



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

**October 6, 2022 6:00 p.m.
Library Auditorium**

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)
Ryan Thompson (Township of Georgian Bluffs, Councillor)

MEMBERS ABSENT/REGRETS:

Esrá Samli, Vice-Chair (City of Owen Sound)
Elizabeth Thompson (Township of Chatsworth, Councillor)

STAFF PRESENT:

Tim Nicholls Harrison, CEO
Nadia Danyluk, Deputy Chief Librarian
Dale Albrecht, Technical Services Coordinator

GUESTS PRESENT:

None

COMMENCEMENT: 6:07 P.M.

1. CALL TO ORDER

The meeting was called to order by Chair, Richard Thomas at 6:07 p.m.

2. ADDITIONAL ITEMS

2.1 Presentation on Library Website – Nadia Danyluk and Dale Albrecht

Dale Albrecht left the meeting at 6:30 p.m.

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

None

4. CONFIRMATION OF MINUTES

38-22 Moved by Rhonda Brown THAT the minutes of the June 9, 2022 meeting of the Library Board be approved as presented. Carried.

5. DEPUTATIONS/QUESTIONS FROM THE PUBLIC

None

6. CORRESPONDENCE

Nicholls Harrison 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.

**"Books are the plane, and the train, and the road.
They are the destination, and the journey. They are home."
– Anna Quindlen**

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

7.2.2. Key Statistics: Our total library membership has improved to 8,666 which is approximately 9% more than the same time last year. In August, we had 13,735 library visits and circulated 26,238 materials; both are significant improvements over the same time last year. Patrons used an additional 2,719 materials within the library during the month. There were 4,924 uses of technology. Our online outreach totaled 18,989. The library provided information assistance 2,304 times. We are succeeding at our goal of restoring our service levels to pre-COVID levels.

7.2.3. Staff Anniversaries: We extend congratulations to Susan White, Shauna Doyle, Cvitka Marun Bertrand and Rebecca Steer on their work anniversaries. We thank them for contributing their time, effort, skills and talents!

Susan White	Adult Learning Services	14 years
Shauna Doyle	Public Services	9 years
Cvitka Marun	Public Services	5 years
Rebecca Steer	Public Services	3 years

7.2.4. Staff Updates: We congratulate Rebecca Steer on her new role as Public Services Assistant, full time, circulation and ILLO. We welcome Stephanie Park to the library as Public Services Assistant part-time, overdues. We congratulate Adult Learning Centre staff Stacey Dufton and Jodi Burton-Scheifley on their promotions

to Site Leads for the Port Elgin and Owen Sound respectively. We welcome back Shauna Doyle to the Information Services Team.

7.2.5. Appreciation for Our Summer Students: We'd like to thank Carter Gilkinson and Malcolm Newton for all their help this summer. Carter did a great job getting the 3D printers operational again and connected with staff so we've all had an introduction to their use. He was awesome at working one on one with people with the printers. Thanks also to Carter for his help with summer programs and for outreach events. Malcolm has been an amazing part of the Youth Services team, and through his efforts we have brought a lot of joy to children this summer. Malcolm programmed Wacky Wednesdays, led our summer reading program, taught Scratch Coding, delivered outreach opportunities and created the amazing dragon now in Youth Services. We appreciate Malcolm and Carter's enthusiasm, dedication, and good humour. We wish them the very best with their academic pursuits at university.

7.2.6. Staff Training / Professional Development: We are dealing with challenges supporting some members of the community / library patrons. While most staff have training in mental health first aid, training around supporting and assisting people with facing economic challenges including those living rough in our community, we recognize that these are situations that require more professional development. We have scheduled a meeting with the Police Chief and senior staff at the Library and Art Gallery. Adult Learning Centre staff have been champions of the Bridges out of Poverty initiatives in Grey Bruce for the last decade. We plan to schedule time in November so that all Library staff receive similar Bridges training.

39-22 Moved by Rhonda Brown THAT the Library Board approve the closure of the library on Monday, November 21st and 28th for staff professional development. Carried.

7.2.7. Website Development: Our website is our virtual library branch, open 24 hours every day, all year. With the addition of our new digital engagement tools and the new online catalog, the library is ready to take the next step in the redevelopment of our online website. Nadia Danyluk and Dale Albrecht have been working with Banja Solutions on the design and development of our new website. They will be introducing the new site to the Library Board at this meeting. Then they will be testing the site with patrons in the coming weeks. The new site will be launched before the end of 2022. I extend sincere thanks to Nadia and Dale for taking on the challenge of helping us modernize this key part of our library services.

7.2.8. Exterior Work at the Library: The outside of the library has been spruced up. Ben Lyons worked with City of Owen Sound staff on cleaning up the exterior of the building, the gardens, vines and windows. We will be continuing to paint, weather permitting as the fall progresses. The much-needed work has helped us

showcase our wonderful building. We thank everyone for their assistance with this project. A bench will be installed when the locate services are available.

7.2.9. Digital Literacy Grant: At the end of the summer we worked with the YMCA of Owen Sound Grey Bruce and all of the public libraries in Grey and Bruce counties on an application to the Digital Literacy Exchange Program (DLEP) from [Innovation, Science and Economic Development Canada](#) Grant program. The funding will support initiatives aimed at teaching digital literacy skills to residents who face barriers to participating in the digital economy. This program aims to equip residents with the necessary skills to use computers, mobile devices and the Internet safely, securely and effectively. I extend sincere thanks to everyone involved in this incredible collaboration that, if funded, will significantly impact the lives of many in Grey and Bruce. Special thanks to Linda Alexander, Agnes Rivers-Moore and Brooke McLean for their heavy lifting on this initiative.

7.2.10. Fine Free Status: The library board approved the adoption of a fine-free services in June of 2020. During the pandemic we did not want to contribute to message confusion for our members. We will be explaining and promoting "fine-free" in our materials in 2023. We hope to use it as part of our strategy of broadening our use in the community. Library patrons are still responsible for lost or damaged materials. We have updated our late notices so that members receive more timely communication from us. Now, materials are deemed lost if they are 28 days overdue.

7.2.11. OPEN Card Update: We have been working with our OPEN Card partners on a few initiatives. We will be visiting Owen Sound City Council in November to share an update on services since the OPEN Card launch. All four cultural institutions have seen an increase in member visits during the summer. Members now have access to the Owen Sound & North Grey Public Library, the Tom Thomson Art Gallery, the Community Waterfront Heritage Centre, the Billy Bishop Museum and through our partnership with the Tom, [reciprocal access to nearly 100 art galleries across Ontario](#). There has been a good buzz about our OPEN Card so far. We continue to meet to share and plan promotion and programming opportunities. In discussions, there are a few minor adjustments to membership that would be beneficial for us.

40-22 Moved by Rhonda Brown THAT the Library Board update the library membership for non-resident municipal employees to include their families. Carried.

41-22 Moved by Rhonda Brown THAT the Library Board allow participating non-resident Open Card institution board members and their families, library membership in recognition of their service. Carried.

7.2.12. OPEN Card - Pollinator Corridor: We have applied for \$5,000 in funding through the Carbonzero Community Micro Grant program. We are working together, so that our cultural institutions can introduce "carbon-zero gardening" utilizing native species in a pollinator garden / corridor within the city. Invitations

will be sent to interested shareholders on October 14th and asking them to attend a launch meeting on November 14th.

7.2.13. "Memorial for Andrew" Sunday, July 17, 1:30-4:00 pm: The "come and go" memorial for Andrew Armitage on July 17th was well received. We were pleased to be able to celebrate the life of a beloved friend, colleague, mentor, librarian, author, book reviewer, historian, canoeist, nature lover, prolific reader and "The Georgian Bay Explorer".

7.2.14. Celebration of Life: The Library was pleased to be part of the Celebration of Life for celebrated artist and woodworker Stephen Hogbin on September 17th and 18th. We were one of eight venues across the city that showcased Stephen's life and work. We are honoured that Stephen chose to design and build the wonderful public desks for us in 2019. It is a true legacy project for our community.

7.2.15. TD Summer Reading Program: Thanks to the 230 library members in our TD Summer Reading Club! Together we logged **4217** books! Congratulations! Special thanks to Malcolm Newton, Cassie Woods, Sarah Chamberlain, Katie McLeish and Renata Libicz for making the summer reading program such a success.

7.2.16. Chamber of Commerce Alive @ 5: We are pleased to host the City of Owen Sound Chamber of Commerce on Thursday, September 22nd. We will be presenting a short PowerPoint focused on the Library: Open for Business. Chamber members need to order tickets at info@oschamber.ca

7.2.17. National Day for Truth and Reconciliation – September 30: The day has been declared as a day to "honour survivors, their families, and communities, and ensure that public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process". To help acknowledge and commemorate this day, we will highlight library resources available to the public.

7.2.18. Virtual Author Visit - Bombghiiizhik Isaac Murdoch: On Thursday, September 30th at 2 pm, author / artist Isaac Murdoch will join us via Zoom. Isaac, whose Ojibway name is Manzinapkinegego'anaabe / Bombghiiizhik is well respected as a storyteller and traditional knowledge holder. He has committed his life to the preservation of Anishinaabe cultural practices and has spent years learning directly from Elders. His author visit will include both storytelling and conversation.

7.2.19. Kanopy: As we continue to manage our print, audio and digital resources, we try to provide the best available content to our library users, understanding our size and budget limitations. With requests to offer more documentaries and movies, we added <https://www.kanopy.com/en/> digital service to our electronic resources at the end of the summer. Library members receive 7 credits per month to watch premium content including movies, documentaries and programming from the BBC. They can also access free content including Kids Kanopy and the Great Courses series.

7.2.20. Fall Programs: Please check out <https://bit.ly/OSNGUPL-news> for the current newsletter.

7.2.21. Final Comments:

*"I love my library ♥ Helpful and knowledgeable staff, always willing to go above and beyond to help their patrons. Beautiful, and spacious with a great children's level. Very easy to find what you're looking for. *Library cards have been updated to accommodate admission into the Tom Thompson Art Gallery as well as the Billy Bishop Museum. Excellent spaces to study and a wonderful, cozy reading nook next*

to a fireplace. Computers for accessing internet, printers to print or photocopy documents as well as 3d printers to try! Many other things to loan out as well. Check their website.” -H.B. (recent review on google.)

We had a very busy summer. Staff delivered programs inside and outside the building as successfully promoted the library and our many services and resources. I extend sincere staff to all of our committed library team members for their extraordinary efforts. Their good will and dedicated customer service is applauded. We enter the fall of 2023, focused on supporting the information, education, employment and entertainment needs of our community. Our new website is just one of the improvements coming in the next few months.

Additional items as per verbal report:

42-22 Moved by Rhonda Brown THAT the Library Board approve the CEO’s Report as presented. Carried.

Nancy Shaw entered the meeting at 6:45 p.m.

7.3 Financial Committee Report

7.3.1 Statements and Accounts:

43-22 Moved by Bob Droine THAT Library accounts totaling \$135,227.29 for June, July and August be approved for payment and further, THAT the Adult Learning Centre’s accounts totaling \$304,608.36 for June, July and August be approved for payment and further, THAT the Library’s and Adult Learning Centre’s Financial Statements to August 31, 2022 be received as information. Carried.

7.3.2 ALC Audit:

44-22 Moved by Bob Droine THAT the Library Board accepts the Adult Learning Centre’s audited Financial Information for the year ended March 31, 2022 as prepared by BDO Canada LLP. Carried.

45-22 Moved by Bob Droine THAT the Library Board authorize the transfer of the 2021-2022 Adult Learning Centre surplus of \$930.00 to the Adult Learning Centre’s Contingency Fund. Carried.

46-22 Moved by Bob Droine THAT the Library Board approve the transfer of the Adult Learning Centre’s 2021 – 2022 Ministry Funds of \$2,576.86 to the 2022-2023 budget. Carried.

7.3.3 2023 Draft Operating Budget:

47-22 Moved by Bob Droine THAT the Library Board in preparation for the review process approve the draft 2023 Operating Budget 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

48-22 Moved by Frank Emptage THAT the Library Board approve Policy L 3 Materials Selection, L 5 Trust and Donations Fund, L 10 Food and Drink, L 15 Community Information, L 18 Art Exhibit, L 20 PE 26 Mileage and Vehicle Rental, L 25 Interloan, L 32 The Library and Political Elections, L 33 Bed Bugs, L 35 Meeting rooms and further, THAT L 16 The Friends of the Owen Sound & North Grey Union Public Library Policy be rescinded. 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: Regular Board meeting to be held Thursday November 24, 2022 at 6:00 p.m. in the Library Board Room.

13. ADJOURNMENT: The meeting was declared adjourned at 7:24 p.m.



Chair



Secretary