

The Terrace Bay Public Library held its regular board meeting on Thursday, November 12th, 2009 at 5:30pm @ the Library.

Present: Chair- Irene Moore, Directors Connie Bryson & Chris Stewart
Council rep Gino Leblanc and CEO – Mary Deschatelets

Meeting called to order @ 5:31 pm

Declarations of Interest: none

Agenda: Moved by Connie Bryson and seconded by Chris Stewart that “the amended agenda be approved”

CARRIED 09-76

Minutes: Minutes of the October 6th, 2009 meeting were reviewed.
Moved by Gino Leblanc and seconded by Chris Stewart that “the minutes of the October 6th, 2009 meeting be accepted.”

CARRIED 09- 77

Business arising from the minutes:

Board Chair Moore distributed the “pass the buck” fundraiser envelopes to the board members. The idea is to simply put a dollar in the envelope and pass it on to another person to do the same. When the amount reaches \$25.00 the envelope should come back to the library. The board would like to have a statue commemorating the new cultural centre commissioned with these funds.

The CEO gave the board an update on the Cultural Centre Project.
A tender for the renovation has not yet been awarded.

Other:

CEO informed the board that a letter was sent to the Ministry of Culture on behalf of our library board chair and CEO stating that we rely heavily on the services provided by Ontario Library Service North and therefore sustainable funding for this agency needs to be insured.

Discussion was held regarding the purchase of outdoor solar lighting and decorations to enhance the library.

Moved by Chris Stewart and seconded by Connie Bryson that the Terrace Bay Public Library Board approve spending from the reserve account in the amount of \$ 500.00 to purchase seasonal outdoor decorations to enhance the library.”

CARRIED 09-78

CEO requested from the board that overdue fines for the month of December be waived if a donation of a non- perishable food item is donated. Projected revenue generated from overdue fines for 2009 has been met.

Moved by Connie Bryson and seconded by Chris Stewart that “the Terrace Bay Public Library Board will accept non-perishable food items in lieu of overdue fines for the month of December 2009. Food to be donated to the Harvest Cupboard Food Bank.”

CARRIED 09-79

CEO was contacted regarding offering the Service Ontario to Small Business program through the library. This is in addition to our existing agreement to offer Service Ontario through the library. The value of the grant to offer this program is \$500.00 per year.

Moved by Gino Leblanc and seconded by Connie Bryson that “the Terrace Bay Public Library Board enter into an agreement with Service Ontario to provide the program Service Ontario to Small Business through the library.”

CARRIED 09-80

Discussion was held regarding the H1N1 pandemic. The CEO informed the board of the information that the township has put out to all employees regarding symptoms and prevention. The board felt that this was sufficient information for the library staff.

Planning and board orientation:

Board Chair Moore reviewed the board’s vision statement and values statement with the board and CEO. After a discussion, some wording in the statements was changed. Advocacy was also discussed.

New Business:

The board reviewed the financial audit completed on their behalf by Grant Thornton.

Moved by Chris Stewart and seconded by Gino Leblanc that “the Terrace Bay Public Library Board has reviewed and accepts the 2008 financial audit conducted by Grant Thornton on their behalf.”

CARRIED 09-81

This audit must be submitted to the Ministry of Culture in order to receive our per household operating grant.

CEO informed the board that the township treasurer had been in touch with her requesting a draft 2010 budget. The CEO expressed several concerns to the board regarding the 2010 budget as it related to the new library and its unknown operating costs. Council rep Leblanc asked the CEO to set up a meeting with himself, the CEO and the Town CAO to discuss these concerns.

Discussion was held regarding the criminal background check for the Katimavik volunteers working at the library. It is part of the library’s personnel policy to have background checks done. Since the volunteer is working alone with children the board felt that it was necessary for them to supply us with a clean background check before they can work at the library.

CEO informed that board that the library was successful in obtaining a Community Access Program grant in the amount of \$3,757.00 This money is to be used to support the CAP site located in the library. The CEO informed the board that she had a meeting with Brian Doig of Northern Computers where they reviewed the library’s current equipment and determined what needed to be purchased.

Moved by Connie Bryson and seconded by Chris Stewart that “the Terrace Bay Public Library Board approves the purchases for the CAP site from Northern Computers in the amount of \$3,699.62.

CARRIED 09-82

The board reviewed the library's 2008 annual report to the community. Moved by Gino Leblanc and seconded by Connie Bryson that "the Terrace Bay Public Library Board approves the 2008 annual report to the community."

CARRIED 09-84

The vacancy on the library board was discussed. The town had received one application for the vacancy. The position was advertised along with other town board vacancies and when the deadline has passed, the CEO will be in contact with council to determine who will be appointed to the board.

Correspondence information package for October was reviewed.
Correspondence action items -none

Financial disbursements for October were reviewed. Moved by Connie Bryson and seconded by Gino Leblanc that "the Terrace Bay Public Library Board approves the financial disbursements for October 2009."

CARRIED 09-84

CEO report for November 2009

Statistics for October 2009
Total circulation: 1,095 and 270 computer uses
Persons entering the library: 1,818
Inter Library Loans: 39 received and 20 loaned
Knowledge Ontario: NA
Hits to our website: 937
Pools: NA
CNIB: 3 Braille books returned
Winner of the monthly draw: Roz Kenney

Total Revenues for October 2009 - \$431.50
Donations added to the collection – 9

The Lunch Bunch Adult Reading Group and the X-box gaming programs are running regularly and successfully.

An evening of Halloween programming was held.

2 CAP youth workers were hired. Joseph Turnbull and David Osborne both began work at the library on October 5th. They each work about 8 hours per week at a rate of \$11.00 per hour. They will each must complete 210 hours of work by March 31, 2010 when the contract ends. This program is 100% funded by the CAP YI program.

A staff meeting was held.

The first round of weeding the non-fiction collection is completed. CEO continues to work on the collection development policy.

CEO attended networking meetings in Thunder Bay on Oct 14 & 15th.

CAP grant application was successful in the amount of \$3,757.00

Ontario Public Library Week was celebrated from Oct 18 -24th.

An open house was held to reveal the new library designs to the public. All elementary school students from all 3 elementary schools attended the library for programming. Annual used book sale was held. Contests were run during the week. 501 people visited the library during library week.

Moved by Connie Bryson and seconded by Chris Stewart that “the Terrace Bay Public Library board accepts the CEO report for November 2009.”

CARRIED 09- 85

No in-camera session.

The next meeting of the Terrace Bay Public Library Board will be held at 5:30 pm on Tuesday December 15th, 2009 at 32 Southridge Cres., Terrace Bay.

Meeting adjourned @ 6:55 pm

Chairperson _____

Secretary _____