



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

**January 27, 2022 6:00 p.m.  
Virtual Meeting - Zoom**

**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:**

Rhonda Brown (City of Owen Sound)

**STAFF PRESENT:**

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

**GUESTS PRESENT:**

None

**COMMENCEMENT: 6:01 P.M.**

**1. CALL TO ORDER**

The meeting was called to order by Chair, Richard Thomas at 6:01 p.m.

**2. ADDITIONAL ITEMS**

None

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

None

Councillor Elizabeth Thompson entered at 6:05 p.m.  
Councillor Ryan Thompson entered at 6:06 p.m.

#### 4. CONFIRMATION OF MINUTES

**01-22 Moved by Elizabeth Thompson THAT the minutes of the November 25, 2021 meeting of the Library Board be approved as presented.**

**Carried.**

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

None

#### 6. CORRESPONDENCE

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

##### **6.1: BDO Audit Planning Report**

#### 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.

**"A library is the delivery room for the birth of ideas,  
a place where history comes to life."**

**– Norman Cousins**

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

**7.2.2. Key Statistics:** Our total library membership is 7,747 which is approximately 79% of the memberships at the same time last year. We want to restore our service level to pre-COVID levels, but we continue to face ongoing challenges as a result of the pandemic. In December, we had 8,390 library visits and circulated 19,889 materials. Patrons used an additional 1,202 materials within the library during the month. There were 2,696 uses of technology. Our online outreach totaled 22,342. The library provided information assistance 2,064 times. While our membership is down, we performed significantly better when comparing the other statistics with last year's data.

**7.2.3. 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>. We have limited visits to one half hour per day. We continue to take necessary precautions. We hope to allow meetings in the auditorium in March.

**7.2.4. Vaccination Receipts:** This service has been appreciated by the public and has been accessed by over 3,000 members of our community. I extend sincere thanks to all staff for helping to make this service available to our community.

**7.2.5. Staff Anniversaries:** We extend congratulations to Stacey Dufton, Sandra Holyer, Erica Huizinga and Morgan Specht on their work anniversaries. We thank

them for contributing their time, effort, skills and talents!

Stacey Dufton	Adult Learning Services	3 years
Sandra Holyer	Adult Learning Services	3 years
Erica Huizinga	Public Services	2 years
Morgan Specht	Public Services	1 year

**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. Union Library Agreement:** The new Union Library Agreement was approved by the Municipalities of Chatsworth, Georgian Bluffs and Owen Sound at their December Council meetings (<https://bit.ly/OSNGUPL-Agreement-News>). We thank Councillors Diana Rae and Elizabeth Thompson from Chatsworth Council, Councillors Grant Pringle and Ryan Thompson from Georgian Bluffs Council, and Councillors Travis Dodd, Marion Koepke, Carol Merton and Richard Thomas from Owen Sound Council for their insight, knowledge and support of the process. The union library negotiating committee was very supportive of our library and appreciative of the excellent customer service that we provide to their residents. I extend sincere thanks to Nadia Danyluk and Lindsey Harris for their wisdom, support and assistance throughout the negotiation process. We have put considerable time into developing the new agreement which, I believe will enable us to better promote the library and serve local residents. The challenge is to grow our membership, given that we have seen a significant loss in members during the pandemic. We have been very fortunate to build on the successful collaboration in the past, the community building that Andrew Armitage and Judy Beth Armstrong initiated.

**7.2.8. Healthy Community Initiatives Grant – Wifi Hotspots:** We have received a \$10,000 grant from the Healthy Communities Initiative to purchase and loan wifi hotspots to library members without internet access. The impetus of this project included the challenges of meeting patron needs during the pandemic, the desire to enhance our Chromebook / tablet loan program, and recognition of the digital divide that impacts the lives of many local residents. Special thanks to Lindsey Harris for shepherding this grant application to its successful approval. Dale Albrecht and I are exploring possible vendors and approaches.

**02-22 Moved by Elizabeth Thompson THAT the Library Board approve the transfer of up to \$10,000 from the Future Project Reserve for use in February and March 2022 for the development and launch of a wifi hotspot lending program. Carried.**

**7.2.9. New Catalog:** We're now 5 weeks into the transition to the new catalog <https://osngupl.bibliocommons.com>. We've had close to 600 patrons create their online accounts. Special thanks to Dale Albrecht for working to ensure that the process was as easy as possible for both our staff and the public.

**7.2.10. Patron Point:** Thank you to Nadia Danyluk and Dale Albrecht for researching vendors and approaches that can assist us in better manage our library marketing and patron support needs. We will be utilizing some of our special project dollars in 2022 to begin using Patron Point. More information about the product can be found at <https://www.patronpoint.com>.

**7.2.11. Adult Learning Centres:** The 2022-2023 business plans were submitted to the Ministry of Training, Colleges and Universities on January 14th. 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.

**03-22 Moved by Elizabeth Thompson THAT the Library Board approve the 2022-23 business plans for the Library's Adult Learning Centres as presented. Carried.**

**7.2.12. Poet Laureate Update:** Richard-Yves Sitoski's work as Poet Laureate has been exemplary. During a difficult and challenging time, he has found innovative ways to generate poetry and related resources for our community. Please see the attached report. 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.

**04-22 Moved by Elizabeth Thompson THAT the Library Board, in recognition of both the current challenges involved in presenting public performances and Richard-Yves Sitoski's exemplary work as the current Poet Laureate, approve a final one-year extension to his Poet Laureate term. Carried.**

**7.2.13. Launch of New 'Open' Card:** We are excited that the joint membership card with the Tom Thomson Art Gallery and the Billy Bishop Museum has been approved by all three Boards. Members living in Chatsworth, Georgian Bluffs, Owen Sound and Meaford would have access to all three cultural institutions with one "Open" card. Our next planning meeting is on January 25<sup>th</sup>.

**7.2.14. Grey County Reads:** Seven great books have been selected for the [2022 Grey County Reads](#) contest. Advocates began their analyses on January 24<sup>th</sup>. Voting will begin February 22<sup>nd</sup>. 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

**7.2.15. Ontario Library Association’s Super Conference:** Again this year, the annual conference is being held virtually on February 1st – 5<sup>th</sup>. Staff and Board members can attend sessions of interest. The program and schedule can be found at <https://www.olasuperconference.ca/about-2/2022-theme/>

**7.2.16. Final Comments:**

*"I appreciate the simplicity and convenience of being able to place a hold on a book, and be notified of its availability, also the renewing of a book. A great system! Thank you!"* – recent library patron response about our new catalog. By utilizing technology to better meet the needs of our library members, we are working to meet our community’s educational, employment and entertainment needs during the pandemic. We thank our member municipalities for their confidence in the union library. I thank our wonderful staff at the library for their dedication and commitment to public service.

Additional items as per verbal report:  
None

**05-22 Moved by Elizabeth Thompson THAT the Library Board approve the CEO’s Report as presented. Carried.**

**7.3 Financial Committee Report**

**7.3.1 Statements and Accounts:**

**06-22 Moved by Elizabeth Thompson THAT Library accounts totaling \$143,552.55 for November and December be approved for payment and further, THAT the Adult Learning Centre’s accounts totaling \$104,174.87 for November and December be approved for payment and further, THAT the Library’s and Adult Learning Centre’s Financial Statements to December 31, 2021 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**

No report.

**7.8 Ontario Library Service Board Assembly**

Emptage updated members on the updates to the Ontario Library Service website, strategic plan and various training opportunities. Board Assembly meetings occur twice annually, in the Spring and 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 February 24, 2022 at 6:00 p.m. in the Library Board Room.**

**13. ADJOURNMENT:** The meeting was declared adjourned at 6:30 p.m.



Chair



Secretary