

**The Terrace Bay Public Library held its regular board meeting on Tuesday, October 12<sup>th</sup>, 2010 at 5:30 pm in the library.**

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

**Regrets :** Council Rep Gino Leblanc

Meeting called to order @ 5:35 pm

**Declaration of Interest:** none

**Agenda:** Moved by Connie Bryson and seconded by Madge Pirie that “the agenda be approved as amended.”

**CARRIED 10-54**

**Approval of consent items:**

**Chair’s report:** Chair Moore gave an oral report on the new agenda.

**For approval:**

**Minutes:** Draft minutes of the September 14<sup>th</sup> & September 28<sup>th</sup>, 2010 meetings were reviewed.

Moved by Madge Pirie and seconded by Chris Stewart that “the minutes of the September 14<sup>th</sup> & September 28<sup>th</sup>, 2010 meetings be approved as amended”

**CARRIED 10-55**

**Board Succession Planning:**

Moved by Chris Stewart and seconded by Madge Pirie that “the Terrace Bay Public Library Board accepts the Board Succession Management Policy and include it in the library’s policy binder.”

**CARRIED 10 –63**

**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 September 2010.”

**CARRIED 10-56**

**Budget Parameters 2011:**

The CEO reported that there has been no direction from the town CAO regarding the 2011 library budget. Director Bryson requested that even though she has not received direction yet, that the CEO prepare some parameters for the board to look at.

**Board Fundraiser update:**

The balance of funds in the fundraiser account was reported at \$68.00 Board chair Moore reported that she had purchased an outdoor flag for the library so that people know that the new library is now open for business.

**For Discussion:**

**Ontario Public Library Week** –Discussion held regarding events taking place from October 18 -22<sup>nd</sup>. Events will include “Cookies from around the world” elementary class visits, book sale, patron of the year award. A brochure promoting library week went out in the ad bags.

Moved by Madge Pirie and seconded by Chris Stewart that “the Terrace Bay Public Library Board waives all overdue fines during the month of October 2010.”

**CARRIED 10-62**

**Board Planning & Orientation**

Discussion was held around the newly formed Terrace Bay Public Library WikiSpace. Chair Moore encouraged the other members of the board to join the Wikispace and use this as a place to review policy documents etc.

**Other:**

CEO informed the board of her absence from the library from November 3 – November 21, 2010 inclusive.

**For Information:**

## **CEO's Report for October 2010**

### **Statistics for September 2010**

Total Circulation: 280 library materials loaned and 15 computer uses

Persons visiting the library: NA

Inter Library Loans: 11 returned

Knowledge Ontario: NA

Hits to our website: 650

Pools: 19 Talking Books returned

CNIB : NA

Language: NA

Winner of the monthly draw: no draw held

### **Revenues for September 2010**

Total Revenue for September \$ 0.00

Material donations added to our collection: 42 books

The library closed on Monday August 30 in order to move the shelves and books to the new library. The remainder of the library had already been moved over the previous 3 weeks while we remained open. Reopened the old library on Sept 20<sup>th</sup> to offer partial services as well new library offering partial services.

There is a delay with the shipment of our new shelving unit. It will arrive mid-October. The vendor had an unscheduled shut down over the summer and orders were backed up. We are a first priority order. Brodart has given us a 10% discount due to the delay. I used this amount to purchase a new magazine rack for the fireside room.

Set up our booth with Irene for the fall fair on Friday Sept 10. Attended the fair on Sunday the 12<sup>th</sup> with help from Irene and Gino. It was a successful afternoon of providing information to the public.

CAP YI program approved. 1 person for 420 hours of work. The intern will work on a marketing video for the library among other projects.

Attended the OLS-N networking meeting in Thunder Bay on Sept 17.

Minutes attached

Sept 20<sup>th</sup> - Holly Smith from LSHS called regarding the library having a co-op student. I had to decline as I did not know if we would be open by Oct. 4<sup>th</sup>, as well there was no library work going on for a student to learn anything. I let her know that we would take a co-op student next semester if the student was still interested.

“Moved by Chris Stewart and seconded by Madge Pirie that” the Terrace Bay Public Library Board accepts the CEO’s report for October 2010 as presented.”

**CARRIED 10 -57**

### **Correspondence Information Items**

#### **Correspondence Action Items**

Knowledge Ontario – request for donation – discussion held -no action taken

### **New Business**

#### **CAP & CAP YI**

Moved by Connie Bryson and seconded by Madge Pirie that “ the Terrace Bay Public Library Board enter into an agreement with the Lakehead Social Planning Council to operate a CAP (Community Access Program) site for the 2010-2011 term for the amount of \$3757.00”

**CARRIED 10- 58**

Moved by Madge Pirie and seconded by Chris Stewart that “ the Terrace Bay Public Library Board approves the hiring of Michael Slavin for the CAP (Community Access Program) site as a Youth Intern at the rate of \$11.00 per hour for 420 hours of work. Contract to begin on October 13<sup>th</sup> and terminate on March 31, 2011. All wages to be reimbursed through the OLA CAP Youth intern program.”

**CARRIED 10- 59**

#### **OLS-N Fall Networking Meeting**

Meeting minutes were reviewed.

#### **McNaughton Book Lease Agreement**

Discussion held- CEO informed the board that there were no changes to the agreement and that there was no price increase for 2011.

Moved by Chris Stewart and seconded by Connie Bryson that “the Terrace Bay Public Library Board approves the renewal of the McNaughton Book Leasing agreement for 2011 in the amount of \$2598.00.”

**CARRIED 10 -60**

#### **Trillium Grant Money**

Discussion surrounding Trillium grant money that is available to apply for. The CEO will speak to the seniors organization and the town on possible partnerships for applying for funds.

**15 mil Program Evaluation , Libraries 2020 Consultation & Technology Trends Study meeting – Thunder Bay – October 28<sup>th</sup>, 2010**

Moved by Connie Bryson and seconded by Madge Pirie that “the Terrace Bay Public Library Board approves the attendance of the CEO at the meeting in Thunder Bay on Thursday, October 28<sup>th</sup>, 2010. Travel expenses to be paid by the library and subsidized by OLS-N.”

**CARRIED 10 -61**

**In Camera** - none

**Next Meeting**

The next regular board meeting will be held on Tuesday, November 30<sup>th</sup>, 2010 at 5:30 pm in the library

**Adjournment**

Meeting adjourned at 6:45 pm

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

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