



**Owen Sound & North Grey Union Public Library Board  
Minutes**

**January 26, 2023 6:00 p.m.  
Virtual meeting - Zoom**

**MEMBERS PRESENT:**

Elizabeth Thompson, Acting Chair (Township of Chatsworth, Councillor)  
Rhonda Brown (City of Owen Sound)  
Rosemary Buchanan (Township of Georgian Bluffs)  
Bob Droine (City of Owen Sound)  
Frank Emptage (Meaford Public Library)  
Nancy Shaw (City of Owen Sound)  
Ryan Thompson (Township of Georgian Bluffs, Councillor)

**MEMBERS ABSENT/REGRETS:**

Esra Samli, Vice-Chair, (City of Owen Sound)

**STAFF PRESENT:**

Tim Nicholls Harrison, CEO  
Nadia Danyluk, Deputy Chief Librarian  
Lindsey Harris, Administrative & Facilities Manager

**GUESTS PRESENT:**

None

**COMMENCEMENT: 6:02 P.M.**

**1. CALL TO ORDER**

The meeting was called to order by Acting Chair, Elizabeth Thompson at 6:02 p.m.

**2. ADDITIONAL ITEMS**

None

**3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE  
THEREOF**

None

**4. CONFIRMATION OF MINUTES**

**01-23 Moved by Bob Droine THAT the minutes of the December 1, 2023  
meeting of the Library Board be approved as presented.**

**Carried.**

Rhonda Brown entered at 6:03 p.m.

**5. DEPUTATIONS/QUESTIONS FROM THE PUBLIC**

None

**6. CORRESPONDENCE**

Harris reported that there was one item of correspondence circulated in the package.

**6.1 Thank you:** A thank you card was received from Joanne Green regarding her recent retirement.

**7. REPORTS AND MATTERS TABLED**

**7.1 Board Chair's Report**

No report.

**7.2 CEO's Report**

CEO Tim Nicholls Harrison drew the Board's attention to the CEO's Report as distributed and provided additional information.

**"The library is the temple of learning,  
and learning has liberated more people than all the wars in history."  
– Carl T. Rowan**

**7.2.1. Library Service Index:** Please see the attached performance report.

**7.2.2. Key Statistics:** Our total library membership has improved to 9010 which is approximately 20% more than the same time last year. In December, we had 11,122 library visits and circulated 22,647 materials; both are significant improvements over the same time last year. Patrons used an additional 1,588 materials within the library during the month. There were 4,461 uses of technology. Our online outreach totaled 19,840. The library provided information assistance 2,897 times. We are excited to see that we are improving our service statistics.

**7.2.3. Staff Anniversaries:** We extend congratulations to Stacey Dufton, Erica Huizinga, Morgan Specht and Suzanne Majzik on their work anniversaries. We thank them for contributing their time, effort, skills and talents!

Stacey Dufton	Adult Learning Services	4 years
Erica Huizinga	Public Services	3 years
Morgan Specht	Public Services	2 years
Suzanne Majzik	Admin Services	1 year

**4. Staff Updates:** We congratulate Dale Albrecht as our new Manager of Technical Services. Since her return to the library as Technical Services Co-ordinator, Dale's vision, skill, knowledge and effort has helped us achieve three significant projects; the roll-out of our new Open Card, the move to BiblioCommons for our library catalog and the development and launch of our new library website. We are pleased that Dale will be joining us as a member of Management Team as we undertake the projects ahead for 2023.

We congratulate Sydney Wright-Brown on her move to full-time as Adult Learning Facilitator. Sydney joined us last year on a part-time basis. The Adult Learning Centres are fast-paced working environments with a significant learning curve. We look forward to having Sydney's energy, enthusiasm, knowledge and acumen available every day.

**7.2.5. 2023 Wage Increase for Staff:** The City of Owen Sound approved a salary increase for non-union staff. The Library historically follows the Human Resources policies of the City. This increase is covered within the 2023 budget.

**02-23 Moved by Bob Droine THAT the Library Board direct the Chief Executive Officer to implement the same salary increase as the City of Owen Sound non-union employees for the Library staff, effective January 1, 2023. Carried.**

Nancy Shaw entered at 6:09 p.m.

**7.2.6. Summer Student Programs:** In anticipation of the pandemic lessening, we are planning to have a summer student position this year. Our priority is to have a student help with the summer youth programs. If possible, we would like to have another student assist with technology projects in the building.

**7.2.7. 2019-2022 Accomplishments:** Some of the highlights of the past 4 years have included; the main floor refresh, the roof and HVAC system replacement, the new retaining wall, the successful delivery of services through a pandemic, the negotiation of the new Union Library Agreement, the redesign of our newsletter, the launch of our new library catalog, the design, development and launch of our new website, the addition of new online services including LinkedIn Learning, PressReader and Kanopy, the launch of our library app for tablets and phones, and the launch of our "library of things".

**7.2.8. Final Board Meeting 2019-2022 Term:** The meeting on January 26<sup>th</sup> is the final meeting of our 2019-2022 library board. We extend sincere thanks to the elected councillors and members of the community appointed by Chatsworth, Georgian Bluffs, Owen Sound and the Meaford Public Library. Your commitment and service is truly appreciated. Thank you for sharing your wisdom, experience and guidance and overseeing the library and its services during a challenging time. We recognize the efforts and achievements of Rhonda Brown, Rosemary Buchanan, Bob Droine, Frank Emptage, Melanie Middlebro', Esra Samli, Nancy Shaw, Richard Thomas, Elizabeth Thompson, and Ryan Thompson. Each of the Board Members will be recognized in the coming months as part of our Honour with Books campaign.

**7.2.9. First Board Meeting of 2023-2026 Term:** The meeting on February 23<sup>rd</sup> will be the first meeting of our 2023-2026 library board. We are planning orientation activities to support the new Board as it comes together. We previously updated our Board policies so that we elect or affirm our Board executive at our April meeting each year. For the February meeting, I would suggest that the new

Board takes the oath of office and then elect an Interim Executive to guide us until the April meeting.

**7.2.10. Outreach to Local Service Clubs:** On November 29<sup>th</sup>, I visited the Golden Cs Chapter to talk about library services. On December 19<sup>th</sup>, I visited the Owen Sound Rotary Club and received a donation from the Rotarians towards the literacy initiatives in Youth Services. It is wonderful to have the opportunity to share the good work of our library staff with our community.

**7.2.11. Owen Sound Council Orientation:** I was invited to participate in Owen Sound Council's orientation sessions in early December. I shared a PowerPoint about the Union Library and our services. The materials will be used in the upcoming presentations to our three municipal councils as part of their budget discussions. I also attended an orientation session about Indigenous Relations that was presented by George Couchie. It would be great to offer similar training to all of our library staff.

**7.2.12. Adult Learning Centres:** The 2022-2023 business plans are due to the Ministry of Labour, Immigration, Training and Skills Development on January 27<sup>th</sup>. The Library expects to deliver the same services next year as those we are currently providing. We extend sincere appreciation to all ALC staff for their commitment and service to our community during the pandemic.

**03-23 Moved by Bob Droine THAT the Library Board approve the 2022-23 business plans for the Library's Adult Learning Centres as presented.**

**Carried.**

**7.2.13. Adult Learning Centres Computer Upgrades:** We have ordered new laptops to be used by staff or students in the Adult Learning Centres. Some of the Chromebooks purchased will be loaned to students so that they may work from home on their studies as well. We are pleased to limit the digital divide and ensure access for our local to adults to upgrading opportunities.

**7.2.14. Hockey Writing in Canada – Grey Bruce Connections:** In January, when many people will be visiting Owen Sound in person or virtually, as part of the *Scotiabank Hockey Day in Canada* activities, the library will be offering programming that highlights the unique contributions of hockey writers with connections to Grey Bruce. The featured writers are Jonathon Jackson, Terry Koshan, Paul White, Eric Zweig, Tracey Richardson and Rob Ritchie.

The sessions are free to members of the public with the first one happening at the library and the subsequent ones accessible to everyone through ZOOM. I had the opportunity to discuss the upcoming programs with Fred Wallace on CFOS, <https://www.bayshorebroadcasting.ca/2023/01/03/scotiabank-hockey-day-in-canada-at-the-library-tim-nicholls-harrison-on-open-line/>.

**7.2.15. Grey County Reads:** Seven great books have been selected for the [2023 Grey County Reads](#) contest which starts on January 23<sup>rd</sup>. Here are this year's titles:

- *All My Puny Sorrows* by Miriam Toews, will be read by Kimberly Love for the community of Owen Sound

- *Birds Art Life* by Kyo Maclear, will be read by Samantha Erin, for the community of Southgate
- *Indian Horse* by Richard Wagamese, will be read by Lindsey Glazier for the community of West Grey
- *No Bootstraps When You're Barefoot* by Wes Hall, will be read by Kym Snarr for the community of Grey Highlands
- *Run Towards the Danger* by Sarah Polley, will be read by Laurel Douma for the community of Hanover
- *The Fight for History* by Tim Cook, will be read by Melany Franklin for the community of Town of the Blue Mountains
- *The List of Last Chances* by Christina Myers, will be read by Peggy McIntosh for the community of Meaford

**7.2.16. Open Team Update:** The OPEN team is continuing to build on our "Pollinator Corridor" launch. We will be hosting a Pollinator Plant Fair at the Owen Sound Market on Sunday, May 7<sup>th</sup>. This will follow on the Library's Seedy Saturday on March 18<sup>th</sup> and our participation in Earth Day activities on April 22<sup>nd</sup>. The Open Team will also be participating in the River District Blooms activity during 2023. We are pleased to contribute to the education and support of our community as we work together on making these changes to our grounds.

**7.2.17. Ontario Library Association's Super Conference:** Again this year, the annual conference will be accessible virtually on February 1<sup>st</sup> – 4<sup>th</sup>. Staff and Board members can attend sessions of interest. The program and schedule can be found at <https://pheedloop.com/OLA23/site/home/>

**7.2.18. Upcoming Programs:** Please check out <https://www.osngupl.ca/news-programs/library-news/> for the current newsletter.

**7.2.19. Final Comments:**

*"Dear Owen Sound & North Grey Union Public Library. I write to thank each of you for the most excellent willing and courteous service you provide to us and other members of the community. Our lives are enriched by the materials you so effectively find us and the new systems you have added to expand our access to other sources. Not a week goes by when we don't find another item of interest to challenge you to source for us. Our lives in retirement have been truly enriched by staff and leadership of the OSNUGPL and we are fortunate to be in your catchment. Some belated cookies for your staff room. Best wishes for 2023"*

-J.D. & B.D (recent card sent to the library)

2022 was a challenging year. We moved past the pandemic and were able to focus again on bringing back our members and doing our very best to provide the services they needed. As we head into 2023, we want to continue our outreach efforts and build back our service numbers. For a library with a small staff footprint, we do an extraordinary job of meeting the information, education, employment and entertainment needs of our community. I commend our staff for the superb customer service that they provide daily. As always, I extend sincere appreciation to all of the library team for their hard work, sense of fun and commitment.

Additional items as per verbal report:

None

**04-23 Moved by Bob Droine THAT the Library Board approve the CEO's Report as presented. Carried.**

### **7.3 Financial Committee Report**

#### **7.3.1 Statements and Accounts:**

**05-23 Moved by Bob Droine THAT Library accounts totaling \$112,818.71 for November and December be approved for payment and further, THAT the Adult Learning Centre's accounts totaling \$252,731.32 for November and December be approved for payment and further, THAT the Library's and Adult Learning Centre's Financial Statements to December 31, 2022 be received as information. Carried.**

#### **7.3.2 Transfer from Personnel Reserve:**

**06-23 Moved by Bob Droine THAT the Library Board authorize the transfer of \$30,000.00 from the Personnel Reserve to offset 2022 personnel expenses. Carried.**

### **7.4 Personnel Committee Report**

No report.

### **7.5 Property/Building Committee Report**

No report.

### **7.6 Library Foundation Committee Report**

No report.

### **7.7 Policies and Bylaws Committee Report**

No report.

### **7.8 Ontario Library Service Board Assembly Report**

No report.

## **8. OTHER BUSINESS**

None

## **9. STRATEGIC PRIORITIES**

None

## **10. RESOLUTION TO MOVE IN CAMERA - STRUCK**

## **11. DECLARATION TO MOVE TO THE REGULAR BOARD MEETING - STRUCK**

## **12. NEXT MEETING: Regular Board meeting to be held Thursday February 23, 2023 at 6:00 p.m. in the Library Board Room.**

**13. ADJOURNMENT:** The meeting was declared adjourned at 6:35 p.m.

A handwritten signature in black ink, appearing to be 'A. M.', written over a horizontal dotted line.

Chair

A handwritten signature in blue ink, appearing to be 'Michelle Harrison', written over a horizontal dotted line.

Secretary