



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

**November 30, 2023 6:00 p.m.
Library Board Room**

MEMBERS PRESENT:

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

None

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

48-23 Moved by Rosemary Buchanan THAT the minutes of the October 26, 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 one item of correspondence circulated in the package.

6.1. Letter from Township of Chatsworth: A letter was received on November 16, 2023 regarding the Owen Sound & North Grey Union Public Library’s 2024 draft operating budget.

7. REPORTS AND MATTERS TABLED

7.1 Board Chair’s Report

No report.

7.2 CEO’s Report

“When I was an unhappy little boy, going to the library changed my life. It may even have saved it. Amazing as it sounds, literature can do that for you. Books are your ticket to the whole world. They’re a free ticket to the entire earth.”
– Billy Connolly

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

7.2.2. Key Statistics: Our library membership has improved to 10,682, approximately 21% more than the same time last year. In October, we had 13,863 library visits and circulated 25,282 materials. Patrons used an additional 2,214 materials within the library during the month. There were 4,419 uses of technology. Our online outreach totaled 35,290. The library provided information assistance 2,393 times.

7.2.3. Staff Anniversaries: We extend congratulations to Stacey Dufton, Erica Huizinga, Morgan Specht and Suzanne Majzik on their work anniversaries. We thank them for contributing their time, effort, skills and talents.

Stacey Dufton	Adult Learning Services	5 years
Erica Huizinga	Public Services	4 years
Morgan Specht	Public Services	3 years
Suzanne Majzik	Administrative Services	2 years

7.2.4. Agreement with Meaford Public Library: At their November 8th meeting, the Meaford Public Library Board approved the 2024 Library Services Agreement with the Owen Sound & North Grey Union Public Library. We thank both library boards for their willingness to work together to provide library

services for our local communities.

49-23 Moved by Ryan Thompson THAT the Library Board approve the Library Service Agreement 2024-2026. Carried.

7.2.5. Book Vending Machine Project: We have arranged for the machines to be installed at the beginning of January. We need to finalize internet at the Keady location. Dale Albrecht, our Technical Services Manager and Hailey Thomson, Communications Specialist at Georgian Bluffs, have created a survey to gather community feedback to help us stock the vending machine at the Shallow Lake Community Centre: <https://www.georgianbluffs.ca/en/news/community-input-wanted-for-shallow-lake-library-kiosk.aspx>.

We are working on the vinyl sides for the vending machines and book drops. Thanks to Stephanie Park for her creative work on this part of the project. We thank respective staff at Georgian Bluffs and Chatsworth for their help and expertise as we finalize the book vending project.

7.2.6. 2024 Budget Process: The draft 2024 library budget has been shared our municipal partners. We will be attending their budget discussions in the coming weeks. Sessions have been scheduled with Georgian Bluffs on November 22nd and Owen Sound on December 1st. We should have a date for Chatsworth soon.

7.2.7. Community Foundation Endowment: We were pleased to learn that we have received \$5,061.00 from our endowment fund with the Community Foundation Grey Bruce.

50-23 Moved by Elizabeth Thompson THAT the Library Board acknowledge receipt of a grant in lieu of interest, in the amount of \$5,061.00, from the Community Foundation Grey Bruce and further, THAT the funds are deposited in the Library Trust and Donations Reserve Fund until required. Carried.

7.2.8. Valuing Ontario Libraries: Library management will be learning about The Valuing Ontario Libraries Toolkit (VOLT) <https://resources.olservice.ca/volt> which is designed to help us measure and demonstrate the library's value and impact within the community. The toolkit is a step-by-step guide for taking information that we already regularly collect and organizing it into a Library Value Report (comprised of the Social Return on Investment or SROI value calculations, optional community profile, and customizable information sheets) that can be used to share our library's impact with a wider audience. We are looking forward to sharing the information with the library board and community.

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. 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. Staff Recognition: The Library's employee recognition will take place this year on the afternoon of Sunday January 21st. We've chosen this date acknowledging that everyone is so busy during the month of December. We haven't been able to gather in a few years, so we're looking forward to everyone joining us on this afternoon to celebrate all of our accomplishments over the year, and recognize staff that reached employment milestones during this time period.

7.2.11. Ontario Library Association's Super Conference: This year, the annual conference will be held January 24th – 27th. We will be adjusting work schedules so that a few staff members can participate in this valuable professional development activity. There are sessions for and of value to Board members, if interested. The program and schedule can be found at <https://site.pheedloop.com/event/ola24/schedule>.

7.2.12. Annual 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 conducted our annual survey during the week of November 12th to 18th.

7.2.13. Shared Entranceway with the TOM and more: Since the 1980's, there has been various projects and discussions about the benefits of a shared entrance for the Library and the Tom Thomson Art Gallery. Recently as we have reviewed the need for improving the accessibility to the Library and the TOM has worked on its own accessibility project, we have started to revisit the concept. As part of the City of Owen Sound service review, we are participating in a project that "*Analyzes the Opportunity to Reorganize the Library, Tourism, and the TOM to Create a Shared Reception / Customer Service Location*". We look forward to this analysis being completed in the coming months.

7.2.14. Words Aloud: Spoken Word and Storytelling Festival: On October 20-22, Words Aloud (<https://wordsaloud.ca>) presented the best in spoken word from across Canada and beyond. Congratulations to everyone involved for bringing back this stellar festival after the pandemic. Media coverage of the events included <https://www.owensoundsuntimes.com/news/local-news/top-flight-poets-performing-at-words-aloud-festival-this-weekend> and <https://www.owensoundsuntimes.com/news/local-news/sound-poet-shares-secret-finding-her-muse>

7.2.15. Poet Laureate - Call for Applications Extended: 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 and an application package must be delivered to the library no later than 4:00 pm on January 29th.

7.2.16. Georgian Bay Explorer Audio Files Now Available: On Friday, November 17th, we celebrated the radio show with former radio broadcaster Ross Kentner. 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. Past OSNGUPL Chief Librarian and author / historian Andrew Armitage (1939-2021) researched and wrote The Georgian Bay Explorer.

We have received permission from Bayshore Broadcasting to host the existing audio files so that the public can continue to enjoy these historical tales about our community. Each album on SoundCloud at <https://soundcloud.com/osngupl> is usually a month of the radio shows. This is an ongoing project and we will be regularly uploading additional albums during 2024 and 2025. When completed, there will be over 300 albums of the radio shows available.

7.2.17. Library Podcast – The Bulletin: The library is starting a podcast! Listen in monthly to hear about upcoming programs and exciting events. Each episode will feature guests from within the library and from our community, who will share anecdotes and expertise. Special thanks to Sarah Chamberlain and Dale Albrecht for taking on this new initiative for us. Check social media for more information.

7.2.18. Native Seeds Initiative: Before planting, seeds need to be "stratified" - that means we "trick" seeds into believing they overwintered outdoors. On November 17th, we hosted a workshop with Regenerate Grey Bruce for librarians and the seed libraries from Grey and Bruce counties. Ten library staff members from across the region attended the workshop.

7.2.19. Astronomy Talks with Stargazer John: We are pleased to be offering three different sessions in January. Come out for *Top Ten Astronomy and Space Facts*, *The Lights they call 'Aurora' and 'Steve'*, and *A Star Named 'Sol'*. Registration required.

7.2.20. Dungeons and Dragons After School Club: This after-school club will run every other Monday in January and February. Participants (grades 5 – 12) will learn to build a character, play the game of D&D, and go on a multi-session epic adventure! Make like-minded friends and use your creativity. For beginners and experienced players alike. Materials provided.

7.2.21. Library of Things – New Items: You can now borrow a Magnasonic All-in-One scanner to help you digitize 35mm film, super 8 film and slides. Thanks to a donation from Big Sound, we've also added percussion instruments including cowbells, spoons, shakers, bells, castanets and more. Trekking poles are also available now. Check out the many "library of things" items available in our catalog

new item in our library of things available at <https://bit.ly/OSNGUPL-Things>. You can use the faceted search on the left-hand side to narrow down your search.

7.2.22. Lego Building Competition: On December 27th, come build together in preparation for the Library's LEGO® Building Competition. Standardized LEGO® kits will be provided, and participants are encouraged to submit their creations for judging. Open for JK - Grade 8 & Family Builds.

7.2.23. Family Literacy Day – Alphabet Zoo: Celebrate Family Literacy Day on Saturday, January 27th from 10 am until 11:30 am, with our friends from EarlyON! Enjoy circle time, crafts, and activities! Tickets are required, available beginning on Tuesday, January 2nd at the Library and the East Ridge EarlyON site. Ages 0 – 6

7.2.24. Winter Holiday Closures: The Library will be closed on Monday, December 25th, Tuesday, December 26th, and Monday, January 1st.

7.2.25. Winter Programs: Sincere appreciation to our hardworking staff on their amazing work developing and delivering so many quality learning opportunities for our library members. Please check out our December - February newsletter at <https://www.osngupl.ca/news-programs/library-news/> to see the many programs, services and resources available.

7.2.26. Final Comments:

- "I have loved the library since I was 6 years old. That was 65 years ago."
- "This is my happy place."
- "A great library is what we love about Owen Sound."
- "Beautiful Building."
- "Great choices."
- "I always find something I need."
- "My best place"
- "Can't live without my library."
- "I love the awesome staff and can't wait to read more fantastic books."
- "OSNGUPL Rocks!"
- "Best spot in town."

- post-it comments during Ontario Library Month (October)

The comments shared above, bring us joy. Staff appreciate the kind words and support from our library members (some long-time users). We are focused on meeting their information, education, entertainment, employment and business needs.

The comments speak 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. As always, I thank our wonderful staff for their commitment to providing exemplary customer service to our public.

50-23 Moved by Elizabeth Thompson THAT the Library Board approve the CEO's Report as presented. Carried.

7.3 Financial Committee Report

7.3.1 Statements and Accounts:

52-23 Moved by Elizabeth Thompson THAT Library accounts totaling \$98,478.56 for October be approved for payment and further, THAT the Adult Learning Centre's accounts totaling \$85,505.83 for October be approved for payment and further, THAT the Library's and Adult Learning Centre's Financial Statements to October 31, 2023 be received as information. Carried.

53-23 Moved by Elizabeth Thompson THAT the Library Board authorize the transfer of up to \$40,000 from the Personnel Reserve and up to \$50,000 from the ALC Admin Services Reserve to support 2023 personnel expenses. Carried.

7.3.2 Invoices to January: Councillor Thompson noted that with no meeting in December the CEO needs to be authorized to pay invoices.

54-23 Moved by Elizabeth Thompson THAT the Library Board authorize the CEO to pay invoices through to the January 2024 meeting. Carried.

7.3.3 Adult Learning Centre Budget 2023-2024: Nicholls Harrison reviewed the 2022-2023 Adult Learning Centre budget with members.

55-23 Moved by Elizabeth Thompson THAT the Library Board approve the 2023-2024 Adult Learning Centre budget as presented. Carried.

7.4 Personnel Committee Report

No report.

7.5 Property/Building Committee Report

David Adair updated members on outstanding facility capital projects. Nicholls Harrison drew the Board's attention to Report 2023-03 to review the status of a number of facility projects.

56-23 Moved by David Adair THAT the Library Board approve the transfer of up to \$15,000 from the Library Renovation Reserve to provide lighting upgrades. Carried.

57-23 Moved by Ryan Thompson THAT the Library Board approve the transfer of up to \$12,000 from the Library Renovation Reserve to paint the stairwells and basement. Carried.

58-23 Moved by Ryan Thompson THAT the Library Board approve the transfer of up to \$8,500 from the Library Renovation Reserve to provide remediation from the water damage.

Carried.

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

Deborah Eaton attended a recent Ontario Library Service Board virtual meeting. Items on the agenda included library maker spaces, VOLT, and a discussion regarding cyber insurance.

7.9 Poet Laureate/Words Aloud Committee Report

No report.

8. OTHER BUSINESS

8.1 Library Holiday Closures for 2024: Nicholls Harrison drew the Board's attention to the report on holiday closures for 2024 as distributed.

59-23 Moved by Ryan Thompson THAT the Library Board approve the dates for holiday closings as amended in the Report 2023-02 Library Holiday Closings 2024 from the CEO dated November 27, 2023.

Carried.

8.2 Library Board Meeting Dates for 2024: The list of proposed Library Board meeting dates for 2024 was reviewed.

60-23 Moved Ryan Thompson THAT the Library Board meeting dates for 2024 be approved as presented in the Report 2023-01 Library Board Meeting Dates 2024 from the CEO dated November 27, 2023.

Carried.

9. STRATEGIC PRIORITIES

None

10. RESOLUTION TO MOVE IN CAMERA – STRUCK

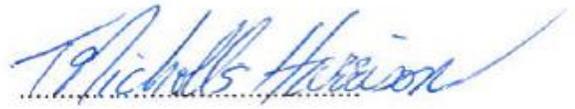
11. DECLARATION TO MOVE TO THE REGULAR BOARD MEETING - STRUCK

12. NEXT MEETING: Regular Board meeting to be held Thursday February 1, 2024 at 6:00 p.m. in the Library Auditorium.

13. ADJOURNMENT: The meeting was declared adjourned at 7:28 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 'T. Nicholls-Harrison', written over a horizontal dotted line.

Secretary