

**The Terrace Bay Public Library held its regular board meeting on Tuesday May 20, 2008 at 5:30pm in the library.**

**Present:** Chair – Irene Moore, Vice-chair Chris Stewart, Council representative Rick St. Louis and CEO Mary Deschatelets.

Regrets: Connie Bryson and Deb Brazeau

**Declarations of Interest:** none

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

**CARRIED 08-35**

**Minutes:** Moved by Chris Stewart and seconded by Rick St. Louis that “the minutes of the April 15, 2008 meeting be approved”

**CARRIED 08-36**

**Business Arising from the Minutes:**

1. Eco Superior was contacted regarding their “Kill a watt” meter program. We were advised that the meters can be purchased through local hardware stores. The CEO will purchase one and we will advertise and circulate it to the public. If the need exists, we will purchase a second unit.
2. A people counter at a cost of \$425.00 was deemed to expensive. Either a click counter will be purchased or a manual count on paper will be done in order to record the amount of people entering the library building. This count will begin on June 1.
3. Discussion was held regarding applying for a grant to make the front doors of the library handicap accessible. It was decided that the CEO will contact maintenance to request that the doors be painted ASAP to clean things up as they are unsightly. If identified in the new strategic plan as an issue, the doors will be replaced as part of an overall library renovation project.

**New Business:**

1. The board reviewed and approved the changes to the facility and circulation policies as recommended by the policy review committee. Moved by Chris Stewart and seconded by Rick St. Louis that “the Facilities Use and Circulation policies be accepted as reviewed.”

**CARRIED 08-39**

2. A brief demonstration of the TBPL website was provided by the CEO and a demonstration of the OLBA website was provided by Chair Irene Moore.
3. School graduations were discussed. The board will present the awards if they are available on the dates of the graduations. The CEO will set this up. If board members are not available then the CEO will attend.
4. Budget direction was received from the town treasurer. In her email she stated that council had directed that there be a 0% increase in capital spending this budget year. We will present our budget to council on Friday June 20.

### **Correspondence – Information Items**

Correspondence was accepted.

### **Correspondence – Action Items- None**

#### **Financial Disbursements**

Moved by Rick St. Louis and seconded by Chris Stewart that “the financial disbursements for the library for April 2008 be approved”

**CARRIED 08-37**

#### **CEO Report**

Stats for April 2008 – General circulation – 540 Computer usage - 198

Inter library loans – 57 borrowed and 7 loaned

Knowledge Ontario – 32 uses

Rotating materials – received 12 Large print and returned 2 braille

Revenues for April 2008 – Cash revenues - \$178.50

Currently reviewing job descriptions. New rates of pay took effect. Jean and Mary received Inter Library Loan training through teleconference.

We are now a lending library. Our outgoing material will be postage metered through the town office and we will be billed accordingly from them. Thanks to Dick for setting this up for us. Storytime and Blue Spruce programs have been completed successfully.

Maintenance moved our library donor board to the front of the library and moved a large table into storage at the town office. Painting is completed and we are looking at having a mural painted on the wall in the kids section. Carpet is worn in the circulation desk area.

The library went live on April 1 with our new automated system that is available online. A successful open house was held. New hours of

operation began on April 1 as well. We are now open during the 5to 6pm hour.

Jean Fenton and Mary Deschatelets attended the OLS North Joint Conference in Sudbury from May 5 – 8.

Moved by Chris Stewart and seconded by Rick St. Louis that “the CEO /post conference report for May 2008 be accepted as presented”

**CARRIED 08-38**

**In Camera** –Moved by Chris Stewart and seconded by Rick St. Louis that “the board proceed in camera to address a matter pertaining to personal matters about an indentifiable individual, including municipal local board employees”. **CARRIED 08-40**

**Next Meeting**

The next meeting of the Terrace Bay Public Library Board will be held on Tuesday, June 10, 2008 at 5:30pm in the library.

**Meeting adjourned @ 7:00 pm.**

Chairperson\_\_\_\_\_

Secretary\_\_\_\_\_