

**The Terrace Bay Public Library held its regular board meeting on Tuesday, June 22<sup>nd</sup>, 2010 at 5:00 pm in the library.**

**Present:** Chair- Irene Moore, Director Connie Bryson, Council rep Gino Leblanc and CEO Mary Deschatelets

**Regrets:** Madge Pirie, Chris Stewart

Meeting called to order @ 5:05 pm

**Declarations of Interest:** none

**Agenda:** Moved by Gino Leblanc and seconded by Connie Bryson that “the agenda be approved”

**CARRIED 10-36**

**Technology Presentation:** CEO gave a demonstration and explanation of the Sony E Reader.

**Minutes:** Minutes of the May 18<sup>th</sup>, 2010 meeting were reviewed.

Moved by Connie Bryson and seconded by Gino Leblanc that “the minutes of the May 18<sup>th</sup>, 2010 meeting be approved as presented.”

**CARRIED 10-37**

**Business arising from the minutes** – request to Council re: Cultural Centre Contingency Fund. CEO read a letter to the board from Town CAO Carmelo Notarbartolo stating that council approved the purchase of library shelving with library reserve funds and that further, when the Cultural Centre was complete and if there are remaining contingency funds, council will review all the items removed from the initial project and determine from there whether they would refund the library reserve account for the amount of the shelving.

**Other**

July 2<sup>nd</sup> library closure.

Moved by Gino Leblanc and seconded by Connie Bryson that “ the Terrace Bay Public Library Board approves the closure of the library on Friday July 2<sup>nd</sup>, 2010 in order for all staff to have a long weekend.”

**CARRIED 10-38**

Town Staff Meeting – discussion was held regarding the town staff meeting called by the CAO for June 30<sup>th</sup>, 2010. It was determined that Jean Fenton will be on holidays and therefore not required to attend. Summer student Chantal Bernard, Justina Pelto and the CEO will close the library from 12:30 until 3:30 in order to attend the meeting.

**Planning and Board Orientation** – Board Chair Moore spoke on Board Succession Planning and some draft documents that she had prepared were reviewed. The board agreed that this was a good direction to move in and Board Chair Moore will finalize the document and present them back to the board for their approval in September.

### **New Business**

#### **Cultural Centre update**

CEO gave the board an update on how the Cultural Centre project is progressing.

#### **New Library Grand Opening**

Discussion was held regarding the grand opening of the new library. It was decided that the CEO and board's efforts will go into assisting the town with the grand opening for the whole centre rather than planning a separate grand opening for the library. The organizing committee for the grand opening will consist of 2 library representatives, 2 senior representatives and 2 township representatives.

#### **Board Fundraiser**

The commissioned piece of metal work with the library's new logo on it has been completed and delivered to the library thanks to Charlie and Irene Moore. The board will request that council allow it to be mounted on the front of the new library.

Moved by Connie Bryson and seconded by Gino Leblanc that “ the Terrace Bay Public Library Board issue a cheque from their fundraiser revenue to Irene Moore in the amount of \$300.00 to reimburse her for the purchase of the artwork the board had commissioned to commemorate the new library.”

**CARRIED 10- 39**

**Policies review**

Moved by Gino Leblanc and seconded by Connie Bryson that “the Terrace Bay Public Library Board approves and accepts the Program Evaluation and 2010- 2015 Technology Plan as recommended by the Policy review Committee.”

**CARRIED 10-40**

**Furniture Purchase**

Moved by Connie Bryson and seconded by Gino Leblanc that “the Terrace Bay Public Library Board approves the purchase of a sofa for the new library fireside reading room, from The Brick, in the amount of \$399.00 plus applicable taxes.”

**CARRIED 10-41**

**Library Credit Card**

Moved by Gino Leblanc and seconded by Connie Bryson that “ the Terrace Bay Public Library Board approves the CEO to apply in the library’s name for a Visa credit card with a credit limit of \$2,000.00 from CIBC.”

**CARRIED 10- 42**

**Correspondence - Information Items****Correspondence – Action Items**

none

**Financial Disbursements**

Moved by Connie Bryson and seconded by Gino Leblanc that “the Terrace Bay Public Library Board approves the financial disbursements for May 2010.”

**CARRIED 10-43**

**CEO Report – June 2010**

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

**CARRIED 10-43**

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

### **Statistics for May 2010**

Total Circulation: 1136 & 267 CAP Site visits

Persons visiting the library: 1376

Inter Library Loans: 26 received and 19 loaned

Knowledge Ontario: NA

Hits to our website: 955

Pools: 20 Talking Books received and 20 returned

CNIB : 1 Braille book returned

Language: NA

Winner of the monthly draw: Jeanette McBride

### **Revenues for May 2010**

Total Revenue for May: \$410.50

Material donations added to our collection: NA

### **Programming:**

Six sessions of the after school Rock Band program were held. Ben's last day was May 20<sup>th</sup>. We did his final evaluation together and I gave him a letter of reference to use in the future. It was a pleasure having him work at the library. The next Katimavik group arrives from Yellowknife the week of May 25<sup>th</sup>. They will do workplace tours on May 27<sup>th</sup>.

The Rock Band program will be put on hold for now as participation drops off as the weather gets nicer. With Katimavik withdrawing from Terrace Bay this fall, perhaps we can look at getting a high school student to run the program with their mandatory volunteer hours.

Lunch Bunch adult reading group met to discuss "A Spot of Bother" by Mark Haddon. There were 4 members in attendance. The book that they are currently reading is "Still Alice by Lisa Genova." The June meeting will take place on Wednesday June 23rd.

Chris Ballentine attended the library 4 days this month to participate in the "Passport Program" for people with disabilities. Chris continues to work on translating children's books to Braille. He has donated 6 books to the library's collection.

The Tackle Share program was used twice this month.

Katimavik performed a puppet show on May 20<sup>th</sup>. The elementary school children in grades JK – 2 were invited to attend as well as the children from the day care centre and the Early Years program. There were 48 people in attendance. The kids were read a story in French and one in English before the show. It was very well done and enjoyed by all.

The library was closed May 24<sup>th</sup> for Victoria Day.

Met with Dean Main, Community Development Supervisor, several times over the month to discuss issues related to the new Cultural Centre. A meeting of the Cultural Centre steering committee was held on Friday, May 21<sup>st</sup>. We were given a tour of the building and informed of the progress. The grand opening was discussed and a sub committee will be formed to organize this. Other operational questions about the building and related to the library that we had, were not answered at this time.

Prepared a letter to the CAW union outlining the library board's decision to change the library hours of operation and the resulting staff changes. The letter also informed them of the possible elimination of a part time position if the 2011 budget does not reflect funding levels returned to normal. At the town CAO's request, I submitted this letter to him and he was to get in touch with the union regarding the changes.

Jean Fenton and I travelled to Sudbury May 11- 13<sup>th</sup> to attend the OLS-North Joint Library conference.

The Annual Survey of Public Libraries was submitted online on May 6 to the Ministry of Culture. This is mandatory in order to receive per capita funding.

White solar lights removed from wall sconces on exterior of building. Irene donated and planted the flower pots to put in them for the summer. Flowers supplied by the township were planted in the front bed.

Jolene Bonnema made a donation of \$250.00 to the library. The donation was the proceeds from the dance recital that she held. I sent a thank you card to her on behalf of the board and staff.

A congratulations card was sent to Fort Frances Public Library, from our board and staff, for the grand opening of their new library and technology centre on June 21<sup>st</sup>, 2010.

Justina created a face book page. We will use this to promote the library, get our news out and advertise programs and events being held. If you have a facebook account you can become a fan of the Terrace Bay Public Library!

A Policy Review Committee meeting was held May 26<sup>th</sup>. Policies reviewed were personnel, technology, facility use, safety security and emergency & program evaluations.

JASI issues – 3 times this month. One incident was over the entire weekend. The system had been running pretty smoothly up until these incidents. OLS-N did not have a clear reason why there were problems.

I met with Brian from Northern Computers regarding the North Shore IT project. We reviewed the quarterly evaluations from each partner library. There are some issues with Marathon that we are trying to resolve. The group held a meeting during the OLS-N conference.

Emailed letter of support regarding the library book rate to MP Bruce Hyer. We need to insure that this special book rate remains in place for libraries.

**In-Camera session –none**

The next meeting of the Terrace Bay Public Library Board will be held at 5:30 pm on Tuesday, September 14<sup>th</sup>, 2010 at the library.

Meeting adjourned @ 6:40 pm

Chairperson \_\_\_\_\_

Secretary \_\_\_\_\_