



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

**October 26, 2023 6:00 p.m.  
Library Auditorium**

**MEMBERS PRESENT:**

Richard Thomas, Chair (City of Owen Sound)  
Rosemary Buchanan, Vice-Chair (Township of Georgian Bluffs)  
Deborah Eaton (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:**

David Adair (City of Owen Sound)  
Marion Koepke (City of Owen Sound, Councillor)

**STAFF PRESENT:**

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

**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. ADDITIONAL ITEMS**

None

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

None

**4. CONFIRMATION OF MINUTES**

**44-23 Moved by Deborah Eaton THAT the minutes of the September 28, 2023 meeting of the Library Board be approved as presented.**

**Carried.**

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

None

**6. CORRESPONDENCE**

Harris reported that there was no correspondence circulated in the package.

**7. REPORTS AND MATTERS TABLED**

**7.1 Board Chair’s Report**

No report.

**7.2 CEO’s Report**

**“A library is a house of hope. It’s a place where we all, whatever our situation, can feed our ideas and develop our dreams.” – Doug Wilhelm**

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

**7.2.2. Key Statistics:** Our total library membership has improved to 10,597 which is approximately 21% more than the same time last year. In September, we had 13,757 library visits and circulated 24,209 materials. Patrons used an additional 1,987 materials within the library during the month. There were 4,145 uses of technology. Our online outreach totaled 22,377. The library provided information assistance 2,345 times.

**7.2.3. Staff Anniversaries:** We extend congratulations to Roger Hannon, Tammy Cruickshank, Susan DeRooy and Sydney Wright-Brown on their work anniversaries. We thank them for contributing their time, effort, skills and talents.

Roger Hannon	Adult Learning Services	27 years
Tammy Cruickshank	Adult Learning Services	8 years
Susan DeRooy	Adult Learning Services	3 years
Sydney Wright-Brown	Adult Learning Services	1 year

**7.2.4. Staffing Updates:** We welcome Stephanie Park to her new role as Information Specialist, part-time. Stephanie’s area of focus will include publicity, marketing and outreach. We welcome Nicole Ashkewe to the library as a Public Services Assistant, part-time. Nicole will be helping us with our library memberships and late, lost and damaged materials.

**7.2.5. Entrance to the TOM:** The front entrance part of the TOM’s accessibility project has been completed. The elevator part of the project will take longer.

**7.2.6. Book Vending Machine Project:** We extend sincere appreciation to the respective staff at Georgian Bluffs and Chatsworth for their help and expertise as we finalize the book vending machines project. The electrical and WIFI requirements have been determined. We have arranged with the vending machine company for the machines to be installed at the beginning of January. The library stations are planned for the Shallow Lake and Keady arenas. Each site will include a book vending machine that is accessed by using our library card, a book-drop for materials to be returned and a screen displaying library programs and services.

**7.2.7. Agreement with Meaford Public Library:** As per the current agreement, the Meaford Public Library has notified us that they would like to extend the agreement. On October 24<sup>th</sup>, I will be meeting with Lynne Fascinato, Acting CEO/Manager, Library Services of the Meaford Public Library. A draft agreement for consideration should be completed at that time. The intent is to bring the document to both library boards' November meetings.

**7.2.8. Regional Library CEO Meeting:** On October 13<sup>th</sup>, I attended Ontario Library Services meeting in Walkerton for library CEOs in our area. The session was very timely and worthwhile. One of the highlights was an overview of the Valuing Ontario Libraries Toolkit (VOLT). It has been "designed to provide consistent and replicable ways that libraries can report on the value they contribute to communities across Ontario". We look forward to using the toolkit.

**7.2.9. Overdue – The Case for Canada's Public Libraries:** The recent report by the Canadian Urban Institute is now available online at [https://canurb.org/wp-content/uploads/CUI\\_Overdue\\_report\\_10.04.23.pdf](https://canurb.org/wp-content/uploads/CUI_Overdue_report_10.04.23.pdf). If possible, I would like to spend some time at our November meeting on a discussion about this report and how we can use the information locally.

**7.2.10. Words Aloud: Spoken Word and Storytelling Festival:** On October 20-22, Words Aloud presents the best in spoken word from across Canada and beyond. A captivating blend of poetry, spoken word, storytelling, music, workshops, and more. Tickets can be purchased at the library.

**7.2.11. Poet Laureate - Call for Applications:** The Owen Sound Poet Laureate carries out a number of official duties and acts as an ambassador for poetry and literary arts within the community. Selection of the Poet Laureate is based on writing skills, publications, public speaking, performance ability, communication and interpersonal skills. Short-listed finalists will be interviewed by the Poet Laureate Advisory Committee. All applicants must be 18 years of age or older. Applications must be emailed to [info@library.osngupl.ca](mailto:info@library.osngupl.ca) and an application package must be delivered to the library no later than 4:00 pm on October 31<sup>st</sup>.

**7.2.12. Remembrance Day:** The Library stays open on the Remembrance Day holiday so that we can better support our community on this important day. On Saturday, November 11<sup>th</sup>, Rogers TV and local first aid services will be in the

building. Some veterans and members of the public may choose to watch the Remembrance Day services from within the library.

**7.2.13. Library Survey Week:** Libraries are required by the Province of Ontario to complete an annual survey which represents one week in the life of the library. This data is multiplied to create annual statistics for all Ontario libraries. We will be conducting our annual survey during the week of November 12<sup>th</sup> to 18<sup>th</sup>.

**7.2.14. Native Seeds Initiative:** Regenerate Grey Bruce is bringing together a community around native seed collection. Before planting, seeds need to be "stratified" - that means we "trick" seeds into believing they overwintered outdoors. On November 17<sup>th</sup>, we are hosting a workshop with Regenerate Grey Bruce for librarians and the seed libraries from Grey and Bruce counties.

**7.2.15. Georgian Bay Explorer Evening:** Over the years, thousands of episodes of the Georgian Bay Explorer were aired on Bayshore Broadcasting's CFOS radio station, delighting listeners with a daily account of heritage and culture of the region. On Friday, November 17<sup>th</sup> at 7 pm in the library auditorium, please join former radio broadcaster Ross Kentner and others as we celebrate the show and share memories including some of the original radio broadcasts.

**7.2.16. Fall Programs:** Congratulations to staff on their incredible work developing and delivering so many quality learning opportunities for our library members. Please check out our current newsletter at <https://www.osngupl.ca/news-programs/library-news/> to see the many programs, services and resources available.

**7.2.17. Final Comments:**

"The Owen Sound Library is a treasure. Today as I walked up the steps, I was greeted by three huge planters of yellow mums... my already happy mood was amplified. I only started making use of the Library one year ago... and every time I enter I experience the most helpful and caring staff members. And then I get to take out wonderful books... for free... wow... it's my happy place."

– S.H. (social media comment)

The library, always busy, has moved fully into our autumn programming. Now is the time of the year when visitors can enjoy reading by the fireplace, doing a jigsaw puzzle or asking us about the many online resources. We are focused on meeting your information, education, entertainment, employment and business needs. Each CEO Report, I like to share a recent comment from one of our community members about their experience with our library. Often times, they speak very highly about our dedicated staff and the quality of help and support provided. I am very fortunate to work with such a talented and hardworking team. I thank our wonderful staff for their commitment to providing exemplary customer service to our public.

**45-23 Moved by Ryan Thompson THAT the Library Board approve the CEO's Report as presented. Carried.**

### **7.3 Financial Committee Report**

#### **7.3.1 Statements and Accounts:**

**46-23 Moved by Elizabeth Thompson THAT Library accounts totaling \$32,793.04 for September be approved for payment and further, THAT the Adult Learning Centre's accounts totaling \$68,771.41 for September be approved for payment and further, THAT the Library's and Adult Learning Centre's Financial Statements to September 30, 2023 be received as information. Carried.**

#### **7.3.2 2024 Draft Operating Budget:**

**47-23 Moved by Nancy Shaw THAT the Library Board in preparation for the review process approve the draft 2024 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**

No report.

### **7.8 Ontario Library Service Board Assembly Report**

No report.

### **7.9 Poet Laureate/Words Aloud Committee 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 28, 2023 at 6:00 p.m. in the Library Board Room.**

**13. ADJOURNMENT:** The meeting was declared adjourned at 7:09 p.m.

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

Chair

A handwritten signature in blue ink, appearing to be 'T. Phillips Harrison', written over a horizontal dotted line.

Secretary