



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

**April 27, 2023 6:00 p.m.
Library Auditorium**

MEMBERS PRESENT:

Richard Thomas, Chair (City of Owen Sound)
David Adair (City of Owen Sound)
Rosemary Buchanan (Township of Georgian Bluffs)
Frank Emptage (Meaford Public Library)
Marion Koepke (City of Owen Sound, Councillor)
Nancy Shaw (City of Owen Sound)
Elizabeth Thompson (Township of Chatsworth, Councillor)
Ryan Thompson (Township of Georgian Bluffs, Councillor)

MEMBERS ABSENT/REGRETS:

Deborah Eaton (City of Owen Sound)

STAFF PRESENT:

Tim Nicholls Harrison, CEO
Nadia Danyluk, Deputy Chief Librarian
Lindsey Harris, Administrative & Facilities Manager

GUESTS PRESENT:

None

COMMENCEMENT: 6:07 P.M.

1. CALL TO ORDER

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

2. NOMINATIONS and ELECTION OF OFFICERS AND COMMITTEE POSITIONS

Chair Thomas thanked those members of the Board who had served as officers and committee members during the past year. Nicholls Harrison reviewed the positions of the Board. Thomas then vacated the Chair to Nicholls Harrison who called for nominations for officers and committee members of the Board for 2023 and 2024. Each nomination was called for three times prior to nominations being closed.

Elizabeth Thompson nominated Richard Thomas as Chair for 2023 and 2024.

Accordingly, it was

11-23 Moved by Elizabeth Thompson THAT Richard Thomas be nominated as Chair for 2023, and that nominations be closed. Carried.

Re-elected Thomas assumed the Chair and thanked the members of the Board for their support. Chair Thomas then called for nominations for the remaining officers and committee members of the Board for 2023 and 2024.

12-23 Moved by Elizabeth Thompson THAT Rosemary Buchanan be nominated as Vice-Chair for 2023, and that nominations be closed. Carried.

13-23 Moved by Rosemary Buchanan THAT Elizabeth Thompson be nominated as Finance Committee Chair for 2023, and that nominations be closed. Carried.

14-23 Moved by Elizabeth Thompson THAT Marion Koepke be nominated as Personnel Committee Chair for 2023, and that nominations be closed. Carried.

15-23 Moved by Elizabeth Thompson THAT David Adair be nominated as Property/Building Committee Chair for 2023, and that nominations be closed. Carried.

16-23 Moved by Elizabeth Thompson THAT Ryan Thompson and Nancy Shaw be nominated as members of the Library Foundation Committee for 2023, and that nominations be closed. Carried.

17-23 Moved by Elizabeth Thompson THAT Frank Emptage be nominated as Chair of the Policies and Bylaws Committee for 2023, and that nominations be closed. Carried.

18-23 Moved by Elizabeth Thompson THAT Marion Koepke and Nancy Shaw be nominated as members of the Policies and Bylaws Committee for 2023, and that nominations be closed. Carried.

19-23 Moved by Marion Koepke THAT Deborah Eaton be nominated as the member of the Ontario Library Service Board Assembly Committee for 2023, and that nominations be closed. Carried.

20-23 Moved by Marion Koepke THAT David Adair be nominated as the member of the Poet Laureate/Words Aloud Committee for 2023, and that nominations be closed. Carried.

3. ELECTION OF OFFICERS/COMMITTEE POSITIONS

There being no further nominations, it was declared that the Library Board positions be acclaimed as nominated.

4. ADDITIONAL ITEMS

None

5. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

None

6. CONFIRMATION OF MINUTES

21-23 Moved by David Adair THAT the minutes of the March 9, 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 BDO Audit Planning Report

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.

"Libraries store the energy that fuels the imagination. They open up windows to the world and inspire us to explore and achieve, and contribute to improving our quality of life."

– Sydney Sheldon

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

9.2.2. Key Statistics: Our total library membership has improved to 9477 which is approximately 30% more than the same time last year. In March, we had 15,671 library visits and circulated 27,292 materials; both are significant improvements over the same time last year. Patrons used an additional 2,654 materials within the library during the month. There were 4,878 uses of technology. Our online outreach totaled 19,868. The library provided information assistance 2,652 times. We are pleased to see that our service statistics continue to increase.

9.2.3. Staff Anniversaries: We extend congratulations to Jennifer Davidson, Jodi Burton-Scheifley and Cindy Wardrop on their work anniversaries. We thank them for contributing their time, effort, skills and talents!

Jennifer Davidson	Support Services	13 years
Jodi Burton-Scheifley	Adult Learning Services	2 years
Cindy Wardrop	Public Services	3 years

9.2.4. Summer Student Positions: The Library is looking for two creative, enthusiastic students who thrive on challenge and enjoy working with children to take on the role of Summer Programs Coordinators. This full-time, contract positions run from early May to the end of August and is supported by funding from Young Canada Works and Canada Summer Jobs.

9.2.5. Diversity and Inclusion: Deputy Chief Librarian Nadia Danyluk has participated in providing feedback to the City of Owen Sound’s *Inclusion Strategy 2023-2028* which has been developed by a city working committee that is looking at Diversity, Equity, and Inclusion. We will be utilizing the document as the library works on our own diversity, equity and inclusion goals. I extend appreciation to Nadia for her efforts and commitment to help us all with these goals.

9.2.6. Entrance to the TOM: The TOM’s accessibility project began on March 20th. The work to their front steps, ramp and entrance, along with a new roof overhang will be completed in approximately six to eight weeks. This work has caused some short-term disruption with part of our YS collection, but it has been very manageable. We appreciate the great working relationship with TOM staff and the excellent communication and support from Shawn Dubosq, Corporate Facilities Project Coordinator. The wayfarer signage stickers have been appreciated by the TOM patrons accessing the gallery through the library.

9.2.7. Coal Room Renovation: During the past few months, Ben Lyons has been working to upgrade the “coal room” space that we had been using mostly for storage. It has been renovated, painted and outfitted with appropriate office furniture. We have relocated one staff member to this new enhanced location and made other space available for City IT staff to use when working in the library. The coal room was my original office when I started working at the library thirty-five years ago.

9.2.8. Lighting Project in Carnegie: The pot lights in Carnegie will be replaced during the first week of May. Some of the lights have burnt out. Because the pot lights are recessed, Carnegie can be darker than we would prefer for our patron’s reading and studying use. Benedict’s Electrical has sourced a LED pot light that will be retrofitted. These lights provide more illumination and will significantly reduce the hydro required for lighting. This scope of this job requires scaffolding and the temporary movement of a few sections of books. While Carnegie will not be

available to the public during the first week of May, we anticipate the job will be completed before our Owen Sound Mini Con (OSMiCon) that weekend.

9.2.9. Youth Services Washrooms: We will be painting the washrooms in Youth Services during the first week of May. A few programs that are normally scheduled for in the Youth Services area have been temporarily relocated to the auditorium to assist families with accessing the washrooms.

9.2.10. Book Vending Machine Project: We have been able to obtain two vending machines for books and videos that will be calibrated to work with our library cards. The machines have been picked up and moved to Owen Sound. We will arrange to have appropriate graphics designed and printed. We will work with our Township partners about possible locations in Georgian Bluffs and Chatsworth. We plan to launch these projects in the communities with the machine manufacturers, International Library Systems onsite at the end of the summer. The opportunity to access the machines at this time, has made it possible to save at least \$70,000 in project-related costs.

22-23 Moved by Marion Koepke THAT the Library Board approve the transfer of up to \$30,000.00 from the Library Renovation Reserve for the 2023 book vending machine project. Carried.

9.2.11. New Public Printer: We installed the new Canon computer on the main level. The overall costs savings should be over \$3,000 per year. Some savings are achieved because we will be eliminating costs associated with some software that has been used in the past. Patrons at home will be able to email print@library.osngupl.ca. When they come, we will send the document to print while they are here.

9.2.12. New Resource – Decodable Books: Decodable Books are now available in the children’s easy reader collection. Decodable books are a great tool for new or struggling readers and readers with dyslexia. These books focus on phonics and word families to improve reading fluency and word recognition. Look for the red sticker on the spine or ask staff for assistance.

9.2.13. Changes to Magazine Circulation: We are allowing the current magazines to circulate as soon as we receive them. As a result, we will no longer be marking them with the yellow dot, or putting the green line on the circulating copies. Standing holds will still be handled as usual, with the only difference being that the patrons won’t have to wait until the next issue comes in to get the current one. Starting June 1st, we will change the borrowing period from three weeks to one week. The material can be renewed if there are no holds on the item.

9.2.14. New Online Resources: We have added more online resources for our library members to access on our library website at <https://www.osngupl.ca/browse-borrow/online-resources/>. Check out the following:

- I. World Book Early Learning: Designed for preschool students with tools and content that reinforces early childhood curriculum. From the trusted publishers at World Book, discover games, videos, stories and learning

- activities to support reading instruction in a fun way.
- II. Health and Wellness Databases: Two new comprehensive databases allow users to search a full range of health-related issues from current disease and disorder information to alternative medical practices.
 - III. Author Talks: Enjoy a range of talks from bestselling authors and thought leaders. This free, virtual series takes place two or three times a month and includes the opportunity to submit questions to the author. Past sessions are also available for replay.
 - IV. CBC Corner: Your library and CBC/Radio-Canada have partnered to offer you this one-of-a-kind portal to discover unique Canadian and local content including news, TV and radio shows, podcasts, kids content, a language learning app and much more!

9.2.15. Special Projects 2022: Each year, we earmark dollars to assist the library in completing special projects which are funded from sources beyond our municipal partners. In 2022, we:

- Incorporated digital technologies, including PatronPoint, with our integrated library systems to improve work efficiencies in data collection, analysis and library promotion,
- Finished the retrieval and editing of the digital collections (audio/print) resources from Andrew Armitage's *Grey Bruce Explorer* and other writings,
- Provided enhanced staff training and professional development including:
 - Ontario Library Association 2022 conference,
 - Librarian's Guide to Homelessness training,
 - Bridges out of Poverty training.

9.2.16. Special Projects 2023: Each year, we earmark dollars to assist the library in completing special projects which are funded from sources beyond our municipal partners. In 2023, we plan to:

- Host a six week Learning with Lego summer program. A similar program was offered at Halifax Public Library, <https://www.halifaxpubliclibraries.ca/blogs/post/aiir-christine-hempel/>
- Continue to offer Wi-Fi hubs as part of our ongoing library of things.
- Showcase our online collection of *Georgian Bay Explorer* audio files. Share the thousands of *Georgian Bay Explorer* scripts and *Off the Shelves/Read This* articles written by Andrew Armitage in an accessible manner for the public.
- Provide enhanced staff training and professional development

9.2.17. Adult Learning Centres Update: The ALC year-end for 2022-23 was March 31st. New agreements for 2023-24 have been signed and submitted to the Ministry of Labour, Immigration, Training and Skills Development Employment and Training Division. We will be relocating our Port Elgin office. Delivery of our new *Making Your Way* program is underway. Now that we have moved from a pandemic to an endemic situation, we will be offering more Bridges out of Poverty training to groups and organizations in our local community. Staff will be taking training in trauma this year. We will be completing a structural reorganization and returning to having a Manager oversee the Adult Learning Centres similar to other library departments.

9.2.18. Staff Outreach: Shauna Doyle, Cvitka Marun and Sharon Wagenaar visited the Owen Sound Family History Centre on March 6th. They had a tour and learned about the many resources available. We are looking at ways that we can partner on future programs.

9.2.19. March Break Program: Youth Services offered a wide range of in-person and virtual programs to keep children actively engaged over the March break. It was wonderful to walk through the library and see so many happy faces. Thank you to all the staff for working so hard to make the library programs available during the week. For a reminder of all of the awesome programming offered, please visit <https://www.osngupl.ca/wp-content/uploads/2023/02/2023-March-Break-Flyer-2.pdf>

9.2.20. Seedy Saturday: We held our annual Seedy Saturday program on March 18th. The day included a presentation from the Grey County Master Gardeners and Seeds of Diversity gardening webinars. The public was able to access garden specialists, seed and plant vendors, borrow from our seed library, swap and share houseplant cuttings and learn about pollinator gardens, the tree canopy, community gardens and the Food Forest. A children's potting table was also available. This incredible day was a huge success because of the commitment and effort of Cvitka Marun. Thank you Cvitka for working so hard to make our library shine in the community.

9.2.21. Community Presentation – Northpark & Stonewyck: I visited Northpark & Stonewyck Community Centre on March 21st and shared a presentation about the library and then helped local residents obtain or update their library cards. It was a great opportunity to showcase the many library resources and services available.

9.2.22. Owen Sound Chamber of Commerce Breakfast: On March 23rd, I attended the Chamber breakfast. The session was a meet and greet with Owen Sound City Council. It was a good opportunity to talk with others about library programs and to promote our services.

9.2.23. United Way Annual Meeting: Katie McLeish, Sarah Chamberlain and I attended the annual meeting of the United Way Bruce Grey on March 29th. We were thrilled to be approved for a \$1,500 grant for our Teen Advisory Group. The United Way had received over \$260,000 in requests for funding and were able to distribute \$120,000 in community grants. They prioritized food programs, youth programs and general mental health programming.

23-23 Moved by Ryan Thompson THAT the Library Board extend thanks and appreciation to the United Way Bruce Grey for their continued support of the Teen Advisory Group. Carried.

9.2.24. National Poetry Month: On April 17th, I will attend Owen Sound City Council to introduce Richard-Yves Sitoski, our Poet Laureate. Richard will share one of his poems as part of National Poetry Month.

9.2.25. One eRead Canada Selection: This year's One eRead Canada / Un Livre Canada Selection is *Tatouine* by Jean Christophe Rehel. During the month of April, read the book in English or French, or listen to the audiobook in English! *Tatouine* is

relatable and imaginative, capturing the daily struggles and small triumphs of modern existence with humour and a poetic rhythm.

9.2.26. WordShop – April 16th: The library is partnering with the Ginger Press Bookstore and Café to bring back Wordshop programming. The event, which is a library fundraiser, offers writers and would-be writers the opportunity to meet, discuss and learn. Workshops run by ten local experts cover topics from copyright to children's books, poetry to family history and more.

9.2.27. Volunteer Appreciation Week: April 16^h – 22nd is National Volunteer Appreciation Week. This year's theme is *Volunteering Weaves Us Together*. We thank our many volunteers for their kindness and generosity. The library benefits every day from the talents, expertise and efforts of the many volunteers from our community. Whether you are helping with the monthly book sale, tutoring in the Adult Learning Centre, delivering resources to library members that can't come to us, shelving books, changing displays, helping with programs like OSMiCon and Seedy Saturday, serving as a Teen Advisory member, helping as a reading buddy, or serving on the library board, the library thanks you for your kindness and generosity!

9.2.28. Earth Day – April 18th: We will be participating in Earth Day this year in a few different ways.

- I. Library staff will have a display table and activities at the Farmer's Market.
- II. We are partnering with Earth Day Organizers to have two locally produced climate action films be presented in the library auditorium. The films that will be shown are *"Resilience: Transforming Our Community"*, a climate change film of hope and action and *"Warming Stripes: Weaving the Weather"*, an inspiring project about local weather changes from 1880 – the present.
- III. Library visitors will also be able to celebrate the earth by creating a seed ball for your garden or by turning an old t-shirt into a handy, dandy bag. This drop-in activity will be from 3:30 – 5:30 on the main level.
- IV. On April 22nd, we hosted the Youth Climate Action Projects in the auditorium.

9.2.29. Ontario Library Survey: Libraries in Ontario are required to complete an annual survey which represents one week in the life of the library. This data is multiplied and collated to create some of the annual statistics reported for all Ontario libraries. Our 2022 data needs to be submitted before the end of April. Special thanks to Lindsey Harris for spending many hours collating the information required from many sources and completing the survey. Please visit <https://www.ontario.ca/page/ontario-public-library-statistics> for more information about the Ontario Library Survey and to access the provincial statistics.

9.2.30. OPEN Team Update: We are working on adding native pollinator plants to our grounds during the spring. We have met with City Bylaw and expect to bring

suggestions about adding wording to the bylaw concerning pollinator gardens. The OPEN team cooperated on a promotional advertisement and story for Escape Magazine.

9.2.31. Owen Sound Mini Con 2023 – Saturday May 6th: Make sure you follow the Library on Facebook (www.facebook.com/osngupl) and Instagram (@osngupl) to see our OSMiCon posts as they happen. Information about all of the activities can be found at <https://www.osngupl.ca/owen-sound-mini-con/>. This wonderful event is made possible because library staff are focussed on creating wonderful engaging activities for our community. Thanks especially to Nadia Danyluk, Katie McLeish, Sarah Chamberlain and Sharon Wagenaar for your efforts and creativity!

9.2.32. Owen Sound Camera Club Photography Show: The Library is pleased to welcome the Owen Sound Camera Club for their photography show, *Just Birds!* As one of the oldest camera clubs in Ontario, they have been meeting to share their love of photography for 67 years! Stop by to experience the abundant talent this group has to offer. The exhibit runs from May until August.

9.2.33. Library Board training: On May 13th, the Ontario Library Services will be hosting a library board training session at our library. Nineteen people from Southwestern Ontario have signed up for the Governance 101 training. There are opportunities to access recorded versions of the training, as well.

9.2.34. Library Book Sale: Our wonderful volunteers have been active in ensuring the continuation of our book sale, post-pandemic. Library book sales raise approximately a thousand dollars each month. The proceeds from the sale of nearly new and used paperbacks, hardcover books, CDs and DVDs help us purchase resources and materials. The book sales are usually held on the 3rd Thursday of the month. On May 18th we will feature a “fill a bag” promotion. The public can fill a bag for \$3 or \$5. They can also purchase a \$10 library bag and fill it for \$2. Special thanks to Sharon Wagenaar for supporting the volunteers in these fundraising activities.

9.2.35. Words Aloud 2023: The Words Aloud Committee has been working on the return of the annual Words Aloud festival after their pandemic hiatus. This year the main events are scheduled for the October 20th weekend. There will be a September 9th event in Durham at the Art Gallery in celebration of the festival’s roots in that community. In 2019, the Owen Sound & North Grey Union Public Library Board agreed to provide library structure and support to ensure the continued viability of the community event. Similar to the Poet Laureate Program, the Words Aloud Program is not funded by the municipal contributions to the library budget. It is understood that expenses must not exceed the revenue. Information about Words Aloud can be found at <https://wordsaloud.ca>

24-23 Moved by Rosemary Buchanan THAT the Library Board approve the Words Aloud committee for 2023 as Richard-Yves Sitoski, Kit Boulter, Jen Burak, Terry Burns, Shauna Doyle, Tim Nicholls Harrison, Jennifer Anne Norman, E. Yvonne Pelletier, Leandra Ruttan and David Adair, Board representative, selected by the Library Board.

Carried.

25-23 Moved by Rosemary Buchanan THAT the Library Board approve the 2023 Words Aloud draft working budget of \$30,980.00.

Carried.

9.2.36. Pollinator Symposium: The Pollinator Plant Fair at the Owen Sound Market was cancelled as vendors were unable to participate during this busy time of year. Instead, on Saturday, June 10 the OPEN Team is hosting a Pollinator Symposium at the Art Gallery featuring talks by prominent local master gardeners as well as the Curator of the exhibition 'Undergrowth' - as featured in the spring edition of [Escarpment Magazine](#). The Symposium is free to attend both the talks and the launch reception for [Owen Sound River District](#) Blooms and the Owen Sound Pollinator Corridor!

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

9.2.38. Final Comments: "This is by far; more than books. It's engaging experiences of many interests thru many medias and performances. Any age is age appropriate. And a Bonus feature is admittance to museums by presenting your membership card. Stop by you will be welcomed. Thanks for all you do." – D.C. (google review)

We have seen a dramatic return to the library since the pandemic. Our library service index numbers are improving every month. The building was filled with families during March Break. I extend sincere thanks to our municipal and library partners for helping us promote the services and programs at through the library. I thank the OPEN Team for our unique partnership that is getting rave reviews. Kudos to all staff for their exemplary customer service, willingness to innovate and create great programs for everyone in our community. If March was any indication, we are going to have a very busy summer at the library.

Additional items as per verbal report:

Nicholls Harrison provided an update on the future drag story time program and the script Management will be providing Library Staff when dealing with a complainant.

26-23 Moved by David Adair THAT the Library Board approve the CEO's Report as presented.

Carried.

9.3 Financial Committee Report

9.3.1 Statements and Accounts:

27-23 Moved by Elizabeth Thompson THAT Library accounts totaling \$62,512.70 for March be approved for payment and further, THAT the Adult Learning Centre's accounts totaling \$120,789.84 for March be approved for payment and further, THAT the Library's and Adult Learning Centre's Financial Statements to March 31, 2023 be received as information. Carried.

9.3.2 Adult Learning Centre

28-23 Moved by Elizabeth Thompson THAT the Library Board approve the transfer of up to \$5,000.00 from the ALC Administration Reserve Account to the ALC 2022-2023 Operating Budget. 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

29-23 Moved by David Adair THAT the Library Board approve personnel policy L 20 PE 30 Remote Work and Flexible Work as presented.

Carried.

9.8 Ontario Library Service Board Assembly Report

Frank Emptage attended the Board Assembly meeting last month. The OLS Board has partnered with the Centre for Addiction and Mental Health and Centre for Equitable Library Access. Governance Library Board Training is taking place at the Owen Sound & North Grey Union Public Library on Saturday May 13 at 10:00 a.m. Emptage gave an overview of the four-year board cycle. The Ontario Library Boards' Association is a division of the Ontario Library Association with a focus on education, resources and engagement.

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 June 29, 2023 at 6:00 p.m. in the Library Auditorium.**
15. **ADJOURNMENT:** The meeting was declared adjourned at 7:20 p.m.



Chair



Secretary