

The Terrace Bay Public Library held its regular board meeting on Tuesday March 11, 2008 at 5:30pm in the library.

Present: Chair – Irene Moore, Co-chair Chris Stewart, Board members Connie Bryson and Deb Brazeau and CEO Mary Deschatelets.

Regrets: Council Rep Rick St. Louis

Declarations of Interest: none

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

CARRIED 08-24

Minutes: Moved by Chris Stewart and seconded by Connie Bryson that “the minutes of the February 12, 2008 meeting be approved”

CARRIED 08-25

Business Arising from the Minutes:

1. Irene presented a report of board goals that she compiled from individual reports made to her. Targeted areas are partnership with the Seniors Club, marketing, re-accreditation, facility, relationships and communication as well as new initiatives. Discussion was held regarding possible steps that the CEO and board will take to achieve these goals.

The CEO will report her goals for the library at the next meeting.

New Business:

1. Library Technology Plan – the CEO presented the Terrace Bay Public Library Technology Plan for 2005 – 2010 to the board. It was discussed and accepted.

2. Annual OLS North Conference – May 6-8, 2008 to be held in Sudbury, ON. Travel subsidy for 2 delegates is provided by OLS. Jean Fenton and Mary Deschatelets will attend. Possibly one other board member. To be determined.

Moved by Connie Bryson and seconded by Chris Stewart that “3 delegates attend the 2008 OLS Annual Conference in Sudbury”

CARRIED 08-28

3. Launch of JASI. The new upgraded automation system project known as JASI will be launched on April 1, 2008. We will advertise with posters, through the radio and news releases. An open house with refreshments will be held. Chris Stewart generously agreed to donate the cost of purchasing a

cake for the event. Invitations will be sent out to local community leaders to attend.

4. Easter weekend. A discussion was held regarding past practices of closing for Easter Monday. In the past the library was closed and staff were not paid for this day. The building will be open for public use, therefore it was determined that the library would be open with regular hours as well. The board gave the CEO the day off with pay in concurrence with the policy ruling the other town managers.

5. Lake Superior High School Graduation. CEO was contacted by the school and asked about the library's participation in the event. The board informed the CEO that this is a regular occurrence and to reply that the library would indeed be presenting an award. Presenter will be determined at a later date.

Correspondence – Information Items

Correspondence was accepted.

Correspondence – Action Items

1. Library Board Orientation available from OLS. The board asked the CEO to contact OLS and see if some orientation regarding the area of marketing would be available for the fall of 2008.
2. Ontario Volunteer Service Awards – The CEO reported that she has nominated Irene Moore for a 10 year award and Deb Brazeau for a 5 year award. More information will be forthcoming. The CEO also contacted the town for service awards and was informed that the town will recognize this achievement after the full year has been served.
3. Schreiber-Terrace Bay Adult Learning Association partnership. The library has entered into a partnership with the Learning Association to assist people with earning their GED. Participants must register through the Association for the program but can then access the GED online through the library computers.

Financial Disbursements

Moved by Deb Brazeau and seconded by Connie Bryson that “the financial disbursements for the library for February 2008 be approved”

CARRIED 08-26

CEO Report

Stats for Feb 2008 – General circulation – 1034

Inter library loans – 36

Rotating materials- DVDs – 20 received CNIB- talking books – 30 received and returned

Revenues for February 2008 – Cash revenues - \$204.98

Donations of books – 12

Staff-

Staff meeting held on Wed Feb 13. March Break programming was planned. A review of the JASI project was made. Date of April 1, 2008 set for launch. Health and safety discussed. Justina and Mary took emergency first aid and cpr course. James had in house training in circulation policies and customer service. An application has been made for a summer student grant. CEO attended a 2 day seminar in Thunder Bay on Excelling in Management.

Programming- Storytime running well. Ends in April. Blue Spruce – students from elementary school attending the library weekly for this reading program. Runs for 10 weeks.

Service Ontario- series of radio ads run to promote this service that the library offers. Ads paid for through SO Grant money.

New program – send out our weeded magazines to the local hospital for patients, staff , waiting room areas as well as to the rec gym.

New literacy rack kit was purchased. Frees up floor space and tidies the area. Interior doors removed by maintenance – easier handicap access, alleviates the build up of heat in the porch and provides easier access to bulletin boards and pamphlets.

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

JASI ready to launch. April 1, 2008

Training with OLS North staff to be held in March before we launch.

New hours – open through supper. Readjusted the work hours of staff to accomplish this.

Moved by Connie Bryson and seconded by Deb Brazeau that “the CEO report for March 2008 be accepted as presented”

CARRIED 08-27

In Camera

Moved by Connie Bryson and seconded by Chris Stewart that “the board proceed in camera in order to address a matter pertaining to labour relations or employee negotiations”.

CARRIED 08-29

Next Meeting

The next meeting of the Terrace Bay Public Library Board will be held on Tuesday, April 15, 2008 at 5:30pm in the library.

Meeting adjourned @ 7:05pm.

Chairperson _____

Secretary _____