



**TEMAGAMI PUBLIC LIBRARY
REGULAR BOARD MEETING
MINUTES**

TUESDAY, January 17, 2023, 7:30 pm

Temagami Public Library Board Room

IN PERSON

Present: Carol Lowery (Chair), Carmen Koski, Bob Sykes, Victoria Winsor

Absent with Notice: John Shymko (Vice Chair)

Staff: Debra Kitts (Acting CEO)

1. CALL TO ORDER AND ROLL CALL

Carol Lowery called the meeting to order at 7:30 pm.

2. ADOPTION OF THE AGENDA

23-001

MOVED BY: Carmen Koski

SECONDED BY: Bob Sykes

BE IT RESOLVED THAT the Temagami Public Library Regular Board Meeting Agenda dated January 17, 2023 be adopted as presented.

CARRIED

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

4. REPORT FROM CLOSED SESSIONS

5. ADOPTION OF THE MINUTES OF PREVIOUS MEETING

Regular Board Meeting – November 14, 2022

23-002

MOVED BY: Victoria Winsor

SECONDED BY: Bob Sykes

BE IT RESOLVED THAT the Minutes of the Temagami Public Library Regular Board Meeting held on November 14, 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:

8. CONSENT AGENDA ITEMS

23-003

MOVED BY: Victoria Winsor

SECONDED BY: Carmen Koski

BE IT RESOLVED THAT the Temagami Public Library 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.

23-004

MOVED BY: Bob Sykes

SECONDED BY: Victoria Winsor

BE IT RESOLVED THAT staff items numbered 8.1.1 to 8.1.9 on this agenda be received by the Temagami Public Library Board for information and be noted, filed and recorded in the minutes of this meeting.

CARRIED

Acting CEO Report:

8.1.1 Grants - 2022-23 Public Library Operating, Pay Equity and First Nation Salary Supplement (PLOG/PE/FNSS) Grant

8.1.2 Grants - International Dyslexia Association Ontario - Mini Grant

8.1.3 Staff - Benefits

8.1.4 Staff – Christmas Bonuses

8.1.5 Staff – Salary Scale

8.1.6 Staff - Adoption of the Municipality of Temagami HR Policies

8.1.7 Staff - Training

8.1.8 Programs - Temagami Preschool Reading Club – Literacy

8.1.9 Technology Devices - iPads

8.2 Correspondence for Information:

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

8.2.1

9. STAFF REPORTS

9.1 CEO Financial Report – Preliminary Year End Report

23-005

MOVED BY: Carmen Koski

SECONDED BY: Victoria Winsor

BE IT RESOLVED THAT the Temagami Public Library Board accepts the report of the CEO dated January 12, 2023.

CARRIED

9.2 2023-M-001 Temagami Public Library - Winter Hours

23-006

MOVED BY: Victoria Winsor

SECONDED BY: Bob Sykes

BE IT RESOLVED THAT the Temagami Public Library Board accepts Report 2023-M-001 and authorizes the Temagami Public Library to change to Winter Hours for the months of February, March and April 2023 as outlined in the Report.

CARRIED

10. BOARD COMMITTEE REPORTS

11. ANNOUNCEMENTS – CHAIR, VICE CHAIR AND BOARD

12. CORRESPONDENCE

12.1 Action Correspondence

12.1.1 Letter of Resignation – Sandra Firman

23-007

MOVED BY: Carmen Koski

SECONDED BY: Bob Sykes

BE IT RESOLVED THAT the Temagami Public Library Board accepts Sandra Firman’s letter of resignation from her position as a Head Librarian of the Temagami Public Library dated December 15, 2022.

CARRIED

13. POLICIES / PROCEDURES / JOB DESCRIPTIONS

The Corporation of the Municipality of Temagami – Policies:

13.1 Accessible Customer Service Policy (By-Law 16-1296)

13.2 Employment Policy and Procedure Manual (By-Law 09-887)

13.3 Purchasing Policy (By-Law 14-1170)

13.4 Social Media Policy (By-Law 14-1202)

13.5 Workplace Accommodation Policy (By-Law 15-1226)

13.6 Workplace Harassment Policy (By-Law 17-1337)

13.7 Workplace Violence Policy (By-Law 10-933)

23-008

MOVED BY: Victoria Winsor

SECONDED BY: Bob Sykes

BE IT RESOLVED THAT the Temagami Public Library Board adopts The Corporation of the Municipality of Temagami’s Accessible Customer Service Policy (By-Law 16-1296), Employment Policy and Procedure Manual (By-Law 09-887), Purchasing Policy (By-Law 14-1170), Social Media Policy (By-Law 14-1202), Workplace Accommodation Policy (By-Law 15-1226), Workplace Harassment Policy (By-Law 17-1337) and Workplace Violence Policy (By-Law 10-933).

CARRIED

14. UNFINISHED BUSINESS

14.1 Library Board Training

Revisit with the new Board.

14.2 Tracy Gauvreau Scholarship Fund

14.3 Temagami Public Library Fines and Charges Comparison

Report to be completed.

June 13, 2022 Library Board Minutes – Motion 22-009

14.4 Review of the CEO Position

Review to be done before December 31, 2022

September 12, 2022 Library Board Minutes – Motion 22-018

23-009

MOVED BY: Carmen Koski

SECONDED BY: Bob Sykes

BE IT RESOLVED THAT the Temagami Public Library Board extends the Acting CEO Position for the next six months whereby it will be reviewed again at that time.

CARRIED

14.5 Temagami First Nation supervised access of the Library's Archives and Digitalization of Materials.

To commence after Christmas break.

September 12, 2022 Library Board Minutes – Motion 22-019

14.6 Library Policies

Review and update policies.

September 12, 2022 Library Board Minutes – Acting CEO Report

14.7 Library Fines on Late Returns – List of Books not Returned

Library Board to assist in providing contact information for those remaining on the list.

October 17, 2022 Library Board Minutes – Acting CEO Report

14.8 Volunteers – Vulnerable Sector Checks

15. OTHER BUSINESS

15.1 John Shymko, Carmen Koski, Bob Sykes and Victoria Winsor have advised that they would be willing to continue as board members for the new term. The Council representative is Carol Lowery.

23-010

MOVED BY: Victoria Winsor

SECONDED BY: Bob Sykes

BE IT RESOLVED THAT the Temagami Public Library Board recommends that John Shymko, Carmen Koski, Bob Sykes and Victoria Winsor continue as Temagami Public Library Board members for the new term along with Carol Lowery (Council representative).

AND FURTHER THAT the Temagami Public Library Board By-Law be amended and sent to Council for approval.

CARRIED

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, February 13, 2023 at 7:30 pm in person.

20. ADJOURNMENT

23-011

MOVED BY: Bob Sykes

SECONDED BY: Carmen Koski

BE IT RESOLVED THAT this meeting adjourn at 9:02 pm.

CARRIED