
Temiskaming Shores Public Library Board

Meeting Minutes

Wednesday, February 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 7:00 p.m.

2. Roll Call

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

Regrets: Melanie Ducharme.

Members of the Public: 1

3. Adoption of the Agenda

- a. Addition:** Nadia asked about the Canada Post Library Book Rate, as several municipal organizations had sent in letters requesting that it be protected in Bill C-15. As of Tuesday, February 24 the protections have been reinstated and the Bill is slotted to be sent back to the House of Commons for a third reading before proceeding to the Senate.

Motion #2026-08

Moved by: Erin Little

Seconded by: Nadia Pelletier-Lavigne

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

Carried.

4. Declaration of conflict of interest: None.

5. Adoption of the Minutes

Motion #2026-09

Moved by: Jule Booth

Seconded by: Joyce Elson

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Wednesday, January 21, 2026 as presented.

Carried.

6. Business arising from Minutes:

a. None.

7. Correspondence:

a. **From Ontario Library Service.** Re: ILL Rebate remittance. For information.

b. **From TDSS.** Re: May Ball Bursary. 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

February 18, 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: I did a chat on Friday, February 13 and discussed upcoming March Break programs. 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:

Federation of Ontario Public Libraries: I will attend the meeting on February 27.

Community Safety and Well Being Housing and Homelessness Workgroup: I attended the meeting on February 12.

Northern Lights Library Network: The group met on Monday, February 2, at the Temiskaming Shores Library. There is interest in continuing to meet as a networking group. I will try to plan another meeting in May or June, before the summer.

Municipal Exchange Webinar Series: Innovative Library Service: Adapting to the Digital World. I attended this webinar on February 25.

Timiskaming Communications Collaborative: I attended the meeting on February 19.

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.

Timiskaming Ontario Health Team Health Equity Initiatives application: The library submitted an Expression of Interest form. We will find out if we were successful by February 23.

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

OLA Superconference: Our presentation at the conference was very well received, with over 100 attendees.

Partnerships:

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.

Programs:

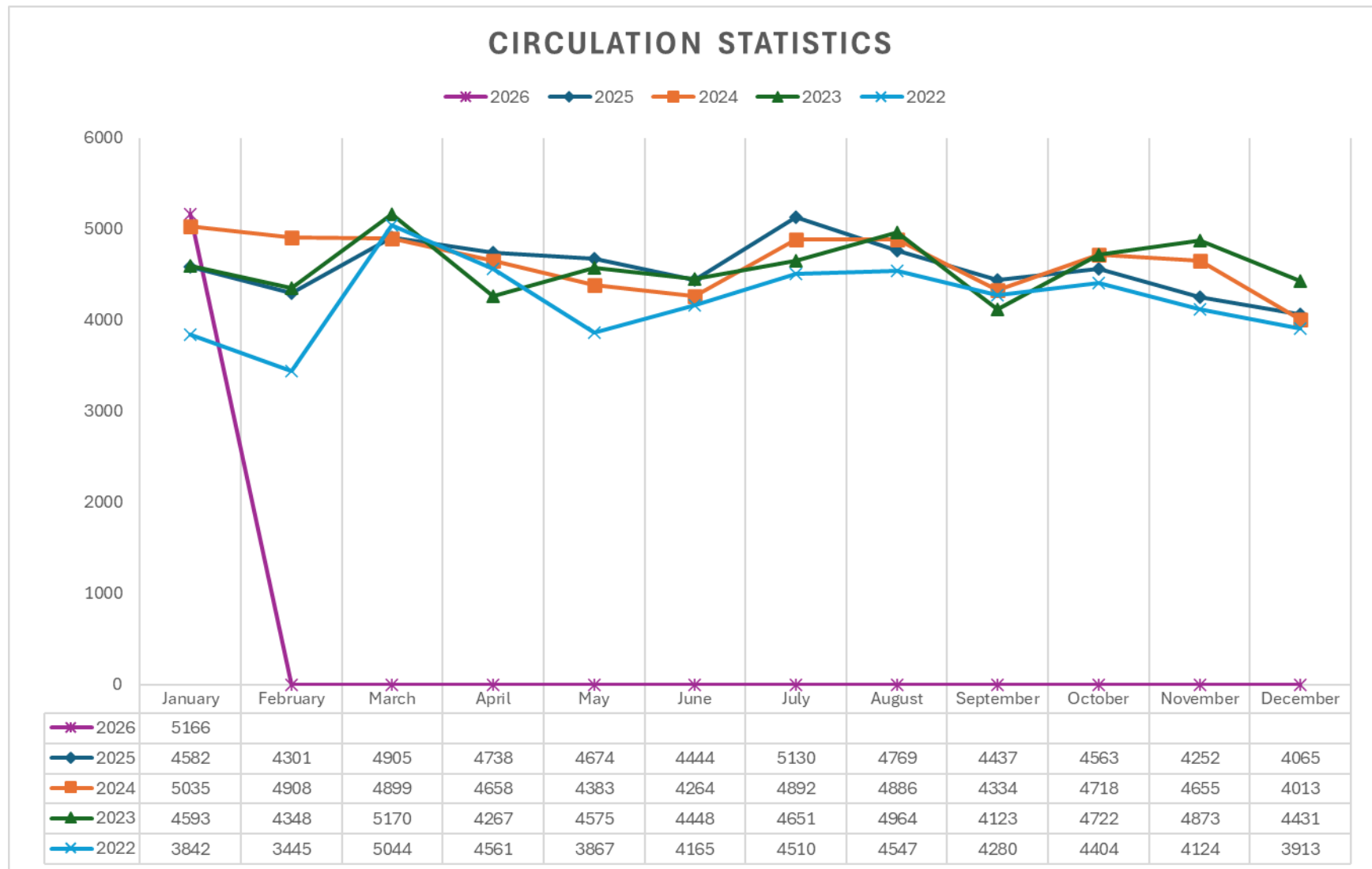
- CVITP Free Tax Clinics: Mondays and Wednesdays in March and April
- Digital Literacy sessions on Thursdays in March
- Easter Colouring Contest starts March 13
- Find the four leaf clover on March 17
- Family Fun Storytime on March 18
- Family Puzzle fun on March 18 and 19
- Individual LEGO challenge on March 20
- Author visit and reading on March 21
- Club de lecture le 24 mars

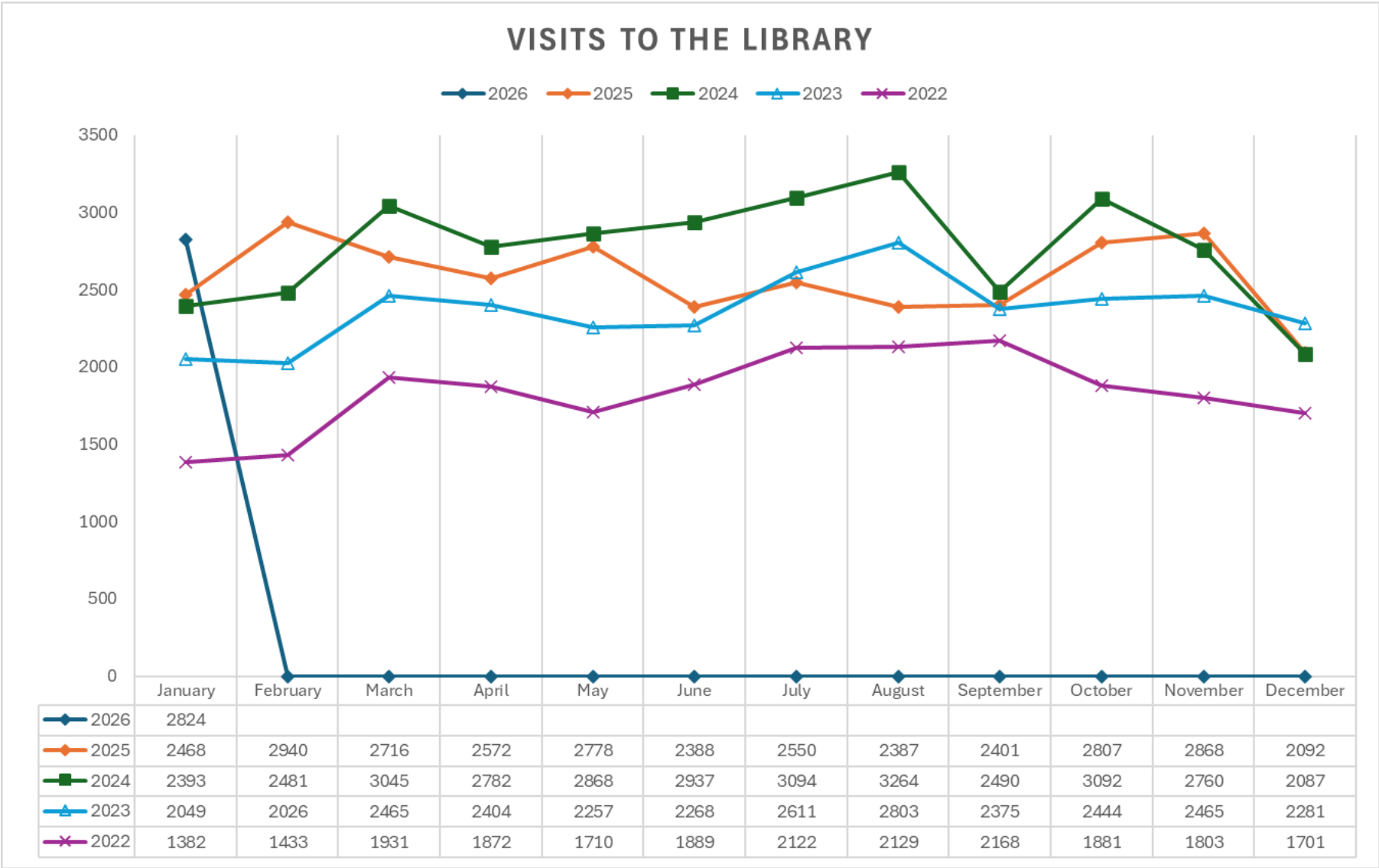
Website: I have made some progress on the website, after IT Support staff at the city helped with the site map. I will continue to add content on the pages when time allows.

Activity	January 2026	January 2025
Library visits	2824 visits	2468 visits
Internet workstation use	229 workstation uses	165 workstation uses
Reference, IT support, reader's advisory and other staff interactions	1084 (814 in-person, 270 by phone or electronically)	940 (656 in person, 284 by phone or electronically)
OverDrive Circulations	1599 (653 ebooks, 611 audio, 335 magazines) 85 Advantage Items	1549 (695 ebooks, 528 audio, 326 magazines) 77 Advantage (our library owned) items

Program	January 2026
Class visits	1 visits, 20 in attendance
Digital Literacy Sessions	5 in attendance
La Leche League	22 in attendance
Soup to Tomatoes Exercise Class	74 in attendance
Family Storytime	15 in attendance
Find the Yeti Children's activity	80 participants
Family Literacy Takeaway Bags	12 en Français, 30 English

HAILEYBURY SATELLITE SERVICE
28 CIRCULATIONS





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

Motion #2026-10

Moved by: Thomas McLean

Seconded by: Erica Burkett

Be it resolved that the Temiskaming Shores Public Library Board accepts the February 25, 2026 Secretary-Treasurer's report, workplace inspection report and financial reports including Scotiabank statements with revisions.

Carried.

9. Committee Reports:

- a. Finance Committee: Nothing to report.
- b. Policy and Personnel Committee: Will schedule meeting in April.
- c. Strategic Planning Committee: Will schedule a meeting in April.
- d. Library Services Committee: Nothing to report.

10. New Business:

- a. **Report LIB-01-2026.** OLA Superconference report. For information. The Chair inquired if other staff members had attended the OLA Conference over the years. When the CEO is not presenting at the conference and therefore not attending, such as in 2024, other staff members are asked if they would like to attend. No staff members have shown interest in the conference because they are not sure if the content is relevant to their tasks and duties. However, in the future staff members will continue to be asked when the CEO is not presenting at the conference as the funds have been budgeted.

11. Policy Review

- a. **Child-1 Children's Services policy.**
- b. **Child-2 Teen Services policy. Motion**

Motion #2026-11

Moved by: Erica Burkett

Seconded by: Sarah Bahm

Be it resolved that the Temiskaming Shores Public Library Board accepts policies: Child-1 Children's services policy and Child-2 Teen services policy as amended.

Carried

12. Closed session regarding identifiable individuals.

Motion #2026-12

Moved by: Joyce Elson

Seconded by: Erica Burkett

Be it resolved that the Temiskaming Shores Public Library Board go into Closed Session at 7:54 p.m. in regards to identifiable individuals.

Carried.

Motion #2026-13

Moved by: Erin Little

Seconded by: Joyce Elson

Be it resolved that the Temiskaming Shores Public Library Board rise from Closed Session at 8:01 p.m. with report.

Carried.

Motion #2026-14

Moved by: Joyce Elson

Seconded by: Erica Burkett

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

Carried.

13. Adjournment

a. Next meeting: Wednesday, March 25, 2026

Adjournment by Brigid at 8:02 p.m.

Chair –