
Temiskaming Shores Public Library Board

Meeting Minutes

Wednesday, March 25, 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 7:01 p.m.

2. Roll Call

Present: Jule Booth, Chair Brigid Wilkinson, Erin Little, Erica Burkett in person, and Nadia Pelletier-Lavigne and Sarah Bahm via zoom.

Regrets: Joyce Elson, Melanie Ducharme, Thomas McLean.

Members of the Public: 0

3. Adoption of the Agenda

- a. Addition: Correspondence b. Ontario Library Service: Re: postage reimbursement.**

Motion #2026-15

Moved by: Erica Burkett

Seconded by: Sarah Bahm

Be it resolved that the Temiskaming Shores Public Library Board accepts the March 25, 2026 agenda as amended.

Carried.

4. Declaration of conflict of interest: None.

5. Adoption of the Minutes

Motion #2026-16

Moved by: Nadia Pelletier-Lavigne

Seconded by: Erin Little

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Wednesday, February 25, 2026 as presented.

Carried.

6. Business arising from Minutes:

- a. None.

7. Correspondence:

- a. **From ESCSM.** Re: May Ball Bursary. For information.
- b. **From Ontario Library Services.** Re: Postage Reimbursement extra funds. Due to the difficulties with the library book shipping tool and postal strike, fewer interlibrary loans were sent last year. Extra funds will be distributed to participating libraries, at \$.50 per loan. Temiskaming Shores loaned 246 items in 2025, so should receive \$123.

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

March 13, 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.

CJTT Chats: There are chats scheduled for March 17, April 10, May 1, June 3, July 9, August 11, September 9, October 8, November 3, and December 2, 2026.

Committees and meetings:

Federation of Ontario Public Libraries:

- “We are more than books” advocacy campaign rollout meeting, March 25

- FOPL Northern Cactus meeting, April 10
- AGM, April 24 (this will be my last meeting on the board of directors)

OLS Spring Networking virtual meeting: I will attend the meeting on April 16.

Timiskaming Communications Collaborative: I will attend the meeting on March 25.

Grants:

Annual Survey to the Ministry for the Public Library Operating Grant: The Annual Survey, which is a requirement for the Public Library Operating Grant, is due on April 30.

Connectivity Fund extra funding: We were successful in the amount of \$4911 to help fund the wifi hotspots.

Timiskaming Ontario Health Team Health Equity Funding: The library submitted a proposal for a study pod on the lower level and was successful in the amount of \$8535 for the project.

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

Presentations: The Ontario Library Association invited me and my two colleagues to present our OLA Conference session at the virtual Super Conference Callback Series in June. The presentation will take place via livestream on June 9 and will be available to participants on demand throughout the summer.

Programs:

- CVITP Free Tax Clinics: Mondays and Wednesdays in March and April
- Digital Literacy sessions on Thursdays in April
- Preschool Storytime on Wednesdays in April and May
- Family Fun Storytime on April 4
- Youth Volunteer drop in on April 17
- Staff working off site at Samedi en Famille---Festival des Folies Franco-Fun on April 25

Staffing:

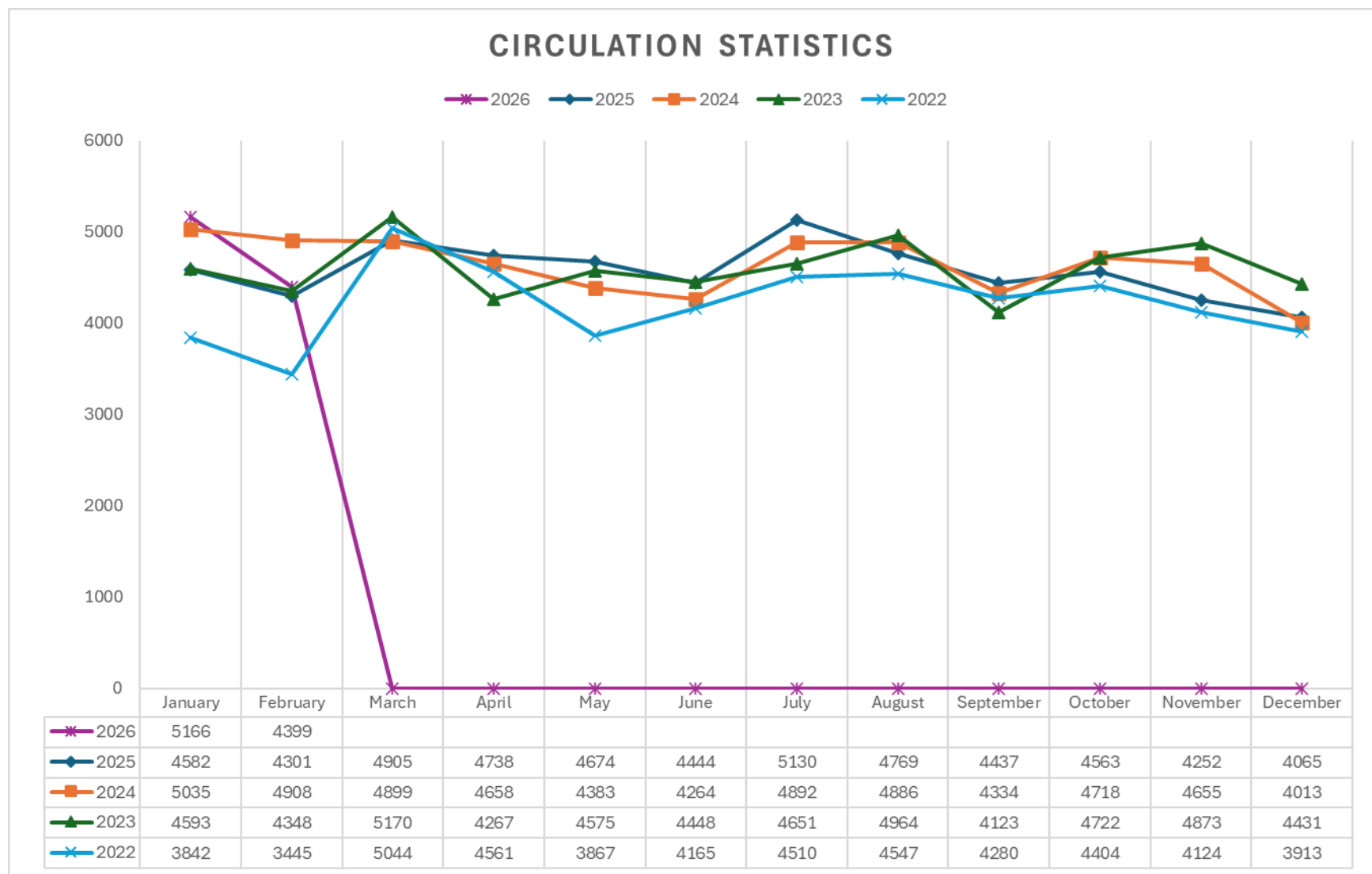
- Staff performance evaluations and goal setting meetings for 2026 have been completed.
- I am scheduling one on one meetings with each staff member once every few months to give uninterrupted time to touch base and brainstorm any issues that come up.

Website: The website revisions are almost complete. I would like to make some more changes to the homepage and would like to change the large banner photo when we have some better quality pictures of around the library. I would like to possibly hire a photographer to take some stock photos that the library could use in publications, the website and social media

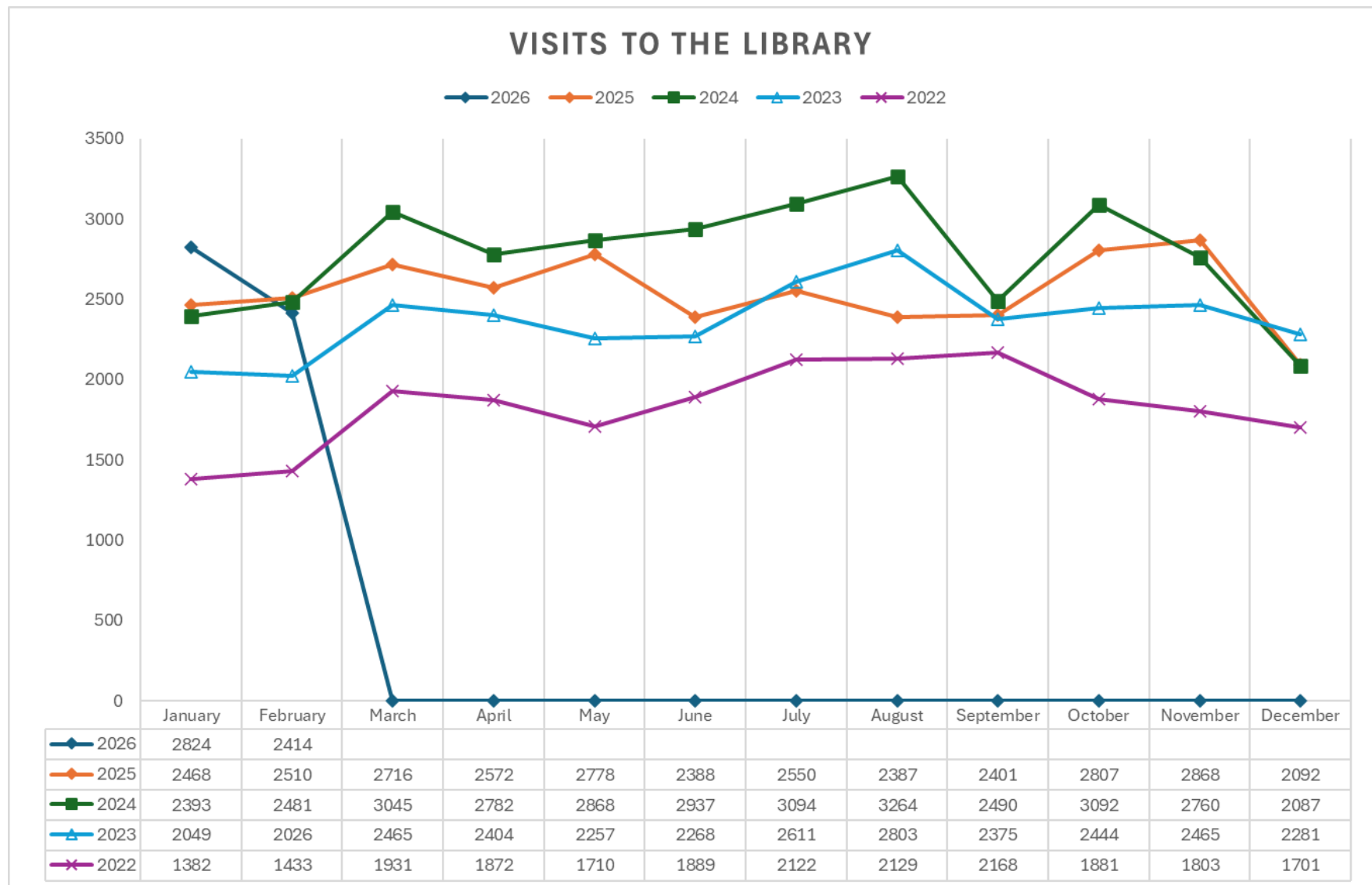
The CEO showed the library board different features of the website.

Activity	February 2026	February 2025
Library visits	2414 visits	2510 visits
Internet workstation use	154 workstation uses	160 workstation uses
Reference, IT support, reader's advisory and other staff interactions	778 (524 in-person, 254 by phone or electronically)	861 (642 in person, 219 by phone or electronically)
OverDrive Circulations	1513 (663 ebooks, 528 audio, 322 magazines) 58 Advantage Items	1361 (637 ebooks, 427 audio, 297 magazines) 65 Advantage (our library owned) items

Program	February 2026
Class visits	3 visits, 83 in attendance
Digital Literacy Sessions	13 in attendance
La Leche League	22 in attendance
Soup to Tomatoes Exercise Class	73 in attendance
Family Storytime	4 in attendance
Children's Blind date with a Book activity	101 participants
Rendez-vous "surprise" avec un livre junior	41 participants
Club de lecture	7 in attendance



**HAILEYBURY SATELLITE SERVICE
13 CIRCULATIONS**



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

Motion #2026- 17

Moved by: Jule Booth

Seconded by: Nadia Pelletier-Lavigne

Be it resolved that the Temiskaming Shores Public Library Board accepts the March 25, 2026 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: Will meet on April 9.
- c. Strategic Planning Committee: Will meet on April 14.
- d. Library Services Committee: Nothing to report.

10. New Business:

- a. **TTF Grant Projects.** The Board discussed projects. The public access computers need to be updated. The CEO will request quotes from city IT Support.
- b. **2025 Annual Survey to Ministry of Tourism, Culture and Gaming.** Review. Motion.

Motion #2026-18

Moved by: Erica Burkett

Seconded by: Sarah Bahm

Be it resolved that the Temiskaming Shores Public Library Board accepts the information in the Annual Survey for the Ministry of Tourism, Culture and Gaming and consents to the release of the survey report to the Ministry.

Carried.

11. Policy Review

- a. Facilities-1 Facilities Use policy
- b. Facilities-2 Community Use of Meeting Rooms policy
- c. Facilities-3 Community Information policy. Motion.

Motion #2026-19

Moved by: Erica Burkett

Seconded by: Erin Little

Be it resolved that the Temiskaming Shores Public Library Board accepts policies: Facilities-1 Facilities Use policy, Facilities-2 Community Use of Meeting Rooms policy and Facilities-3 Community Information policy as amended.

Carried

12. Closed session regarding identifiable individuals.

Motion #2026-20

Moved by: Nadia Pelletier-Lavigne

Seconded by: Erica Burkett

Be it resolved that the Temiskaming Shores Public Library Board go into Closed Session at 7:43 p.m. in regards to identifiable individuals.

Carried.

Motion #2026-21

Moved by: Erica Burkett

Seconded by: Nadia Pelletier-Lavigne

Be it resolved that the Temiskaming Shores Public Library Board rise from Closed Session at 7:58 p.m. with report.

Carried.

Motion #2026-22

Moved by: Jule Booth

Seconded by: Erin Little

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

Carried.

13. Adjournment

a. Next meeting: Wednesday, April 22, 2026

Adjournment by Brigid at 7:59 p.m.

Chair –