



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

**December 1, 2022 6:00 p.m.
Library Board Room**

MEMBERS PRESENT:

Esra Samli, Acting 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

GUESTS PRESENT:

None

COMMENCEMENT: 6:07 P.M.

1. CALL TO ORDER

The meeting was called to order by Acting Chair, Esra Samli at 6:07 p.m.

2. ADDITIONAL ITEMS

None

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

None

4. CONFIRMATION OF MINUTES

**49-22 Moved by Rosemary Buchanan THAT the minutes of the October 6,
2022 meeting of the Library Board be approved as presented.**

Carried.

5. DEPUTATIONS/QUESTIONS FROM THE PUBLIC

None

6. CORRESPONDENCE

Nicholls Harrison 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

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

"If you have a garden and a library, you have everything you need."

– Cicero

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

7.2.2. Key Statistics: Our total library membership has improved to 8,830 which is approximately 13.8% more than the same time last year. In October, we had 13,012 library visits and circulated 23,816 materials; both are significant improvements over the same time last year. Patrons used an additional 2,273 materials within the library during the month. There were 5,427 uses of technology. Our online outreach totaled 19,113. The library provided information assistance 2,302 times. We continue to work on improving our service statistics to pre-COVID levels.

7.2.3. Library Board Update: We congratulate Melanie Middlebro' on her appointment as the Council elected representative to the Library Board for the City of Owen Sound. This position on our Board was held by Richard Thomas until the recent election. Given the limited time until the 2023-2026 Library Board is assembled in February, Vice-Chair Esra Samli has agreed to serve as acting Chair of the Board. Financial documents can be signed by Elizabeth Thompson as Finance Chair.

We thank Richard for his commitment and dedication to the library:

- 1999-2006 - Appointed by the City of Owen Sound as a community representative,
- 2011-2014 - Appointed by the City of Owen Sound as a community representative,
- 2015-2022 - Appointed by the City of Owen Sound as an elected councillor
- During his time on the Board, Richard served fifteen years as the Board Chair (from 2000-2002 and again from 2011-2022).

50-22 Moved by Rosemary Buchanan THAT the Library Board extend thanks and appreciation to Richard Thomas for the wisdom and leadership that he has shown during his many years of service to the Owen Sound & North Grey Union Public Library. Carried.

7.2.4. Staff Anniversaries: We extend congratulations to Roger Hannon, Christina Mollon, Sharon Wagenaar, Lindsey Harris, Dale Albrecht, Tammy Cruickshank, Renata Libicz, Sarah Chamberlain, Arwen Greenwood, Cassie Wood, Ben Lyons, Susan DeRooy, Luke House and Sophie Lanthier on their work anniversaries. We thank them for contributing their time, effort, skills and talents!

Tim Nicholls Harrison	Admin	34 years
Roger Hannon	Adult Learning Services	26 years
Christina Mollon	Technical Services	21 years
Sharon Wagenaar	Youth Services	18 years
Lindsey Harris	Admin	15 years
Dale Albrecht	Technical Services	12 years
Tammy Cruickshank	Adult Learning Services	7 years
Renata Libicz	Public Services	5 years
Sarah Chamberlain	Public Services	2 years
Arwen Greenwood	Public Services	2 years
Cassie Wood	Youth Services	2 years
Ben Lyons	Admin	2 years
Susan DeRooy	Adult Learning Services	2 years
Luke House	Public Services	1 year
Sofie Lanthier	Public Services	1 year

7.2.5. Staff Updates: We welcome Sydney Wright-Brown to the library as Learning Facilitator, part-time in Adult Learning Services.

7.2.6. Bridges out of Poverty Training: We have arranged for all Library staff (including those in Adult Learning Services) to participate in *Bridges out of Poverty* training on November 21st and 28th. Tammy Cruickshank, our Early Years Literacy Facilitator will be delivering the training with Mary Jane Murray, one of our former Adult Learning Services staff.

7.2.7. COVID 19 Rapid Tests: We would like to thank the United Way Bruce Grey for providing the library with COVID-19 Antigen Rapid Tests. The public can ask at the circulation desk for the free tests for their family.

7.2.8. Remembrance Day: The Library stays open on the Remembrance Day holiday so that we can better support our community on this important day. Rogers TV, first aid and some of the veterans utilize the space.

7.2.9. Pollinator Corridor Launch: The OPEN team is working together, so that our cultural institutions can introduce "carbon-zero gardening" utilizing native

species in a pollinator garden / corridor within the city. On November 14th interested stakeholders attended a launch meeting at the TOM. Susan Staves opened the session with a land acknowledgement and spoke about the wonderful work that is being done as part of the Giche Namewikwedong Reconciliation Garden Project. Vicky Thompson from the Grey County Master Gardeners was our keynote speaker with an outstanding presentation on the need for pollinator gardens. Liz Zetlin then spoke about our pollinator corridor project. We look forward to developing the gardens on our property and working with others to grow and support the movement.

7.2.10. New Website: Our website, www.osngupl.ca is ready. Nadia Danyluk and Dale Albrecht have been working with Banja Solutions on the design and development. During the past month, we have been testing it with the public. We have received positive comments about the usability of the new site. I extend sincere thanks to Nadia and Dale for taking on the challenge of helping us modernize this key part of our library services. After December 12th, the old website will no longer be available.

7.2.11. Visit to Idea Exchange: On Thursday, November 17th, I visited the Idea Exchange with Aidan Ware, the Director and Chief Curator of the TOM and Richard Thomas (in his last activity as our Board Chair). Helen Kelly, Chief Executive Officer of the <https://ideaexchange.org/> was an amazing host and champion. We are excited about the vision that we saw when cultural institutions support each other's work.

7.2.12. Festival of Northern Lights: Thank you to all the staff for their help making the events on Saturday, November 19th so successful. Story times, adult crafts, children's crafts, green screen fun, ukulele singalongs and so much more, were available for our community members when they visited the library.

7.2.13. Book Sale: Special thanks to Sharon Wagenaar for her work with Isolde Cunningham and the rest of the volunteers. They have done a fantastic job retrofitting our longtime annual Book Sale into a new event which is generating over \$1,000 monthly in funding for new library resources. Kudos to everyone involved for their kind support.

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

7.2.15. Final Comments:

"Finally back after the pandemic. Was treated so well. The staff is exactly what you want at a library." -B.S. (recent review on google.)

It has been wonderful to have the building busy this fall. We continue to promote the library as a place to visit but also to encourage library staff to outreach and engage with the community. Their good will and dedicated customer service is applauded. We remain focused on supporting the information, education, employment and entertainment needs of our community. 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

51-22 Moved by Rosemary Buchanan THAT the Library Board approve the CEO's Report as presented. Carried.

7.3 Financial Committee Report

7.3.1 Statements and Accounts:

52-22 Moved by Elizabeth Thompson THAT Library accounts totaling \$85,993.87 for September and October be approved for payment and further, THAT the Adult Learning Centre's accounts totaling \$89,978.28 for September and October be approved for payment and further, THAT the Library's and Adult Learning Centre's Financial Statements to October 31, 2022 be received as information. Carried.

7.3.2 Invoices to January: Councillor Thompson noted that with no meeting in December the CEO needs to be authorized to pay invoices.

53-22 Moved by Elizabeth Thompson THAT the Library Board authorize the CEO to pay invoices through to the January 2023 meeting. Carried.

7.3.3 Adult Learning Centre Budget 2022-2023: Nicholls Harrison reviewed the 2022-2023 Adult Learning Centre budget with members.

54-22 Moved by Elizabeth Thompson THAT the Library Board approve the 2022-2023 Adult Learning Centre budget as presented. Carried.

7.3.4 Operating Capital: Councillor Thompson suggested the Board may wish to consider transferring any remaining funds from the Operating Capital to the Library Renovations Reserve Fund.

55-22 Moved by Elizabeth Thompson THAT the Library Board approve the transfer of any remaining funds from the "Operating Capital" line of the Library's 2022 Operating Budget to the Library Renovations Reserve Fund. Carried.

7.3.5 Wages and Benefits: Councillor Thompson suggested the Board may wish to consider transferring any remaining funds from the Wages and Benefits line to the Personnel Reserve Fund.

56-22 Moved by Elizabeth Thompson THAT the Library Board approve the transfer of any remaining funds from the "Wages and Benefits" line of the Library's 2022 Operating Budget to the Personnel Reserve Fund. 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

8.1 Library Holiday Closures for 2023: Nicholls Harrison drew the Board's attention to the report on holiday closures for 2023 as distributed.

57-22 Moved by Rosemary Buchanan THAT the Library Board approve the dates for holiday closings as presented in the Report 2022-02 Library Holiday Closings 2023 from the CEO dated November 24, 2022.

Carried.

8.2 Library Board Meeting Dates for 2023: The list of proposed Library Board meeting dates for 2023 was reviewed.

58-22 Moved by Rosemary Buchanan THAT the Library Board meeting dates for 2023 be approved as presented in the Report 2022-03 Library Board Meeting Dates 2023 from the CEO dated November 24, 2022.

Carried.

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 January 26, 2023 at 6:00 p.m. in the Library Auditorium.

13. ADJOURNMENT: The meeting was declared adjourned at 6:50 p.m.



Chair



Secretary