
Temiskaming Shores Public Library Board

Meeting Minutes

Wednesday, October 22, 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 7:01 p.m.

2. Roll Call

Present: Chair Brigid Wilkinson, Erica Burkett, Jule Booth, Erin Little, Nadia Pelletier-Lavigne, Sarah Bahm, and Thomas McLean via Zoom.

Regrets: Melanie Ducharme, Joyce Elson.

Members of the Public: 1

3. Adoption of the Agenda

a. Addition: New Business A. Board Assembly meeting.

Motion #2025-29

Moved by: Erin Little

Seconded by: Erica Burkett

Be it resolved that the Temiskaming Shores Public Library Board accepts the October 22, 2025 agenda as amended.

Carried.

4. Declaration of conflict of interest: None.

5. Adoption of the Minutes

Motion #2025-30

Moved by: Jule Booth

Seconded by: Erica Burkett

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Wednesday, June 4, 2025 as presented.

Carried.

6. Business arising from Minutes:

- a. None.

7. Correspondence:

- a. **From Ecole secondaire catholique Sainte-Marie.** Re: May Ball bursary award.
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

October 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: The wall was repaired in early July, and staff replaced the shelving and books by mid July.

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 November 5, and December 5.

Grants:

Public Library Operation Grant: The application was submitted on September 11, 2025

Connectivity Fund Grant: The application was submitted on October 9, 2025

DTSSAB Funding—HPP grant: The application was submitted on July 30. On September 30 we were notified that we received \$20,000 for the city and the library to support the library in providing low barrier access to the homeless population.

Incidents: there were no incidents that required the aid of the OPP at the library in the months of July through September.

Ontario Library Association Conference 2026: I will be presenting a session entitled “Safe Sound and Supported: Safety and Staff Well-Being in Small Libraries” with the CEO and Board Chair from Kenora Public Library. The Conference is from January 28-31, 2026.

Partnerships:

Centre d’éducation des adultes: The library will be hosting a Coop Student through this partnership, until the end of December. The student will be trained to shelve books and shelfread, in addition to other duties.

Programs:

- Fall Preschool Storytime
- Halloween Colouring Contest
- Halloween story contest
- Ontario Public Library Week grab bags in French and English
- Library Escape Room
- Class visits in French and English
- Girl Guides visit the library
- ACFO Heure de contes en français
- Family Storytime
- Preteen Paint and Sip
- Christmas Craft and Storytime

Website: The city moved over to the new website while I was off during the summer. They have move the library website over, but I will need to update it and change it to the way I had planned with the sitemap I had shared. I am just waiting for my login information and training so I can work on it.

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

	Summer 2025	Summer 2024
Library visits	7325 visits	9295 visits
Internet workstation use	565 computer uses	580 workstation uses
Reference, IT support, reader's advisory and other staff interactions	2812 (2125 in-person, 687 by phone or electronically)	2347 (1714 in-person, 633 by phone or electronically)
OverDrive Circulations	4599 (1977 ebooks, 1652 audio, 970 magazines, 257 advantage items)	4415 (2124 ebooks, 1463 audio, 828 magazines, 226 advantage items)

Program Attendance

Program	Summer 2024
Gadget Helper	23 sessions
Creator Space Demos	2 sessions, 6 in attendance
Financial Literacy Sessions	2 sessions, 15 in attendance
Science North Visit	63 in attendance

English TD SRP	31 in attendance
French TD SRP	27 in attendance
French Family Program	9 in attendance
English Family Fun Program	9 in attendance
June French Book Club	8 in attendance

HAILEYBURY SATELLITE SERVICE
85 CIRCULATIONS

Circulation Statistics

Item Category	June, July, August, 2025	June, July, August 2024
E-books	1977	2124
E-audiobooks	1652	1463
E-magazines	970	828
Audiobooks	294	223
CDs and DVDs	489	759
Equipment (walking poles, backpacks, CO2, Radon)	28	22
Fiction	2624	2870
Games and Puzzles	202	228
Inter Library Loans	137	125
Local History	19	36
Large Print	574	436
Nonfiction	457	484
Microfilms	2	15
Periodicals	193	247
Snowshoes	0	0
Wifi hotspots	48	63
Parks Passes	27	25
Pool Passes	6	14
French Adult	298	322
Junior Easy	1585	1330
Junior Fiction and Young Adult	1355	1144
Junior Nonfiction	169	260
French Youth	1237	1024
Total physical materials	9744	9627
Total e-books and magazines	4599	4415
Total all circulation	14343	14042

	September 2025	September 2024
Library visits	2401 visits	2490 visits
Internet workstation use	215 workstation uses	187 workstation uses
Reference, IT support, reader's advisory and other staff interactions	871 (672 in-person, 199 by phone or electronically)	724 (553 in person, 171 by phone or electronically)
OverDrive Circulations	1511 (623 ebooks, 536 audio, 352 magazines) 76 Advantage Items	1470 (629 ebooks, 523 audio, 318 magazines) 57 Advantage (our library owned) items

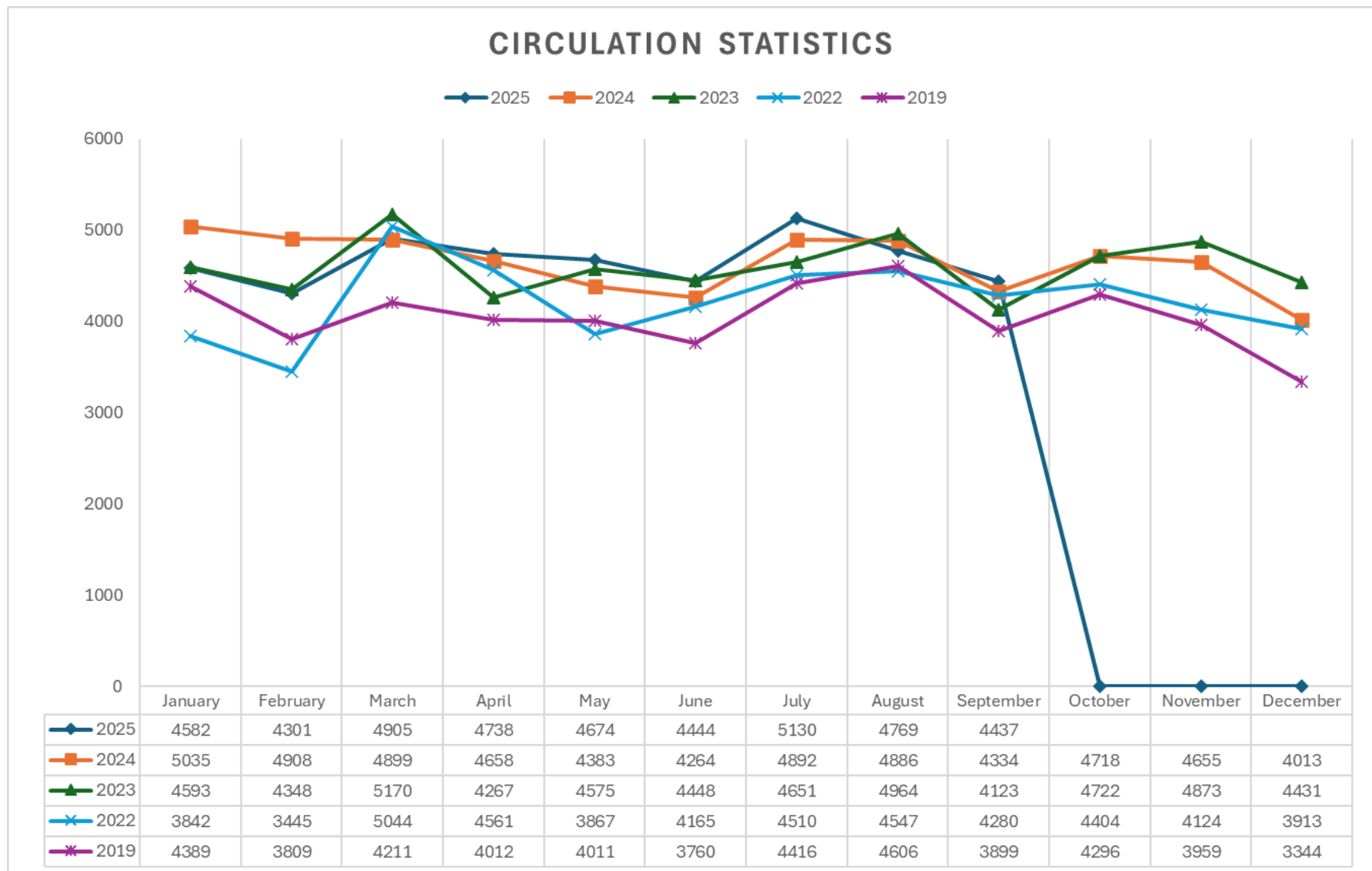
Program Attendance

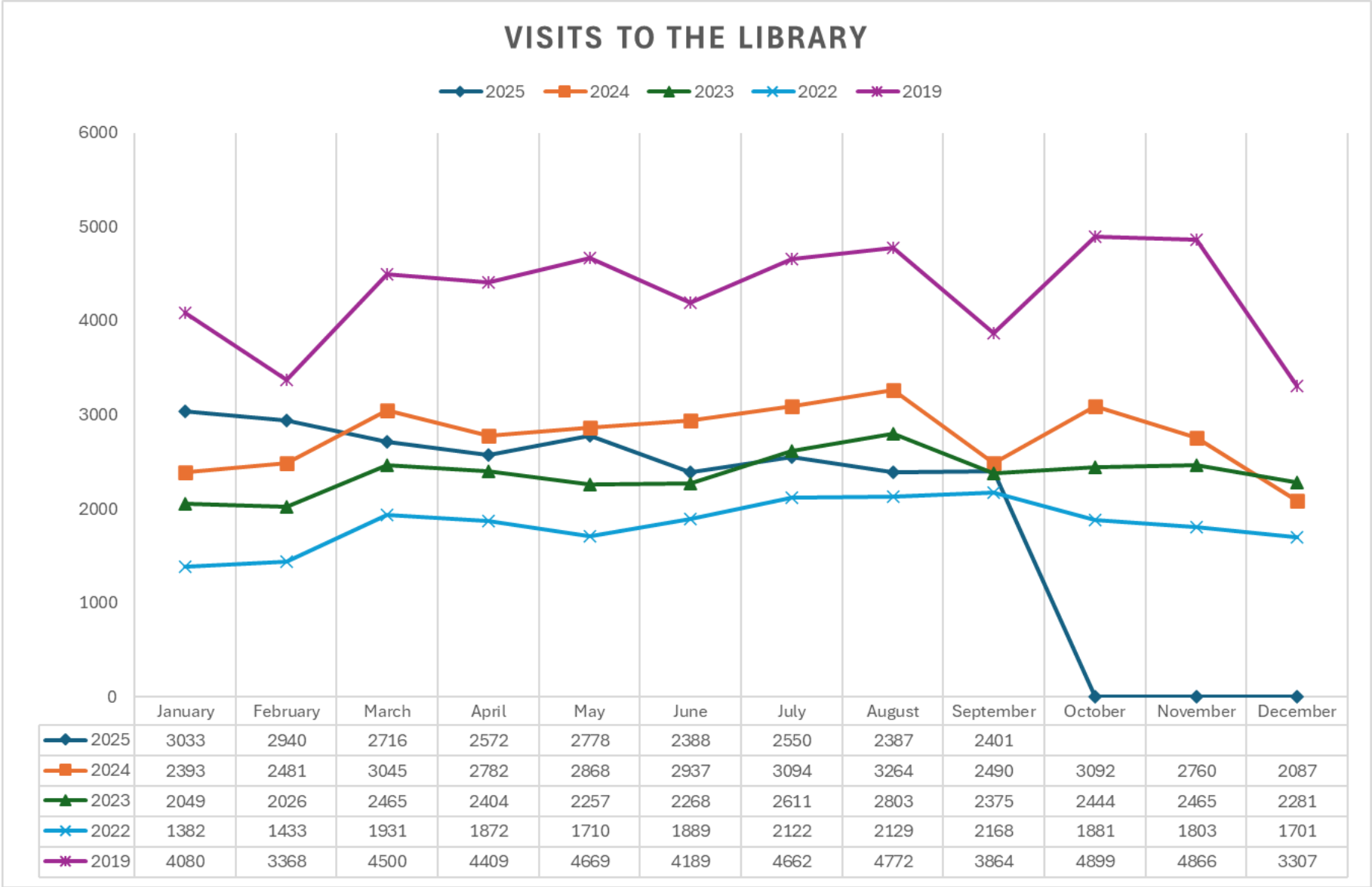
Program	September 2025
Jigsaw Puzzle Swap	15 in attendance
Fall Preschool Storytime	4 sessions, 23 in attendance
Class visits	1 visits, 25 in attendance
Digital Literacy Sessions	5 in attendance
French Book Club	8 in attendance
English Book Club	2 in attendance

Circulation Statistics

Item Category	Sep-25	Sep-24
Fiction	811	938
E-books	623	629
E-audiobooks	536	523
Junior Easy	498	526
Junior Fiction and Young Adult	407	294
French Youth	359	236
E-magazines	352	318
CDs and DVDs	178	151
Nonfiction	138	124
Large Print	117	131
Audiobooks	96	81
French Adult	73	92
Junior Nonfiction	69	66
Games and Puzzles	61	42
Periodicals	60	80
Inter Library Loans	22	63
Wifi hotspots	14	15
Local History	10	13
Parks Passes	8	3
Pool Passes	3	2
Equipment (walking poles, backpacks, CO2, Radon)	2	6
Microfilms	0	1
Snowshoes	0	0
Totals	4437	4334

HAILEYBURY SATELLITE SERVICE
15 CIRCULATIONS





Finances and Statistics

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

Nadia Pelletier-Lavigne commented that during ACFO's engagement sessions with the Francophone community for the City's strategic planning process, several tables at the session mentioned positive things about the library when asked what the municipality was doing to engage the Francophone community. It is a very positive reflection on the library's efforts to reach the Francophone community.

Motion #2025-31

Moved by: Sarah Bahm

Seconded by: Erin Little

Be it resolved that the Temiskaming Shores Public Library Board accepts the October 22, 2025 Secretary-Treasurer's report, workplace inspection report and financial reports including Scotiabank statements.

Carried.

9. Committee Reports:

- a. Finance Committee: The Chair reported about the budget process.
- 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. **Board Assembly Meeting.** Sarah. For information.

11. Policy Review

- a. **Policy TSPL Access-1 Accessibility in the Library.** Annual review.
- b. **Policy TSPL Access-4 Anti-Spam (CASL)** . Four year Review. Motion.

Motion #2025-32

Moved by: Erica Burkett

Seconded by: Erin Little

Be it resolved that the Temiskaming Shores Public Library Board accepts policies: Access-1 Accessibility in the Library and Access-4 Anti-Spam (CASL) policy as amended.

Carried

12. Closed session regarding identifiable individuals.

Motion #2025-33

Moved by: Sarah Bahm

Seconded by: Jule Booth

Be it resolved that the Temiskaming Shores Public Library Board go into Closed Session at 7:33 p.m. in regards to identifiable individuals.

Carried.

Motion #2025-34

Moved by: Nadia Pelletier-Lavigne

Seconded by: Erin Little

Be it resolved that the Temiskaming Shores Public Library Board rise from Closed Session at 7:53 p.m. with report.

Carried.

Motion #2025-35

Moved by: Erica Burkett

Seconded by: Jule Booth

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

Carried.

13. Adjournment

a. Next meeting: Wednesday, November 26, 2025

Adjournment by Brigid at 7:55 p.m.

Chair –