

The Terrace Bay Public Library Board held its regular board meeting on Tuesday, May 24th, 2011 in the library.

Present: Chair- Irene Moore, Vice Chair- Chris Stewart, Trustee Connie Bryson and CEO Mary Deschatelets
Digitization Facilitator Mauricio Flores (part) & Digitization Assistant Terri Burrows (part)

Regrets: Council Rep Michael King

Meeting called to order at 5:35pm

Moved by Connie Bryson and seconded by Chris Stewart that "the Terrace Bay Public Library Board acknowledges and accepts the excused absence of Michael King from attending the library board meeting held May 24th, 2011."

CARRIED 11-45

Declaration of Interest: none

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

CARRIED 11-36

Digitization Project Presentation:

Digitization Facilitator Mauricio Flores gave a brief presentation on the scope of the overall project, explained the significance of the project and informed the board as to what has been accomplished to date. Digitization Assistant Terri Burrows explained the actual process of digitizing the local history collection. They both then answered questions from the board regarding the project. Mauricio and Terri left the meeting.

Chair's Report:

Chair Moore gave an oral report on her attendance at the Green Trade Show and the contacts she made that day. She informed the board of the fundraiser that was held and of the fact that enough money had now been raised to purchase the garden art sculpture for the library.

Board Orientation and Planning

CEO reported on her gap analysis research. A small discussion was held with regards to the decision making process.

For approval:

Minutes: Draft minutes of the April 12th, 2011 and May 11th, 2011 meetings were reviewed.

Moved by Connie Bryson and seconded by Chris Stewart that "the minutes of the April 12th, 2011 & May 11th, 2011 meetings be approved."

CARRIED 11-37

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

Moved by Chris Stewart and seconded by Connie Bryson that "the Terrace Bay Public Library Board approves the financial disbursements for April 2011 and accepts the final 2011 library budget information as presented."

CARRIED 11-38

For Discussion:

Business Arising: none

For Information:

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

CARRIED 11-39

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

Total Circulation: 1,453

Persons visiting the library: 1,782

Room usages: 20 bookings

Inter Library Loans: 55 received 25 loaned

Hits to our website: 1,483

Pools: NA

CNIB: 1 Braille book returned

Revenues for April 2011

Total Revenue for April: \$ 223.50

Material donations added to our collection: 18 adult fiction

Irene Moore donated coffee to the library for sales

Chris Stewart donated coffee to the library for sales

Lorraine Prill donated coffee to the library for sales

Digitization Project

The project is moving forward in a positive manner. Mauricio will attend the library booth at the Green Trade Show on May 14th and promote the project through a slide presentation.

A meeting with the DF, Terrace Bay DA, I and Donna Mikeluk, lead library, was held to discuss the progress of the project.

A workshop on photographing artifacts was held in our library on May 16th with all DA s and CEOs attending.

Programming

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

Attendance dropped off as the weather improved. We will resume this program in the fall.

Genealogy workshops continue to be very popular. We have 20 people registered. A final session for the season will be held on June 6th. The group will break for the summer and resume in the fall. We will try and form a Historical Society in the fall as well.

The JK-3 students from the Public School completed the 10 week Blue Spruce reading program on April 20th. They voted for their favourite book and Jean cast their ballots online.

Chris Ballentine and his worker attend the library every Thursday to work on creating Braille books for the library.

The Lunch Bunch met on April 20th to discuss "Cutting for Stone".

There were 4 members present. Their next selection is "Consultation". They will meet on June 1st.

The library partnered with Leslie Josus to hold a Mother's Day Jewelry making workshop on April 30th. 20 children were in attendance and we received a lot of positive feedback on this program. Leslie enjoyed it as well and is willing to partner with the library in the future on other workshops.

The seniors have begun a twice a week 6 week 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 to work on their computer skills. They are also creating a cookbook.

Training

All staff has completed the 10 week online Compass 101 training session on the new e resources.

Justina has completed her Excel courses and will graduate at the conference in Sudbury in May.

I attended webinars on Culture Days activities, Completing the Annual Survey and Branding

Trustee Bryson, Board Chair Moore and I attended a regional library trustee development workshop in Nipigon on Saturday, April 9th.

Other

Jean Fenton took vacation from April 21 – May 8 inclusive.

I delivered our library pamphlets, Books on Wheels pamphlets and Donation pamphlets to the hospital to be put on display there.

High school Co-op student Ashley McBride continues her work at the library to obtain a high school credit. She is learning quite a bit and is very helpful.

I completed and submitted an information document on the library to be included in an arts and culture directory being produced in Thunder Bay for the area.

I received personal safety information sheets from the Health and Safety Committee. I requested each staff member to read the information and we had a discussion around it. An information session with the OPP is being set up. All staff will attend.

Board Chair Moore and I took library volunteers Paulette Brend and Karen Mckinnon out for lunch at Drifters as a thank you.

A thank you card was sent to Madge Pirie for her time spent on the library board. An advertisement from the Township calling for applications to be on the library board is currently running

The library was closed for Easter weekend.

Board Chair Moore presented library staff with small gifts to recognize Professional's Week.

Correspondence Action Items

Thunder Bay Public Library invitation to Grand Opening Celebration.

CEO Deschatelets will attend the Grand Opening of the new Mary J.L. Black Library on Saturday June 11, 2011 on behalf of the Terrace Bay Public Library if she is available to do so.

New Business

Policies Review

Moved by Connie Bryson and seconded by Chris Stewart that "the Terrace Bay Public Library Board approves the Code of Behaviour Policy and that it be added to the policy manual.

CARRIED 11-40

Moved by Chris Stewart and seconded by Connie Bryson that "the Terrace Bay Public Library Board approves the changes to the Procedural By-Laws Policy."

CARRIED 11- 41

Moved by Connie Bryson and seconded by Chris Stewart that "the Terrace Bay Public Library Board approves the Amendment to By-Laws Policy and that it be added to the policy manual."

CARRIED 11-42

Moved by Chris Stewart and seconded by Connie Bryson that "the Terrace Bay Public Library Board approves the Financial Control/Oversight Policy and that it be added to the policy manual."

CARRIED 11-43

Graduations

Staff or Board members will attend each of the four graduations to present the library awards.

Ministry of Culture Investment in Public Libraries Capacity Building Grant

CEO informed the board of the grant that the library will be receiving from the Ministry of Culture in the amount of \$2,407.00. She also explained the criteria that must be met. Discussion was held, no decisions were made.

OFAH Tackle Share Program

Moved by Connie Bryson and seconded by Chris Stewart that "the Terrace Bay Public Library Board approves renewing the library's partnership with the Ontario Federation of Anglers and Hunters in order to run the Tackle Share Program."

CARRIED 11-44

In Camera

No in camera session was held

Next Meeting

The next regular library board meeting will be held on Tuesday, June 28th, 2011 @ 5:30pm in the library.

Adjournment

Meeting adjourned at 7:25 pm

Chairperson_____

Secretary_____