



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

**February 24, 2022 6:00 p.m.  
Virtual Meeting**

**MEMBERS PRESENT:**

Richard Thomas, Chair  
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)

**MEMBERS ABSENT/REGRETS:**

Esra Samli, Vice-Chair (City of Owen Sound)  
Rhonda Brown (City of Owen Sound)  
Ryan Thompson (Township of Georgian Bluffs, Councillor)

**STAFF PRESENT:**

Tim Nicholls Harrison, CEO  
Lindsey Harris, Administrative & Facilities Manager

**GUESTS PRESENT:**

None

**COMMENCEMENT: 6:04 P.M.**

**1. CALL TO ORDER**

The meeting was called to order by Chair, Richard Thomas at 6:04 p.m.

**2. ADDITIONAL ITEMS**

None

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

None

**4. CONFIRMATION OF MINUTES**

**07-22 Moved by Frank Emptage THAT the minutes of the January 27, 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**

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

**"There is not such a cradle of democracy upon the earth as the Free Public Library, this republic of letters, where neither rank, office, nor wealth receives the slightest consideration." – Andrew Carnegie**

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

Rosemary Buchanan entered the meeting 6:07 p.m.

**7.2.2. Key Statistics:** Our total library membership is 7,448 which is approximately 79% of the memberships at the same time last year. We continue to face ongoing challenges as a result of the pandemic. In January, we had 7,137 library visits and circulated 21,329 materials. Patrons used an additional 850 materials within the library during the month. There were 2,071 uses of technology. Our online outreach totaled 27,046. The library provided information assistance 2,571 times. Continuing the trend of improved service levels, while our membership is down, we performed significantly better statistically when compared with last year’s data.

**7.2.3. Staff Anniversaries:** We extend congratulations to Nadia Danyluk and Katherine McLeish on their work anniversaries. We thank them for contributing their time, effort, skills and talents!

Nadia Danyluk	Administrative Services	15 years
Katherine McLeish	Public Services	4 years

**7.2.4. Library Closure & Service Outage:** We will be closed Saturday, February 19<sup>th</sup> to allow for a major server migration. We are encouraging all patrons to stock up for their long weekend ahead of time. Any resource that requires logging in with a library card number will be unavailable. Our drop box will be open. Due dates and hold pickup dates will be extended to allow for the closure. Our vendor plans to complete the work by Saturday evening. Should there be any issues or delays, work will continue into Sunday, February 20.

**7.2.5. COVID Update:** Ontario temporarily moved into Step Two of the Roadmap to Reopen with modifications on January 5, 2022. More information can be found at <https://covid-19.ontario.ca/public-health-measures#returning-to-our-plan-to-safely-reopen-ontario>. For March 1<sup>st</sup>, we will be allowing “regular” library use for the first time in two years. Library users will be able to come and stay for extended periods. Masks will still be required. For this reason, food and drinks cannot be consumed in the library.

**7.2.6. Vaccination Receipts:** This service has been appreciated by the public and has been accessed by over 4,000 members of our community. The provincial requirement for vaccine certificates will be lifted on March 1<sup>st</sup>.

**7.2.7. Free Rapid Tests:** We have received 3,000 federally distributed rapid tests through the United Way of Bruce Grey and The Canadian Red Cross. Staff will parcel these tests into kits of five with detailed instructions and information from Health Canada. There is a limit of one test kit per household to ensure the widest possible access to these free tests.

**7.2.8. Small Group Programs @ the Library:** In December, we planned the return of “in-house” programming for the new year. We developed a protocol focused on library sponsored programs first, before opening up access fully to community groups. When we initiate these activities in March, we will be using the auditorium, limiting the group size, needing participants to preregister and requiring everyone over 12 to provide proof of vaccination. Later, we will be relaxing the protocols in recognition of the transition of COVID-19 from epidemic to endemic.

**7.2.9. Launch of New ‘Open’ Card:** We are excited that the joint membership card now includes Tom Thomson Art Gallery, the Billy Bishop Museum and the Marine and Rail Waterfront Museum. Residents living in Chatsworth, Georgian Bluffs, Owen Sound and Meaford, as members, will have access to all four cultural institutions with the “Open” card. We are arranging with ALLCARD to print the card. We are working out the logistics. The card will be launched on May 18<sup>th</sup> at the TOM as part of National Museums Day. A guest list is being assembled. It has been great working with the Open Card working committee from the four organizations. Special thanks to Hillary Wepler for her outstanding design work.



**7.2.11. Celebration of Life – Andrew Armitage:** We are planning to host this public tribute at the library on Sunday, July 17<sup>th</sup> from 1:30 to 4:40 pm. A slide show of photos and videos will be presented. We will showcase Andrew’s books and the significant role that he had in our library and the community. Formal “speeches” are planned from 3 to 4 pm. We announce the event in our newsletter in the coming months. We are thankful for the considerable assistance being provided by Andrew’s friends.

**7.2.12. Special Projects 2022:** Each year, we have earmarked dollars to assist the library in completing one-time projects. The special projects are funded from sources beyond our municipal partners.

In 2022, if we are able to allocate appropriate time, given the pandemic challenges, we are planning to:

- Incorporate digital technologies to facilitate improved work efficiencies in data collection, analysis and library promotion,
- Finish development of a digital collection of resources focussed on Andrew Armitage’s *Grey Bruce Explorer* and other writings,
- Provide enhanced staff training and professional development.

**7.2.13. Grey County Reads:** Seven great books have been selected for the [2022 Grey County Reads](#) contest. Here are this year’s titles:

- *Deafening* by Frances Itani, read by Norma Graham for community of Hanover
- *Manikanetish* by Naomi Fontaine, read by Tim Nicholls Harrison for community of Owen Sound
- *The Apollo Murders* by Chris Hadfield, read by Kimm Culkin for community of West Grey
- *The Girls* by Lori Lansens, read by Julia White for community of Meaford
- *The Library of Legends* by Janie Chang, read by Elora Tarlo for community of The Town of Blue Mountains
- *The Pull of the Stars* by Emma Donoghue, read by Pam Farrow for community of the Township of Southgate
- *What Comes From Spirit* by Richard Wagamese, read by Jennifer Bechan for the community of Grey Highlands

**7.2.14. Library Services, Programs, Events & Activities:** Throughout the pandemic, our staff have dedicated time and resources to designing, organizing and delivering quality library programming and services to our community. To keep informed, please read our newsletters (emailed to members but also available online at <https://bit.ly/OSNGUPL-news>), and visit our Facebook (<https://www.facebook.com/OSNGUPL>) and Instagram (<https://www.instagram.com/osngupl/>) pages.

**7.2.15. OSNGUPL Annual General Meeting:** Our AGM will be held on April 28<sup>th</sup>, immediately before the regular Board meeting, our next scheduled meeting. We are preparing a short presentation that highlights the accomplishments of the past year. I extend thanks to all library staff for the tremendous amount of work that they undertook during another extremely difficult “pandemic” year.

### **7.2.16. Final Comments:**

*"I love my Library, I don't know what I would do without it.  
Thanks for all you did for us readers during the worst part of Covid."*

– recent comment in our new catalog from library patron

The last two years have been challenging, but we are grateful for the kind words and support from our community. We thank our library patrons for understanding and supporting our efforts to keep everyone as safe as possible. I extend thanks to our wonderful library staff for their hard work, energy, creativity, commitment and perseverance.

It looks like we are turning a corner on COVID-19. This has been through the coordinated efforts, participation and cooperation of so many people. I sincerely thank everyone for doing their part. We are excited about moving forward, rebuilding our membership levels and providing quality 21<sup>st</sup> century library services to our local residents.

Additional items as per verbal report:

Members discussed that current library hours of operation. Currently there is not a plan to expand hours.

**08-22 Moved by Frank Emptage THAT the Library Board approve the CEO's Report as presented. Carried.**

## **7.3 Financial Committee Report**

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

**09-22 Moved by Elizabeth Thompson THAT Library accounts totaling \$68,723.74 for January be approved for payment and further, THAT the Adult Learning Centre's accounts totaling \$1,707.75 for January be approved for payment and further, THAT the Library's and Adult Learning Centre's Financial Statements to January 31, 2022 be received as information. 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**

Nicholls Harrison updated members on the changes to Appendix A Rapid Antigen Testing in the COVID-19 Immunization Policy.

**10-22 Moved by Frank Emptage THAT the Library Board approve Personnel Policy L 20 PE 33 COVID-19 Immunization Policy as revised.**

**Carried.**

**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: The Annual meeting followed by the Regular Board meeting to be held Thursday April 28, 2022 at 6:00 p.m. on video conference.**

**13. ADJOURNMENT:** The meeting was declared adjourned at 6:51 p.m.



Chair



Secretary