



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

**June 24, 2021 6:00 p.m.
Virtual Meeting - Zoom**

MEMBERS PRESENT:

Richard Thomas, Chair
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:

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: 6:01 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

4. CONFIRMATION OF MINUTES

43-21 Moved by Elizabeth Thompson THAT the minutes of the April 29, 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: Letter from the Township of Chatsworth: A letter was received informing the Board of the appointees from the Township of Chatsworth for the Union Library Negotiating Committee, Councillor Diana Rae and Councillor Elizabeth Thompson.

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.

"I don’t have to look far to find treasures.

I discover them every time I visit a library." – Michael Embry

7.2.1. Library Service Index: We have finished reformatting the data collection and now focus on the overall service count. This enables us to continue to compare the current statistics to past data. Please see the attached performance report.

7.2.2. Key Statistics: Our total library membership is 9,678. We saw a drop of nearly 2,000 members in the last year. This is just one of the significant impacts of COVID-19 in our community. In May, library visits were limited to curbside and we circulated 15,956 materials. We will be working to restore our services to pre-COVID levels as the pandemic becomes more controlled.

7.2.3. Staff Anniversaries: We extend congratulations to Karen Teeter, Maria Bertrand and Diana Zarzosa on their work anniversaries. We thank them for contributing their time, effort, skills and talents!

Karen Teeter	Public Services	25 years
Maria Bertrand	Adult Learning Services	21 years
Diana Zarzosa	Adult Learning Services	2 years

Rhonda Brown entered the meeting at 6:07 p.m.

7.2.4. Staff Updates: In May, we wished Laura Stirling the very best as she finished her work as an Information Specialist at the library. Laura began working at the library in 2010 as a student page. We will miss her creativity, flair and customer-oriented approach to service.

Chris Carmichael, Support Services Co-ordinator, will be retiring at the end of June after a career of exemplary service, in many capacities at the Owen Sound & North Grey Union Public Library over the past thirty-three years. Chris had retired two years ago, but came back to work part-time as we continued to transition some of the support service operations.

We thank Chris for her dedication, perseverance and willingness to take on new challenges. Chris has been the backbone of the library for everything that gets plugged in. From the early days of the consortium, the development of the ILS, every modernization that we have undertaken, Chris has been there, providing calm assurance that we would be able to sort things out. And we did, because of her efforts, diligence and attention to detail. We extend sincere thanks to Chris and wish her the very best in her retirement.

Councillor Ryan Thompson entered the meeting at 6:10 p.m.

7.2.5. COVID Update: We returned to curbside services on the 20th of April. Step 1 of the *Roadmap to Reopen*, <https://www.ontario.ca/page/reopening-ontario> was implemented by the Province on June 11th. Libraries are mandated to remain offering curbside services until at least the beginning of July. It is no longer necessary to quarantine library books. For the rest of June, we will be allowing limited access to the building for members of the public requiring computer access. Updated information about the pandemic can be found at the [Grey Bruce Health Unit](#).

7.2.6. Updated Service Hours: The library is currently offering curbside pickup to the public Tuesday through Saturday. The hours currently are Tuesday 12-8, Wednesday 12-5, Thursday 12-5, Friday 12-5 and Saturday 10-2. We have suspended our "Silver Services" time as we need the morning time to prepare the materials for pick-up. The hours are limited, in part, because we are utilizing some of our staffing hours to provide the additional door service point. We expect that these service hours will continue through July and August.

7.2.7. Union Library Agreement: Our current Union Library Agreement expires at the end of this year. Our three municipal partners have responded to our request to come together at their earliest convenience to negotiate the Union Library Agreement for the term beginning in 2022.

Councillors Diana Rae and Elizabeth Thompson have been appointed by Chatsworth Council. Councillors Grant Pringle and Ryan Thompson have been appointed by Georgian Bluffs Council. Councillors Travis Dodd, Marion Koepke, Carol Merton and Richard Thomas have been appointed by Owen Sound Council. We will be contacting members of the negotiating committee to set upcoming meeting dates.

7.2.8. Records Management: As per the Library's Records Management Policy the Board is to be notified of the destruction of corporate records. The annual disposal process is scheduled for June. Management Team members have reviewed the list of records to be destroyed.

44-21 Moved by Elizabeth Thompson THAT the Library Board approve the destruction of those records scheduled to be destroyed up to December 31, 2020 according to the Library's Records Management Policy L30.

Carried.

7.2.9. Planned Giving Allocation: We were pleased to learn that we have received \$1,178.46 from the Richardson Foundation. The funds were deposited as per the Donation Allocation Policy.

45-21 Moved by Elizabeth Thompson THAT the Library Board extend its sincere appreciation to The Richardson Foundation for the continued financial support. **Carried.**

7.2.10. Community Foundation Endowment: We were pleased to learn that we have received \$5,547.00 from our endowment fund with the Community Foundation Grey Bruce.

46-21 Moved by Elizabeth Thompson THAT the Library Board acknowledge receipt of a grant in lieu of interest in the amount of \$5,547.00 from the Community Foundation Grey Bruce and further, THAT the funds are deposited in the Library Trust and Donations Reserve Fund until required. **Carried.**

7.2.11. Telephone System: The new system will allow us to change our messaging more easily, phone from other locations, and communicate better with the public in our building. We are hopeful that the project will be completed in the coming weeks.

7.2.12. Adult Learning Centres: The auditors are currently working on the 2020-2021 fiscal year. These reports are now due to the Ministry by July 30th. All five learning sites are busy working with adult students, both online in small groups and in-person one-to-one scheduled meetings.

7.2.13. Newsletter Refresh: We have developed a new format for our newsletter. The refreshed version was initiated for our June issue. Special thanks to Nadia Danyluk for her editorial / publishing efforts shepherding the new format. Thanks to all of the staff contributors for taking on the refresh assignment. Please check out all that's happening, <http://bit.ly/OSNGUPL-news>, at your library!

7.2.14. Summer Programming: As we prepare to welcome the public back to the building in the beginning of July, we are excited about the summer programs being offered! From the TD Summer Reading Club, our Story Walk in Queen's Park, the Story Tent activities with Grey County EarlyON, through adult programming opportunities, we have packed in many wonderful activities for our community. Please check out our newsletter, Facebook page, Instagram page and library website for more details.

7.2.15. Final Comments:

5 Stars "I was able to schedule an appointment to get access to a public computer which I needed to fill out rental applications. Thanks for all the help Joanne and for returning my call so quick." – S.M. (Google Review)

Library staff continue to support our community by providing much needed services during the pandemic. This past month has been challenging for our community as we again were limited to curbside services.

I express sincere thanks to library staff for their kindness, courtesy and effort to support each other and our community at large. I am truly fortunate to work with

so many dedicated, caring people.

As more people are vaccinated, we will be able to return to some of the service models that our patrons have enjoyed in the past. Hopefully by the fall, it will be better for all of us.

Additional items as per verbal report:

None

47 -21 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:

48-21 Moved by Elizabeth Thompson THAT Library accounts totaling \$93,369.72 for April and May be approved for payment and further, THAT the Library's Financial Statements to May 31, 2021 be received as information. Carried.

Accounts during July and August:

49-21 Moved by Elizabeth Thompson THAT the Library Board authorizes the CEO to continue to pay the invoices through to the September Board meeting. 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 SOLS Saugeen Trustee Council 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 September 30, 2021 at 6:00 p.m. on Zoom.**
13. **ADJOURNMENT:** The meeting was declared adjourned at 6:26 p.m.



Chair



Secretary