



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

**January 28, 2021 6:00 p.m.
Video Conference – Zoom Meeting**

MEMBERS PRESENT:

Richard Thomas, Chair
Esra Samli, Vice-Chair (City of Owen Sound)
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)

MEMBERS ABSENT/REGRETS:

Elizabeth Thompson (Township of Chatsworth, Councillor)
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: 6:02 P.M.

1. CALL TO ORDER

The meeting was called to order by Chair, Richard Thomas at 6:02 p.m.

2. ADDITIONAL ITEMS

None

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

None

4. CONFIRMATION OF MINUTES

**01-21 Moved by Bob Droine THAT the minutes of the November 26, 2020
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: BDO Audit Planning Report

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.

"Without libraries what have we? We have no past and no future."

– Ray Bradbury

7.2.1. Library Service Index: During the COVID-19 pandemic, we have been unable to calculate the LSI as the information would be skewed by the change in open library hours. During the month of December, we circulated approximately 80 percent of the materials that we did at the same time last year, but we are seeing only about 32 percent of the visits to the library.

7.2.2. Key Statistics: Our total library membership is 9,450 which is approximately 82% of the memberships at the same time last year. This significant decrease is due to COVID restrictions. A membership renewal telephone campaign will be launched soon. In December, we had 4,634 library visits and circulated 16,590 materials. Patrons used an additional 1,486 materials within the library during the month. There were 2,090 uses of technology. Our online outreach totaled 14,330. The library provided information assistance 506 times. 504 items were added to our collection. 541 people participated "virtually" in 2 adult and 9 youth programs and 5 class visits.

7.2.3. COVID Update: On December 21st, Premier Ford announced that a Province-wide Shutdown will take effect on December 26th. The library pivoted our service model to be prepared for curbside services, if permitted. This service was initiated on January 5th.

7.2.4. State of Emergency Declared: The government issued a stay-at-home order requiring everyone to remain at home starting January 14th, with exceptions for essential purposes, such as going to the grocery store or pharmacy, accessing health care services, for exercise or for essential work. More information can be found at the [Grey Bruce Health Unit](#).

The Province released the document "[Enhancing Public Health and Workplace Safety Measures in the Province-wide Shutdown](#)" on January 12th. On Page 27, it states that libraries may open for contactless curbside, delivery, and pick-up. While most staff are working from home, we have been trying to provide curbside pick-up

for the public with a limit of approximately five staff in the building at one time.

7.2.5. Updated Service Hours: The library remains open to the public Tuesday through Saturday. While the building is closed to the public, we have suspended the Thursday morning “Silver Services” time.

7.2.6. Visit the Library, Leave with a Smile: We are using our button-maker to give our community smiles. Patrons using a mask as part of their job can drop off or send in a picture and we will put it on a button for them. This is a free service for library members. Donations to help with this project are appreciated.

7.2.7. Staff Anniversaries: We extend congratulations to Stacey Dufton, Sandra Holyer and Erica Huizinga on their work anniversaries. We thank them for contributing their time, effort, skills and talents!

Stacey Dufton	Adult Learning Services	2 years
Sandra Holyer	Adult Learning Services	2 years
Erica Huizinga	Public Services	1 year

7.2.8. Ontario Library Consortium: The Consortium has considered which Integrated Library System and Catalogue to use in the future. While some decisions have been made, we are awaiting more information from the negotiating committee.

7.2.9. Municipal Budget Process: I attended the City of Owen Sound’s budget process in December. Arrangements have been made for the Board Chair and I to attend Georgian Bluff’s meeting on February 10th. We are still working on a date to visit Chatsworth Council.

7.2.10. Union Library Agreement: Our current Union Library Agreement expires at the end of this year. When the last Union Library Agreement was negotiated in 2011, the negotiating committee, representing the municipalities of Chatsworth, Georgian Bluffs and Owen Sound met three times between August and October, with the agreement being signed that November. We would like to begin this process sooner, if possible. Background and recommendations will come to our March Board meeting. Then we will have a motion from the Board asking the three municipalities to appoint members to the negotiating committee.

7.2.11. Summer Student Programs: We are not planning to have a summer student position this year. There are too many unknowns for us to be comfortable making this commitment at this time.

7.2.12. Adult Learning Centres: During the break at Christmas, we arranged to have the ALC space in Owen Sound repainted. The 2021-2022 business plans for the five Adult Learning Centre sites have been completed. The business plans were submitted to the Ministry of Training, Colleges and Universities on January 18th. The Library expects to deliver the same services next year as those we are currently providing. We extend sincere appreciation to all ALC staff for their commitment and service to our community during the pandemic.

02-21 Moved by Bob Droine THAT the Library Board approve the 2021-22 business plans for the Library's Adult Learning Centres as presented.

Carried.

7.2.13. Poet Laureate Update: Our Poet Laureate, Richard-Yves Sitoski has published his legacy project, No Sleep 'til Eden! We will officially launch the book with interactive multimedia on February 16th. We have made arrangements to visit Owen Sound City Council on March 1st. We thank our sponsors of the Poet Laureate program during 2021, David Madill, Andrew Armitage and John Tamming for their ongoing support of the arts in our community.

Richard-Yves Sitoski's work as Poet Laureate has been exemplary. During a difficult and challenging time, he has found innovative ways to generate poetry and related resources for our community. Please see the separate update in the Board package for more details.

03-21 Moved by Bob Droine THAT the Library Board, in recognition of both the current challenges involved in presenting public performances and Richard-Yves Sitoski's exemplary work as the current Poet Laureate, approve a one-year extension to his Poet Laureate term.

Carried.

7.2.14. Promotion of Press Reader: We are excited to be providing patrons with full text access to over 7000 international newspapers and magazines including The Sun Times, National Post, The Wall Street Journal, Canadian Living, The Guardian. We have shared a [video demonstration](#) on Facebook showing how to sign up for the service.

7.2.15. Lynda Courseware: We are pleased to make Lynda courseware available to our patrons including over 4,000 video tutorial courses led by experts. These are challenging times when we are all trying to serve the public's educational, employment and entertainment needs while socially distancing. The provision of Lynda allows us to add one more valuable resource for our community.

A list of courses can be found at <https://www.lynda.com/subject/all>

7.2.16. Magazines available soon through Libby/Overdrive: The rbDigital magazine service was bought by Overdrive. They are working to integrate the magazines in with their other options. The digital content available to us will expand from 59 magazines to over 3,000 titles. We anticipate that it will be available for our library patrons in February.

Esra Samli entered the meeting at 6:19 p.m.

7.2.17. Library-2-School Initiative: Thanks to Cassie Wood and Sharon Wagenaar for developing this new program to support teachers and students in

response to ongoing COVID-19 restrictions. Virtual visits could include an introduction to the library, stories and songs, book talks and a tour of the department. We are also offering book picks which help to support classroom curriculum and recreational reading needs. Book Picks contain up to 30 titles and include books on requested topics selected by Youth Services staff.

7.2.18. Library YouTube Channel: Check out the many videos on our YouTube Channel. Current playlists include Summer 2020, Story Tent 2020, Lego Club, Sewing Club, Stop Motion Workshops and Richard-Yves Sitoski's *The Practice of Poetry* series. Coming soon - OSMiCon 2020 workshops. We continue to work to add library programming content so subscribe and check back often.

<https://www.youtube.com/channel/UCEn3eIUMN6jo-f0ZLsCjIYg/featured>

7.2.19. Makedo Kits are now available to borrow: Makedo is a simple to use, open-ended system of tools for creative cardboard construction. Build imaginative and useful creations from upcycled (repurposed) everyday cardboard. Kits include simple fasteners and tools that allow for easy construction. Kits are available in the Youth Services department and may be borrowed for a 3 week loan period.

7.2.20. Adult Craft – Valentine's Day Décor: Get started on some Valentine's Day décor with our Magazine Silhouette Art Take Home Kits. This adult craft includes a picture frame, magazine to cut up and a set of instructions to make your own heart shaped décor. The kit does not include scissors, glue stick or background paper.

7.2.21: Take & Make Kits – Himmeli: In January, we offered Himmeli kits for our school age Take & Make Kits. Generously provided by Bill Moses of the Owen Sound Field Naturalists who creates the kits from phragmites. Originating from the Swedish word for sky or heaven, himmel, the Himmeli are a traditional Finnish ornament, a mobile decoration that is traditionally made out of straw, or reeds.

7.2.22. Teen Take & Make Craft – Learn to Weave: Do you know what your drink needs? A coaster! But where can you find a coaster? Be able to spontaneously generate infinite coasters when you learn to weave your own. Students in grades 6-12 can register for this Teen Take & Make Craft that comes with instructions, yarn, and a cardboard loom. Keep it for yourself or gift it to a friend.

7.2.23. Book Club in a Bag – New Kits Available: We have been adding to our collection of kits that can be borrowed by community book clubs for up to six weeks. Each kit includes 8 copies of the book, 1 audio book (if available), sample discussion questions and an information sheet with related library resources and web sites. When possible, eBook copies are also available through Overdrive/Libby. Recent additions include:

- *American Dirt* by Jeanine Cummins
- *The Beekeeper of Aleppo* by Christy Lefteri
- *From the Ashes* by Jesse Thistle
- *The Home for Unwanted Girls* by Joanna Goodman
- *The Last Train to London* by Meg Waite Clayton (donated by The Page)

Turners Probus Book Club)

- *me and white supremacy* by Layla Saad
- *The Overstory* by Richard Powers
- *The Summer Villa* by Melissa Hill (donated by The Page Turners Probus Book Club)
- *This is Happiness* by Niall Williams
- *Vesper Flights* by Helen Macdonald
- *Washington Black* by Esi Edugyan

7.2.24. Story Time to Go Kits: It's getting chilly outside and Story Time to Go kits are geared for ages 2-6 and include a craft and suggestions for books to read together.

7.2.25. New - Book Bundles: Beginning this month, Youth Services started offering book bundles for parents and kids for curbside pickup. Bundles have an assortment of ten books that can be both customized or pre-selected by staff based upon your child's age and interests.

7.2.26. New - A Book Club with a Twist: We thank Shauna Doyle for launching our new book club over email. Throughout the months of January and February, book club participants will be discussing the book *The Stone Carvers* by Jane Urquhart.

7.2.27. New - Cozy Kids and Caregivers Book Club: The February book is *Front Desk* by Kelly Yang. The February meeting will be on Thursday, February 11 at 7:00 pm on Zoom. Participants receive a copy of the book, some questions to think about as you read independently and/or together, and a simple recipe or craft to try together throughout the winter months.

7.2.28. Grey County Reads: Six great books have been selected for the [2021 Grey County Reads](#) contest. Advocates began their analyses on January 12. Voting will begin February 22. Here is the roster of titles:

- *Son of a Trickster* by Eden Robinson - advocated by Shawn Ankenmann, owner of Highland Grounds Fair Trade Coffee Shop in Grey Highlands
- *Where the Crawdads Sing* by Delia Owens - advocated by Sydney Austin, General Manager of Staples in Owen Sound
- *From the Ashes: My Story of Being Métis, Homeless, and Finding My Way* by Jesse Thistle - advocated by Norma Graham, Assistant Librarian for the Hanover Public Library
- *The Company We Keep* by Francis Itani - advocated by JD Moffat, Morning Show Announcer for Jewel 99.3 in Meaford
- *The Overstory* by Richard Powers - advocated by Kaitland Murray, Administrator for the Town of Blue Mountains Chamber of Commerce
- *Women Talking* by Miriam Toews - advocated by Amanda Bible, leader of the Bible Team for Rock Capital Investments, The Mortgage Centre.

7.2.29. Check out a Chromebook: We would like to thank the United Way Bruce Grey and the Community Foundation Grey Bruce for providing financial assistance

through the Emergency Community Support Fund. It is understood that COVID-19 is having a disproportionate impact on vulnerable populations in Canada. One of the specific challenges relates to the digital divide. Members of our community will be able to check out a Chromebook for personal use for a three-week loan period. Soon, we will also be including some tablets in this program.

7.2.30. Ontario Parks Passes: We have three 2021 Ontario Parks Passes (Commercial Day-Use Vehicle Permit) available for loan to our patrons. These passes have a retail value of \$225 and were supplied to the Library free of charge by Ontario Parks via Southern Ontario Library Services. Passes may be loaned to patrons for 1 week, with no renewals. Patrons are able to place holds on the passes. Ontario Parks Passes are loaned in a DVD case which contains the pass and the Ontario Parks Guide and one \$5 off coupon for a future park visit. Passes can be returned in the outside book drop.

7.2.31. Multi-Year Accessibility Report: We have updated the library's section of the City of Owen Sound's Accessibility Report which will be going to the Accessibility Advisory Committee on February 23rd.

7.2.32. Health & Safety Committee: Carolin Brooks will continue as our staff representative on the Health & Safety Committee. Lindsey Harris will continue as our management team representative. Ben Lyons and Nadia Danyluk are the alternates. I extend thanks to Shauna Doyle for her hard work on this committee over the past few years.

7.2.33. Technology Projects: We are working with the City of Owen Sound IT staff on a number of projects. Some have been delayed with COVID. City staff have been able to assist a few staff with being able to utilize the city phone system while we wait for our new one to be installed. It is hopeful that we will see more progress on this project after February. The security camera system remains delayed at this time.

7.2.34. Creation Stations / Signage Projects: In 2020, we planned to expand our Creations Station project and incorporate new signage in the building. These projects were to be funded through our Renovation Reserves. Both projects will wait until we have more time available.

7.2.35. Poet Laureate Legacy Project *No Sleep 'Til Eden* Book Launch: Everyone is welcome to join us for the Zoom launch of Richard-Yves Sitoski's new book published by the Ginger Press, Feb. 16 at 7:00pm! *No Sleep 'til Eden* is a multimedia book of poems on the environment that includes augmented reality visual art, animation, and video and audio clips accessible through a free online browser developed by Owen Sound tech firm KP9 Interactive. Richard will be joined by musician Dave Hawkins along with contributions from other special guests connected with this unique project, followed by a Q&A.

7.2.36. Rogers Television – Special Edition COVID-19 TV Program: I will be participating in a Skype taped interview on January 28th. This is a follow-up to a show that I participated in earlier in the pandemic. It is an opportunity to discuss

library programs, initiatives and activities during the second wave of COVID-19.

7.2.37. Ontario Library Association's Super Conference: This year, as a response to the pandemic, the annual conference is being held virtually from February 2nd – 6th. We have purchased an institutional registration so that staff and Board members can attend sessions of interest. The program and schedule is at <https://www.eventscribe.net/2021/OLASC/index.asp>.

7.2.38. Final Comments:

"Thank you for renewing my membership. I have enjoyed being able to borrow and return books using the internet while remaining safely in my Condo. I enjoy reading and I am pleased that I don't need to put anyone in jeopardy as I can stay at home. Thank you."

– recent email from library patron

We have received many kind comments and compliments from the public during the past few months. I am pleased that the library continues to modify and adapt our services to support our community's educational, employment and entertainment needs during the pandemic. I extend sincere appreciation to our library patrons for understanding and supporting our efforts to keep everyone as safe as possible. Lastly, I extend continued thanks and appreciation to the wonderful staff at the library for their dedication and commitment to public service.

Additional items as per verbal report:

None

04-21 Moved by Bob Droine THAT the Library Board approve the CEO's Report as presented. Carried.

7.3 Financial Committee Report

7.3.1 Statements and Accounts:

05-21 Moved by Bob Droine THAT Library accounts totaling \$97,642.36 for November and December be approved for payment and further, THAT the Adult Learning Centre's accounts totaling \$38,189.60 for November and December be approved for payment and further, THAT the Library's and Adult Learning Centre's Financial Statements to December 31, 2020 be received as information. Carried.

7.3.2 Reserve Accounts:

06-21 Moved by Bob Droine THAT the Library Board approve revenues and expenditures for the Book Sale Reserve Account, Poet Laureate Reserve Account, Poet Laureate CD Project Reserve Account, Teen Advisory Group – TAG Reserve Account and Words Aloud Reserve Account to December 31, 2020. 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

07-21 Moved by Bob Droine THAT the Library Board approve Policy L 17 Procurement of Goods and Services as revised and amended.

Carried.

08-21 Moved by Bob Droine THAT the Library Board approve Personnel Policy L 20 PE 15 Employee Service Recognition Program as revised.

Carried.

09-21 Moved by Bob Droine THAT the Library Board rescind Personnel Policy L 20 PE 16 Employee Suggestion Program.

Carried.

10-21 Moved by Bob Droine THAT the Library Board approve Personnel Policy L 20 PE 25 Workplace Violence, Harassment and Sexual Harassment Policy as revised.

Carried.

11-21 Moved by Bob Droine THAT the Library Board approve Personnel Policy L 20 PE 30 Working from Home as presented.

Carried.

12-21 Moved by Bob Droine THAT the Library Board approve Personnel Policy L 20 PE 31 Covid-19 Self-Screening as presented.

Carried.

13-21 Moved by Bob Droine THAT the Library Board approve Personnel Policy L 20 PE 32 Infectious Disease Emergency Leave During Covid-19 as presented.

Carried.

14-21 Moved by Bob Droine THAT the Library Board approve Policy L 23 Recycling as reviewed.

Carried.

7.8 SOLS Saugeen Trustee Council Report

No report.

8. OTHER BUSINESS

None

9. STRATEGIC PRIORITIES

None

10. **NEXT MEETING: Annual General Meeting and Regular Board meeting to be held Thursday February 25, 2021 at 6:00 p.m. on Zoom.**
11. **ADJOURNMENT:** The meeting was declared adjourned at 6:40 p.m.

A handwritten signature in black ink, appearing to be 'A. M.', written over a horizontal dotted line.

Chair

A handwritten signature in blue ink, appearing to be 'Michelle Harrison', written over a horizontal dotted line.

Secretary