

The Terrace Bay Public Library held its regular board meeting on Tuesday, March 8th, 2011 in the library.

Present: Chair- Irene Moore, Directors -Connie Bryson and Madge Pirie, and CEO Mary Deschatelets

Regrets: Council rep Michael King and Vice Chair Chris Stewart

Meeting called to order at 5:35 pm

Declaration of Interest: none

Agenda: Moved by Connie Bryson and seconded by Madge Pirie that "the agenda be approved."

CARRIED 11-11

Chair's report:

The Power of C: Collaboration

OLA Super Conference February 2-5, 2011

Inclement weather in Thunder Bay curtailed some of the first day's activities.

Federation of Ontario Public Libraries AGM

Two administrative people run the organization: David Allen CEO and Erin Menzies Administrative Assistant

Volunteer and in-kind services

Jim Bennett returned as Chair of the Board (Ottawa PL Trustee)

Northern Caucus Reps:

✚ Sandra Weitzel Dryden PL CEO

✚ Margaret Maclean Large Urban Northern Thunder PL Vice Chair

✚ Irene Moore

Thursday, February 3

Session 1

OLBA Leadership By Design

Good session for new trustees, but not one that suited me. I expected updates, but did get to share what we had used from the OLBA website for training purposes with our board.

EXPO

Vendors galore with a strong emphasis on technology.

Picked up several catalogues: Mary made me carry them home!

Session 2

Human Book

Fantastic session

Three viewpoints: school, university, library

Concept came out of Denmark in 2000

The idea is to present a one-one conversation with someone from the community who has experienced hardship, or prejudice to gain mutual respect for culture, address prejudice, and overcome bias and to do it in a safe environment. One example was of a woman who had escaped from Iran and immigrated to Canada and face prejudice because she did not speak English well. Interested people book appointments to speak with the person and spend 30 minutes in conversation.

Session 3

Ministry of Tourism and Culture

Steven Davidson Deputy Minister

Overview of Ministry commitment to libraries

Encouraged to continue to write letters of support for the new funding formula, emphasizing how that money would assist the community and support government agenda. The policy makers and advisors were all in the room. The more information they have the better they are equipped to bring forward library concerns.

Continue to write proposals and ask for funding for special programs even though the grant was merged. There were more dollars dropped into the LSDF. Trillium grants continue to be a viable option working with the municipality to access grants.

Awards Dinner

Reception

Dinner: antipasto, chicken, roast potatoes, veggies, and a huge piece of layer chocolate cake.

North cleaned up in a few awards. Margaret Sedgewick: OLBA

Librarian of the year from Fort Frances,

Marzio Apolloni Lifetime Achievement from OPLA Bruce County, but a Sudbury native

ME: shared with Jan Harder from the Ottawa PL

February 3

Session 1

AODA: In 2001, "May", not the language says "Must", "Shall".

Customer Service Component

Planning stage forr the other pillars

Director, Inspector, no notice inspections

Violations result in fines: huge

Libraries and municipalities have about 10 years to comply.

However: libraries need to have policies in place dealing with adaptive technology: something as simple as signage indicating large print available, Braille, and hearing impaired devices. Potential cost is huge for some of the equipment.

Whether the province will assist with grants is likely as there are some grants already available. What exists now may be enhanced.

Session 2

E-books

Hamilton PL and Toronto PL

Problems with Overdrive

- Not user friendly not troubleshooting availability and library staff are spending more and more time assisting people
- Huge surge in e-book readers after Christmas gummed up the works downloading books
- American content
- Visually impaired have difficulty with the menus as do hearing impaired.
- Good News: two Canadian publishers just announced that they are coming on board and that will mean thousands of more books.
- 3:1 ratio in Hamilton 6:1 ratio in Toronto

Session 3

Book Club Refresher

Good session

Relaxing

Upcoming:

Webinars

OLSN meeting February 25

Planning for trustee get-together in April- looking for input

Board Orientation and Planning

Board Chair Moore handed out documents to assist board members in their advocacy goals. She then conducted an exercise from the OLBA Leadership By Design program, asking board members to rate their knowledge of library boards. She will take the results of this exercise and apply future orientation to the areas of weakness.

For approval:

Minutes: Draft minutes of the January 11, 2011 meeting were reviewed.

Moved by Madge Pirie and seconded by Connie Bryson that "the minutes of the January 11th, 2011 meeting be approved as presented."

CARRIED 11-12

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

Moved by Connie Bryson and seconded by Madge Pirie that "the Terrace Bay Public Library Board approves the financial disbursements for January & February, 2011."

CARRIED 11-13

For Discussion:**For Information:**

Moved by Madge Pirie and seconded by Connie Bryson that "the Terrace Bay Public Library Board receives information items 11 & 12 on the agenda."

CARRIED 11-14

CEO's Report for February 2011**Statistics for January 2011**

Total Circulation: 149 computer uses & 1,041 materials checked out

Persons visiting the library: 1,405

Inter Library Loans: 53 received and 30 loaned

Hits to our website: 1,696

Pools: NA

CNIB: 2 Braille books received and 2 returned

Revenues for January 2011

Total Revenue for January: \$ 215.00

Material donations added to our collection: 4 adult fiction

The library was closed on Monday January 3rd for the stat holiday.

The library is now open on Saturdays from 1-5pm and we are receiving positive feedback from patrons on this.

The Dilico agency is accessing the library as a place to hold visitations between parents and children.

The Association for Community Living workers Paula Kinney and Tracey Pope are accessing the library to work with their clients. Chris Ballentine attends the library weekly and is working on creating Braille books that are added to our collection.

Tracey Pope is working with her clients in the computer lab. They bring their own educational software.

A meeting of the Grand Opening committee was held in the library on January 6th and the Grand Opening took place on January 11th. It was successful. Thank you letters were sent to Schreiber Library for the painting that they presented our library with, Township of Schreiber for the plant that they sent and Joyce Cunningham for the flowers that she sent.

I also sent a thank you card to Paulette Brend who has been working on the history panels in the Community Centre. We are planning an unveiling of the new "In Memoriam" board when she is completed her work on that panel.

The Storytime program for parents and children began on Wed. Jan 12th. It will run until spring.

Jean has contacted the elementary schools to see if they would like to participate in the Blue Spruce program. Terrace Bay Public School will attend the library weekly for 10 weeks to participate in this reading program, beginning February 7th.

St. Martin's school declined to participate even though Jean offered to go to their school to run the program.

Two Genealogy workshops were held Jan. 24th and Jan. 27th. There were 18 people in attendance.

Some of the workshop participants are enthusiastic about starting a historical society or association for Terrace Bay. The workshops will continue being held the first Monday of every month with an afternoon and an evening session. We will schedule a meeting of those interested in starting a society for Terrace Bay.

The Books for Babies program has been rekindled. I was in touch with the public health nurse that does the home visits when a baby is born. On behalf of the library she will present the new parents with a book courtesy of the library and a brochure about the library and some information about early literacy. Justina updated the literacy brochure and I purchased the books. The program will re-start with the 2011 New Year baby. The program will apply to both Terrace Bay & Schreiber.

The Lunch bunch Adult reading group met on Wed Jan 18th. They watched the movie Eat, Pray, Love. They are now reading The Memory Keeper's Daughter. 5 members met on February 16th.

To celebrate Family Literacy Day and to promote family literacy the library held a special Story time session for families. Everyone came in their pajamas and brought Teddy bears to hear special stories and make a paper bag puppet craft. Snacks and refreshments were served. There were 16 in attendance.

The library website has been revamped and now includes new colours, our new logo and updated pictures of the new library.

Our new logo has also been applied to our online card catalogue and web reporter, thanks to OLS-N.

Our CAP student Michael Slaving accepted full time employment elsewhere. His last day at the library was January 11th. There are still 236 hours of work available and I am presently searching to find a new CAP worker for the duration of the project.

The new e resources came into effect on January 1, 2011. We no longer have our databases through Knowledge Ontario but rather through our consulting agencies OLS-N & SOLS. The funding for this project came from the Ministry of Culture.

I registered our library for the TD summer reading club.

I contacted the township regarding applying for a Trillium grant to purchase display cases for the Cultural Centre but have not heard back from them yet.

A letter of support for the FOPL funding formula was sent to the Ministry of Tourism & Culture from our library.

All staff has registered for Compass 101 training on the new e resources. This is a 10 week program to be done online beginning February 7th.

Staff attended webinars on the e resources as well as OVERDRIVE, downloadable audio and e books.

I am registered for an Advanced Excel library course entitled "Understanding the Municipal Environment". It will begin on February 7th.

I met with Brian of Northern Computers and together we reviewed the library's technology plan and current situation. We have mapped out plans to spend our CAP \$ in the amount of \$3,757.00

The library's customer service pamphlet was updated and distributed to the hospital and other agencies around town.

I spoke with Peg Campbell regarding an "artist in residence" program at the library. We are looking at the possibility of applying for an Ontario Arts Council grant to run this program.

I submitted our nomination and application for the OLS-N merit award for physical spaces. Thank you to Sean Irwin from the township for his assistance with pictures and a supporting letter.

CEO's Report for March 2011

Statistics for February 2011

Total Circulation: 1,027 materials loaned and 209 computer uses

Persons visiting the library: 1,534

Inter Library Loans: 47 received 22 loaned

Hits to our website: 1,594

Pools: 1 LP received

CNIB: NA

Revenues for February 2011

Total Revenue for February: \$ 333.75

Material donations added to our collection: 24 adult paperbacks & 1 juvenile non-fiction

Digitization Project

Mauricio Flores is the Facilitator for the project. He will oversee the Digitization Assistants (4) in Nipigon, Schreiber & Terrace Bay. He arrived on February 1st and will be living in Terrace Bay until the scheduled completion of the project in December. Schreiber Librarian Donna Mikeluk and I held interviews for the assistant for Terrace Bay. Terri Burrows was hired to work on the Terrace Bay collection. She will work for 35 hours per week until mid December. Our library hosted the initial training for the 3 library CEOs, the 4 assistants and Mauricio on Feb 14th. Training was done by Skype with the KO project manager Jess Possgate. Since then, Terri has attended several online training sessions and will begin scanning our collection soon. James Brown will serve as our site administrator for the online collection.

Programming

Storytime is still running every Wed evening. I met with the group rep, Emily Joubert; she reported that the families are very satisfied with the program and how it is being run.

Genealogy workshops continue to be very popular. We have 18 people registered. They meet monthly as a group but Karen meets with individuals to assist them one on one. The Ancestry database is being very well used and enjoyed.

The students from the Public School attend the library every Thursday for the Blue Spruce program.

Chris Ballentine is attending the library every Thursday to work on creating Braille books for the library.

The Lunch Bunch met for their monthly meeting. There were 5 members in attendance.

A meeting was held with our staff & the recreation department to plan our partnered programming for the March Break.

Training

Trustees Moore & Bryson and I attended at webinar on the Public Libraries Act.

I attended a webinar on marketing OVERDRIVE

I attended a webinar on marketing libraries.

Jean Fenton attended a CNIB webinar on the Partners program.

Justina continues to work on her EXCEL library courses. She also attended training in Schreiber at the Best Start Centre on how to run a "Books are for Eating" program at the library.

I have started my Advanced EXCEL library course.

All staff is currently enrolled in the 10 week COMPASS 101 online course learning about the new e resources.

Other

Bryce St. Louis was hired for the CAP YI position. He began on February 7th and his contract will end on March 31. He is fitting in very well at the library and has been very helpful in assisting people with their e readers and downloading e books from OVERDRIVE.

I submitted our application for a summer student grant for a 9 week/270 hour position. This is a 50/50 wage grant. We should know by early May if we are successful.

I attended the OLA conference in Toronto on Feb 3rd & 4th with Board Chair Moore. The conference was very good as usual and I attended several very informative sessions as well as the awards dinner when Irene was presented with the James Bain Medallion.

A Library Board Policy Review Committee meeting was held to review and update several policies.

Attended a budget meeting with Board Chair Moore and Township Treasurer Stan Spadoni to review our draft budget before it was brought to council.

Following up on a suggestion from Trustee Bryson, 5 new literacy kits were created and added to the collection.

Met with Township Special Projects Co-coordinator Sean Irwin at his request to discuss cost of use hydro pricing and how the library can assist the town in saving energy & money.

OLS-N Technology Advisor Jeff Laitenan visited the library Feb 23rd. He dealt with some issues surrounding JASI and tweaked our system.

Northern Computers delivered and installed new CAP equipment.

Correspondence Action Items

McCausland Hospital Auxiliary – donation request

Moved by Connie Bryson and seconded by Madge Pirie that the "Terrace Bay Public Library Board approves the donation of 75 library book bags to the Auxiliary To The McCausland Hospital"

CARRIED 11-15

OLS-N Leadership Summit Level II

no action taken

Lake Superior High School Graduation Award

Moved by Madge Pirie and seconded by Connie Bryson that the Terrace Bay Public Library Board "approves the donation of a graduation award for a Lake Superior High School graduate in the amount of \$25.00"

CARRIED 11-16

Seniors Health and Wellness Information Fair

Discussion was held and it was determined that Board Chair Moor and CEO Deschatelets will attend a booth at the fair and promote the services of the library.

Library Board Members regional Workshop

Discussion was held and Chair Moore, Director Bryson and CEO will attend the workshop in Nipigon on Saturday April 9th at their own cost.

New Business

Advanced EXCEL Library course for CEO

Moved by Madge Pirie and seconded by Connie Bryson that "the Terrace Bay Public Library Board gives approval for the CEO to take one Advanced Excel library course in the winter term at a cost of \$85.00"

CARRIED 11-17

Policies Review

Moved by Connie Bryson and seconded by Madge Pirie that "the Terrace Bay Public Library Board approves the changes to the Children's Service, Inter Library Loan, Advocacy & Community Information policies and adopts the Corporate Credit Card, Donations & Program Evaluation policies."

CARRIED 11-18

CAP purchases

Moved by Madge Pirie and seconded by Connie Bryson that the Terrace Bay Public Library Board approves CAP purchases for 2 Acer computer systems and a cordless keyboard & mouse from Northern Computers in the amount of \$1,465.61."

CARRIED 11-19

CAP YI hiring

Moved by Connie Bryson and seconded by Madge Pirie that the Terrace Bay Public Library Board approves the hiring of Bryce St. Louis for the position of CAP Youth Intern for 236.5 hours of work at \$11.00 per hour to be completed by March 31, 2011. Wages to be reimbursed 100% by the OLA CAP YI program."

CARRIED 11-20

2009 Annual Report

Moved by Madge Pirie and seconded by Connie Bryson that the Terrace Bay Public Library approves "the 2009 Annual Report to the Community as presented." **CARRIED 11-21**

Digitization Project Agreement

Moved by Connie Bryson and seconded by Madge Pirie that the Terrace Bay Public Library Board approves "entering into the Community Digitization Project Agreement with Nipigon & Schreiber Libraries, OLS-North and Knowledge Ontario"

CARRIED 11-22

Facility Operating Issues

Deferred

Library Closure –Easter Weekend

Moved by Madge Pirie and seconded by Connie Bryson that the Terrace Bay Public Library Board "approves the closure of the library from April 22 to April 25, 2011 inclusive."

CARRIED 11-23

In Camera

No in camera session was held

Next Meeting

The next regular board meeting will be held on Tuesday, April 12th, 2011 @ 5:30 pm in the library

Adjournment

Meeting adjourned at 7:00 pm

Chairperson_____

Secretary_____