

The Terrace Bay Public Library held its regular board meeting on Tuesday April 15, 2008 at 5:30pm in the library.

Present: Chair – Irene Moore, Vice-chair Chris Stewart, Board member Deb Brazeau , Council representative Rick St. Louis and CEO Mary Deschatelets.
Regrets: Connie Bryson

Declarations of Interest: none

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

CARRIED 08-30

Minutes: Moved by Chris Stewart and seconded by Deb Brazeau that “the minutes of the March 11, 2008 meeting be approved”

CARRIED 08-31

Business Arising from the Minutes:

1. CEO Goals – The CEO presented her report on her goals for the library for 2008. Discussion was held regarding the goals.
2. A thank you letter has been sent to the Toronto Symphony Orchestra for their donation of a book and DVD to the library collection.
3. The CEO contacted OLS North regarding training for the board in marketing to potentially take place in the fall of 2008. OLS- N recommended that the board set a goal and then create a marketing plan to support that goal. They suggested using the OLS marketing tool kit.

New Business:

1. OLS- N recommended with the new JASI system that a statement of “Access to Information and Protection of Privacy” be posted at the circulation desk to inform patrons that personal information and data are being collected and stored. The board approved a statement recommended by the CEO to be posted.
2. CEO filled the board in on the painting process the library has been going through.
3. CEO reported to the board regarding the 2007 Annual Survey of Public Libraries. It was explained to the board that after several unsuccessful attempts to obtain financial information from the town treasurer, the CEO contacted the Ministry of Culture and requested an extension. It was refused and therefore the annual survey was submitted with interim financial

information. When final figures for 2007 are received from the town, the CEO will supply these to the Ministry.

4. An application was made for a grant to hire a summer student. CEO was contacted by the program and informed that the grant is only available for 50/50 funding. The CEO requested that if successful with the application that the board approve the hiring of a student under these conditions.

Moved by Deb Brazeau that “the board approve paying half minimum wage for a summer student – 210 total hours @ a cost of \$919.80 plus mandatory payroll deductions”. Seconded by Rick St. Louis. **CARRIED 08 -34**

Correspondence – Information Items

Correspondence was accepted.

Correspondence – Action Items

1. Library Entrance Doors – The CEO will look for available grant money to apply for to have the entrance to the library made handicap accessible.
2. Volunteer Service Awards – to honour Irene for 10 years on the board and Deb for 5 years on the board. To be held in Thunder Bay on Thursday May 15, 2008. Invitation to attend.

Financial Disbursements

Moved by Chris Stewart and seconded by Rick St. Louis that “the financial disbursements for the library for March 2008 be approved”
CARRIED 08-32

CEO Report

Stats for March 2008 – General circulation – 1047

Inter library loans – 23

Rotating materials- DVDs – 10 received and 10 returned

Revenues for March 2008 – Cash revenues - \$207.50

Staff-

Staff meeting held on Wed March 19, 2008. April 1 is the launch of the library’s new system that will put the library online and accessible through the internet. An open house will be held. Staff is working on completing WHMIS training through a CD supplied through the ESAO. Programming- Storytime running well. Ends in April. Blue Spruce – students from elementary school attending the library weekly for this

reading program. Completed in April. March Break programming was very successful. Games day, Craft day and Puppet show were held.

Maintenance is scheduled to begin painting the library on April 5.

CAP – YI worker contract is finished on March 31, 2008.

Training for the new system was held on March 4 with OLS North.

Waiting for results of grant applications to Fednor and Summer Jobs.

2007 Annual Survey of Public Libraries submitted with interim financial information.

Moved by Rick St. Louis and seconded by Deb Brazeau that “the CEO report for April 2008 be accepted as presented”

CARRIED 08-33

Next Meeting

The next meeting of the Terrace Bay Public Library Board will be held on Tuesday, May 20, 2008 at 5:30pm in the library.

Meeting adjourned @ 6:58 pm.

Chairperson_____

Secretary_____