



**TEMAGAMI PUBLIC LIBRARY  
REGULAR BOARD MEETING  
MINUTES**

**MONDAY, June 13, 2022, 7:30 pm**

**Municipality of Temagami Main Level Chambers**

**IN PERSON**

**PRESENT:** Carol Lowery (Chair), John Shymko (Vice Chair), Carmen Koski, Bob Sykes,  
Victoria Winsor

**ABSENT:**

**STAFF:** Debra Kitts (Acting CEO)

**1. CALL TO ORDER AND ROLL CALL**

Carol Lowery (Chair) called the meeting to order at 7:32 pm.

**2. ADOPTION OF THE AGENDA**

**22-001**

MOVED BY: V. Windsor

SECONDED BY: B. Sykes

BE IT RESOLVED THAT the Regular Board Meeting Agenda dated June 13, 2022 be adopted as presented.

**CARRIED**

**3. DECLARATION OF CONFLICT OR PECUNIARY INTEREST AND GENERAL NATURE THEREOF**

None declared.

**4. REPORT FROM CLOSED SESSIONS**

Debra Kitts has been hired as Acting CEO. The former CEO has assumed the position of Head Librarian.

**5. ADOPTION OF THE MINUTES OF PREVIOUS MEETINGS**

**Draft Regular Board Meeting – May 9, 2022**

**22-002**

MOVED BY: B. Sykes

SECONDED BY: J. Shymko

BE IT RESOLVED THAT the Minutes of the Regular Board Meeting held on May 9, 2022 be adopted as presented.

**CARRIED**

**6. BUSINESS ARISING FROM THE MINUTES**

**7. DELEGATIONS / PRESENTATIONS**

**Registered Delegations – With Presentations:**

**Invited Presentations:**

**Registered Delegations – Without Presentations:**

**Unregistered Delegations:**

John Shymko, Recreation Coordinator/Facility Operator, Municipality of Temagami, requested to use the Library Board Room for face painting and possibly a green room on Canada Day. John confirmed that the Municipality of Temagami will provide all supplies and that library staff involvement would not be needed.

He also requested that the Municipality of Temagami would like to partnership with the Library to have speakers series in the theatre.

**22-003**

MOVED BY: C. Koski

SECONDED BY: V. Winsor

BE IT RESOLVED THAT the Board agrees that the Temagami Public Library would like to partner with the Municipality of Temagami on Canada Day with the possibility of using the Library Board Room as a green room.

**CARRIED**

**8. CONSENT AGENDA ITEMS**

**22-004**

MOVED BY: C. Koski

SECONDED BY: J. Shymko

BE IT RESOLVED THAT the Board adopt the consent agenda motions presented on the agenda.

**CARRIED**

**8.1 Staff Report(s) for Information:**

*Hard copies of all staff items for information have been circulated to the Board prior to the meeting.*

**22-005**

MOVED BY: C. Koski

SECONDED BY: B. Sykes

BE IT RESOLVED THAT staff items numbered 8.1.1 to 8.1.6 on this agenda be received by the Board for information and be noted, filed and recorded in the minutes of this meeting.

**CARRIED**

**8.1.1 Library Book Sale – Community Yard Sale – Victoria Day Weekend May 2022**  
Thank you to Victoria Windsor and John Shymko for looking after the book sale.  
Book sales \$53.00.

**8.1.2 Staff and Volunteer Schedule for June and July**

**8.1.3 Advertisement for an Occasional Library Assistant(s)**

**8.1.4 Temagami Library Contact List**

**8.1.5 List of Library Book Purchases**

**8.1.6 Head Librarian Report – June 2022**

**8.2 Correspondence for Information:**

*Hard copies of all correspondence for information items have been circulated to the Board prior to the meeting.*

**22-006**

MOVED BY: V. Winsor

SECONDED BY: J. Shymko

BE IT RESOLVED THAT correspondence items numbered 8.2.1 to 8.2.2 on this agenda be received by the Board for information and be noted, filed and recorded in the minutes of this meeting.

**CARRIED**

**8.2.1 International Dyslexia Association Ontario**

Library Mini-Grant for Decodable Books

**8.2.2 Ontario Library Service**

Connecting Libraries Initiative Notice

**9. STAFF REPORTS**

**9.1 CEO Financial Report**

**22-007**

MOVED BY: J. Shymko

SECONDED BY: C. Koski

BE IT RESOLVED THAT the Board receive the CEO's Report dated **June 7, 2022.**

**CARRIED**

**9.2 2022-M-001 eSCRIBE  
22-008**

MOVED BY: J. Shymko  
SECONDED BY: V. Winsor

BE IT RESOLVED THAT the Board direct the CEO to proceed with the setup and training for eSCRIBE for the purpose of posting the Library Board Meeting packages including agendas, minutes, memos and reports on the Municipality of Temagami's website.

**CARRIED**

**9.3 2022-M-002 Temagami Library Fines and Charges  
22-009**

MOVED BY: C. Koski  
SECONDED BY: J. Shymko

BE IT RESOLVED THAT the Board direct staff to reinstate the Library fines on late returns and increase the charge for photocopies and printing from .40 to .50 a page.

AND FURTHER THAT the staff do a comparison of loan periods, fines and charges with similar Libraries for the purpose of recommending any further changes of the Temagami Library's present fines and charges to the Board.

**CARRIED**

**9.4 2022-M-003 Library iPads for Patrons  
22-010**

MOVED BY: V. Winsor  
SECONDED BY: B. Sykes

BE IT RESOLVED THAT the Board direct the CEO to setup individual library email addresses for individual Apple IDs for each Library iPad available for patrons for confidentiality and privacy purposes.

**CARRIED**

**9.5 2022-M-004 Temagami Preschool Readers Club  
22-011**

MOVED BY: B. Sykes  
SECONDED BY: J. Shymko

BE IT RESOLVED THAT the Board receive report 2022-M-004 for Information.

**CARRIED**

**9.6 2022-M-005 Temagami Readers Challenge  
22-012**

MOVED BY: C. Koski  
SECONDED BY: J. Shymko

BE IT RESOLVED THAT the Board receive report 2022-M-005 for Information.

**CARRIED**

**10. BOARD COMMITTEE REPORTS**

**11. ANNOUNCEMENTS – CHAIR, VICE CHAIR AND BOARD**

**12. CORRESPONDENCE**

**12.1 Action Correspondence**

**12.1.1 Debra Kitts**

Letter of Resignation

**22-013**

MOVED BY: C. Koski

SECONDED BY: J. Shymko

BE IT RESOLVED THAT the Board ratify the motion from May 17, 2022 to accept Debra Kitts's letter of resignation from her position as a board member of the Temagami Public Library Board dated May 17, 2022.

**CARRIED**

**13. POLICIES / PROCEDURES / JOB DESCRIPTIONS**

**13.1 CEO Job Description**

**22-014**

MOVED BY: V. Winsor

SECONDED BY: J. Shymko

BE IT RESOLVED THAT the Board ratify the CEO Job Description as presented.

**CARRIED**

**14. UNFINISHED BUSINESS**

**14.1 Library Board Training**

Revisit in the fall.

**14.2 Tracy Gauvreau Scholarship Fund**

The Temagami Public Library is accepting written applications until July 29<sup>th</sup>, 2022. The Temagami Community Foundation have developed a new application form including a description of the fund. The Tracy Gauvreau Scholarship Fund Student Application is posted online. Posters have been placed at businesses around town and on the website. Three volunteers are needed to sit on a board with one person from the Temagami Community Foundation to review applications and to select a recipient.

Volunteers: Victoria Winsor, Bob Sykes and Carol Lowery.

**14.3 COVID and Library Health Protocols**

They have been in place; patrons are using their own discretion to wear a mask or not.

**14.4 Library Website**

John Shymko continues to update website.

**14.5 Library Book Sale at the Library – Canada Day Celebration**

Friday, July 1 from 10 am to 4 pm. Volunteers: Victoria Winsor, Bob Sykes and Carol Lowery.

Saturday, July 2<sup>nd</sup> from 10 am to 2 pm.

Volunteers: Carmen Koski, Victoria Winsor and maybe Bob Sykes.

**14.6 Library Book Sale at the Community Market**

The Library will again this year set up a book sale table at the Community Market.

Victoria and Bob will organize the book sale.

Volunteers: Victoria Winsor and Bob Sykes

**14.6 Toy Library**

Revisit in the fall.

**15. NEW BUSINESS**

**15.1 Temagami Public School Visit**

Primary Class (K to 3) to spend part of a morning at the Library for games, oral reading and small crafts. Date to be confirmed.

**16. NOTICE OF MOTION**

**17. QUESTIONS FROM PUBLIC – ITEMS ON THE AGENDA**

**18. CLOSED SESSION**

**19. NEXT MEETING**

The next Regular Meeting will be on Monday, September 12, 2022 at 7:30 pm in person.

**20. ADJOURNMENT**

**22-015**

MOVED BY: J. Shymko

SECONDED BY: B. Sykes

BE IT RESOLVED THAT this meeting adjourn at 9:16 pm.

**CARRIED**

