

The Terrace Bay Public Library held its regular board meeting on Tuesday, September 14th, 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

Part: Mayor Michael King & Town CAO Carmelo Notarbartolo
Meeting called to order @ 5:36 pm

Declarations of Interest: none

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

CARRIED 10-48

Other:

Mayor King and CAO Notarbartolo attended the meeting to discuss the delay in the opening of the Terrace Bay Cultural Centre and the new library. Mayor King expressed his concerns about the length of time the community would be without library services and asked the board to consider offering partial services at the old library. They left the meeting.
Board discussion continued around this issue.

Moved by Chris Stewart and seconded by Madge Pirie that “the computer services will be available at the “old” library on a limited basis beginning September 20th.”

CARRIED 10-53

Minutes: Minutes of the June 22nd & August 10th, 2010 meetings were reviewed.

Moved by Chris Stewart and seconded by Gino Leblanc that “the minutes of the June 22nd & August 10th, 2010 meetings be approved as presented.”

CARRIED 10-49

Business arising from the minutes

none

Planning and Board Orientation – Board Chair Moore spoke on Board Succession Planning , having a workplace violence policy and on creating an election advocacy kit.

She requested the creation of a correspondence binder at each meeting with board members able to flag any items that they would like discussed.

She spoke on creating a Wikispace for board members to interact and as a place to retrieve documents from.

She requested smart board orientation for the board.

She asked the board if they liked the monthly calendar that she had sent out to them listing the month’s library events and happenings. The board agreed that they would like it to continue.

She announced that \$54 was raised at the fall fair to go towards the board’s sculpture purchase.

New Business

Facility Use policy discussion

Discussion was held regarding various different scenarios of how the new library rooms will be used. It was decided that we would determine rules on a case by case basis and develop the policy as we begin operating. A room booking log will be available.

Cultural Centre Operational Issues

Discussion was held regarding some operational issues.

The board felt that a lease agreement or letter of understanding between the town and the library was not necessary at this time.

Responsibility of the mail run for the library was discussed.

Grand Opening Celebration

Next meeting is to be held on Friday September 17th. A new date needs to be set for this celebration.

Ontario Public Library Week

Being held October 18-22

“Cookies around the world” to be organized by the library board

Regular events such as school tours, contests and patron of the year awards will take place during this week.

Ontario Library Service North Networking meeting

Moved by Chris Stewart and seconded by Connie Bryson that “the Terrace Bay Public Library Board approves the attendance of the CEO at the OLS-N Networking Meeting in Thunder Bay September 16 & 17, 2010 at the expense of the library, to be subsidized by OLS-N.”

CARRIED 10-50

Marketing Symposium

As part of the Ministry of Culture’s 15 million project a Marketing Symposium will be held in Toronto on October 6, 2010.

It was determined that the timing is not good as the new library will be opening on the 4th. CEO will attend by webcast.

OLS-N Leadership Summit II

Being offered in Sudbury October 18 – 22. This conflicts with Ontario Public Library week therefore the CEO will not be attending.

Correspondence - Information Items

Correspondence – Action Items

none

Financial Disbursements

Moved by Gino Leblanc and seconded by Chris Stewart that “the Terrace Bay Public Library Board approves the financial disbursements for June, July & August 2010 and has reviewed the financial year to date report.”

CARRIED 10-51

CEO Reports

Moved by Connie Bryson and seconded by Chris Stewart that “the Terrace Bay Public Library Board accepts the CEO’s reports for July, August & September 2010 as presented.”

CARRIED 10-52

CEO's Report for July 2010

Statistics for June 2010

Total Circulation: 1077 and 219 computer uses

Persons visiting the library: 1352

Inter Library Loans: 34 received and 27 loaned

Knowledge Ontario: NA

Hits to our website: 915

Pools: NA

CNIB : 2 braille books returned

Language: NA

Winner of the monthly draw: Phyllis Boutilier

Revenues for June 2010

Total Revenue for June: \$116.75

Material donations added to our collection: 7 adult paperbacks

Programming:

The Lunch Bunch adult reading group met on June 23 with 7 members in attendance. They are taking a break for the summer and will regroup in the new library in September.

Chantal (summer assistant) visited all of the elementary schools on June 22nd to promote the TD Summer Reading Club to kids age 6 and up. This year's theme is Destination Jungle. The program will begin on July 8 and run for 6 weeks.

New library hours took effect on June 1 and will remain in place until December 31st, 2010.

The library was closed July 1st and 2nd.

Graduations – thank you to Gino for presenting the library award to Erin Kelly at St. Martin's school & thank you to Connie Bryson for presenting the library award to Anita Dakin at LSHS. Courtney Mercure was the winner of the award at Terrace Bay Public School. Each received a \$25.00 gift certificate to Chapters.

Purchased a new plaque for the Sage Literary award as it was full. All plaques engraved with the winner's names and are on display in the library. A small plate was engraved thanking Charlie and Irene Moore for their

donation of the coffee maker to the library. It will be affixed on or near the machine in the new library.

Coffee Cards at the library were introduced. Patrons can purchase a coffee card for \$10.00 which gives them a card that we punch each time they buy a coffee, the 11th one is free.

Attended Ontario Arts Council webinar on grants. There is grant money available to artists. There is either project grant money or operating grant monies available. There are 2 deadlines per year. There are 4 categories that you can apply under. New Works, Publications, Professional Development & Collaborations and Art Services.

CEO -Vacation time from June 7 to 11.

Jean Fenton- Vacation time June 28-July 2

Chantal Bernard started work on June 14th, works 30 hours a week for 9 weeks.

I assisted with the RAP Jackfish history project. Locating materials from our history collection. They brought items over to the Schreiber Library to scan them for their project. It outlines the industrial happenings in Jackfish Bay.

Kathie Notwell donated 8 books in memory of Kevin Daniels.

Jean & Chantal had a tour of new library.

Met with Dean Main several times over the month regarding the new library.

Attended council meeting June to request permission from council to mount the board's sculpture of our logo on the wall of the new library. Permission was granted and it will be mounted along with the lettering on the building.

Application for our annual operating grant was sent in to Ministry of Tourism and Culture.

Power supply changed on Computer 4

Completed and submitted a Technical Guidelines survey for accreditation guidelines.

Credit card – applied through the township as recommended by the treasurer.

Book sale held in the arena as part of the July 1st market , it was successful. Town staff meeting held on Wed June 30th. I attended with Chantal and Justina. Jean was on vacation. CAO brought everyone in attendance up to speed on the town's projects and the status of the mill. Service awards were presented. A BBQ lunch was served by council.

CEO's Report for August 2010

Statistics for July 2010

Total Circulation: 1105 items checked out & 319 computer uses

Persons visiting the library: 1486

Inter Library Loans: 42 received and 21 loaned

Knowledge Ontario: 86 uses of databases

Hits to our website: 808

Pools: 20 DVDs received and 20 returned

CNIB : NA

Language: NA

Winner of the monthly draw: no draw held in July

Revenues for July 2010

Total Revenue for June: \$849.00

Material donations added to our collection: NA

Programming:

All of the Tackle Share rods, reels and tackle were signed out by the MNR for their fun fishing day held at Rainbow Falls.

The TD Summer Reading club for children aged 6 and up began on July 8th. 22 children were registered for the program. There were 4 sessions held in July. Average attendance was 15 children per weekly session.

Peter Mennie performed a magic show for children on July 20th. We partnered with the recreation department for this programming. There were 15 children in attendance.

The library was closed on July 1st but we held a used book sale in the marketplace in the arena. We made \$200.00

The new "leather" sofa was delivered on July 7 to the new library.

The four display units that we purchased from BroDart were delivered on July 9th to the new library. The shelving unit is on back order and the anticipated date of delivery is August 20th.

I participated in a tour of the cultural centre along with representatives from the senior's organization on July 9th.

2 meetings of the Grand Opening Committee were held in the library. The committee consists of myself, Irene, Dean Main, Michelle Malashewski, Joan Clark and Deanna Stachiw.

The call for applications for CAP YI funding came out. I applied for funding to have a youth intern for 420 hours of work.

I received an American Express credit card from the Township. The treasurer was very helpful in this matter.

Our funding request to the 15 mil education fund for me to enroll in the APLL program was denied.

Attended a SOLS webinar on e resources. Reviewed our e resource stats. Completed the online survey as requested by SOLS. OLS-N and SOLS received funding to initiate an e resource program for Ontario Public Libraries. Received a call from Ashley Muir at SOLS regarding the usage of our e resources, was informed of marketing and training to promote and use the databases.

CEO's Report for September 2010

Statistics for August 2010

Total Circulation: 1045 and 286 computers uses

Persons visiting the library: 1338

Inter Library Loans: 27 borrowed and 17 loaned

Knowledge Ontario: NA

Hits to our website: 1066

Pools: 20 DVDs received and 20 returned 19 LP books received and 19 returned

CNIB : 3 braille books received and 1 returned

Language: NA

Winner of the monthly draw: no draw held

Revenues for August 2010

Total Revenue for August: \$ 234.75

Material donations added to our collection: NA

Programming:

The TD Summer Reading Club wrapped up with a party on August 5th. Total attendance for the 5 week program was 100. The children read a total of 143 books.

Staff registered for Compass 101, an online training course offered through SOLS to learn about using our e resources (databases). It is scheduled to begin in September.

Justina completed her Excel course Collection Development for Young Adults. She is registered for 2 courses for the fall session. They are Circulation and Collection Development for Adults.

I was turned down for the scholarship that I applied for through the 15 mil education fund in order to attend the APLL(Advanced Public Library Leadership) training.

Lowery's was in to fix the copier. Computer 4 went to Northern for power supply repair.

Meeting with town CAO to discuss cultural centre opening dates and the installation of the internet and phone system. Work is scheduled to be completed for Sept 13th. Further delays have postponed the opening of the new library until Monday October 4th.

Applied for SOLS connectivity grant to help offset the cost of installation of the internet network in the cultural centre.

Began moving library on August 16th. Library closed on August 30th. The majority of the move has taken place and although we will be ready to open

for the target date of September 13th, the communication system will not be in place until October 4th.

Submitted final claim for summer student reimbursement. Chantal finished her summer work program on Aug 13th.

Grand Opening meeting held in the library on Aug 9th. The grand opening is set for Sept 24th from 1-3pm.

GO meeting held Aug 26. Grand Opening date cancelled and is to be rescheduled for a future date.

Jean Fenton was off work with a sore back Aug 3,4&5th. Jean Fenton was on holidays from August 9th – 13th. Justina worked her hours.

In-Camera session –none

The next meeting of the Terrace Bay Public Library Board will be held at 5:30 pm on Tuesday, October 12th, 2010 at the library.

Meeting adjourned @ 8:00 pm

Chairperson _____

Secretary _____