

The Terrace Bay Public Library Board held it's regular meeting Tuesday January 22, 2008 @ the residence of board member Connie Bryson.

Present : Chairperson Irene Moore, Chris Stewart, Connie Bryson, Deb Brazeau, council rep Rick St. Louis and CEO Mary Deschatelets.

Declarations of Interest - none

Agenda:

Moved by Deb Brazeau and seconded by Chris Stewart. "that the agenda be approved"

CARRIED 08-09

Minutes:

Moved by Chris Stewart and seconded by Deb Brazeau that the minutes of the January 8, 2008 meeting be approved"

CARRIED 08-10

Business arising from the minutes:

- a) cost of ceiling tiles in the amount of \$3,357.17 Town treasurer advised that council approved \$3,000 for the installation of tiles. She will check and see if the entire amount was covered. If it hasn't been, Irene will discuss with council.
- b) Line budget item " vehicle and equipment maintenance" was identified as being the service agreement on the photocopier.
- c) The town treasurer agreed to attend a regular board meeting to answer the board's financial questions. She will be invited to attend the Feb 2008 meeting. We will compile a list of questions in order to be prepared.

New Business:

a) Board Orientation assignment –Deb Brazeau spoke on the topic of the definition of a public library board and the meeting requirements of such. Irene Moore spoke on the topic "5 guiding principles to effective governance".

b) Board Objectives –The Board reviewed their self assessment done in September of 2007. Irene presented a chart created from the results of the assessment that shows the priorities of the board. A discussion was held

concerning these priorities. Irene will send out a chart to each board member to be completed and analyzed at the next meeting.

Policy Review-The Community Information Policy and Electronic Information Technology Support Services Policy were reviewed.

Moved by Rick St. Louis and seconded by Connie Bryson that “ the Electronic Information Technology Support Services Policy be adopted as presented”.

CARRIED 08- 14

Moved by Rick St. Louis and seconded by Connie Bryson that “the Community Information Policy be adopted as presented”.

CARRIED 08-15

It was requested that the Policy Manual be numbered to facilitate finding policies easily. Irene recommended that the Superior Greenstone School Board had a good example to follow which is accessible through the internet. The CEO will work on this project when time permits.

Meeting style and preferences –a discussion was held. The board feels that receiving agendas, minutes and reports by email is acceptable. The CEO will check with the treasurer to see if financial statements can be emailed from the town office to the CEO and then forwarded to board members. The item “in camera session” should be added to the agenda in case matters to be discussed that require privacy can be dealt with this way. The font used for reports will be of at least a size 14. The board would like a more user friendly monthly financial statement. This will be discussed with the treasurer at next month’s meeting.

Bell Install Update- the CEO gave the board an update on the installation of the hardware to switch over to Bell internet services in the library. The installation and switch over will take place on Thursday Jan 24, 2008.

Resignation –Moved by Deb Brazeau and seconded by Chris Stewart that the board accept with regret the resignation of Beverly Smeltzer from the library staff effective November 30, 2007.”

CARRIED 08-11

Correspondence – for November and December of 2007 were accepted.

Financial Statement- Moved by Connie Bryson and seconded by Chris Stewart that “the financial report for December 2007 be approved”
CARRIED 08-12

CEO Report:

Total Circulation for December 2007 – 861
Total Interlibrary Loans – 28
Knowledge Ontario Sessions – 36
Total Revenues: collected “food for fines” month of Dec for local food bank.
\$120.00 – books sales \$14.00 – Library Equipment Rental \$5.00 – Sales and \$3.00 – sundry revenue
Staffing : Bev Smeltzer retired, Justina Pelto hired.
Programming: Christmas puppet show was held along with 2 craft sessions for children
Furnishing and Equipment – new laptop and printer through CAP grant
Annual cleaning done
CAP – James Brown gave up his YI hours at the CAP site
JASI – progress continues , about 2/3 of the way to completion
Sold book bags, local books as Christmas gift items
Several out of town visitors to the library during the holiday season to use internet, read paper, check out movies. Successful marketing.

–Moved by Chris Stewart and seconded by Connie Bryson “that the CEOs report for January 2008 be accepted as presented”
CARRIED 08-13

The board at this point participated in a teleconference lecture regarding library budgets held through the Educational Institute.

The next meeting of the Terrace Bay Public Library Board will be held on **Tuesday February 12, 2008 @ 5:30 pm in the library.**

Adjourned 8:15 pm

Chairperson _____

Secretary_____

