa mailbox in the library. She thanked us for offering but declined saying that this was a Canada Post “project”.
- I submitted pictures of our youth area, promethean board and ELS to OLS-N to be included in a photo essay of what libraries spent their “credits” from the 15 million grant on.
- I submitted comments (that we discussed at the board meeting on Nov 8th) on the draft submission to the commission from FOPL on behalf of the library board.
- The library was closed for Remembrance Day.
- New Saturday hours of operation were implemented Nov 12<sup>th</sup>.
- The township gave us 8 of their prepaid radio spots on CFNO to advertise upcoming programming and change of hours.
- We conducted the annual one week survey for the Ministry of Culture from Nov 21-26<sup>th</sup>
- I attended a JASI teleconference: discussion was held around the renewal of our license with Sirsi Dynix. OLS-N guaranteed that they would not make a decision about changing vendors

without further consultation from the JASI members, as was our major concern. We will have an opportunity to view other software that they are considering and offer feedback before a decision will be made. A plan for a province wide ILS is being developed which may have an impact on the JASI license renewal issue.

- A Policy Review Committee meeting was held Nov 29<sup>th</sup>

### **Correspondence Action Items**

None

### **New Business**

#### **EBSCO renewal**

Moved by Anna Woods and seconded by Chris Stewart that "the Terrace Bay Public Library Board approves the renewal of the EBSCO periodical contract for 2012 in the amount of \$1,183.08"

**CARRIED 11-81**

#### **McNaughton Renewal**

Moved by Connie Bryson and seconded by Chris Stewart that "the Terrace Bay Public Library Board approves the renewal of the McNaughton book leasing agreement for 2012 in the amount of \$2,727.90"

**CARRIED 11-82**

#### **CAP Purchases**

Moved by Mike King and seconded by Chris Stewart that "the Terrace Bay Public Library Board approves CAP site purchases of 4 towers, 3,22" monitors, 2 cordless keyboard and mouse sets & 4 copies of Windows 7 from Northern Computers in the amount of \$2979.00 plus HST."

**CARRIED 11-83**

#### **Food For Fines**

Moved by Mike King and seconded by Anna Woods that "the Terrace Bay Public Library Board accepts donations of non-perishable food items in lieu of overdue fines for the month of December. Food to be donated to the local food bank."

**CARRIED 11-84**

**FOPL Membership**

Moved by Chris Stewart and seconded Anna Woods that "the Terrace Bay Public Library Board renews its membership with the Federation of Ontario Public Libraries for 2012 in the amount of \$50.00"

**CARRIED 11-85**

**Policies Review**

Moved by Connie Bryson and seconded by Mike King that "the Terrace Bay Public Library Board approves the changes to the job descriptions of Library Assistant 2 and Library Assistant 3 as presented by the Policy Review Committee".

**CARRIED 11-86**

Moved by Anna Woods and seconded by Chris Stewart that "the Terrace Bay Public Library Board approves the changes to the Collection Development Policy as presented by the Policy Review Committee."

**CARRIED 11-87**

Moved by Connie Bryson and seconded by Mike King that "the Terrace Bay Public Library Board approves the changes to the Personnel Policy as presented by the Policy Review Committee."

**CARRIED 11-88**

**In Camera**

Moved by Mike King and seconded by Chris Stewart that "the board proceed in camera in order to address a matter pertaining to personal matters about an identifiable individual, including municipal local board employees and or labour relations or employee negotiations

**CARRIED 11-89**

Moved by Chris Stewart and seconded by Mike King that "the board move out of the in camera session."

**CARRIED 11-90**

In camera discussion concerned a matter about an identifiable individual and or employee negotiations.

**Next Meeting**

The next regular library board meeting will be held on Tuesday, January 10<sup>th</sup>, 2012 @ 5:30pm in the library.

**Adjournment**

Meeting adjourned at 7:50 pm

**Chairperson**\_\_\_\_\_

**Secretary**\_\_\_\_\_