
Temiskaming Shores Public Library Board

Meeting Minutes

Wednesday, April 22, 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: Chair Brigid Wilkinson, Sarah Bahm, Erin Little, Melanie Ducharme, Jule Booth, Erica Burkett, Joyce Elson in person and Thomas McLean via zoom.

Regrets: Nadia Pelletier-Lavigne.

Members of the Public: 1

3. Adoption of the Agenda

Motion #2026-23

Moved by: Melanie Ducharme

Seconded by: Joyce Elson

Be it resolved that the Temiskaming Shores Public Library Board accepts the April 22, 2026 agenda as amended.

Carried.

Additions: New Business:

- c. City's Draft Resident Survey**
- d. Board Assembly Meeting**

4. Declaration of conflict of interest: None.

5. Adoption of the Minutes

Motion #2026-24

Moved by: Jule Booth

Seconded by: Sarah Bahm

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

Carried.

6. Business arising from Minutes:

a. None

7. Correspondence:

a. None

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

April 15, 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: upcoming chats are on 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:

- I attended the FOPL Northern Caucus meeting on April 10 as the Northern Representative
- I will attend the FOPL AGM on April 24 (this will be my last meeting on the board of directors)

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

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.

Partnerships:

- **Clearesult Canada:** The library will be distributing Energy Saving Kits and information about free home energy upgrades through the Save on Energy program as implemented by Clearesult Canada. Our order of 50 kits should arrive at the end of April.

Programs:

- CVITP Free Tax Clinics: Mondays and Wednesdays until April 27
- Digital Literacy sessions on Thursdays in April
- Preschool Storytime on Wednesdays in April and May
- Soup to Tomatoes Exercise group on Tuesdays and Thursdays in April and May
- Family Fun Storytime on May 2
- Club de lecture le 5 mai
- French Family Program on May 16
- Grade 5 Spelling Bee on May 30

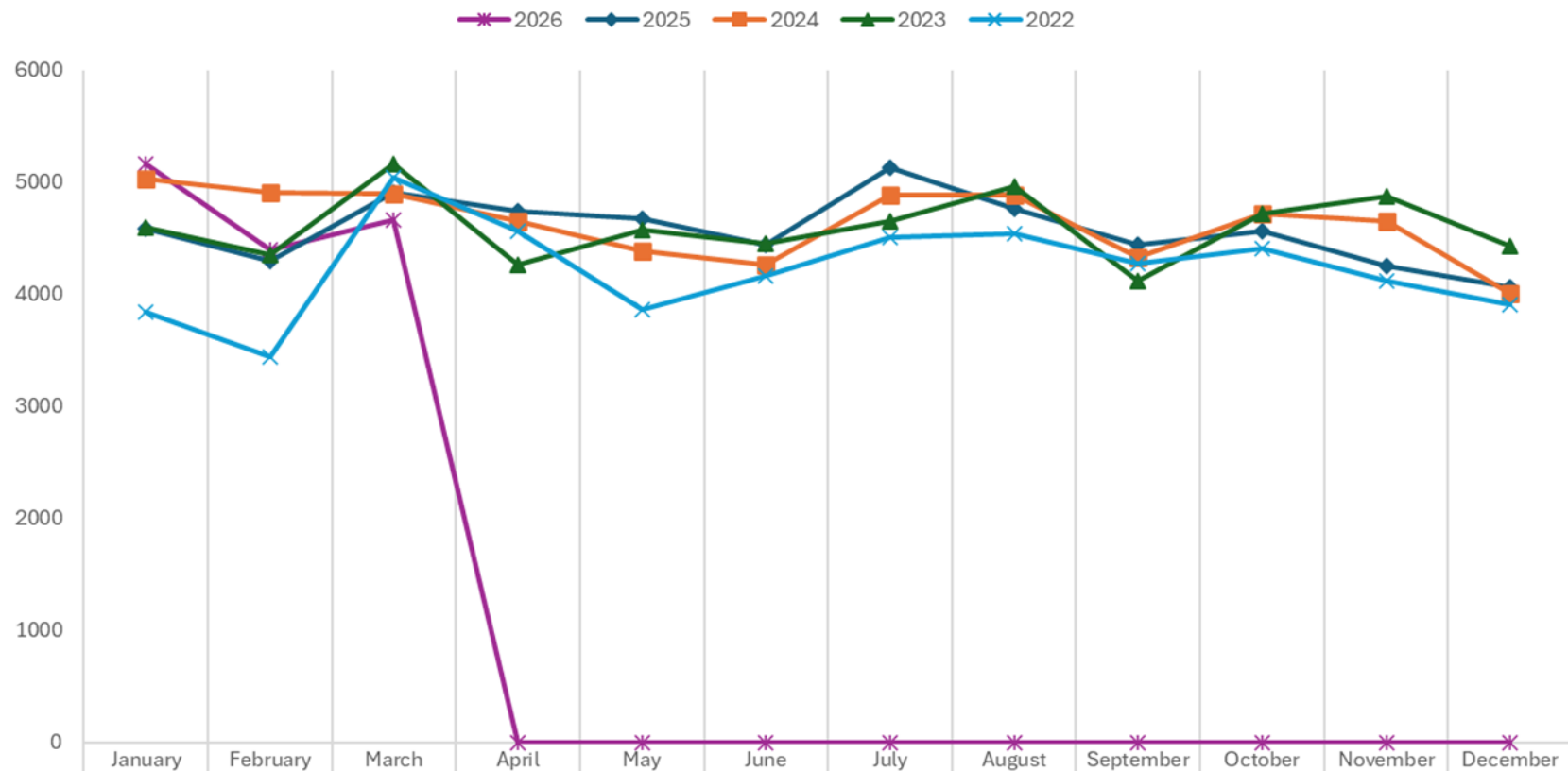
Room Bookings (1st quarter)

- Study Room: 96 bookings
- Creator Space: 78 bookings (mostly for study)
- Programming Room: 31 paid bookings, 23 bookings for library or partnership programs. 54 bookings total.

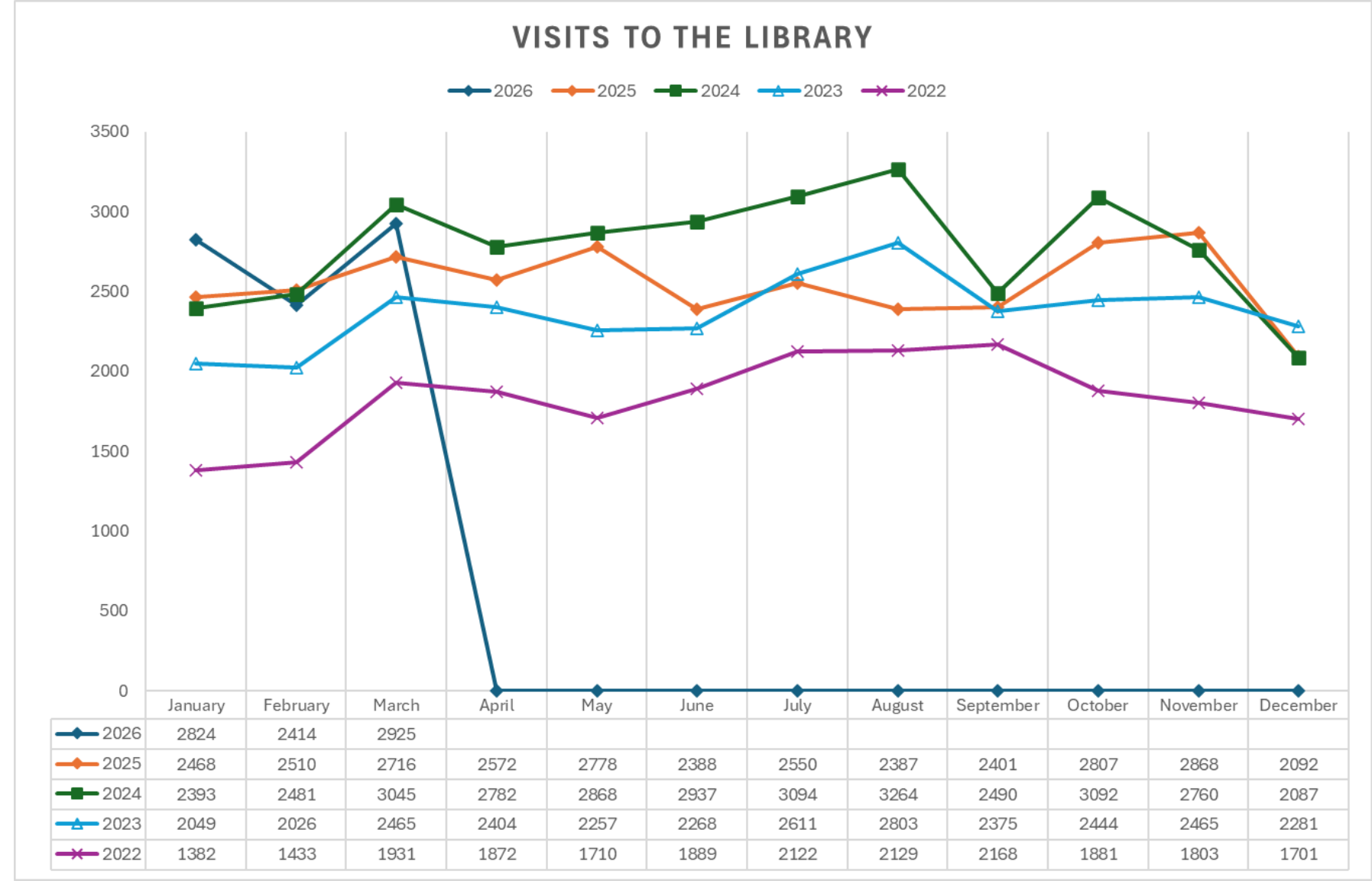
Activity	March 2026	March 2025
Library visits	2925 visits	2716 visits
Internet workstation use	216 workstation uses	192 workstation uses
Reference, IT support, reader's advisory etc	843 (629 in-person, 214 by phone or electronically)	934 (671 in person, 263 by phone or electronically)
OverDrive Circulations	1617 (699 ebooks, 577 audio, 341 mag) 62 Adv	1621 (793 ebooks, 519 audio, 309 mag)71 Adv

Program	March 2026
Class visits	2 visits, 30 in attendance
Digital Literacy Sessions	13 in attendance
La Leche League	31 in attendance
Family Storytime	5 in attendance
Winter Reading Challenge	25 participants
CIVTP Tax Clinics	341 participants
Club de lecture	7 in attendance
March Break Activities	55 participants
Puzzle Swap	25 in attendance

CIRCULATION STATISTICS



HAILEYBURY SATELLITE SERVICE
30 CIRCULATIONS



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

Motion #2026-25

Moved by: Joyce Elson

Seconded by: Erin Little

Be it resolved that the Temiskaming Shores Public Library Board accepts the April 22, 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: Minutes of April 9 meeting.
- c. Strategic Planning Committee: Minutes of April 14 meeting.
- d. Library Services Committee: Schedule a meeting for May.

10. New Business:

- a. **Report LIB-3-2026 Replacement of Public Access Computers.** Motion.

Motion #2026-26

Moved by: Erin Little

Seconded by: Sarah Bahm

Be it resolved that the Temiskaming Shores Public Library Board approve purchasing the equipment needed to replace the library's Public Access Computers according to the quotes received from the City's Manager of IT. The Board will fund the project with surplus funds from the TTF May Ball Fund.

Carried.

- b. **Northern College Satellite Collection contract review.** Discussion. The Board's Library Services Committee will reach out to the city to start discussions.

11. Closed session regarding identifiable individuals.

a. Report LIB-2-2026 Community Services Librarian position.

Motion #2026-27

Moved by: Erica Burkett

Seconded by: Sarah Bahm

Be it resolved that the Temiskaming Shores Public Library Board go into Closed Session at 7:55 p.m. in regards to personnel and identifiable individuals.

Carried.

Motion #2026-28

Moved by: Jule Booth

Seconded by: Sarah Bahm

Be it resolved that the Temiskaming Shores Public Library Board rise from Closed Session at 8:38 p.m. with report.

Carried.

Motion #2026-29

Moved by: Melanie Ducharme

Seconded by: Erica Burkett

Be it resolved that the Temiskaming Shores Public Library Board create the position of Community Services Librarian with a job description as provided in schedule "A" to this motion and post internally for a permanent position.

Carried.

Motion #2026-30

Moved by: Erin Little

Seconded by: Erica Burkett

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

Carried.

12. Adjournment

a. Next meeting: Wednesday, May 27, 2026

Adjournment by Brigid at 8:40 p.m.

Chair –

Schedule “A” to Motion #2026-29

**Temiskaming Shores Public Library
JOB DESCRIPTION
Community Services Librarian**

Department	Report To	Wage Scale
Library Services	Library CEO	\$34.33 - 38.47 in 5 steps

POSITION OBJECTIVE / OVERVIEW

Excellent customer service is the foundation of a positive relationship between the Temiskaming Shores Public Library and its community. Reporting to the Library CEO, the Community Services Librarian assists and supports the CEO in all aspects of library services and communications. This person provides convenient, accessible library and information services to the community and manages the adult library collection and programming in the library.

1. Permanent Employee
2. Scheduled to work 30 to 35 hours per week; may include evenings and Saturdays

SUPERVISION / PERSONNEL

1. Supervises the work of assigned personnel and volunteers, including assigning and reviewing work, and providing guidance.
2. Assists the CEO in developing staff schedules, ensuring time off desk for staff to plan programs and complete off-desk tasks (ILL, social media, cataloguing).
3. Participates in onboarding and training of new staff.
4. Assists the CEO in preparing timesheets for submission to the municipal payroll department, tracks entitlements.

5. Participates in library recruitment and selection as required.

DUTIES AND RESPONSIBILITIES

Library Services and Operations

1. Responsible for adult programming and collections at the library, as directed by the CEO.
2. Assists the CEO with the administrative functions of library, including public inquiries, public meeting room bookings, deposits, coding invoices, marketing, and library technology.
3. Participates in purchasing office supplies, programming supplies, and other library materials.
4. Promotes library programs to the community including participating in media advertising, community relations, and any special events.
5. Proctor exams.
6. Fulfill genealogy requests according to policy.
7. Assist in reviewing collection development by:
 - o Participating in the selection of materials for the library collection
 - o Participating in the evaluation and weeding of the library collection
 - o Participating in regular inventorying of the library collection
8. Monitors maintenance and building issues, including issues related to health, safety and accessibility, and coordinates with the appropriate municipal staff to ensure that issues are communicated and addressed.
9. Organizes monthly and annual health and safety inspections

Finance

1. Assists in development of annual budget by providing recommendations for adult programming, office supplies and adult collections.
2. Appropriately manages budgets by tracking expenditures and provides updates as required to the CEO.
3. Investigates and identifies potential new funding sources such as grant opportunities.

Physical Skill and Effort

Physical effort required to carry boxes of library materials within the confines of library building.

Other duties as assigned

1. Jointly responsible, along with the CEO, for being the person on-call for urgent issues as they arise.
2. Assumes responsibility for library services, safety of the building, staff and patrons as well as the computer systems in the absence of the CEO.

STATEMENT OF QUALIFICATIONS

Education (degree/diploma/certifications)

- Post-Secondary Library Technician Diploma or equivalent (related Post Secondary Diploma or OLS EXCEL Certificate).

Experience

- Five years related experience working in a public library setting.

Knowledge/Skill/Ability

1. Understanding and appreciation of the philosophy of public service to all, in accordance with human rights legislation and the principles of equity and access in the delivery of library service.
2. Professional skills, including information services, collections and the ability to plan, conduct and evaluate programs.
3. Knowledge of Temiskaming Shores Public Library Board Policies and procedural policies and relevant federal and provincial legislation including but not limited to Accessibility for Ontarians with Disabilities Act (AODA), Copyright Act, Occupational Health and Safety Act, Public Libraries Act, Workplace Safety and Insurance Act.
4. Strong ethics and values - understands and acts in accordance with the professional values and ethics of library service, demonstrates a strong work ethic and personal accountability, demonstrates loyalty and commitment to the organization, sets an example of the standard of service for staff in all interactions.
5. Learning and growth mindset - pursues a commitment to self-directed learning, actively pursues new information and ideas in order to stay current with library trends, assumes responsibility for learning and growth, anticipates and adapts to change with a sense of optimism and opportunity, pursues creative and innovative approaches to library service.
6. Extensive knowledge of current computer applications in libraries including circulation /cataloguing systems, on-line database systems and all aspects of Microsoft Office Suite and proficiency with social media.
7. Advanced written and verbal communication skills in English; French is an asset.
8. Ability to manage multiple projects with attention to detail and think creatively.
9. Successful experience working in cross-functional and collaborative teams.
10. Valid driver's license and access to a vehicle.
11. Ability to manage confidential information and uphold requirements of the Freedom of Information and Protection of Privacy Act.