Temiskaming Shores Public Library Board

Meeting Minutes

Wednesday, May 27, 2026

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

1. Call to Order

Meeting called to order by Library Board Chair Brigid Wilkinson at 7:04 p.m.

2. Roll Call

Present: Jule Booth, Sarah Bahm, Chair Brigid Wilkinson, Erin Little, and Joyce Elson in person, Melanie Ducharme, Nadia Pelletier-Lavigne, and Thomas McLean via zoom.

Regrets: Erica Burkett

Members of the Public: 0

3. Adoption of the Agenda

Motion #2026-31

Moved by: Sarah Bahm

Seconded by: Thomas McLean

Be it resolved that the Temiskaming Shores Public Library Board accepts the May 27, 2026 agenda as presented.

Carried.

Additions: New Business: None.

4. Declaration of conflict of interest: None.

5. Adoption of the Minutes

Motion #2026-32

Moved by: Erin Little

Seconded by: Joyce Elson

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Wednesday, April 22, 2026 as presented/amended.

Carried.

6. Business arising from Minutes:

a. Sarah Bahm gave a report on the Board Assembly Meeting.

7. Correspondence:

a. From Conseil scolaire catholique des grandes rivières. Re: May Ball Bursary. For information.

b. From The Temiskaming Foundation. Re: May Ball and TSPL Fund grants. For information.

c. From The Temiskaming Foundation. Re: Surplus funds grant. For information.

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 **May 21, 2026**

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

CEO Training:

- OWWCO Proctor Training—April 27
- Cybersecurity course—April 28
- GovStack Triaging PDFs for Accessibility for Websites—May 7

CJTT Chats: upcoming chats are on June 3, July 9, August 11, September 9, October 8, November 3, and December 2, 2026.

Exam Proctoring: I proctored two exams in April.

Incidents: There were no incidents that required the aid of the OPP in the month of April. There were no Code of Conduct incidents filed by staff.

Office equipment: Office Pro has replaced the cylinders in five of our staff office chairs for much less cost than replacing the chairs.

Partnerships:

- **Clearesult:** We received our shipment of 50 Energy Saving Kits on April 22. We had given them all out in conjunction with the tax clinics by April 30th.

Programs:

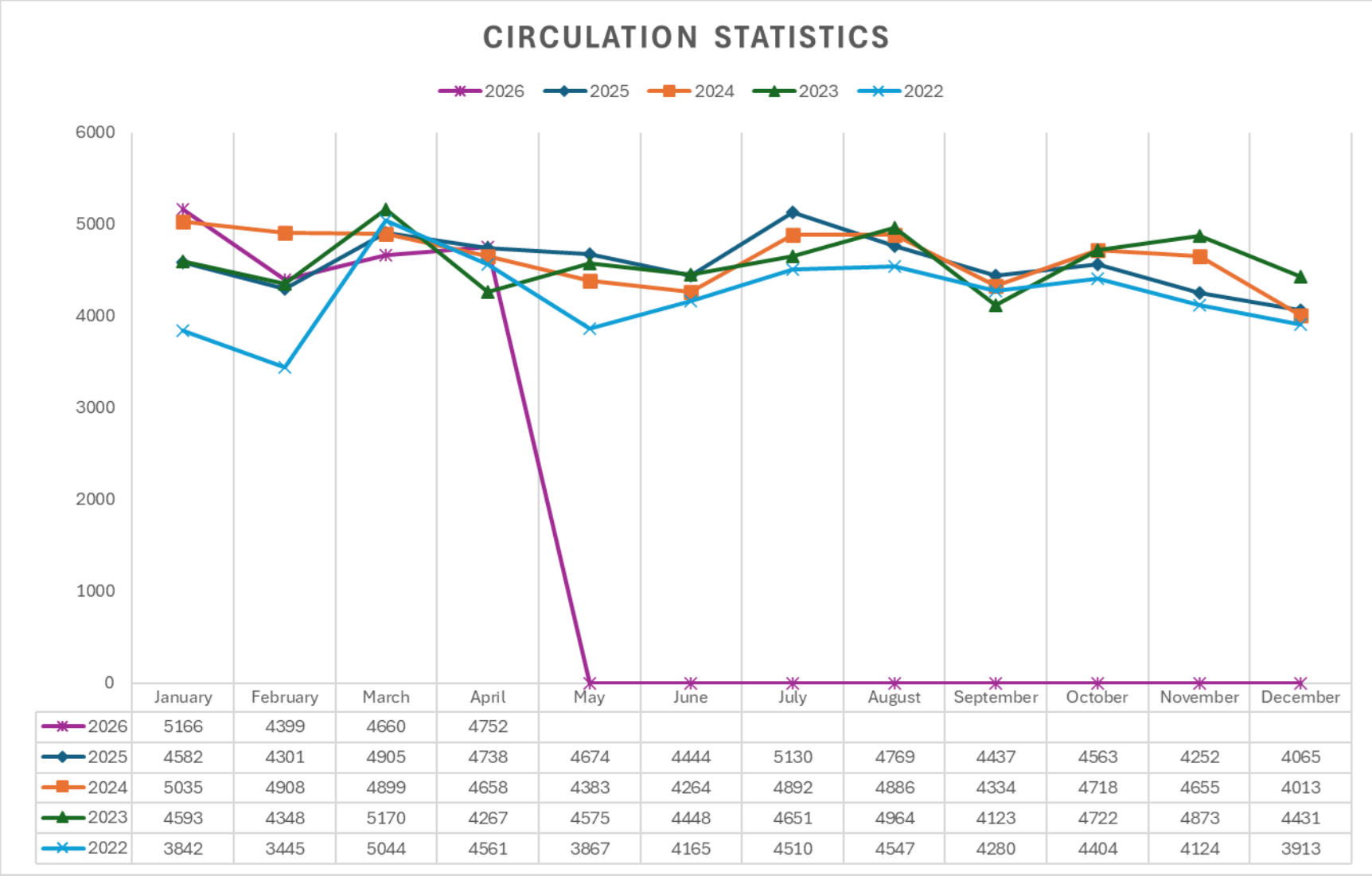
- Digital Literacy sessions on Thursdays in May and June
- Preschool Storytime on Wednesdays in May
- Soup to Tomatoes Exercise group on Tuesdays and Thursdays in May
- Grade 5 Spelling Bee on May 30
- Club de lecture le 15 juin

June is a quieter month for programming as staff are preparing for the TD Summer Reading Club sessions in the summer.

Public Access Computers: The new public access server and clients were installed on May 8. They seem to be working well and people are happy to have access to more browsers and able to use USBs much more easily. They are also better for confidentiality as we can reboot each individual client.

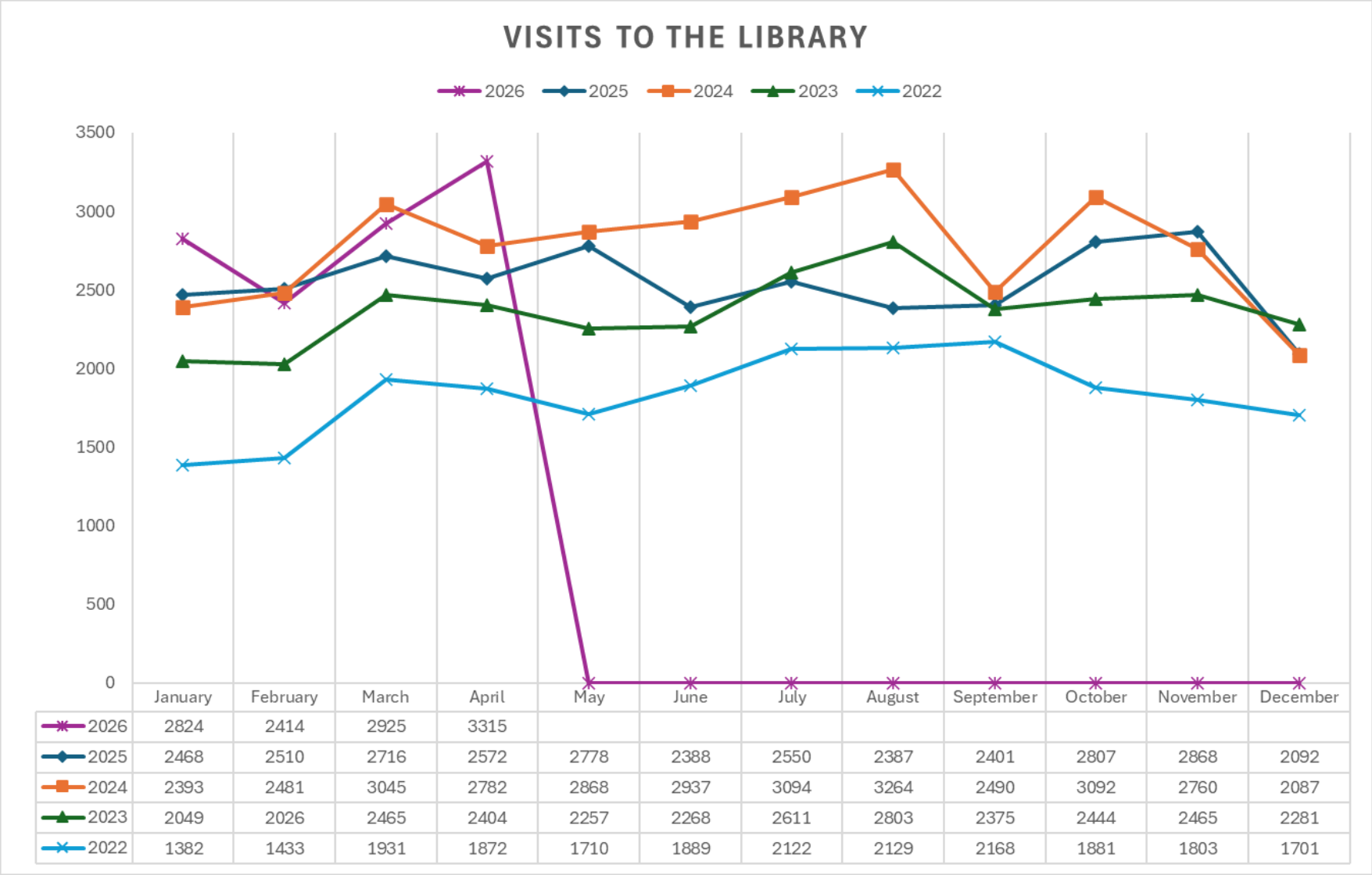
Activity	April 2026	April 2025
Library visits	3315 visits	2572 visits
Internet workstation use	257 workstation uses	194 workstation uses
Reference, IT support, reader's advisory etc	720 (518 in-person, 202 by phone or electronically)	1004 (722 in person, 282 by phone or electronically)
OverDrive Circulations	1669 (658 ebooks, 616 audio, 395 magazines) 70 Advantage Items	1466 (650 ebooks, 516 audio, 300 magazines) 91 Advantage (our library owned) items

Program	April 2026
Girl Guides, Temiskaming Art Gallery	**2 visits, 33 in attendance**
Digital Literacy Sessions	**12 in attendance**
Family Storytime	**9 in attendance**
Pre-School Storytime	**5 sessions, 34 participants**
CIVTP Tax Clinics	**254 participants**
Youth Volunteer Drop in	**4 in attendance**
Easter Colouring Contest	**150 participants**
Festival des Folies Franco-Fun booth, off site	**67 in attendance**



	January	February	March	April	May	June	July	August	September	October	November	December
2026	5166	4399	4660	4752								
2025	4582	4301	4905	4738	4674	4444	5130	4769	4437	4563	4252	4065
2024	5035	4908	4899	4658	4383	4264	4892	4886	4334	4718	4655	4013
2023	4593	4348	5170	4267	4575	4448	4651	4964	4123	4722	4873	4431
2022	3842	3445	5044	4561	3867	4165	4510	4547	4280	4404	4124	3913

HAILEYBURY SATELLITE SERVICE
37 CIRCULATIONS



	January	February	March	April	May	June	July	August	September	October	November	December
2026	2824	2414	2925	3315								
2025	2468	2510	2716	2572	2778	2388	2550	2387	2401	2807	2868	2092
2024	2393	2481	3045	2782	2868	2937	3094	3264	2490	3092	2760	2087
2023	2049	2026	2465	2404	2257	2268	2611	2803	2375	2444	2465	2281
2022	1382	1433	1931	1872	1710	1889	2122	2129	2168	1881	1803	1701

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

Motion #2026-33

Moved by: Joyce Elson

Seconded by: Jule Booth

Be it resolved that the Temiskaming Shores Public Library Board accepts the May 27, 2026 Secretary-Treasurer's report, workplace inspection report and financial reports including Scotiabank statements.

Carried.

9. Committee Reports:

a. Finance Committee: Schedule a meeting for early June.

b. Policy and Personnel Committee: Nothing to report.

c. Strategic Planning Committee: Nothing to report.

d. Library Services Committee: Minutes of May 14, 2026 meeting.

10. New Business:

a. Strategic Plan worksheet to track progress. For review.

b. Federation of Ontario Public Libraries 2026 advocacy campaign. For information.

11. Policy review:

a. Facilities 1-Facilities Use and Patron Code of Conduct
b. Facilities 4-Internet Access and Computer Use
c. Facilities 4.5-Internet Filtering and Control of Information Statement. Motion.

Motion #2026-34

Moved by: Erin Little

Seconded by: Jule Booth

Be it resolved that the Temiskaming Shores Public Library Board accepts policies: Facilities-1 Facilities Use and Patron Code of Conduct policy, Facilities-4 Internet Access and Computer Use, and Facilities 4.5 Internet Filtering and Control of Information Statement policy as amended.

Carried

12. Closed session regarding identifiable individuals.

Motion #2026-35

Moved by: Sarah Bahm

Seconded by: Joyce Elson

Be it resolved that the Temiskaming Shores Public Library Board go into Closed Session at 7:44 p.m. in regards to identifiable individuals.

Carried.

Motion #2026-36

Moved by: Melanie Ducharme

Seconded by: Thomas McLean

Be it resolved that the Temiskaming Shores Public Library Board rise from Closed Session at 7:51 p.m. with report.

Carried.

Motion #2026-37

Moved by: Joyce Elson

Seconded by: Erin Little

Be it resolved that the Temiskaming Shores Public Library Board accepts the closed session minutes of the April 2026 meeting as reviewed by the board.

Carried.

13. Adjournment

a. Next meeting: Wednesday, June 24, 2026

Adjournment by Brigid at 7:52 p.m.

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Chair –