

The Terrace Bay Public Library Board held its regular board meeting on Tuesday, September 13th, 2011 in the library.

Present: Chair- Irene Moore, Trustee Connie Bryson, Council rep Michael King and CEO Mary Deschatelets
Part: Legion Branch 223 executive members

Meeting called to order at 5:35pm

Regrets: Vice-Chair Chris Stewart

Declaration of Interest: none

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

CARRIED 11-54

Chair's Report: None

Board Orientation/Planning

Board Chair Moore distributed copies of a proposed CEO performance evaluation and asked that everyone review it over the next month and shares their opinions on it at the next meeting.

Discussion was held regarding the current vacancy on the library board.

For approval:

Minutes: Draft minutes of the June 28th, 2011 meeting were reviewed.

Moved by Michael King and seconded by Connie Bryson that "the minutes of the June 28th, 2011 meeting be approved."

CARRIED 11-55

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 June, July & August 2011 and accepts the Year to Date Financial report as presented."

CARRIED 11-56

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 11-57

CEO's Report for September 2011**Statistics for June 2011**

Materials Circulation: 1165

Computer usage: 327

OVERDRIVE: 26 checkouts

Persons visiting the library: 1,496

Room bookings: 11

Inter Library Loans: 30 received and 12 loaned

Hits to our website: 1,638

CNIB: 4 received and 1 returned

Revenues for June 2011

Total Revenue for May: \$ 420.25

Material donations added to our collection: 54 DVDs, 17 J, 32 A

Charlie and Irene Moore donated flowers and planters to the library

Digitization Project

Coral & Terri continue to make good progress with digitizing the collection. We are advertising and holding Community Digitization Days in July where people can bring in their photos or items to be digitized and added to the online collection.

Programming & Partnerships

Lunch Bunch met on June 3 to discuss. They will take a break for the summer and will reconvene in September to discuss Savage Garden. A genealogy workshop was held on June 6. They will break for the summer months and resume in September.

The TD Summer Reading Club is being promoted through our website, Facebook site, radio ad, posters, in house and Jean visited the schools to promote. It will begin on July 11 and end on August 15. The program runs for 6 weeks.

Training

CNIB webinar – Jean & Justina

Webinar OLS-N JASI Enterprise catalogue system

Webinar OLS-N Workplace violence

Other

High school co-op student Ashley McBride completed her 110 hours of work at the library to receive her high school credit. Jean and I completed her final progress report together and I wrote a letter of reference for her.

Submitted the annual survey to the Ministry of Culture

Real installed award plaques on wall in library

Reviewed the library's magazine subscriptions

Planted shrubs at north side of library

Conducted interviews for summer assistant with Jean – hired Bryce St. Louis

Northern – cleaned up and updated computer lab after course was finished

June 15 – shut down ILL due to postal strike

Saunders Books – sales call – selected children's books for fall order

Supported township during FEDNOR conference – supplied equipment, meeting room, photocopies, computer/printer access etc –June 21

Provided stats to Sean for final report Cultural Centre

Graduation awards presented to all 4 schools

Set up used book sale in the arena for July 1st marketplace

Statistics for July 2011

Materials Circulation: 1,305

Computer usage: 348

OVERDRIVE: 24 downloads

Persons visiting the library: 1,439

Room bookings: 15

Inter Library Loans: 56 received & 17 loaned

Hits to our website: 1,209

CNIB: Braille Books 2 received 3 returned

Tackle Share: 8 loans

Revenues for July 2011

Total revenue for July: \$470.00

Material donations added to our collection: 4 AF, 6 J, 26 DVDs

Connie Bryson & Howard Elliott donated an outdoor planter with flowers

The Library was closed on Fri July 1st for the holiday but CEO and Board Chair held a used book sale in the market place in the arena. Revenue was \$223.00

Training

I attended an OVERDRIVE webinar on generating statistical reports from the collection.

I attended training for the administration of the digitization collection website.

Jean and I both received training on the digitization process

I attended a Culture Days webinar. I contacted the Township to see if they wanted to partner on an event for Culture Days at the end of September.

Programming

TD Summer Reading Club kicked off on July 11th. The club will run for 6 weeks. There are 25 children registered for the program.

Other

Linda Ballentine is volunteering her time to help us with the Books on Wheels program. She delivers and picks up materials from the Wilkes Terrace Long Term Care Unit on a monthly basis.

The Library Donor Board has been updated to reflect the changes in the library board's donation policy. Donors are now recognized by the amount of their donation.

I attended the Legion and accepted the donation of memorabilia from them. It will be added to the local history collection in the archives room. There were a number of trophies that they had that we don't have room to house so we will take photos of them and add them to our digitized collection before they are disposed of so that there will still be a record of them.

I submitted the library's application for the annual operating grant from the Ministry of Culture.

I submitted the library's application to the CAP YI program for funding in order to hire a youth for 420 hours of work at our CAP site.

I attended the Grand Opening of the Township's downtown revitalization project on July 20th.

Karen Thistle from OLS-N visited the library. We discussed community services and partnerships.

I took 5 days of vacation time from July 11-15

Justina took 2 days of vacation time July 26 & 27

Digitization

Community Digitization Days were held from July 20 -22. People in the community were able to bring in photos and items to be scanned and added to the online history collection.

The project is moving forward in a positive manner.

Statistics for August 2011

Materials Circulation: 1,511

Computer usage: 295

OVERDRIVE: 35

Persons visiting the library: 1,698

Room bookings: 10

Inter Library Loans: 52 borrowed and 10 loaned

Hits to our website: 1,728

CNIB: 1 Braille book returned

Tackle Share: 2

Revenues for August 2011

Total revenue for August: \$347.00

Royal Canadian Legion donation: \$1,000.00

Material donations added to our collection: 55 DVDs, 16 adult fiction, 2 juvenile fiction

The library was closed Mon Aug 3rd for the civic holiday.

Training

Justina received digitization training with Mauricio.

Community Digitization Project workshop was held here for all the partners involved in the project.

Programming

The TD Summer Reading Club wound up on August 15th with a pool party. There were 18 children attending regularly, had lots of fun and read an amazing 148 books amongst them!

An E Reader and E Book workshop was held on Wed Aug 17th from 6-8pm. Justina and Bryce organized and presented the workshop to 16 people. There was plenty of positive feedback from those attending and we will hold further workshops in the fall on this topic.

Staffing

I took vacation time from Aug 8 – 12th

Jean took vacation time from Aug 22-26

Mauricio completed his contract and finished on Aug 9th

Bryce finished his summer student employment on Aug 26th

Other

Ordered 250 lapel pins with our logo on them for library promotions
Requested and received a cheque for \$2,407.00 from SOLS. This is our capacity building grant money.

Submitted a survey to FOPL on our facility.

Submitted library information to the Township to be included in their fall activities brochure

Purchased and had installed, a clock in the fireside reading room

Attended a conference call with SOLS regarding the IT project. The topic of discussion was sustainability funding

Attended a conference call with OLS-N regarding putting together a new proposal for an IT project and searching for funding.

Terri and Coral continue to work on the digitization project. Their contract will end in December.

Correspondence Action Items

Superior Seniors invitation to participate in the Wellness Fair.

It was decided that the library will have a booth at the fair on October 14th.

Invitation to participate in the OLS-N networking meeting.

Moved by Michael King and seconded by Connie Bryson that "the Terrace Bay Public Library Board approves the attendance of the CEO at the OLS-N Networking meeting to be held in Thunder Bay on September 19th and 30th, 2011. Travel and accommodation costs to be paid by the board with a subsidy grant from OLS-N"

CARRIED 11-58

New Business

Cheque Presentation

Legion Branch 223 executive members attended the meeting to present a donation cheque of \$1,000.00 from their Nevada Funds to the library board. It was gratefully accepted by the board.

AskOn Agreement

Moved by Connie Bryson and seconded by Michael King that "the Terrace Bay Public Library Board enter into an agreement with Knowledge Ontario to provide AskOn virtual reference service through the Terrace Bay Public Library website."

CARRIED 11-59

OPLW activities

Discussion was held regarding possible activities to be held at the library in order to celebrate Ontario Public Library Week from October 16-22.

Library Signage

Deferred

Staff Evaluations

Moved by Connie Bryson and seconded by Michael King that "the Terrace Bay Public Library Board approves the "Staff Evaluation Goals and Objectives" worksheet to be included in the library board's Personnel Policy."

CARRIED 11-60

Access Copyright Agreement

Moved by Michael King and seconded by Connie Bryson that "the Terrace Bay Public Library Board approves the renewal of the Public Library Photocopying License with Access Copyright for 2012 at a rate of \$50.00."

CARRIED 11-61

CAP YI Agreement

Moved by Connie Bryson and seconded by Michael King that "the Terrace Bay Public Library Board approves entering into an agreement with the Ontario Library Association to hire a CAP Youth Intern for 420 hours of employment at a rate of \$11.00 per hour. Wages to be subsidized 100% by a grant from OLA

CARRIED 11-62

CAP Site Agreement

Moved by Michael King and seconded by Connie Bryson that "the Terrace Bay Public Library Board approves the entering into an agreement with the Lakehead Social Planning Council & Industry Canada to provide a Community Access Program (CAP) Site at the library for the 2011-2012 fiscal year and accepts the \$3,757.00 grant to cover purchases and expenditures for the site."

CARRIED 11-63

In Camera

No in camera session was held

Next Meeting

The next regular library board meeting will be held on Tuesday, October 11th, 2011 @ 5:30pm in the library.

Adjournment

Meeting adjourned at 6:59 pm

Chairperson_____

Secretary_____