



**TEMAGAMI PUBLIC LIBRARY
REGULAR BOARD MEETING
MINUTES**

**Monday, September 18, 2023, 7:00 pm
Temagami Public Library Board Room
IN PERSON**

Present: Carol Lowery, Victoria Winsor and John Shymko (via phone for part of the meeting)
Absent with Notice: Carmen Koski and Bob Sykes
Staff: Debra Kitts, Acting CEO

1. CALL TO ORDER AND ROLL CALL

Carol Lowery called the meeting to order at 7:15 pm.

2. ADOPTION OF THE AGENDA

23-042

MOVED BY: Victoria Winsor
SECONDED BY: Carol Lowery

BE IT RESOLVED THAT the Temagami Public Library Regular Board Meeting Agenda dated September 18, 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 – June 12, 2023

23-043

MOVED BY: Victoria Winsor
SECONDED BY: Carol Lowery

BE IT RESOLVED THAT the Minutes of the Temagami Public Library Regular Board Meeting held on June 12, 2023, 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

23-044

MOVED BY: Carol Lowery

SECONDED BY: Victoria Winsor

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.

23-045

MOVED BY: Victoria Winsor

SECONDED BY: Carol Lowery

BE IT RESOLVED THAT staff items numbered 8.1.1 to 8.1.13 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 Board – Upcoming Ontario Library Service (OLS) Webinars

8.1.2 Book Club

8.1.3 Book Sales – July 1st Canada Day at the Library

8.1.4 Fishing' with Mark

8.1.5 Hours – Fall / Winter / Spring

8.1.6 Memberships – OLA and OLBA

8.1.7 Northern Lights Libraries Network

8.1.8 Policies and Policy Development

8.1.9 Preschool Readers Club – April 2022 to July 2023

8.1.10 Staff – Annual Performance Evaluations

8.1.11 Staff – Cost of Living Adjustment (COLA)

8.1.12 Stats

8.1.13 TD Summer Reading Club

8.2 Correspondence for Information:

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

9. STAFF REPORTS

9.1 CEO Financial Report

23-046

MOVED BY: Carol Lowery
SECONDED BY: Victoria Winsor

BE IT RESOLVED THAT the Temagami Public Library Board accepts the report of the CEO dated August 3, 2023. **CARRIED**

9.2 Library Computers and iPads Report

23-047

MOVED BY: Carol Lowery
SECONDED BY: Victoria Winsor

BE IT RESOLVED THAT the Temagami Public Library Board accepts Report 2023-M-003 and authorizes the purchase of five new computers with funds available within the 2023 Library Budget and the Library Reserve.

AND FURTHER THAT three iPads be placed at computer stations in the library for public use on the same basis as the computers. **CARRIED**

10. BOARD COMMITTEE REPORTS

11. ANNOUNCEMENTS – CHAIR, VICE CHAIR AND BOARD

12. CORRESPONDENCE

12.1 Action Correspondence

13. POLICIES / PROCEDURES / JOB DESCRIPTIONS

POLICIES:

GOV-01 Purpose and Duties of the Board

GOV-02 Board Orientation, Training and Evaluation

GOV-03 Board–CEO Partnership

GOV-04 Policy Development

23-048

MOVED BY: Carol Lowery
SECONDED BY: Victoria Windor

BE IT RESOLVED THAT the Temagami Public Library Board approve Draft Policy GOV-01 Purpose and Duties of the Board. **CARRIED**

23-049

MOVED BY: Victoria Winsor
SECONDED BY: Carol Lowery

BE IT RESOLVED THAT the Temagami Public Library Board approve Draft Policy GOV-02 Board Orientation, Training and Evaluation. **CARRIED**

23-050

MOVED BY: Carol Lowery
SECONDED BY: Victoria Winsor

BE IT RESOLVED THAT the Temagami Public Library Board approve Draft Policy GOV-03 Board-CEO Partnership. **CARRIED**

23-051

MOVED BY: Victoria Winsor
SECONDED BY: Carol Lowery

BE IT RESOLVED THAT the Temagami Public Library Board approve Draft Policy GOV-04 Policy Development. **CARRIED**

14. UNFINISHED BUSINESS

14.1 Remembrance Day 2023

Library to consider the purchase of a wreath. CEO to contact the Legion in fall.

14.2 Review of the CEO Position

Review to be done before the end of December 2023.

May 8, 2023 Library Board Minutes – Motion 23-033

15. NEW BUSINESS

15.1 Library Snow Removal and Clear Walkways

15.2 Library Board Meetings

15.3 National Day for Truth and Reconciliation – Saturday, September 30, 2023

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, October 16, 2023 at 4:00 pm in person.

20. ADJOURNMENT

23-052

MOVED BY: Carol Lowery

SECONDED BY: Victoria Winsor

BE IT RESOLVED THAT this meeting adjourn at 7:35 pm. **CARRIED**