



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

**April 28, 2022 6:00 p.m.  
Virtual Meeting**

**MEMBERS PRESENT:**

Richard Thomas, Chair  
Esra Samli, Vice-Chair (City of Owen Sound)  
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)  
Elizabeth Thompson (Township of Chatsworth, Councillor)  
Ryan Thompson (Township of Georgian Bluffs, Councillor)

**MEMBERS ABSENT/REGRETS:**

None

**STAFF PRESENT:**

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

**GUESTS PRESENT:**

None

**COMMENCEMENT: 6:23 P.M.**

**1. CALL TO ORDER**

The meeting was called to order by Chair, Richard Thomas at 6:23 p.m.

**2. ADDITIONAL ITEMS**

None

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

None

#### 4. CONFIRMATION OF MINUTES

**16-22 Moved by Bob Droine THAT the minutes of the February 24, 2022 meeting of the Library Board be approved as presented.**

**Carried.**

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

None

#### 6. CORRESPONDENCE

Harris reported that there were no items of correspondence circulated in the package.

#### 7. REPORTS AND MATTERS TABLED

##### 7.1 Board Chair's Report

No report.

##### 7.2 CEO's Report

**"Books and ideas are the most effective weapons against intolerance and ignorance."**

**– Lyndon Baines Johnson**

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

**7.2.2. Key Statistics:** Our total library membership is 7,266 which is approximately 75% of the memberships at the same time last year. We are working to restore our service level to pre-COVID levels, but we continue to face ongoing challenges as a result of the pandemic. In March, we had 10,864 library visits and circulated 24,348 materials. Patrons used an additional 1,873 materials within the library during the month. There were 3,594 uses of technology. Our online outreach totaled 22,599. The library provided information assistance 2,116 times. While our membership is down, we are performing significantly better when compared to last year's statistics.

**7.2.3. COVID Update:** Ontario made changes to public health and workplace safety measures, effective March 21<sup>st</sup>. It is expected that the remaining provincial directives will end by April 27<sup>th</sup>. More information can be found at <https://covid-19.ontario.ca/public-health-measures#overview>.

Most library services have returned to pre-pandemic procedures. Library patrons can stay for extended periods. Proof of vaccine or exemptions are no longer required. Masks are encouraged, but voluntary. Food and drinks are not allowed in the library currently. Library programming is currently offered in the auditorium. We plan to begin community bookings in September in both the auditorium and the boardroom.

**7.2.4. Rapid Antigen Tests:** We thank the United Way of Bruce Grey and their partners, the Canadian Red Cross and Bruce Power, for providing thousands of rapid antigen tests for distribution. Community members have been able to access free 5 pack or 30 pack test kits at the library.

**7.2.5. Vaccine Certificates:** During the past few months, we have assisted thousands of people in our community by helping them print and laminate their vaccine certificates. Although the province is no longer requiring proof of vaccination, we are still assisting a few community members each week.

**7.2.6. Staff Anniversaries:** We extend congratulations to Jennifer Davidson, Joan Rawski, Cindy Wardrop and Jodi Burton-Scheifley on their work anniversaries. We thank them for contributing their time, effort, skills and talents!

|                       |                         |          |
|-----------------------|-------------------------|----------|
| Jennifer Davidson     | Support Services        | 12 years |
| Joan Rawski           | Adult Learning Centre   | 12 years |
| Cindy Wardrop         | Public Services         | 2 years  |
| Jodi Burton-Scheifley | Adult Learning Services | 1 year   |

**7.2.7. Summer Student Programs:** In anticipation of the pandemic lessening, we have applied for funding to hire two summer students 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. The positions have been posted. I extend appreciation to Nadia for her efforts in securing project funding.

**7.2.8. Patron Point:** Nadia Danyluk and Dale Albrecht have been working with the Patron Point staff as we plan and layout how we will use the product to better engage and support our library membership. We will be utilizing the product to welcome new members in the coming months. We will begin targeting our newsletter content by the fall. More information about the product can be found at <https://www.patronpoint.com>.

**7.2.9. Website Development:** Our website is our virtual library branch, open 24 hours every day, all year. With the addition of our new digital engagement tools and the new online catalog, the library is ready to take the next step in the redevelopment of our online website. This is a significant task that is needed to ensure that we are providing twenty-first century library services to our community. Our current website was created using the Sirsi-Dynix product Enterprise. However, a new website must be in place before the end of the 2022 when we lose the opportunity to use Enterprise.

I extend sincere thanks to Nadia and Dale for taking on the challenge of helping us modernize this key part of our library services. Dale was able to work with a group of co-op students in the Library Technician program at Seneca to design surveys, one for staff and another for the public, that we are undertaking before we move into the stages of actually building the new site. The staff engagement sessions are underway and we will be reaching out to the public next.

**7.2.10. Poet Laureate Update:** April is National Poetry Month. Our Poet Laureate Richard-Yves Sitoski has been extremely busy this year. On April 2<sup>nd</sup>, he hosted *Poets in Response to Peril* with London Poet Laureate Penn Kemp. Richard and Penn arranged for over thirty of the nation's top poets to participate in response to the precarious events in the world. We believe that this special Oh!Sound National Poetry Month event was the largest online presentation of Canadian poets ever assembled. An anthology is being printed with funds going to support relief efforts in Ukraine.

**17-22 Moved by Bob Droine THAT the Library Board thanks and congratulates Poet Laureate Richard-Yves Sitoski on his exemplary work on the "Poems in Response to Peril" initiative. Carried.**

Richard will be one of the seventeen Poet Laureates participating in *The Spirit of Poetry Across Ontario* on April 21<sup>st</sup>. Information about this event and other programming with Richard can be found at <https://www.rsitoski.com> and at <https://www.facebook.com/OSPoetLaureate2019to2022>. We thank our sponsors of the Poet Laureate program during 2022, David Madill, John Tamming and the late Andrew Armitage for their support of the arts in our community.

**7.2.11. Healthy Community Initiatives Grant – Wifi Hotspots:** We launched our Wifi hotspot lending program this month. The project is supported by the Government of Canada's Healthy Communities Initiative and will help to address the digital divide that exists in our communities by providing free Internet access to those in need. The twenty hotspots are available to be borrowed for three weeks at a time. We also loan Chromebooks and Amazon Fire tablets.

**7.2.12. Library Book Sale:** We have started to meet with our library volunteers on planning future library book sales. It is recognized that we will have to make some changes to the format and frequency of the book sale as we move into these "new endemic times". I thank Sharon Wagenaar for taking on the role of supporting the book sale volunteers as we plan for the future. We are pleased to be accepting book sale donations again.

**7.2.13. Volunteer Appreciation Week:** April 24<sup>th</sup> – 30<sup>th</sup> is National Volunteer Appreciation Week. This year's theme is *Volunteering is Empathy in Action*. We thank our many volunteers for their kindness and generosity. We recognize that "volunteers bring heart to Canada's communities". During challenging times, our volunteers continue to make a real difference for us and our community.

**7.2.14. Ontario Library Survey:** Libraries in Ontario are required by the Province to complete an annual survey which represents one week in the life of the library. This data is multiplied and collated to create annual statistics for all Ontario libraries. Our 2021 data needs to be submitted before the end of April. Special thanks to Lindsey Harris for spending many hours collating the information required and completing the survey. Please visit

[http://www.mtc.gov.on.ca/en/libraries/statistics\\_2020.shtml](http://www.mtc.gov.on.ca/en/libraries/statistics_2020.shtml) for more information about the Ontario Library Survey and to access the provincial statistics.

**7.2.15. Planned Giving Allocation:** We were pleased to learn that we have received \$1,236.92 from the Mabel Richardson Foundation. The funds were deposited as per the Donation Allocation Policy.

**18-22 Moved by Bob Droine THAT the Library Board extend its sincere appreciation to The Mabel Richardson Foundation for the continued financial support. Carried.**

**7.2.16. Telephone and Security System Upgrade:** In the past year, the library has spent significant dollars, in part from our renovation reserve, to modernize our telephone and security systems. It is appropriate that the Adult Learning Centre contribute towards the upgrades completed recently. This is only a portion of the cost if the ALC were to have this work done at one of our stand-alone sites.

**19-22 Moved by Elizabeth Thompson THAT the Library Board approve the transfer of \$8,000.00 from the Adult Learning Centre to the Library Renovation Reserve to contribute to the telephone and security system upgrade. Carried.**

**7.2.17. Owen Sound Mini Con 2022 – Saturday May 7th:** Our annual comic book and fandom event is back. Make sure you follow the Library on Facebook ([www.facebook.com/osngupl](http://www.facebook.com/osngupl)) and Instagram (@osngupl) to see our OSMiCon posts as they happen. Information about all of the activities is in our April newsletter. This wonderful event is made possible because library staff are so focused and dedicated to creating wonderful engaging activities for our community. Thanks especially to Nadia Danyluk, Cassie Wood, Katie McLeish, Sarah Chamberlain and Sharon Wagenaar for your effort and creativity!

**7.2.18. Launch of New 'Open' Card:** We are planning our formal launch "Open Card" reception for Wednesday, May 18, which is International Museum Day, to take place at the Art Gallery from 5 pm – 7 pm. The Invitation and RSVP will be sent out next week to all stakeholders of the Library, Gallery, Billy Bishop, and Marine & Rail. The remaining spaces will be allocated to the public with a cap of 150 people.

We are excited about our new shared membership initiative and the ways that the organizations can work together. Members living in Chatsworth, Georgian Bluffs, Owen Sound and Meaford would have access to all four cultural institutions with one "Open" card.

**7.2.19. Final Comments:** *"Just a note to say Thank you for the March break programs you provided for kids. I appreciated the range of activities and your attention to safety. the library remains our only outing during this pandemic. The kids always love a library trip!"* – recent note from a library patron.

The pandemic has been challenging for all of us, but each and every day, I am amazed at the positive attitude and ongoing dedication to community service shown by our wonderful library staff. it is truly my pleasure to work with committed and caring coworkers who go the extra mile, every day, to provide exemplary customer service to our library members.

Please check out all that's happening, <http://bit.ly/OSNGUPL-news>, at your library! The newsletter is filled with programs, events and activities that our dedicated and knowledgeable staff have planned to meet your information, education and entertainment needs.

Additional items as per verbal report:  
None

**20-22 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:**

**21-22 Moved by Elizabeth Thompson THAT Library accounts totaling \$1,443,154.85 for February and March be approved for payment and further,  
THAT the Adult Learning Centre's accounts totaling \$371,272.29 for February and March be approved for payment and further,  
THAT the Library's and Adult Learning Centre's Financial Statements to March 31, 2022 be received as information. Carried.**

#### **7.3.2 Calder Estate:**

**22-22 Moved by Elizabeth Thompson THAT the Library Board approve the deposit of \$11,383.79 from the Jessie Calder Trust Fund as per Donation Allocation Policy L 31 and further,  
THAT the funds available for designation be deposited to the Library Renovation Reserve Fund. Carried.**

### **7.4 Personnel Committee Report**

No report.

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

Rosemary Buchanan met with Tim Nicholls Harrison, CEO on April 19, 2022, to review the updates to the washrooms and the HVAC upgrades for the Auditorium.

**23-22 Moved by Rosemary Buchanan THAT the Library Board approve the transfer of up to \$30,000.00 from the Library Renovation Reserve to update the basement washrooms. Carried.**

**24-22 Moved by Rosemary Buchanan THAT the Library Board approve the transfer of up to \$6,000.00 from the Library Renovation Reserve to provide upgrades to the HVAC in the Auditorium. Carried.**

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

No report.

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

**25-22 Moved by Frank Emptage THAT the Library Board approve Policy L 1 Board Meeting ByLaws Policy as revised. Carried.**

**26-22 Moved by Frank Emptage THAT the Library Board approve Policy L 19 Governance of the Owen Sound & North Grey Union Public Library's Endowment Fund Policy as reviewed. Carried.**

**27-22 Moved by Frank Emptage THAT the Library Board approve Personnel Policy L 20 PE 22 Retiree Benefits Policy as reviewed.**

**Carried.**

**28-22 Moved by Frank Emptage THAT the Library Board approve Policy L 22 Reserve Funds Policy as revised.**

**Carried.**

**29-22 Moved by Frank Emptage THAT the Library Board approve Policy L 30 Records Management Policy as reviewed.**

**Carried.**

**7.8 Ontario Library Service Board Assembly Report**

Emptage attended the Spring meeting and the focus was primarily on succession planning. The next meeting will take place in the Fall.

**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 June 30, 2022 at 6:00 p.m. in the Library Auditorium.**

**13. ADJOURNMENT:** The meeting was declared adjourned at 7:11 p.m.



Chair



Secretary