

The Terrace Bay Public Library held its regular board meeting on Tuesday, January 13, 2009 at 5:30pm @ the library.

Present: Chair- Irene Moore, Board members Connie Bryson and Deb Brazeau, Council rep Rick St. Louis and CEO – Mary Deschatelets

James Brown, Justina Pelto and Ruth Boucher (Part)

Regrets: Vice –chair Chris Stewart

Meeting called to order @ 5:35 pm

Declarations of Interest: none

Agenda: Moved by Connie Bryson and seconded by Rick St. Louis that “ the agenda be approved as amended”

CARRIED 09-01

Election

The CEO took charge of the meeting and called for nominations for the position of Chairperson of the Terrace Bay Public Library Board for 2009.

Moved by Deb Brazeau and seconded by Connie Bryson that Irene Moore be nominated for the position of Chairperson of the Terrace Bay Public Library Board for 2009.

Seeing that there were no other nominations for the position, Irene Moore was acclaimed Chairperson for the Terrace Bay Public Library Board.

CARRIED 09-02

Chair Irene Moore took back charge of the meeting and called for nominations for the position of Vice-Chairperson of the Terrace Bay Public Library Board for 2009.

Moved by Rick St. Louis and seconded by Deb Brazeau that “ Chris Stewart be nominated for the position of Vice-Chairperson of the Terrace Bay Public Library Board for 2009”

Seeing that there were no other nominations for the position, Chris Stewart was acclaimed Vice-Chairperson of the Terrace Bay Public Library Board.

CARRIED 09- 03

There were no remarks from the new Chairperson.

Minutes: Minutes from the November 12, 2008 and December 9, 2008 meetings were reviewed.

Moved by Rick St. Louis and seconded by Connie Bryson that the minutes of the November 12, 2008 be approved.

CARRIED 09- 04

Moved by Connie Bryson and seconded by Deb Brazeau that “the minutes of the December 9, 2008 meeting be approved as amended”

CARRIED 09-05

Business arising from the minutes:

Rexall advertising. Within the budget provided by Chris Stewart of Rexall Guardian Pharmacy, the library staff selected a shelf to be used to store the children’s puzzles. The library will have a plaque engraved and attached to the shelf to honor Stewart Pharmacy for this donation.

There were no planning items for discussion.

New Business

The Equipment Use, Local History and Interloans Policies were reviewed by the board.

Moved by Deb Brazeau and seconded by Rick St. Louis “that the changes to the Equipment Use Policy, Local History Policy and Interloan Policy be approved.

CARRIED 09-06

Re-accreditation Audit Report

The Report was reviewed and discussed by the board.

Moved by Deb Brazeau and seconded by Connie Bryson “ that the Terrace Bay Public Library re-accreditation audit report be accepted as presented.”

CARRIED 09-07

Staff Training

Justina Pelto completed her first Excel course and would like to register for the 2009 winter semester. Mary Deschatelets would like to register for the advanced Excel program for the winter 2009 semester.

Moved by Rick St. Louis and seconded by Deb Brazeau that “ the Terrace Bay Public Library cover the cost of Justina Pelto’s Excel course in the amount of \$145.00 and Mary Deschatelets’ Advanced Excel course in the amount of \$89.25.”

CARRIED 09-08

Toll free faxing.

Discussion was held regarding charging patrons for sending a fax to a toll free number. The fee set out by the board is \$2.00 to send a fax and \$1.50 to receive a fax. Discussion concluded that there will be no deviation from the fee whether the fax is to a local, long distance or toll free number.

The Board participated in an orientation exercise led by the chair. The topic was on legal responsibilities of board members.

James Brown, Justina Pelto and Ruth Boucher joined the meeting.

A demonstration of the new web-site was presented to the board and staff by James Brown.

James Brown, Justina Pelto and Ruth Boucher left the meeting.

The correspondence package for December 2008 was read and received.

Moved by Deb Brazeau and seconded by Connie Bryson that the December 2008 correspondence package be accepted as presented.

CARRIED 09-09

Correspondence action items – none

The financial disbursements for December 2008 were reviewed.

Moved by Rick St. Louis and seconded by Deb Brazeau that “ the financial disbursements for December 2008 be approved”

CARRIED 09-10

CEO report for January 2009

December total circulation : 1059

Total circulation for 2008 12,623

Persons entering the library: 1093

Total number of persons entering the library (June to December) 7,546

Revenues for December : \$101.75 (food for fines month so no revenue from fines)

Total revenues for 2008 \$4,180.73

Knowledge Ontario – 228 sessions

Attended Council on Dec 1 to report on October 7 meeting minutes.

New website is up and running.

Trim the Tree Craft for kids -14 in attendance

Christmas Craft for kids – 14 kids in attendance

Puppet Show – 57 people in attendance

Let's Play X-Box and Rock Band II for ages 12+ (averaging 7 or 8 kids a session)

Lunch Bunch adult reading group – 5 members attended

Staff appreciation pizza and sub lunch was held.

Staffing: Library Asst 1 – Jean Fenton Library Asst 2 – Ruth Boucher

Library Asst 3 –Justina Pelto Library Pages – Sarah King and Kassandra

Anderson Youth CAP workers – Jesse Paulsen and James Brown

After consultation with the union, work hours for the 3 library assistant positions were adjusted. Changes in job descriptions are currently being reviewed by the Pay Equity Committee.

Moved by Deb Brazeau and seconded by Connie Bryson that the CEO Report for January 2009 be accepted as presented”.

CARRIED 09-11

In- Camera

Moved by Deb Brazeau and seconded by Rick St. Louis that “the board proceed in camera in order to address a matter pertaining to labour relations and employee negotiations”.

CARRIED 09-12

Moved by Deb Brazeau and seconded by Rick St. Louis that “the board move out of in-camera session”.

CARRIED 09-13

The next meeting of the Terrace Bay Public Library Board will be held 5:30 pm Wednesday, February 18th 2009 at the library.

Meeting adjourned @ 7:10 pm

Chairperson _____

Secretary _____