

**The Terrace Bay Public Library held its regular board meeting on Tuesday, November 30<sup>th</sup>, 2010 at 5:30 pm in the library.**

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

**Regrets :** none

Meeting called to order @ 5:40 pm

**Declaration of Interest:** none

CEO gave the library board a brief demonstration of the new Promethean board.

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

**CARRIED 10-64**

**Approval of consent items:**

Moved by Madge Pirie and seconded by Connie Bryson that “ items 14.1,14.2,14.3,14.5 & 14.9 be received.”

**CARRIED 10-71**

**Chair’s report:** Chair Moore gave an oral report on the meetings she attended in November. She was in Sudbury on November 19<sup>th</sup> for OLS-N meeting and Nov 24<sup>th</sup> in Toronto for a FOPL meeting. While there she attended an MPP reception at the legislature. She reported that about 60 MPPs were present and that she had an opportunity to speak with several regarding libraries. She also spoke with the Honorable Michael Chan, Minister of Tourism and Culture.

**For approval:**

**Minutes:** Draft minutes of the October 12<sup>th</sup>, 2010 meeting were reviewed. Moved by Chris Stewart and seconded by Gino Leblanc that “the minutes of the October 12<sup>th</sup>, 2010 meeting be approved as presented.”

**CARRIED 10-65**

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

Moved by Connie Bryson and seconded by Chris Stewart that “the Terrace Bay Public Library Board approves the financial disbursements for October 2010.”

**CARRIED 10-66**

**For Discussion:****Budget Parameters 2011:**

The CEO reported that the town treasurer has requested a draft 2011 budget from the library board by December 13<sup>th</sup>. The direction was to try and stay within the 2010 budget parameters. Discussion was held on staff hours, library operating hours and education and travel items. It was decided that the CEO will prepare a budget reflecting an increase in the budget for these items & email it for approval to the board before presenting it with the rationale to the treasurer.

**OLA Award:** The board has nominated Irene Moore for the James Bain Medallion, Public Library Trustee of the year 2010.

**Spring 2011 Trustee Workshop:** Chair Moore spoke briefly on this event that she is helping to co-ordinate. It is to be held in Nipigon.

**OLS-N Awards Nomination**

Nominations are open for OLS-N awards. The CEO will nominate the Terrace Bay Public Library for Physical and Virtual Spaces award.

**For Information:****CEO's Report for November 2010****Statistics for October 2010**

Total Circulation: 262 computer uses and 1113 materials checked out

Persons visiting the library: 2,270

Inter Library Loans: 30 received and 30 loaned

Knowledge Ontario: 207 connections

Hits to our website: 1,963

Facebook : 73 monthly active users, average of 97 visits per week to page

Pools: 20 TB received and 20 returned

CNIB : 2 Braille books returned

Language: NA

**Revenues for October 2010**

Total Revenue for October \$ 454.25

Material donations added to our collection:

3 adult fiction & 6 adult non-fiction

The CAP YI position was advertised and closed on Friday Oct 1. Michael Slavin was hired for the position, beginning work on October 13. He will work 420 hours until March 31, 2011. This program is 100% funded by the Ontario Library Association CAP YI Program.

The new library opened its doors on Monday October 4<sup>th</sup>, 2010.

The new magazine rack arrived and was put in place in the fireside room.

Attended town wide staff meeting at CAO's request. He made an announcement of the township winning a Northern Ontario Business Award.

I tried to attend the library marketing symposium webcast but due to technological difficulties I was unable to connect and participate.

Completed the library shipping tool survey to keep the Canada Post library rate in effect and to lobby to include non- book materials in that rate.

The library was closed on Monday October 11 for the stat holiday.

Marjorie Robinson – Desrosiers made a donation of \$200 to the library in memory of her son Mark Liebrock.

Advanced polls for municipal elections were held on Oct 13<sup>th</sup> and 19<sup>th</sup>.

Municipal elections were held in the library on Monday October 25<sup>th</sup>. There were several facility use issues that arose – election officials smoking at the

front door of the building, use of library facility without library staff present, unauthorized use of staff room, noise levels and general disruption to the operation of the library. It is my recommendation to the library board that we do not allow this type of event to be held in the library in the future.

Met with Brett Lee Jones – she is working volunteer hours to run the Rock Band after school program 2 days per week. Programming began on Tues Oct 26<sup>th</sup>. Tuesdays are for kids aged 10 and under and Thursdays are for kids aged 11 and up.

Madge Pirie generously purchased 2 wall clocks for the meeting rooms in the library.

Connie Bryson generously donated a box of K cups for our coffee sales. A bicycle rack was installed by the township after several complaints of bikes left in the middle of the entrance and on the sidewalk were received. Irene generously purchased a banner flag for the library with our logo on it. It was installed on the front lawn.

New shelving was shipped from vendor.

Ontario Public Library Week was celebrated from October 18 – 22

Cookies from around the world was a great success!– thanks to Irene and Connie for co-coordinating this event

After several requests from people, the recipes were posted to our website and they will also appear in the upcoming seniors' cookbook publication. The library advertised jointly with the seniors' organization in the ad bag. This worked out well for both.

Elementary school class visits were held all week long – tours of the new library were given and the children had a chance to enter our contests.

Patron of the year was awarded to Ed & Marilyn Chicoine. We held a small reception with cake and coffee being served in the fireside room.

Our used book sale was launched during library week and ran for 3 weeks.

OPAC has a new theme and has been updated. Several glitches with the JASI system during the month with frequent down times. Web reporter tool was rolled out.

I attended the joint SOLS, OLS-N meeting in Thunder Bay on October 28<sup>th</sup> – Agenda included discussion around the draft Newman Report, ERK Technology Report and an evaluation of the \$15 million grant from the Ministry of Culture.

Mike (CAP worker) attended Service Ontario training and Services to Business Training sessions through webinar.

Our library's JASI concerns were related to the committee in order to be addressed at their meeting early in November.

“Moved by Connie Bryson and seconded by Chris Stewart that” the Terrace Bay Public Library Board accepts the CEO's report for November 2010 as presented.”

**CARRIED 10 -67**

### **Correspondence Information Items**

The board reviewed and accepted the correspondence package.

### **Correspondence Action Items**

none

### **New Business**

#### **Library Holiday Hours**

Moved by Chris Stewart and seconded by Gino Leblanc that “ the Terrace Bay Public Library Board approves the hours of library operation as CLOSED on December 28<sup>th</sup> and 29<sup>th</sup>, 2010 and January 3, 2011 for the statutory holidays.”

**CARRIED 10- 68**

#### **EBSCO magazine subscriptions renewal**

Moved by Connie Bryson and seconded by Chris Stewart that “ the Terrace Bay Public Library Board approves the renewal of the EBSCO magazine subscriptions agreement for 2011 in the amount of \$1,384.17”

**CARRIED 10- 69**

#### **E Reader Purchase**

Discussion was held regarding the purchase of E Readers for the library from the remaining library credits with SOLS.

Moved by Gino Leblanc and seconded by Chris Stewart that “ the Terrace Bay Public Library Board approves the purchase of three Sony E Readers and associated accessories for the lowest price at the time of purchase from one of the three quotes provided.”

**CARRIED 10-70**

**In Camera** - none

**Next Meeting**

The next regular board meeting will be held on Tuesday, December 14<sup>th</sup>, 2010 at 5:30 pm at 29 Lakeview Drive.

**Adjournment**

Meeting adjourned at 6:55 pm

**Chairperson** \_\_\_\_\_

**Secretary** \_\_\_\_\_