

Temiskaming Shores Public Library Board

Meeting Minutes

Wednesday, June 4, 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 7:03 p.m.

2. Roll Call

Present: Chair Brigid Wilkinson, Erica Burkett, Jule Booth, Erin Little and Melanie Ducharme.

Regrets: Nadia Pelletier-Lavigne, Sarah Bahm, Thomas McLean and Joyce Elson.

Members of the Public: 0

3. Adoption of the Agenda

- a. Addition: New Business C. Report LIB-04-2025 Contracting Township Contracts.**

Motion #2025-25

Moved by: Erica Burkett

Seconded by: Melanie Ducharme

Be it resolved that the Temiskaming Shores Public Library Board accepts the June 4, 2025 agenda as amended.

Carried.

4. Declaration of conflict of interest: None.

5. Adoption of the Minutes

Motion #2025-26

Moved by: Jule Booth

Seconded by: Erica Bukett

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Wednesday, April 23, 2025 as presented.

Carried.

6. Business arising from Minutes:

a. None.

7. Correspondence:

- a. **From The Temiskaming Foundation.** Re: May Ball Fund Report. For information.
- b. **From The Temiskaming Foundation.** Re: Temiskaming Shores Public Library Fund Report. 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 15, 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.

Damaged wall: Shelving and books have been cleared away from the wall in preparation for repair. The structural engineer has completed a report. It is anticipated that the repair will require removing a large portion of the adult fiction collection in that area, and then replacing it when the repair is completed. It is unknown the timing or duration of the repairs.

CJTT Chats: Chats have been scheduled for once a month in 2025. During the chats I summarize upcoming library programs and events. Next chats are on June 17, July 15, August 5, September 9, October 7, November 5, and December 5.

Incidents: there were no incidents that required the aid of the OPP at the library in the month of April.

Partnerships

CPA Programs: The library will host a second Financial Literacy program for children in grades 4-6 on a PD day, Friday June 15. We plan on hosting another for teens who are ready to start their first job in July.

Northeastern Multicultural Centre: There will be a meet and greet program for the Northeastern Multicultural Centre on Saturday, June 7, from 12-3.

Proctoring Exams: I proctored four exams in the months of April and May.

Programs: June is planning month for the library's summer programs so there are not as many programs planned. Flyers will be sent out to the schools to advertise the programs in early June.

- Financial Literacy: Savings and Bank Accounts—June 13
- French Book Club: June 17
- Club de lecture TD: July 8 and 22, August 12 and 19
- English TD Summer Reading Program: July 9 and 23, August 6 and 20
- Junior Reading Club: July 12
- Financial Literacy Workshop: Budgeting and Expenses—July 16
- Summer Family Storytime: July 26 and August 23
- French Family Session: August 9

Workplace Inspections: First aid training has been completed for all staff. The majority of staff will need a refresher course in May 2026.

	April 2025	April 2024
Library visits	2572 visits	2782 visits
Internet workstation use	194 workstation uses	273 workstation uses
Reference, IT support, reader's advisory and other staff interactions	1004 (722 in-person, 282 by phone or electronically)	823 (611 in person, 212 by phone or electronically)
OverDrive Circulations	1466 (650 ebooks, 516 audio, 300 magazines) 91 Advantage	1436 (678 ebooks, 471 audio, 287 magazines) 80 Advantage (our library owned) items

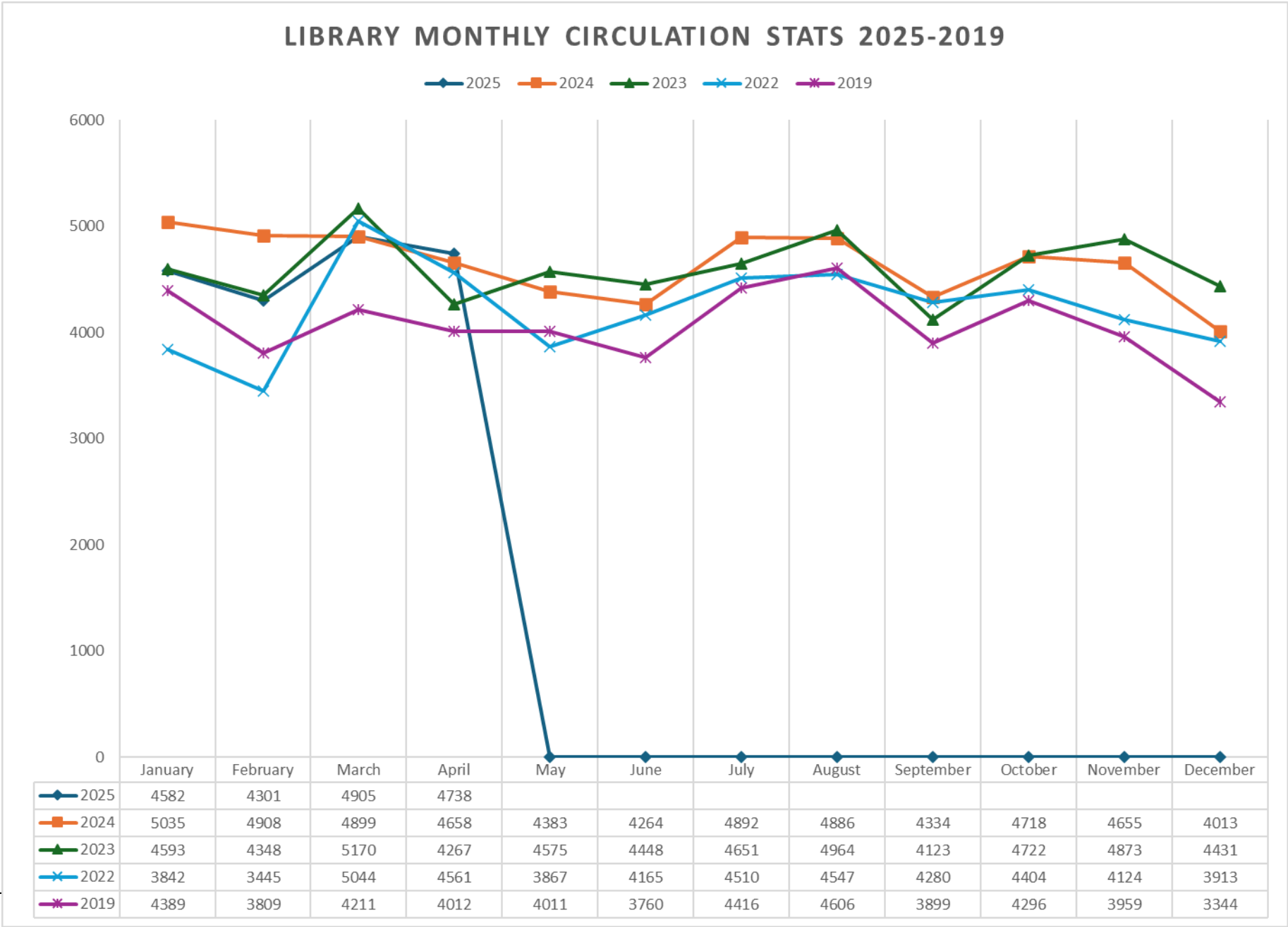
Program Attendance

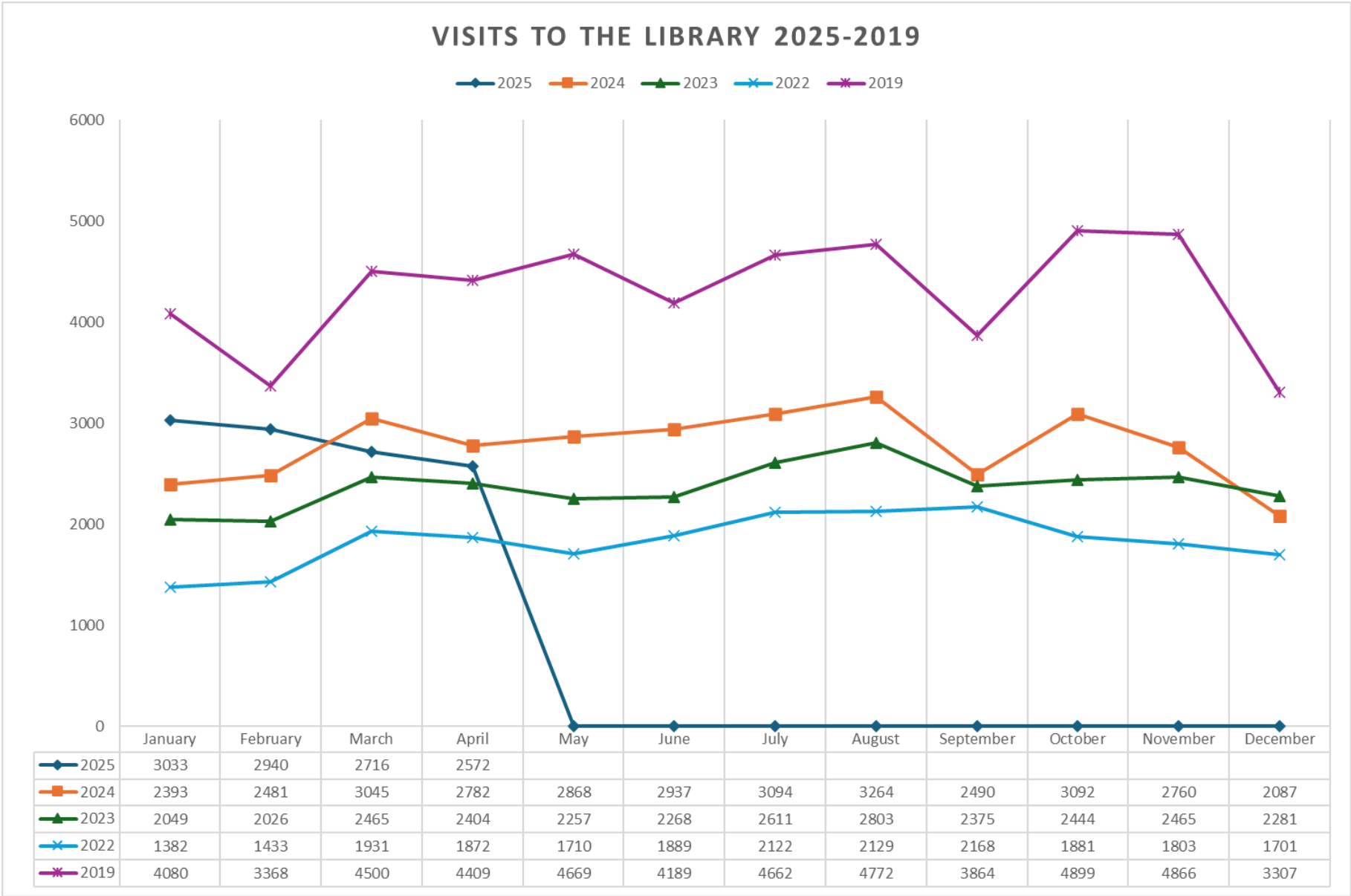
Program	April 2025
Financial Literacy for grades 4-6	6 in attendance
Spring Preschool Storytime	5 sessions, 48 in attendance
Class visits	3 visits, 65 in attendance
Spring Family Storytime	7 in attendance
Digital Literacy Sessions	10 in attendance
French Book Club	7 in attendance
English Book Club	6 in attendance

Circulation Statistics

Item Category	Apr-25	Apr-24
Fiction	849	986
Junior Easy	664	564
E-books	650	678
E-audiobooks	516	471
French Youth	424	320
Junior Fiction and Young Adult	380	388
E-magazines	300	287
CDs and DVDs	183	153
Large Print	137	148
French Adult	110	115
Games and Puzzles	105	82
Nonfiction	102	157
Audiobooks	85	107
Periodicals	73	42
Junior Nonfiction	57	84
Inter Library Loans	51	39
Local History	24	6
Wifi hotspots	17	18
Equipment (walking poles, backpacks, CO2, Radon)	7	7
Snowshoes	3	0
Pool Passes	1	3
Microfilms	0	3
Parks Passes	0	0
Total	4738	4658

HAILEYBURY SATELLITE SERVICE
25 CIRCULATIONS





Finances and Statistics

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

Motion #2025-27

Moved by: Melanie Ducharme

Seconded by: Erin Little

Be it resolved that the Temiskaming Shores Public Library Board accepts the June 4 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. **Strong Mayors Powers.** Handout/information included in package. For discussion and information.
- b. **Board Assembly Report.** For information.
- c. **Report LIB-04-2025 Contracting Township Contracts.** For discussion and information.

11. Policy Review

- a. **Policy Per-21 Workplace harassment and discrimination.** Annual review.
- b. **Policy Per-22 Workplace violence.** Annual Review. Motion.

Motion #2025-28

Moved by: Erica Burkett

Seconded by: Erin Little

Be it resolved that the Temiskaming Shores Public Library Board accepts policies: Per-21 Workplace harassment and discrimination and policy Per-22 Workplace violence as reviewed.

Carried

12. Adjournment

a. Next meeting: Wednesday, September 24, 2025

Adjournment by Brigid at 8:10 p.m.

Chair –