



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

**March 9, 2023 6:00 p.m.  
Library Auditorium**

**MEMBERS PRESENT:**

Richard Thomas, Chair (City of Owen Sound)  
David Adair (City of Owen Sound)  
Deborah Eaton (City of Owen Sound)  
Frank Emptage (Meaford Public Library)  
Marion Koepke (City of Owen Sound, Councillor)  
Elizabeth Thompson (Township of Chatsworth, Councillor)

**MEMBERS ABSENT/REGRETS:**

Nancy Shaw (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: 6:04 P.M.**

**1. CALL TO ORDER**

The meeting was called to order by Tim Nicholls Harrison, Acting Chair, at 6:04 p.m.

**2. WELCOME AND BOARD ORIENTATION**

Tim Nicholls Harrison presented a short PowerPoint presentation providing Board Members with a brief overview of governance, a short history of the library, the Union Library Agreement the service Agreement with Meaford Public Library, the 2023 proposed budget and a summary of the services and resources that the library offers. A video was shared from the Federation of Ontario Public Libraries on board orientation and governance.

**3. APPOINTMENT OF INTERIM FINANCE CHAIR AND CHAIR**

**07-23 Moved by David Adair THAT the Library Board appoint Elizabeth Thompson as interim Finance Chair and Richard Thomas as interim Chair until the annual general meeting. Carried.**

**4. ADDITIONAL ITEMS**

None

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

None

**6. CONFIRMATION OF MINUTES**

**08-23 Moved by Elizabeth Thompson THAT the minutes of the January 26, 2023 meeting of the Library Board be approved as presented. Carried.**

**7. DEPUTATIONS/QUESTIONS FROM THE PUBLIC**

None

**8. CORRESPONDENCE**

Harris reported that there was one item of correspondence circulated in the package.

**6.1 Greeting Cards:** A collection of special Christmas cards addressed to Library Staff was shared with Board members.

**9. REPORTS AND MATTERS TABLED**

**9.1 Board Chair's Report**

No report.

**9.2 CEO's Report**

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

**"Don't ever apologise to an author for buying something in paperback, or taking it out from a library (that's what they're there for. Use your library). Don't apologise to *this* author for buying books second hand, or getting them from bookcrossing or borrowing a friend's copy. What's important to me is that people read the books and enjoy them, and that, at some point in there, the book was bought by someone. And that people who like things, tell other people. The most important thing is that people *read*..."**

**– Neil Gaiman**

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

**7.2.2. Key Statistics:** Our total library membership has improved to 9185 which is approximately 23% more than the same time last year. In January, we had 12,860 library visits and circulated 25,588 materials; both are significant improvements

over the same time last year. Patrons used an additional 2,144 materials within the library during the month. There were 5,243 uses of technology. Our online outreach totaled 43,380. The library provided information assistance 2,191 times. We are pleased to see that our service statistics increasing.

**7.2.3. Staff Anniversaries:** We extend congratulations to Nadia Danyluk and Katherine McLeish on their work anniversaries. We thank them for contributing their time, effort, skills and talents!

Nadia Danyluk	Administrative Services	16 years
Katherine McLeish	Public Services	5 years

**7.2.4. Entrance to the TOM:** The TOM’s accessibility project is scheduled to begin on March 20<sup>th</sup>. They are having work done to their front steps, ramp and entrance, along with a new roof overhang. The project is expected to last 8 weeks. This means that TOM patrons will be using the library’s entrance to gain access to the gallery. There will be signage directing patrons, as well as some furniture relocation on the main level to make the path accessible. Part of the work will address some of our watermain issues which will mean that for a few days our washrooms will be unavailable. We will work with the TOM to ensure that our patrons can access the facilities next door, but we will need to post that accessible washrooms are temporarily unavailable.

**7.2.5. Presentations to Georgian Bluffs and Chatsworth Councils:** On January 18<sup>th</sup> Rosemary Buchanan and I visited Georgian Bluffs Council. On February 15<sup>th</sup> Richard Thomas and I visited Chatsworth Council. I shared a PowerPoint about the Union Library and our services. The presentation included information for their 2023 budget discussions.

**7.2.6. Remote Work and Flex Time Policy:** The City of Owen Sound has developed a new policy on remote work and flex time. We will be working with our Policy committee to update the document for library use.

**7.2.7. Volunteering @ the Library Policy:** We are surveying other libraries as part of the process of updating our volunteer policy and guidelines to reflect best practice.

**7.2.8. Public Access Computers:** We have ordered laptops to replace our old public access computers that are located in fixed locations in youth services and on the main floor. The laptops will be designated for in-library use only. They will enable patrons to work from more locations in the library. An analysis of current use shows that we should be able to better utilize the laptops by enabling them to be borrowed from either youth services or the main information desk. The laptops will also replace the set of Chromebooks that are currently used for in-library loans. Once the laptops are implemented, all of the Chromebooks will be made available for library members to borrow and take out of the building.

**7.2.9. New Public Printer:** We have installed a new Canon computer downstairs for staff use. After testing, we are satisfied with the changes. In March, a similar one will replace the Xerox machine on the main level. The overall costs savings should be over \$3,000 per year. Part of the savings are because we will not be paying for some of printing software that has been used in the past. When introduced, the new public laptops will send directly to the printer and then the

print job will need to be released. Patrons at home will be able to email print jobs to us for printing.

**7.2.10. Library Promotional Materials:** We have new library bookmarks with seasonal images. We have a new library services guide. Special thanks to Nadia Danyluk for her work on these recent projects.

**7.2.11. Adult Learning Centres:** We have negotiated with our Walkerton landlord about sharing space in the building with VPI. We have agreed to pay a small amount to offset additional usage, snow removal and signage. The changes will take place at the end of March. We anticipate moving our Port Elgin office by the end of June.

**7.2.12. Open Team Update:** The OPEN team will be hosting a Pollinator Plant Fair at the Owen Sound Market on Sunday, May 7<sup>th</sup>. This will follow on the Library's Seedy Saturday on March 18<sup>th</sup> and our participation in Earth Day activities on April 22<sup>nd</sup>.

**7.2.13. Presentation – “Moving from knowing to acting”:**

On February 16<sup>th</sup> I represented the OPEN team in a climate forum discussion as part of Regenerate Grey Bruce. I shared what the team has been doing and how we are learning from and amplifying some of the great work that is happening in our community. I extended sincere appreciation to Liz Zetlin, Thomas Dean, Victoria Thompson and others for the work that they are doing. The session can be viewed online at

<https://www.youtube.com/playlist?list=PLc7JvbEAIJLNOuKPHXpNvXpHJstaNktps>

**7.2.14. March Break Programs:** Staff have planned a week which is filled with science, art, games, LEGO, story times, trivia and more. More information can be found at <https://www.osngupl.ca/wp-content/uploads/2023/02/2023-March-Break-Flyer-2.pdf>

**7.2.15. Upcoming Programs:** Please check out <https://www.osngupl.ca/news-programs/library-news/> for the current newsletter.

**7.2.16. Diversity and Inclusion:** Library management team will participate on March 6<sup>th</sup> in World-Café “Conversations that Matter: Diversity & Inclusion in Grey Bruce Workplaces”. We see this as important as a public institution and local employer.

**7.2.17. Drag Story Time:** As part of our summer programming, we are planning to host a drag story time. The session will be scheduled at a time that does not conflict with our regular story times. Tentatively, we are looking at a date in June, though it may need to be held later in the summer. Staff are researching how this event has been successfully held at other libraries. We will share this information in the coming months as the details are worked out.

**7.2.18. Library Services Beyond the Building:** We have been working on a variety of initiatives to ensure that library services are available to our users beyond the expectation that they must come to us. This includes our new website, new catalog, and wealth of online resources, and the programs and services that are offered in the community. We will be developing and launching more services including a project to make materials available off-site. There may be designated locations off-site where materials can be returned. We will work with our Township partners about possible locations in Georgian Bluffs and Chatsworth. We hope to launch these projects in the fall of 2023.

**7.2.19. Final Comments:**

"I love our library; the building, the environment and especially the books I can borrow for free" – J.K. (shared on Facebook, [https://bit.ly/FB\\_OSNGUPL\\_Love](https://bit.ly/FB_OSNGUPL_Love))  
It is wonderful to have community members tells us how much they appreciate the library. Our dedicated staff is focused on providing the best possible services. We are excited about the projects that we are working on and look forward to the changes and improvements that are happening. As always, I commend our staff for the superb customer service that they provide daily.

Additional items as per verbal report:  
None

**09-23 Moved by Frank Emptage THAT the Library Board approve the CEO's Report as presented. Carried.**

**9.3 Financial Committee Report**

**7.3.1 Statements and Accounts:**

**10-23 Moved by Elizabeth Thompson THAT Library accounts totaling \$115,842.64 for January and February be approved for payment and further, THAT the Adult Learning Centre's accounts totaling \$164,267.60 for January and February be approved for payment and further, THAT the Library's and Adult Learning Centre's Financial Statements to February 28, 2023 be received as information. Carried.**

**9.4 Personnel Committee Report**

No report.

**9.5 Property/Building Committee Report**

No report.

**9.6 Library Foundation Committee Report**

No report.

**9.7 Policies and Bylaws Committee Report**

No report.

**9.8 Ontario Library Service Board Assembly Report**

No report.

**10. OTHER BUSINESS**

None

**11. STRATEGIC PRIORITIES**

None

12. **RESOLUTION TO MOVE IN CAMERA – STRUCK**
13. **DECLARATION TO MOVE TO THE REGULAR BOARD MEETING - STRUCK**
14. **NEXT MEETING: The Annual meeting followed by the Regular Board meeting to be held Thursday April 27, 2023 at 6:00 p.m. in the Library Auditorium.**
15. **ADJOURNMENT:** The meeting was declared adjourned at 7:23 p.m.



Chair



Secretary