



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

**September 29, 2021 6:00 p.m.
Virtual Meeting - Zoom**

MEMBERS PRESENT:

Richard Thomas, Chair
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)
Rosemary Buchanan (Township of Georgian Bluffs)
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: 6:05 P.M.

1. CALL TO ORDER

The meeting was called to order by Chair, Richard Thomas at 6:05 p.m.

2. ADDITIONAL ITEMS

None

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

None

4. CONFIRMATION OF MINUTES

50-21 Moved by Frank Emptage THAT the minutes of the June 24, 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

CEO Tim Nicholls Harrison drew the Board’s attention to the CEO’s Report as distributed and provided additional information.

“Libraries are reservoirs of strength, grace and wit, reminders of order, calm and continuity, lakes of mental energy, neither warm nor cold, light nor dark. —Germaine Greer

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 7,949. 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 will be working to restore our services to pre-COVID levels as the pandemic becomes more controlled. Some good news was that the number of library visits (4797) and our circulation (1998) in August were much higher than the same statistics in August 2020.

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

Susan White	Adult Learning Services	13 years
Shauna Doyle	Public Services	8 years
Cvitka Marun	Public Services	4 years
Rebecca Steer	Public Services	2 years

7.2.4. Staff Updates: In August, Carolin Brooks finished her work as an Information Specialist at the library. Carolin began working at the library in 2010 and she has been responsible for a number of projects at the library during the past few years including volunteer coordination, the book sale, the seed library, the Poet Laureate program and a variety of other programs and activities. We will miss her

knowledge, energy, organizational skill and customer-oriented approach to service. We extend sincere thanks to Carolin and wish her the very best in her future endeavors.

We are pleased to announce that Erin Isaacs has joined our Information Services team for the next six months. We look forward to working with her in a new role at the library.

7.2.5. COVID Update: During the summer, we transitioned from curbside services to having the public back in the building. Our hours were still limited as we had to use more staff resources daily to support the public. It is no longer necessary to quarantine library books.

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

We hope to return the auditorium to public use by the beginning of January 2022. Then we will look at appropriate small-group library-based programming in the auditorium. The board room 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 board room.

7.2.6. Updated Service Hours: Starting in September, after discussion with the Library Board, we stopped assigning staff to regular “door” shifts and utilized the staff to extend our hours. We plan to continue these hours for the rest of 2021 and hopefully 2022, unless we further pandemic responses are needed.

Monday	1:00 pm – 8:00 pm
Tuesday, Wednesday & Thursday	10:00 am – 8:00 pm
Friday & Saturday	10:00 am – 5:00 pm

51-21 Moved by Frank Emptage THAT the Library Board approve the library service hours. Carried.

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 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 have contacted members of the negotiating committee with a proposed October meeting date.

7.2.8. Telephone System: The new system which will allow us to change our messaging more easily, phone from other locations, and communicate better with the public in our building, has been delayed yet again. There is a world-wide shortage of necessary parts. However, we remain hopeful that the project will be completed in the coming weeks.

7.2.9. Adult Learning Centres: The auditors have completed the audit of the 2020-2021 fiscal year. All five learning sites are busy working with adult students, both online in small groups and in-person one-to-one scheduled meetings. We hope to see student participation return to pre-pandemic levels.

7.2.10. 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!

7.2.11. 2021 Adult Poetry Contest @ the Library: Congratulations to Barbara Eastwood, Jennie Hoekstra and R.W. Menzies, winners of this year's Adult Poetry Contest! Thank you to all the participants who put "pen to paper" and created beautiful and compelling works using GIFT as the theme.

7.2.12. Summer Reading Program: Thanks to everyone who participated in any of our summer programming and signed up for our online TD Summer Reading Club! We were excited to be able to still offer a way for you to get your summer read on! Together we logged **3227** books! Congratulations!

7.2.13. 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.

7.2.14. Virtual Author Visit - Bombghiizhik Isaac Murdoch: On Thursday, September 30th at 8 pm, author / artist Isaac Murdoch will join us via Zoom to read "Burial Sites" a story from his book *The Trail of Nenaboozhoo*. Isaac, whose Ojibway name is Manzinapkinegego'anaabe / Bombghiizhik 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.

7.2.15. 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.

We are excited to plan a joint membership card with the Tom Thomson Art Gallery

and the Billy Bishop Museum. 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 are working out the details and timing for the implementation of the joint membership "Open" card.

Some of the benefits to a joint membership include: free admission to card holders at many public art galleries across Canada, including the National Gallery, Musée d'art contemporain de Montréal, Wellington County Museum & Archives, Textile Museum of Canada, and many others; promoting a richer collaboration and connection between institutions; providing a value-added membership; and the opportunity to reach many more people in our region through combined efforts.

52-21 Moved by Frank Emptage THAT the Library Board approve the proposed "Open" card special project and permit the shared membership between the three organizations: Owen Sound & North Grey Union Public Library, Billy Bishop Museum and Tom Thomson Art Gallery. Carried.

7.2.16. Final Comments:

"A patron was at the library today, and she took the time to tell me how much she and her family have enjoyed the story walk this summer. They love the story, and they have had a lot of fun spending the time walking, discussing, and bonding in the park across the street. She was excited to see we had the picture book that the story is from here today too, and she checked it out to take it home."

- Staff member Katie's good news email

Our library team, day in, day out, is providing exemplary service to our community. 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 express sincere thanks to library staff for their daily efforts to provide the very best library service possible. I am truly fortunate to work with so many dedicated, caring people.

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.

Additional items as per verbal report:

None

Councillor Elizabeth Thompson entered at 6:27 pm.

53-21 Moved by Frank Emptage THAT the Library Board approve the CEO's Report as presented. Carried.

7.3 Financial Committee Report

7.3.1 Statements and Accounts:

54-21 Moved by Elizabeth Thompson THAT Library accounts totaling \$160,011.62 for June, July and August be approved for payment and further, THAT the Adult Learning Centre's accounts totaling \$484,977.57 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, 2021 be received as information. Carried.

7.3.2 Wages and Personnel

Twenty-seventh Pay Period: Every few years there are 27 pays in a year instead of 26. In order to plan for this additional pay period, funds have been budgeted to be set aside within the Wages and Benefits section of the Operating Budget.

55-21 Moved by Elizabeth Thompson THAT the Library Board approve the transfer of \$4,000 from Wages and Benefits to the Personnel Reserve in preparation for the 27th pay. Carried.

7.3.3 ALC Audit:

56-21 Moved by Elizabeth Thompson THAT the Library Board accepts the Adult Learning Centre's audited Financial Information for the year ended March 31, 2021 as prepared by BDO Canada LLP. Carried.

57-21 Moved by Elizabeth Thompson THAT the Library Board authorize the transfer of \$968.00 from the Adult Learning Centre's Contingency Fund to the 2021-2022 operating budget. Carried.

7.3.4 2022 Draft Operating Budget:

58-21 Moved by Elizabeth Thompson THAT the Library Board in preparation for the review process approve the draft 2022 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

59-21 Moved by Frank Emptage THAT the Library Board approve Policy L 9 Health and Safety as revised. Carried.

60-21 Moved by Frank Emptage THAT the Library Board approve Personnel Policy L 20 PE 11 Employee Performance Appraisals as revised. Carried.

61-21 Moved by Frank Emptage THAT the Library Board approve Personnel Policy L 20 PE 28 Public Holidays as revised. Carried.

7.8 SOLS Saugeen Trustee Council Report

No report.

8. OTHER BUSINESS

None

9. STRATEGIC PRIORITIES

None

10. RESOLUTION TO MOVE IN CAMERA

62-21 Moved by Frank Emptage THAT the Library Board now move in "Camera" to consider personal matters about identifiable individuals. Carried.

11. DECLARATION TO MOVE TO THE REGULAR BOARD MEETING: 6:55 P.M.

The business of the In Camera meeting having been completed, the In Camera meeting was adjourned and the Board moved to the regular meeting to consider matters listed on the September 29, 2021 Agenda and other business.

12. NEXT MEETING: Regular Board meeting to be held Thursday October 28, 2021 at 6:00 p.m. in the Library Board Room.

13. ADJOURNMENT: The meeting was declared adjourned at 6:56 p.m.



Chair



Secretary