
Temiskaming Shores Public Library Board

Meeting Minutes

Wednesday, November 26, 2025

7:00 p.m. in-person and via zoom

1. Call to Order

Meeting called to order by Library Board Chair Brigid Wilkinson at 6:58 p.m.

2. Roll Call

Present: Chair Brigid Wilkinson, Erica Burkett, Nadia Pelletier-Lavigne, Sarah Bahm, Jule Booth, Erin Little, Joyce Elson, and Melanie Ducharme via Zoom.

Regrets: Thomas McLean.

Members of the Public: 0

3. Adoption of the Agenda

a. Addition: None.

Motion #2025-36

Moved by: Erica Burkett

Seconded by: Jule Booth

Be it resolved that the Temiskaming Shores Public Library Board accepts the November 26, 2025 agenda as amended.

Carried.

4. Declaration of conflict of interest: None.

5. Adoption of the Minutes

Motion #2025-37

Moved by: Sarah Bahm

Seconded by: Erin Little

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Wednesday, October 22, 2025 as presented.

Carried.

6. Business arising from Minutes:

a. None.

7. Correspondence:

a. **From Timiskaming District Secondary School.** Re: bursary award.

b. **From Kaitlyn Loranger, TDSS.** Re: bursary award.

c. **From The Northern Defender.** Re: Donation.

8. Secretary–Treasurer’s Report

Report, workplace inspection reports, monthly financial statement and Scotiabank Statements included in the trustees’ information packet.

Library CEO’s Report

November 18, 2025

Building:

Fire Safety checks are completed on a monthly basis and reported to the Fire Prevention Officer for the City. Workplace safety inspections are completed on a monthly basis by the Library’s Health and Safety Representative.

CJTT Chats: I will be scheduling the 2026 chats in the next month or so. During the chats I summarize upcoming library programs and events. The next chat is on December 2.

Contracting Townships: Both Harley and Casey Townships renewed their contracts for library service at the new rate of \$29/household for the two-year period.

Grants:

Connectivity Fund Grant: We received \$2075.40 in funding via EFT on October 31. This grant is to cover our internet service for 2026, so the funds will be transferred to the city for the 2026 budget in January.

Incidents: there was one incident that required the aid of the OPP at the library in the month of October.

Library Christmas Hours: The library is closed on Wednesday, December 24 through Friday, December 26, and from Wednesday, December 31 through Thursday, January 1, 2026. The library is open for our regular schedule on Friday, January 2, 2026.

Partnerships:

ACFO: The library co-hosted pyjama storytime in French with ACFO on Tuesday, November 4.

One Light Diversity: The library provided space for a learning session on Thursday, November 6.

Community Volunteer Income Tax Program (CVITP): The library will be providing space for community income tax clinics twice a week in March and April, 2026.

Northern College: Meeting with Michelle Cole from Northern College Libraries, discussed library parking signs, possible programming, interior directional signage for the library.

Programs:

- Class visits in French and English
- Digital Literacy Sessions
- Family Storytime
- Preteen Paint and Sip
- Christmas Craft and Storytime
- Club de Lecture
- French Christmas Craft and Storytime

Website: I have received the training links. There are about ten hours of course work to learn the new website. Once I have the training completed I will start work on it.

Workplace Inspections: There are no outstanding items on the Workplace Inspections list.

	October 2025	October 2024
Library visits	2807 visits	3092 visits
Internet workstation use	234 workstation uses	213 workstation uses
Reference, IT support, reader's advisory and other staff interactions	972 (751 in-person, 221 by phone or electronically)	974 (720 in person, 254 by phone or electronically)
OverDrive Circulations	1589 (654 ebooks, 550 audio, 385 magazines) 82 Advantage Items	1524 (631 ebooks, 568 audio, 325 magazines) 54 Advantage (our library owned) items

Program Attendance

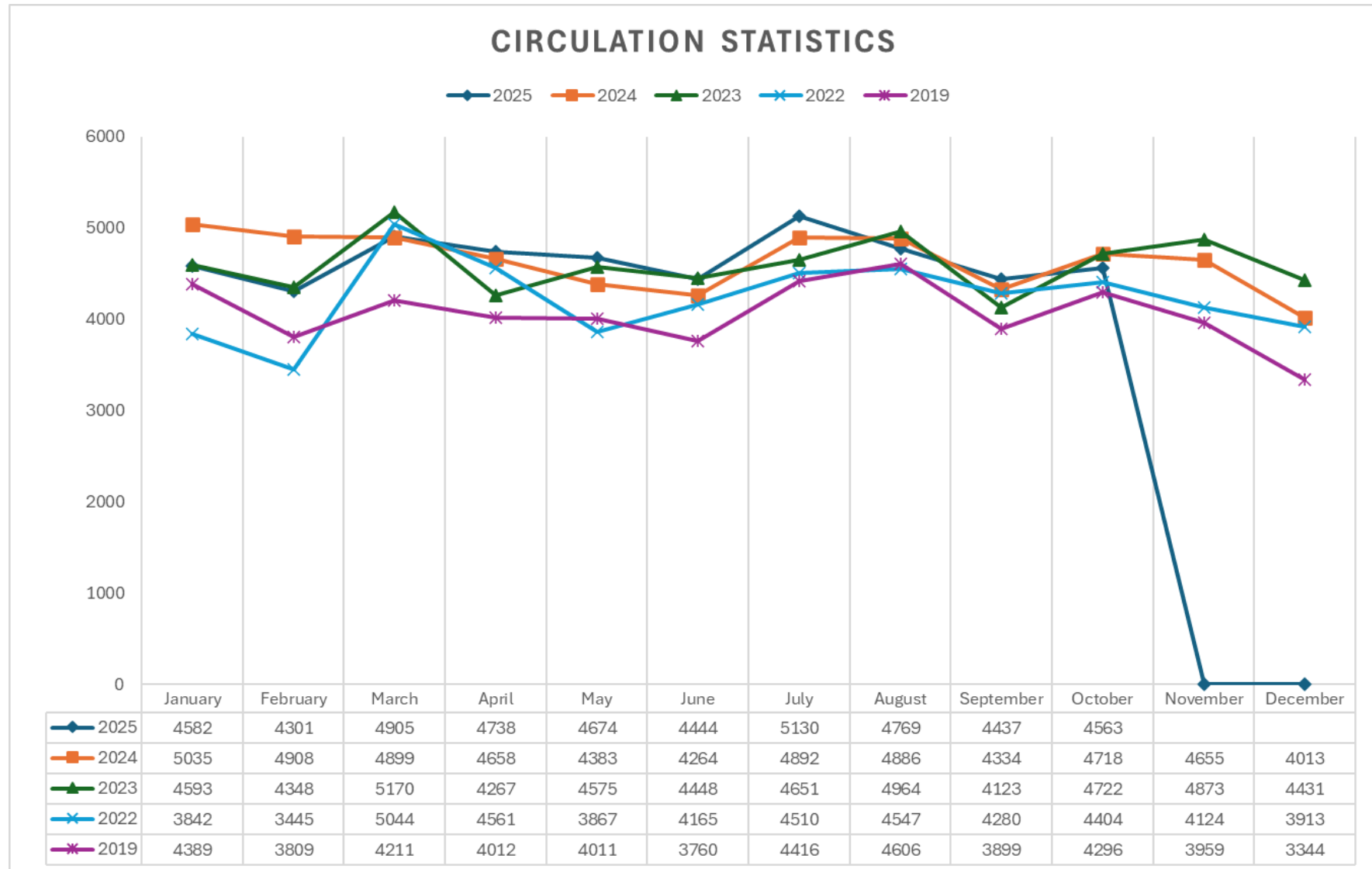
Program	October 2025
Fall Preschool Storytime	5 sessions, 52 in attendance
Class visits	2 visits, 39 in attendance
Digital Literacy Sessions	12 in attendance
French Book Club	7 in attendance

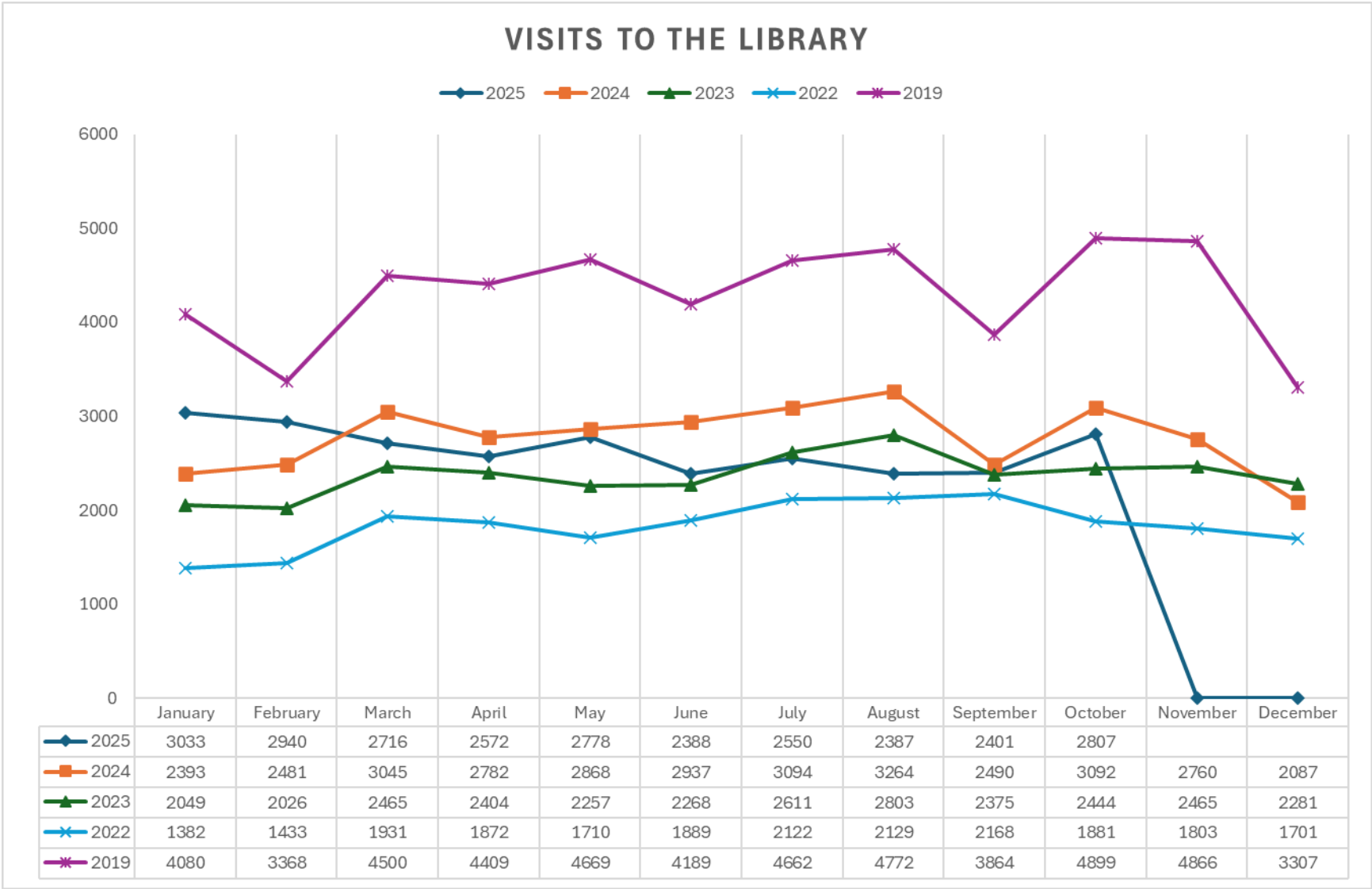
Family Storytime	8 in attendance
Ontario Public Library Week grab bags	30 English bags 12 French bags handed out
Halloween Colouring Contest	50 entries
Halloween 3 Line Spooky Story Contest	7 participants
Spooky Escape Room	3 days of sessions; 45 participants
Girl Guides Library Visit	16 in attendance

Circulation Statistics

Item Category	Oct-25	Oct-24
Fiction	879	1022
E-books	654	631
Junior Easy	569	470
E-audiobooks	550	568
E-magazines	385	325
Junior Fiction and Young Adult	376	320
French Youth	237	363
CDs and DVDs	175	207
Large Print	159	163
Nonfiction	151	126
French Adult	103	86
Audiobooks	95	92
Junior Nonfiction	82	90
Periodicals	60	95
Games and Puzzles	52	56
Wifi hotspots	17	22
Parks Passes	6	0
Equipment (walking poles, back	5	8
Inter Library Loans	3	56
Pool Passes	3	2
Local History	2	13
Microfilms	0	3
Snowshoes	0	0
Totals	4563	4718

HAILEYBURY SATELLITE SERVICE
18 CIRCULATIONS





Finances and Statistics

The Board reviewed the workplace inspection, financial and statistical reports, including the Scotiabank Statements as provided by the CEO.

Motion #2025-38

Moved by: Erica Burkett

Seconded by: Joyce Elson

Be it resolved that the Temiskaming Shores Public Library Board accepts the November 26, 2025 Secretary-Treasurer's report, workplace inspection report and financial reports including Scotiabank statements.

Carried.

9. Committee Reports:

- a. Finance Committee: Nothing to report.
- b. Policy and Personnel Committee: Nothing to report.
- c. Strategic Planning Committee: Nothing to report.
- d. Library Services Committee: Nothing to report.

10. New Business:

- a. **Draft 2026 budget.** For information.
- b. **Report LIB-05-2025 OLA Conference attendance for the CEO.** Motion.

Motion #2025- 39

Moved by: Erin Little

Seconded by: Nadia Pelletier-Lavigne

Be it resolved that the Temiskaming Shores Public Library Board accepts report LIB-05-2025 OLA Conference attendance for CEO and approves sending Library CEO to the Ontario Library Association 2026 Conference in Toronto from January 27-30, 2026.

Carried.

- c. **Board meeting 2026 schedule.** For review.
- d. **Holdback money at TTF.** Discussion.

Motion #2025-40

Moved by: Jule Booth

Seconded by: Erin Little

Be it resolved that the Temiskaming Shores Public Library Board transfer the contents of the SD-May Ball Fund to the principal of the May Ball Fund.

Carried

11. Policy Review

a. Policy TSPL Circ-9 Mobile wifi hotspots. Review.

b. Policy TSPL Emergency Preparedness Plan. Review. Motion.

Motion #2025-41

Moved by: Sarah Bahm

Seconded by: Nadia Pelletier-Lavigne

Be it resolved that the Temiskaming Shores Public Library Board accepts policies: Circ-9 Mobile wifi hotspots and TSPL Emergency Preparedness Plan policy as amended.

Carried

12. Closed session regarding identifiable individuals.

Motion #2025-42

Moved by: Nadia Pelletier-Lavigne

Seconded by: Sarah Bahm

Be it resolved that the Temiskaming Shores Public Library Board go into Closed Session at 8:15 p.m. in regards to identifiable individuals.

Carried.

Motion #2025-43

Moved by: Joyce Elson

Seconded by: Sarah Bahm

Be it resolved that the Temiskaming Shores Public Library Board rise from Closed Session at 8:23 p.m. with report.

Carried.

Motion #2025-44

Moved by: Erin Little

Seconded by: Jule Booth

Be it resolved that the Temiskaming Shores Public Library Board accepts the closed session minutes of the October 2025 meeting as reviewed by the board.

Carried.

13. Adjournment

a. Next meeting: Wednesday, January 21, 2026

Adjournment by Brigid at 8:25 p.m.

Chair –