

The Terrace Bay Public Library Board held its regular board meeting on Tuesday, October 11th, 2011 in the library.

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

Meeting called to order at 5:36pm

Regrets: none

Declaration of Interest: none

Agenda: Moved by Michael King and seconded by Connie Bryson that "the agenda be approved"

CARRIED 11-64

A flash drive with the library board policies saved to it was given to each member of the board. A hard copy of the revamped document was given to the Chair.

Chair's Report: Chair Moore gave an oral report on a FOPL teleconference that she attended. She reported that she will be attending an OLS-N board meeting in Sudbury at the end of October. She also reported that the CEOs of the Fort Frances and Kenora libraries will be retiring in 2012.

Board Orientation/Planning

Board Chair Moore reviewed the Mission Statement with the board and after a short discussion it was determined that the statement did not require any changes.

Board member goals that were set in January were reviewed. The board will do a self assessment based on these goals in December. The library's strategic plan gap analysis was quickly reviewed and determined that Marketing remains an area to be addressed. Worksheet #3 – Knowledge Gap Analysis from the SOLS Trustee Training Kit was distributed and worked on by board members. Board members will bring answers to questions that arose from the worksheets to the next meeting.

A discussion was held regarding the CEO Evaluation form. It was determined that the library board would continue to use the same Evaluation form as in past years.

For approval:

Minutes: Draft minutes of the September 13th, 2011 meeting were reviewed.

Moved by Michael King and seconded by Connie Bryson that "the minutes of the September 13th, 2011 meeting be approved."

CARRIED 11-65

Treasurer's report:

Financial Disbursements:

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

CARRIED 11-66

For Discussion:

Business Arising: none

For Information:

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

CARRIED 11-67

CEO's Report for October 2011

Statistics for September 2011

Materials Circulation: 1,244

OVERDRIVE (downloadable audio and e books) circulation: 25
checkouts

Persons visiting the library: 1,535

Room bookings: 12

Inter Library Loans: 46 received & 18 loaned

Hits to our website: 1,762

Tackle Share: 1

CNIB: 1 Braille book returned

Revenues for September 2011

Total Revenue for September: \$ 355.50

Material donations added to our collection: 23 Adult & 5 DVDs

Irene Moore donated coffee (for sales) to the library

Digitization Project

Coral & Terri continue to make progress on the project. There is a technical issue with digitizing the audio taped interviews that we are trying to resolve.

Programming & Partnerships

Two Genealogy workshops were held on September 6. There continues to be a lot of interest in these workshops.

Lunch Bunch reading group met on September 21 to discuss Savage Garden.

The library had a booth at the Recreation Department's Annual Fall Fair. We partnered with the Recreation Department and supplied information on the library while we featured a display of harvests from various gardeners. Board Chair Moore assisted in arranging for items, setting up the display and attending the table to give out information and talk to people.

A group of seniors from the Long Term Care Unit visited the library on September 14. They were given a tour of the new facility and they checked out library material to bring home with them.

Training

CEO attended the OLS-N Networking meeting and training session in Thunder Bay on September 29th & 30th.

The Networking meeting discussions centered on OVERDRIVE, E resources, communication with OLS-N, travel reimbursements from OLS-N, JASI and the renewal of the Sirsi Dynix license, financial audits and best practices.

Thunder Bay Public Library provided a training session on Reader's Advisory.

Other

CAP site funding was approved in the amount of \$3,757.00

CAP YI funding approved. Two Youth Interns have been hired for 210 hours of work each.

Staff members have submitted their goals for the next year to me. I met them individually and we discussed and reviewed their goals. I set goals for them as well. Next September we will meet again and do an evaluation.

I have submitted a client survey to OLS-N to help them in their strategic planning.

The Adult fiction collection A-L has been weeded. Staff has prepared the used books for the book sale.

The Juvenile fiction paperbacks A-Z have been weeded and prepared for the used book sale.

We received our library logo lapel pins.

The fan in the circulation desk computer was changed by Northern Computers.

I met with Irene to have a pre budget discussion.

Correspondence Action Items

None

New Business

CAP YI Hiring

Moved by Chris Stewart and seconded by Connie Bryson that "the Terrace Bay Public Library Board approves the hiring of Bryce St. Louis and Paige Gordon as Community Access Program Youth Interns at a rate of \$11.00 per hour for 210 hours of work each from October 2011 to March 2012. To be subsidized 100% by the OLA CAP YI grant."

CARRIED 11-68

OPLW Activities

Ontario Public Library Week is being held October 16 – 22. Library board members will make snacks to be served during Patron Appreciation Day. Candy guess and Pumpkin guess contests will be held. A puppet show to kick off the Story Time program will take place. An illusionist will present a family show at which the schools will attend. The annual used book sale will also be held.

Library Signage

CEO informed the board that BHP fabricated and installed the Welcome/Thanks, Check in and Check out signs at the library.

Capacity Building Grant

Moved by Chris Stewart and seconded by Michael King that "the Terrace Bay Public Library Board approves spending the Ministry of Culture Capacity Building Grant of \$2,407.00 on collection development."

CARRIED 11-69

2012 Library Budget

Item deferred to next meeting

In Camera

Moved by Connie Bryson and seconded by Michael King that "the Terrace Bay Public Library Board proceed in camera in order to address a matter pertaining to personal matters about an identifiable individual, including municipal local board employees."

CARRIED 11-70

Moved by Chris Stewart and seconded by Michael King that "the Terrace Bay Public Library Board move out of in-camera session."

CARRIED 11-71

In camera session discussion was held regarding a library patron and an infraction of the Library Board's Internet Use Policy.

Next Meeting

The next regular library board meeting will be held on Tuesday, November 8th, 2011 @ 5:30pm in the library.

Adjournment

Meeting adjourned at 7:05 pm

Chairperson _____

Secretary _____