



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

**November 25, 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)

MEMBERS ABSENT/REGRETS:

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

STAFF PRESENT:

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

GUESTS PRESENT:

None

COMMENCEMENT: 6:00 P.M.

1. CALL TO ORDER

The meeting was called to order by Chair, Richard Thomas at 6:00 p.m.

2. ADDITIONAL ITEMS

None

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

None

4. CONFIRMATION OF MINUTES

68-21 Moved by Elizabeth Thompson THAT the minutes of the October 28, 2021 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

“The health of our civilization, the depth of our awareness about the underpinnings of our culture and our concern for the future can all be tested by how well we support our libraries.” — Carl Sagan

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

7.2.2. Key Statistics: Our total library membership is 7,734. We continue to see a significant decline in membership during the last year. This is just one of the impacts of COVID-19 in our community. We are working to restore our services to pre-COVID levels as the pandemic becomes more controlled. The number of library visits (8,152) and our circulation (21,703) in October continue to show strong improvement.

7.2.3. Passing of Retired Chief Librarian: Andrew Armitage, former Chief Librarian of the Owen Sound & North Grey Union Public Library, researcher, historian, journalist, author, canoeist, nature lover and Georgian Bay Explorer passed away on November 18, 2021. We express sincere condolences on the loss of a friend, mentor, leader and champion. In honour and memory of Andrew, we have shared background information and an elegy by Poet Laureate Richard-Yves Sitoski both in a library display and on our website, https://bit.ly/Andrew_Armitage. May his memories sustain us and his words live forever.

7.2.4. Staff Anniversaries: We extend congratulations to Roger Hannon, Joanne Green, Tammy Cruickshank and Susan DeRooy on their work anniversaries. We thank them for contributing their time, effort, skills and talents!

Roger Hannon	Adult Learning Services	25 years
Joanne Green	Public Services	16 years
Tammy Cruickshank	Adult Learning Services	6 years
Susan DeRooy	Adult Learning Services	2 years

7.2.5. Staff Updates: We are pleased to welcome Suzanne Majzik as the successful candidate for the recently posted bookkeeper position. We appreciate Sue's knowledge and expertise as she begins work with us at a busy time while we get ready for the year end.

7.2.6. 2022 Wage Increase for Staff: The City of Owen Sound approved a salary increase for non-union staff. The Library historically follows the Human Resources policies of the City. This increase is covered within the 2022 budget.

69-21 Moved by Elizabeth Thompson THAT the Library Board direct the Chief Executive Officer to implement the same salary increase as the City of Owen Sound non-union employees for the Library staff, effective January 1, 2022. **Carried.**

7.2.7. COVID Update: We are pleased that we have been able to continue at the service levels initiated in September and continue to "normalize" library services. We have been reorganizing the auditorium and returning equipment to other areas of the library. It should be available for public use in the new year. Community groups will be able to book the auditorium for small-group meetings that would have been previously held in the boardroom. Masks are still required. Updated information about the pandemic can be found at the [Grey Bruce Health Unit](#).

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. As we received the funding near year end, we should move it to a reserve until early 2022.

70-21 Moved by Elizabeth Thompson THAT the Library Board approve the transfer of up to \$10,000 to the Future Project Reserve for use in early 2022 for the development and launch of a wifi hotspot lending program. **Carried.**

7.2.9. Union Library Agreement: Our three municipal partners came together to negotiate the Union Library Agreement for the term beginning in 2022. Meetings were held on November 11th and 22nd. A draft agreement has been approved by the committee members and they have agreed to present it to their councils and recommend its adoption. This should happen in the coming weeks.

The new ten-year agreement builds on the success of the previous union library agreements. The costing formula utilizes the past membership data to enable the library and its municipal partners to budget accordingly. The funding will be based

on the historic (2017-2021) ratio of memberships for each municipality to the total memberships in the union library. We look forward to being able to work with the municipalities to promote our library services to their citizens.

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.

7.2.10. Membership Campaign: We will be working with our member municipalities to request that they ensure that their citizens know that they have free access and membership to the Owen Sound & North Grey Union Public Library and that the card needs to be renewed. We will be conducting some media awareness campaigns to promote the library services as well.

7.2.11. Telephone System: There have been many delays with this project, but all of the necessary parts are now available. We expect to switch over to the new system in the next few weeks. The original motion for this work was passed board in June 2020. As it has taken longer than expected, the motion is returned below.

71-21 Moved by Elizabeth Thompson THAT the Library Board the Library Board approve transferring up to \$30,000 from the Library Renovations Reserve for the purchase and installation of a modernized phone system. Carried.

7.2.12. Lighting Upgrades: Benedict Electrical will be in the library in December to replace the lights in the administration area and to retrofit the bulbs in the pendants in Youth Services and on the landing by the magazines. There is no longer a supply for the replacement bulbs on the pendant fixtures. The downstairs lights will be LED with dimmers. This will address past health & safety concerns, in terms of the lights being too bright or not bright enough.

72-21 Moved by Elizabeth Thompson THAT the Library Board approve the transfer of up to \$10,000.00 from the Library Renovation Reserve for the lighting repairs. Carried.

7.2.13. Vaccination Receipts: Since September 22nd, the library began assisting community members to download and print their vaccination receipts and later certificates. This service has been appreciated by the public and has been accessed by over 2,500 members of our community. I extend sincere thanks to all staff for helping to make this service available to our community.

7.2.14. Move to Bibliocommons: Our public will experience a more engaging online experience as they will be able to access a new, modern and accessible online catalog. Our library is part of a consortium of libraries that is switching to a different vendor. Library staff will be receiving training in the next few weeks to

ensure that the transition happens smoothly. The Barrie Public Library is currently using the product, <https://barrie.bibliocommons.com>.

7.2.15. New OSNGUPL App: Visit https://bit.ly/OSNGUPL-Google_Play or <https://bit.ly/OSNGUPL-Apple> to download our free app for smart phones and tablets. Some of the things that you can do with this app:

- I. Use the device when signing out materials in person or online.
- II. Manage your library account including holds and checkouts
- III. Access eBooks and eAudio
- IV. Access Mango Languages, PressReader, and LinkedIn Learning
- V. Access our social media
- VI. Check our hours, location, website, email and phone number.

7.2.16. 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.

7.2.17. Poet Laureate News: Congratulations to Richard-Yves Sitoski on winning the 2021 John Newlove Award, <https://www.bywords.ca/wm/index.php?Newlove> from Bywords.ca, for his poem Air Kiss. For updates, please visit his new website <https://www.rsitoski.com> or <https://www.facebook.com/OSPoetLaureate2019to2022> for updates about our Poet Laureate's activities.

7.2.18. Final Comments:

"He took such pride in building a collection of library materials – books, but other media as well – that would give Owen Sound and north Grey residents access to the world without having to leave the area." – Judy Beth Armstrong, Retired Chief Librarian on the passing of Andrew Armitage.

<https://www.owensoundsuntimes.com/news/local-news/historian-author-former-chief-librarian-andrew-armitage-dies?>

The library is a unique building because it reflects the ongoing work of a community for all of its members. It is a living legacy of knowledge, enrichment and hope. This has been a challenging month where we said goodbye to a library and community champion, and celebrated the creation of his work, the Owen Sound & North Grey Union Public Library and its continuation with a new union library agreement.

As we return to some of the service models that our patrons have enjoyed in the past, we must ensure that everyone in our community knows that they can access a free library card. We are here to serve the educational, employment and entertainment needs of everyone in Owen Sound & North Grey.

The pandemic has been extremely stressful for everyone, but our staff members have demonstrated grace, kindness, empathy and compassion while offering services to the public. I thank them for providing exemplary service to our

community. I am truly fortunate to work with so many dedicated, caring people.

73-21 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:

74-21 Moved by Elizabeth Thompson THAT Library accounts totaling \$36,200.06 for October be approved for payment and further, THAT the Adult Learning Centre's accounts totaling \$5,721.36 for October be approved for payment and further, THAT the Library's and Adult Learning Centre's Financial Statements to October 31, 2021 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.

75-21 Moved by Elizabeth Thompson THAT the Library Board authorize the CEO to pay invoices through to the January 2022 meeting. Carried.

7.3.3 Signatories:

76-21 Moved by Elizabeth Thompson THAT the Library Board approve the banking information as presented. 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 new COVID-19 Immunization Policy as presented.

77-21 Moved by Frank Emptage THAT the Library Board approve Personnel Policy L 20 PE 33 COVID-19 Immunization Policy as presented. Carried.

7.8 SOLS Saugeen Trustee Council Report

Frank Emptage updated members that the SOLS Saugeen Trustee Council has changed its name to Ontario Library Service Board Assembly and the Board Meeting By-Laws Policy will need to be amended. He reviewed the documents shared in the

package including the board member self-assessment. He encouraged members to participate in the bootcamp at the OLA Super Conference in February 2022.

8. OTHER BUSINESS

8.1 Library Holiday Closures for 2021: Nicholls Harrison drew the Board's attention to the report on holiday closures for 2021 as distributed.

78-21 Moved by Rosemary Buchanan THAT the Library Board approve the dates for holiday closings as presented in the Report 2021-02 Library Holiday Closings 2022 from the CEO dated November 18, 2021.

Carried.

8.2 Library Board Meeting Dates for 2022: The list of proposed Library Board meeting dates for 2022 was reviewed.

79-21 Moved by Nancy Shaw THAT the Library Board meeting dates for 2022 be approved as presented in the memorandum dated November 18, 2021 by the CEO.

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 27, 2022 at 6:00 p.m. on Zoom.

13. ADJOURNMENT: The meeting was declared adjourned at 6:41 p.m.



Chair



Secretary