

# **Temagami Public Library**

Minutes of Regular Meeting

Tuesday November 28<sup>th</sup> 2017

7:00pm Library Conference Room

Present: Peter DeMan, Carol Lowery, Claudia Smith, Anita Mamen, Marvyn Morrison

Chair: Peter DeMan

Staff: Quelia Cormier

Absent with notice: Lorie Hunter

1. ADOPTION OF THE AGENDA: MOVED by Claudia Smith and SECONDED by Carol Lowery that the agenda for the November 28<sup>th</sup> 2017 Regular Board Meeting be approved. CARRIED.
2. DECLARATION OF CONFLICT OR PECUNIARY INTEREST: None Declared.
3. APPROVAL OF THE MINUTES of the Regular Board meeting of October 24<sup>th</sup> 2017. MOVED by Anita Mamen and SECONDED by Claudia Smith that the minutes of the October 24<sup>th</sup> Regular Board meeting be accepted as presented. CARRIED.
4. BUSINESS ARISING FROM MINUTES: None
5. APPROVAL OF THE CHIEF EXECUTIVE OFFICERS JOB DESCRIPTION: MOVED by Carol Lowery and SECONDED by Anita Mamen that the job description of the Chief Executive Officer for the Temagami Public Library be Approved. CARRIED
6. CORRESPONDENCE: Email was received from the Temagami Canoe Festival requesting to again use the Library for the 2018 festival scheduled to take place July 20<sup>th</sup> -22<sup>nd</sup> 2018. MOVED by Claudia Smith and SECONDED by Anita Mamen that the Temagami Canoe Festival may use the Library during the 2018 Temagami Canoe Festival. CARRIED.
7. TREASURER'S REPORT: MOVED by Anita Mamen and SECONDED by Marvyn Morrison that the Treasurer's Report Dated November 28<sup>th</sup> 2017 be approved. CARRIED.
8. CHIEF EXECUTIVE OFFICERS REPORT:
  - Sandra Firman has been hired to fill the vacant Occasional Library Assistant position.
  - Colouring books and crayons are prepared and ready to hand out at the Temagami Country Christmas.
  - Library was closed for a little over a week due to a sewer gas leak coming from the sink. It was decided to remove the sink completely to prevent this from happening again in the future.

- Patrons have been using OverDrive so we will continue to subscribe for 2018.
- List has been made consisting of the items wished to be purchased using the Improving Library Digital Services grant.
- Looking at switching from individual magazine subscriptions to one supplier for all magazines.
- Draft Budget for 2018 has been completed.

Motion: MOVED by Carol Lowery and SECONED by Anita Mamen that the Chief Executive Officers Report for the regular board meeting dated November 28<sup>th</sup> 2017 be approved. CARRIED

9. OTHER BUSINESS:

- a) 2017 Library Holiday Hours:

***Friday December 22<sup>nd</sup> 8:30am - 12:30pm***

***Saturday December 23<sup>rd</sup> CLOSED***

***Tuesday December 26<sup>th</sup> CLOSED***

***Friday December 29<sup>th</sup> 8:30am – 12:30pm***

***Saturday December 30<sup>th</sup> CLOSED***

Motion: MOVED by Claudia Smith and SECONDED by Carol Lowery that the 2017 Temagami Public Library Holiday Hours be approved as presented. CARRIED

10. NEXT MEETING: December 19<sup>th</sup> 7:00pm

11. ADJOURNMENT: MOVED by Anita Mamen and SECONDED by Carol Lowery that the meeting be adjourned at 7:35pm. CARRIED