



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

**October 28, 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)
Esra Samli, Vice-Chair (City of Owen Sound)
Nancy Shaw (City of Owen Sound)
Elizabeth Thompson (Township of Chatsworth, Councillor)

MEMBERS ABSENT/REGRETS:

Ryan Thompson (Township of Georgian Bluffs, Councillor)

STAFF PRESENT:

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

GUESTS PRESENT:

None

COMMENCEMENT: 6:03 P.M.

1. CALL TO ORDER

The meeting was called to order by Chair, Richard Thomas at 6:03 p.m.

2. ADDITIONAL ITEMS

None

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

None

4. CONFIRMATION OF MINUTES

**65-21 Moved by Nancy Shaw THAT the minutes of the September 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 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

“A library is a place that is a repository of information and gives every citizen equal access to it... It's a place of safety, a haven from the world.” - Neil Gaiman

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 7,811. We continue to see a significant decline (over 2,000 members) from the same time 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 (8,348) and our circulation (20,198) in September continue to show strong improvement.

7.2.3. Staff Anniversaries: We extend congratulations to Christina Mollon, Sharon Wagenaar, Lindsey Harris, Renata Libicz, Stephanie Welsford, Sarah Chamberlain, Arwen Greenwood, Cassie Wood and Ben Lyons on their work anniversaries. We thank them for contributing their time, effort, skills and talents!

Tim Nicholls Harrison	Admin	31 years
Christina Mollon	Adult Learning Services	20 years
Sharon Wagenaar	Youth Services	17 years
Lindsey Harris	Admin	14 years
Renata Libicz	Public Services	4 years
Stephanie Welsford	Admin	2 years
Sarah Chamberlain	Public Services	1 year
Arwen Greenwood	Public Services	1 year
Cassie Wood	Youth Services	1 year
Ben Lyons	Admin	1 year

7.2.4. Staff Updates: We are pleased to announce that Dale Albrecht has rejoined our staff as our Technical Services Coordinator. As we move forward with changes to our online catalog and address the ongoing tech needs, it is great to have Dale’s knowledge, expertise and previous experience with our library.

In September, we learned that our Bookkeeper Stephanie Welsford will be leaving. We have posted the position and are now interviewing candidates. We have had some staff changes that have occurred while filling positions internally. We welcome Sharon Wagenaar to her new role as an Information Services Specialist. While Sharon will be taking on this role on our main information desk for the next year, Katie McLeish and Sarah Chamberlain who will be working full-time as Youth Services Assistants. These changes also saw Christina Mollon move from Adult Learning Services back to Public Services.

7.2.5. COVID Update: In September, we extended our service hours, allowed one-hour visits, resumed magazines and newspapers services, provided more public computers, returned some chairs to all levels of the library, resumed microfilm-reader services, and opened up the library. Masks are still required. Updated information about the pandemic can be found at the [Grey Bruce Health Unit](#).

We are working on returning the auditorium to public use, hopefully for the new year. Then we will look at appropriate small-group library-based programming in the auditorium. The boardroom remains unavailable due to its limited capacity. For this reason, community groups will be able to book the auditorium for small-group meetings that would have been previously held in the boardroom.

7.2.6. Vaccination Receipts: On September 22nd, the library began assisting community members to download and print their vaccination receipts. I extend sincere thanks to all staff for helping to make this service available to our community. We anticipate that many local citizens will access this service in the coming weeks.

7.2.7. Union Library Agreement: Our three municipal partners have responded to our request to come together to negotiate the Union Library Agreement for the term beginning in 2022. A meeting is planned for the week of November 8th. We are currently surveying committee members about the best date and time for everyone.

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.

7.2.8. Updated Alarm System: We have been working with Georgian Bay Fire & Safety to update our alarm system. This work will be completed in October before the new telephone system is installed.

7.2.9. 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 understand that the telephone system will be installed at the end of October. There have been many delays with this project, but all of the necessary parts are now available.

7.2.10. National Day for Truth and Reconciliation – September 30: I thank staff for the efforts made to share information and resources about the National Day for Truth & Reconciliation. Author / artist Bombghiizhik Isaac Murdoch joined us via Zoom with his observations of the day. It was a profound and moving presentation.

7.2.11. Membership Campaign: As discussed previously, we are taking steps to increase our library membership. 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 annually. We will be conducting some media awareness campaigns to promote the library services as well.

7.2.12. 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. Staff of the three organizations met again on September 28th to continue developing the implementation and roll-out plan for the new year.

7.2.13. Winter Exhibits @ the Library: Continuing our partnerships, the library will be hosting winter exhibits from both the Community Waterfront Heritage Centre and Grey Roots Museum & Archives. We have placed the exhibit, *Interactive Posters: 100 years of Owen Sound Transportation Company*, near the fireplace in the Carnegie wing. The exhibit *Coughs and Sneezes Spread Diseases: The Spanish Flu in Grey County*, is set up on the main floor of the library near the DVD section.

7.2.14. Program - Spooky Stuff with Jon & Di Nelson: Join us on Friday October 22nd for an outdoor Halloween partnered program at the Billy Bishop Museum with local authors Jon & Di Nelson. The authors will read a story suitable for all ages from their new book "Spooky Stuff" and join us for a spooky singalong. Take a craft kit to make at home. Masks and social distancing are required. Costumes are encouraged.

7.2.15. Move to Bibliocommons: We are pleased to announce that in the new year, the 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. The Barrie Public Library is currently using the product, <https://barrie.bibliocommons.com>. Look for more information about these changes in the coming months.

7.2.16. E-Resources: After reviewing the e-resources available to our members, library staff recommend that we continue with the current services in 2022. While it would be nice to continue to modify and add to our buffet of e-resources, we recognize that more work has to be done to ensure that the public is suitably aware of the offerings now available. The introduction of Bibliocommons is a significant change in the presentation of our online catalog and it is best that we not make other changes at the same time.

7.2.17. Ancestry Library Edition Is Available for Remote Use: Ancestry Library Edition, Canada's leading family history website, offers members access to 129 million searchable Canadian family history records. Access to this resource has been temporarily expanded to library cardholders working remotely, courtesy of Proquest and its partner Ancestry. Please note that you must log in with your library card number and PIN in order to access this resource.

7.2.18. October is Canadian Library Month: During this month, libraries and library partners across Canada raise awareness of the valuable role libraries play in Canadians' lives. In Ontario, the first week of October features First Nations Public Library Week, and the third week of October is Ontario Public Library Week. From October 17-23 show your love for your public library by writing a message on the sticky notes available on the main level and adding it to our wall of library love.

7.2.19. Library Survey Week: Libraries are required by the Province of Ontario to complete an annual survey which represents one week in the life of the library. This data is multiplied to create annual statistics for all Ontario libraries. We will be conducting our annual survey in November.

7.2.20. Final Comments:

"Love it. The building is beautiful and has a cosy and welcoming feel. Great and helpful staff - always looking for interesting ways to serve the public. Would love to see more targeted activities for seniors, but grateful for the craft activities they currently do. 😊❤️"

- R.N. Google Review, two weeks ago.

We are returning to some of the service models that our patrons have enjoyed in the past. We continue to move forward, focused on our community and serving their educational, employment and entertainment needs.

I express sincere thanks to library staff for their daily efforts to provide the very best library service possible. Our library team, day in, day out, is providing exemplary service to our community. The pandemic has been extremely successful for everyone, but our staff members have demonstrated grace, kindness, empathy and compassion while offering services to the public. I am truly fortunate to work with so many dedicated, caring people.

Additional items as per verbal report:

Nicholls Harrison shared the new Library app and provided a tutorial on how to use it with members.

66-21 Moved by Nancy Shaw THAT the Library Board approve the CEO's Report as presented. Carried.

7.3 Financial Committee Report

7.3.1 Statements and Accounts:

67-21 Moved by Elizabeth Thompson THAT Library accounts totaling \$42,722.12 for September be approved for payment and further, THAT the Adult Learning Centre's accounts totaling \$29,030.65 for September be approved for payment and further, THAT the Library's and Adult Learning Centre's Financial Statements to September 30, 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 SOLS Saugeen Trustee Council Report

Frank Emptage informed members that the Board assembly will take place in November.

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 November 25, 2021 at 6:00 p.m. on Zoom.

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



Chair



Secretary