

The Terrace Bay Public Library Board held its regular board meeting on Tuesday, June 28th, 2011 in the library.

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

Meeting called to order at 5:36pm

Regrets: none

Declaration of Interest: none

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

CARRIED 11-46

Chair's Report:

Webinar- May 26

The Board as a Team- Key Points

- Interesting presentation
- Jane Hilton, Chair of the Whitby PL and former President of OLBA
- Looked at duties of the board, organization of the board, and the team approach to effective boards. She also touched on dysfunctional boards.
- Four stages of team: forming, storming, norming, adjourning.
- Stressed consensus, open communication, honesty, trust, transparency, enthusiasm, motivation, diversity.
- Boards must listen to one another, to stakeholders and to the community.

OLS-N Board Meeting- June 17-19

- Professional development
- Budget/business plan discussion
- Capacity Building Grant: roll out
- Successful Conference: may not be one next year
- Final reporting on the 15M, 1.9 rollout, 2M database investment

Federation of Ontario Public Libraries

Marketing Task Force Teleconference: June 2,

OntarioPLWeek Plans: approval for posters and bookmarks: "Our Library: A Place Unbound"

- Proposal unveiled for infrastructure funding similar to the 2006 Recreation Research: same company Monteith/Brown surveying

libraries to look at current situation and at future conditions
 Timeline: End of August with report to be issued in December, optimistically

- New website design to be rolled out by the fall
- Meetings with each of the party leaders or designates re position on library funding
- Attempt to re-build bridges with the MOCT
- Next meeting September 24 in Toronto

Other

Cultural Days Suggestions for Mary

Annual Survey: exactly what information do we require?

Test it on the board and staff so that there are no errors.

Discussion was held regarding the possible cancellation of the OLS-N conference in 2012 due to lack of funding. The board felt that this was an important conference for northern libraries and that it should not be cancelled. The board will advocate in order to keep this conference alive. The CEO will bring up the subject at the OLS-N semi annual networking meeting to be held in the fall.

Board Orientation and Planning

Board Chair Moore spoke briefly on the rules of order for board meetings and on tying the board evaluation to the board goals and the CEO evaluation to CEO goals.

For approval:

Minutes: Draft minutes of the May 24th, 2011 meeting were reviewed. Moved by Chris Stewart and seconded by Connie Bryson that "the minutes of the May 24th, 2011 meeting be approved."

CARRIED 11-47

Treasurer's report:

Financial Disbursements:

Moved by Michael King and seconded by Connie Bryson that "the Terrace Bay Public Library Board approves the financial disbursements for May 2011"

CARRIED 11-48

For Discussion:

Business Arising: none

Trustee Bryson commented positively on the Community Digitization Project newspaper article about our local project.

For Information:

Moved by Connie Bryson and seconded by Michael King that "the Terrace Bay Public Library Board receives items 11 & 12 as presented."

CARRIED 11-49

CEO's Report for June 2011**Statistics for May 2011**

Materials Circulation: 1,053

Computer usage: 328

OVERDRIVE (downloadable audio and e books) circulation: 24 checkouts

Persons visiting the library: 1,395

Room bookings: 15

Inter Library Loans: 67 received & 35 loaned

Hits to our website: 1,303

Tackle Share: 3

Pools: NA

CNIB: 10 Braille books ordered & 2 received

Revenues for May 2011

Total Revenue for May: \$ 349.00

Material donations added to our collection: 10AF, 1 JNF, 11 DVDs

Irene Moore donated coffee (for sales) to the library

Digitization Project

Mauricio & Coral attended the library booth at the Green Trade Show on May 14th to promote the project through a slide presentation. There seemed to be quite a bit of interest in the project and they connected with a number of people who may have material they can bring in to be digitized.

A workshop on photographing artifacts was held in our library on May 16th with all DA s and CEOs attending. Work on creating the design of the website for the project continues.

Programming & Partnerships

The last Story Time session for this season was held on May 11th.

Genealogy workshops were held on May 2. Final workshop for the season will be held on June 6th.

The Lunch Bunch met on June 1st to discuss "Consultation".

The Superior Seniors are holding a twice a week, 6 week, advanced computer training course with Forest Notwell of the Adult Learning Centre. This course is being held in the library computer lab.

The Association for Community Living group meets weekly at the library.

A presentation on Elder Abuse was held in the library on May 31st.

Training

Justina and I attended the OLS-N Joint Conference in Sudbury on May 3, 4 & 5th. We both were able to attend many worthwhile workshops and participate in networking sessions with our peers.

I attended a webinar on Summer Reading Club ideas and passed the information along to Jean who will be running the program. She was away on vacation and unable to attend the webinar.

I attended a webinar on the Capacity Building Grant from the Ministry of Culture.

Other

High school co-op student Ashley McBride continues to work on attaining a high school credit with us. She should have completed all of her 110 hours of work by the middle of June.

I met with Brian of Northern Computers regarding our North Shore Libraries IT grant. We reviewed the minutes of the meeting of the members of the group that was held during the Sudbury conference. I have scheduled Promethean Board training for the library board and staff in the fall.

I attended the library booth at the Green Trade show on May 14th with Irene and the Digitization Project team. We did some networking and promoted the library. Irene held a fundraiser and raised enough money for the library board to purchase the piece of garden art that they had previously chosen.

An OPP Safety training session was held in the library on May 17th for municipal employees. Topics included personal safety and working alone. The Health and Safety committee set up this training.

The children's interactive panels arrived and were installed in the children's section in the library. They are being enjoyed by our young patrons.

I spoke with SOLS regarding the connectivity fund. They requested information on the speed of our internet service. I supplied them with that information. The government would like all libraries to have a minimum internet speed and those who do not meet the minimum are eligible for funding to increase their speed. They have not yet replied if we meet the minimum requirements.

I had a meeting with James Brown regarding our website. We are going to implement a donation section on the library website outlining our donation policy and inviting people to make donations of various types to the library. QR codes have been imbedded in our website so that people who have a smart phone can scan them for different applications. We can also use them in our newsletters and pamphlets to refer people back to the website for more information. We have added Book Myne, a smart phone ap, to the website. You can access your library account with this ap. An ap for OVERDRIVE has also been added. Audio books & E books can be downloaded to a smart phone with this ap.

I purchased and picked up the garden art in Thunder Bay. Lucien and I concreted it into the garden at the north side of the library.

I had a conversation with head maintenance caretaker Real regarding library spring cleaning. I requested that the windows be washed inside and out, that the board room furniture be vacuumed and washed, that the computer lab be vacuumed, and that the fireplace granite be cleaned. He said he would direct his staff to do this work.

Correspondence Action Items

Township invitation to participate in the Canada Day Market Place.

The CEO informed the board that she would hold a used book sale in the market place on July 1st.

New Business

Policies Review

Moved by Chris Stewart and seconded by Connie Bryson that "the Terrace Bay Public Library Board approves the changes and additions as recommended by the Policy Review Committee with regards to the following policies: Planning, Advocacy, Public relations, Trustee Guidelines, Trustee Orientation, Board Training, Terms of Reference for Board officers & Board Evaluation, and that the changes and additions be reflected in the library's policy manual."

CARRIED 11-50

Summer Employee

Moved by Connie Bryson and seconded by Chris Stewart that "the Terrace Bay Public Library Board approves the hiring of Bryce St. Louis

as a Summer Student Library Assistant at the rate of \$9.60 per hour for 135 hours of work from June 27th to August 28th, 2011.

CARRIED 11-51

2010 Annual Report

Moved by Chris Stewart and seconded by Connie Bryson that "the Terrace Bay Public Library Board approves the 2010 Annual Report as presented by the CEO and that it be distributed to the community."

CARRIED 11-52

Library holiday season hours of operation

Moved by Chris Stewart and seconded by Connie Bryson that "the Terrace Bay Public Library Board approves the closure of the library December 24th to December 27th inclusive and December 31, 2011 to January 2, 2012 inclusive."

CARRIED 11-53

In Camera

No in camera session was held

Next Meeting

The next regular library board meeting will be held on Tuesday, September 13th, 2011 @ 5:30pm in the library.

Adjournment

Meeting adjourned at 7:10 pm

Chairperson_____

Secretary_____