

The Terrace Bay Public Library held its regular board meeting on Tuesday, January 11th, 2011 in the library.

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

Regrets : none

Meeting called to order at 6:43pm

Declaration of Interest: none

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

CARRIED 11-01

Chair’s report:

December/January

What Have I Been Doing?

- Writing, re-writing and writing again
- Acceptance Speech for OLA awards dinner
- Magazine article for Access OLA (Spring Edition) Thank you very much!

Registered for the conference & signed up for the following sessions:

- ❖ OLBA Leadership by Design
 - The Human Book
 - AODA
 - Update on the 15 Million
 - E Content
 - Book Club Refresher
- ❖ Awards Dinner: Thursday, February 3, 2011
- ❖ Federation of Ontario Public Libraries (FOPL)
 - Nominating Committee
 - Contacting Northern Caucus Reps re: formula
 - Proofreading the Annual Report (Marketing)
 - AGM Preparations: Feb 2, 2011

- ❖ Ontario Library Service North (OLSN)
 - Business Plan
 - CEO Evaluation
- ❖ Terrace Bay Public Library
 - Policy Reviews
 - Planning: TBPL and Trustee Workshop
 - CEO Review: memo to Municipality

For approval:

Minutes: Draft minutes of the December 14th , 2010 meeting were reviewed.

Moved by Chris Stewart and seconded by Madge Pirie that “the minutes of the December 14th , 2010 meeting be approved as presented.”

CARRIED 11-02

Treasurer’s report:

Financial Disbursements:

Moved by Madge Pirie and seconded by Gino Leblanc that “the Terrace Bay Public Library Board approves the financial disbursements for December 2010.”

CARRIED 11-03

For Discussion:

Budget 2011:

Moved by Connie Bryson and seconded by Chris Stewart that “the Terrace Bay Public Library Board approves the draft 2011 budget for the library, to be submitted to the township treasurer.”

CARRIED 11-04

For Information:

Moved by Connie Bryson and seconded by Gino Leblanc that “ the Terrace Bay Public Library Board receives items 11 & 12”

CARRIED 11-05

CEO's Report for January 2011

Statistics for December 2010

Total Circulation: 986

Persons visiting the library: 1,438

Inter Library Loans: 35 received 23 loaned

Knowledge Ontario: NA

Hits to our website: 1,585

Pools: 20 Large Print Books received and 20 returned

CNIB : NA

Revenues for December 2010

Total Revenue for December: \$530.75

Material donations added to our collection: 30 Adult Fiction, 3 Adult Non-fiction, 15 Children's books and 7 DVDs

I attended the Township's Strategic Planning meeting with Board Chair Moore.

We received a DAISY Reader from CNIB- we now have 3 available for our patrons to use.

OLS-N sent us a door mat as a congratulations gift for our new library.

It has the "It takes a library to raise a community" logo on it.

Rock Band was held 4 times this month. Average attendance is 5 kids per session in both age groups.

I met with Emily Joubert regarding her request to hold a Storytime program. The program will begin on January 11 and run Tuesdays from 6:15 – 7:15 pm. Parents must be attendance with their children.

Justina will do the planning (set a theme, choose books, games & a craft) and the parents will execute the program. There will be no charge for this program but the parents will donate craft supplies as needed. We will run until spring.

We received the board room tables and chairs from the township. A thank you letter was sent to the mayor and council for their generous donation to the library.

The library received a donation from the defunct Entertainment Series Committee in the amount \$3,406.00. It is earmarked for children's programming and or cultural events. A thank you letter was sent.

I participated in a "networking with our peers" program evaluation survey. A Christmas puppet show was held – Coral Peltó, a drama and arts student volunteered with Justina to perform the show. Public School grades JK-3 , the children from the day care centre and families from the Best Start

program all attended. 26 children in total attended. Thank you cards were sent to both Justina & Coral for their efforts.

The Lunch Bunch Adult reading group held a special Christmas luncheon – They are reading Eat, Pray, Love for January.

5 members were in attendance.

I attended an Overdrive webinar regarding the new collection of e books that are available. We learned how to download e books to compatible devices. We had some issues with the wireless internet system in the building and the ability to access our databases. I contacted the township who directed me to contact Bell directly. After much frustration we resolved the issue. It took a week & a half. The databases are now accessible.

Irene generously donated coffee and cups to the library.

The new table for the youth area arrived. This expense is to be covered by our library credits.

I purchased 3 E Readers. I had a discussion with Atikokan Library about best practices for circulating them as they have experience.

Holly Smith from LSHS contacted me regarding the co-operative education program. I told her that we will gladly have someone work at the library in the next school semester.

Paulette Brend has volunteered to do some maintenance work on the history panels at the community centre.

I prepared a draft budget for 2011 and submitted to the board for approval. It received board approval and was submitted to the town treasurer on Dec 23rd.

I was contacted by JASI re: SVA (Sirsi Voice Automation). This service calls patrons regarding their overdue material. Since the system does not jive with how we handle our over due materials, I opted out until we can poll our patrons to see if they would like this service and or change how we handle overdue materials.

The ladies that work for the township requested that their annual Christmas party be held in the fireside room. I agreed and it was held on Dec. 19th.

The Seniors organization is making use of our meeting rooms.

I have collected the year end IT Project Evaluations from the other participating libraries. I am working on a business plan with OLS-N in order to be able to look for sustainability funding.

Our final claims were submitted to Service Ontario.

Our final claims were submitted to SOLS for reimbursement from our library credits.

Winners of the Christmas gift baskets were Jen Simmer and Ross Campbell.

We collected 3 boxes of food that were brought over to the food bank.

Met with Karen Mikkonen to set up genealogy workshops to be held in January.

Madge Pirie generously donated 2 magazine (Explore & Wired) subscriptions to the library.

Jean Fenton, Library Assistant 1, was on vacation from Dec 23 – Jan 4 inclusive.

Correspondence Action Items

FOPL membership

Moved by Gino Leblanc and seconded by Chris Stewart that the “Terrace Bay Public Library Board approves the renewal of the library’s membership with FOPL for 2011 in the amount of \$50.00”

CARRIED 11-06

New Business

CEO Attendance at OLA Conference

Moved by Chris Stewart and seconded by Madge Pirie that “the Terrace Bay Public Library Board approves the attendance of the CEO at the OLA 2011 library conference in Toronto on February 2-5th. Expenses to be subsidized by the library.”

CARRIED 11-07

FOPL Resolution for Provincial Funding Formula

Moved by Connie Bryson and seconded by Gino Leblanc that “the Terrace Bay Public Library Board supports the FOPL funding formula”.

CARRIED 11-08

Board Elections

The CEO took charge of the meeting and called for nominations for the position of chair of the library board for 2011.

Moved by Madge Pirie and seconded by Connie Bryson that “Irene Moore be nominated for the position of Chairperson of the Terrace Bay Public Library Board for 2011.”

CARRIED 11-09

Irene accepted the nomination. Hearing no other nominations for the position Irene was elected Chairperson.

Chair Moore took back charge of the meeting.

Nominations were called for the position of Vice Chair of the library board.

Moved by Connie Bryson and seconded by Gino Leblanc that “Chris Stewart be nominated for the position of Vice Chairperson of the Terrace Bay Public Library Board for 2011.

CARRIED 11-10

Hearing no other nominations for the position, Chris Stewart was elected Vice –Chair.

In Camera

No in camera session was held

Next Meeting

The next regular board meeting will be held on Tuesday, February 22nd, 2011 at 5:30pm in the library.

Adjournment

Meeting adjourned at 7:10 pm

Chairperson _____

Secretary _____