



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

**October 24, 2019 6:00 p.m.
Library Board Room**

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)
Rick Holland (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

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

98-19 Moved by Elizabeth Thompson THAT the minutes of the September 26, 2019 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 of Thanks: A letter of thanks was received from Gary Wiebe acknowledging his positive experience with the Library's Tech Talk program organized by Nadia Danyluk, Deputy Chief Librarian.

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.

7.2.1. Library Service Index: In the month of September, we provided at least 78,848 services to our customers. The LSI is calculated by dividing the total services by the number of hours that we were open in the month. The LSI shows the average number of services provided per hour that we are open. The LSI for September was 308.

7.2.2. Key Statistics: Our total library membership is 11,525. In September, we had 17,826 library visits and circulated 22,271 materials. Patrons used an additional 3,065 materials within the library during the month. There were 4,373 uses of technology. Our online outreach totalled 12,554. The library provided information assistance 1,920 times. 462 items were added to our collection. 365 people participated in 8 adult and 8 youth programs and 3 class visits.

7.2.3. Staff Anniversaries: We extend congratulations to Helen House, Chris Carmichael, Christina Mollon, Sharon Wagenaar, Lindsey Harris, Laura Stirling, Renata Libicz and Bryn Cox on their work anniversaries. We thank them for contributing their time, effort, skills and talents!

Helen House	Public Services	37 years
Chris Carmichael	Support Services	31 years
Tim Nicholls Harrison	Admin	31 years
Christina Mollon	ALC	18 years
Sharon Wagenaar	Youth Services	15 years
Lindsey Harris	Admin	12 years
Laura Stirling	Public Services	9 years

Renata Libicz	Public Services	2 years
Bryn Cox	Public Services	1 year

7.2.4. Staff Changes: After over 28 and a half years of service, Shirley Misener will be retiring at the end of October as our bookkeeper. We thank her for her many years of service excellence. We have hired Stephanie Welsford and begun the training and orientation process. We are pleased that Malcolm Newton and Adrian Wagenaar have joined us as co-op students for this semester. Malcolm and Adrian will be helping us and patrons with technology and our creation stations.

Rhonda Brown entered at 6:05 p.m.

7.2.5. Staff Recognition / Board Appreciation: Please mark November 23rd as the date for our annual staff – board evening. Details to follow.

7.2.6. Staff Professional Development: The Board has approved the library being closed on October 11th to allow all staff to participate in professional development activities. We have arranged to have sessions presented by the Grey Bruce Health Unit, the Canadian Mental Health Association and Summit Team Building. Shawna MacWilliam and Laura Stirling will lead us in some FISH philosophy activities as well.

7.2.7. Staff PD - Speechcraft: Our Information Services team will be working with Toastmasters on professional development activities. We are developing our presentation skills. The four sessions will be spaced out in October and November.

7.2.8. Information Services 2020: Over the past few months, as part of the development of our new strategic plan, we have been working with our Information Services staff on their roles and responsibilities. Each of our Information Specialists has agreed to take on different areas of focus for the next eighteen months. While all of the information staff need to be well-versed on various topics, we can see the value of staff developing areas of focus. One of the goals, is to ensure that the library is beyond the building. The areas of focus include book clubs, business, community concerns, cultural institutions, e-resources, genealogy, health, law, local authors, local history, seniors, youth, technology and creation stations.

7.2.9. Capital Projects 2020: During 2019, we were very busy with repairs and renovations. The work included new roofs, HVAC, the retaining wall and the main floor refresh. In 2020, the City is planning to complete the smaller roofs over the entrances. Other projects are planned for 2021.

7.2.10. Operating Budget 2020: The draft library operating budget will be reviewed at the October board meeting. Currently, we are proposing an overall increase of 2.78%. Once approved by the library board, we will begin discussions with the union library partners.

7.2.11. Cameras: We are working with City of Owen Sound IT staff on a plan to install more security cameras both within and outside the building. We have updated our notification signs throughout the building so that the public is aware. Our policies outline when and why it is appropriate to consult the cameras.

7.2.12. Retaining Wall Project: Bluewater Landscaping and Construction has completed the new retaining wall. We are waiting for the railings to be installed. We thank Kristan Shrider, Senior Manager of Property of Parks and Open Space for her help with this project.

7.2.13. Art Installation: As part of our library refresh, we have been working with local artists to add artwork, reflective of the area, to the main floor. We have installed the "Salt of the Earth Project" by Willy Waterton on the north wall of the main fiction area.

7.2.14. Ontario Library Consortium AGM: On September 17th, I attended the AGM of the Ontario Library Consortium. I am currently the Treasurer for the organization. We are working on a RFP for our integrated library system. We will be working with vendors during 2020.

7.2.15. Grokfest: On September 19th, we hosted our second Grokfest, an evening of entertaining and educational presentations similar to Ted Talks, Lightning Talks or Pecha Kuchas. We would like to thank Judi Chambers, Rob Cotton, Stephen Hogbin, Sandra Howe, Christopher McGruer and Mary Jane Murray for their insightful presentations!

7.2.16. Creative Handlettering: Thanks to Laura Stirling, Shawna MacWilliam and Samantha Neeb for their work on this adult craft night. It was a wonderful opportunity for the public to learn about our Cricut machine.

7.2.17. Seniors Summit: On September 24th and 25th, I attended the Seniors Summit in Owen Sound. It was an excellent opportunity to learn about current projects and activities happening in our community. Seniors are one of the groups that we have identified as an area of focus.

7.2.18. Book Launch – A Song With No Words: On September 27th, we hosted local author Rob Ritchie and musical guests for the launch of his third book. The evening was filled with stories and songs as each of the guests shared vignettes from the road.

7.2.19. Book Launch - The Trail of Nenaboozhoo and Other Creation

Stories: We are pleased to have Isaac Murdoch coming to the library on Tuesday, October 1st as part of the Toronto International Festival of Authors Lit on Tour series. Isaac Murdoch will be presenting his new book, The Trail of Nenaboozhoo and Other Creation Stories. This collection presents legends of Nenaboozhoo, the Ojibway creator spirit, along with other creation stories; sacred stories which were transcribed from the oral storytelling of Isaac Murdoch.

7.2.20. SOLS Saugeen Group Meeting: I participated in a Southern Ontario Library Services meeting in Shelburne with other library staff on September 30th. We received an update about the changes in ILLO services. The day was very valuable as we discussed programming and resource sharing.

7.2.21. The 41st Great Annual Book Sale: The preview sale will run on Sunday, October 27th from 2-5 pm. The regular sale will begin on Monday, October 28th at 9:30 am and run during regular library hours for the week. On Saturday, November 2nd and Sunday the 3rd, items will be marked to ½ price. The \$2/bag event will happen on Monday, November 4th from 9:30 am to 8 pm. Special thanks to Carolin Brooks for championing the book sale once again and supporting the volunteers in their efforts.

7.2.22. Words Aloud Program: The Words Aloud Festival runs November 1st to 3rd. We are using Eventbrite for the ticket sales. More information about the event is available online at <https://wordsaloud.ca>.

7.2.23. Poet Laureate: We will be hosting an evening of poetry on November 15th in the auditorium. It will serve as the official hand-off of the Poet Laureate duties from Lauren Best to Richard-Yves Sitoski.

7.2.24. Fall Newsletter: I think that our fall newsletter is the busiest yet. Please take a look at the many programs and events happening in October and November. The newsletter can be accessed online at our website, https://olco.ent.sirsiidynix.net/client/en_US/search/asset/21261.

7.2.25. Recognition of Rick Holland's service: We have received notice that Rick Holland will be stepping down from the Library Board, effective November 1st. We will wait for the City of Owen Sound to appoint a community member for the remainder of the term.

99-19 Moved by Rosemary Buchanan THAT the Library Board extend their thanks and appreciation to Rick Holland for his community service.
Carried.

7.2.26. Final Comments: From story times to author visits to our 41st annual great library book sale, the library is fully booked with programs, events and activities for our community. As usual, I want to recognize our hardworking and dedicated staff for their commitment to delivering exemplary customer service on a daily basis.

Additional items as per verbal report:
None

100 -19 Moved by Bob Droine THAT the Library Board approve the CEO's Report as presented.
Carried.

101-19 Moved by Rick THAT Bob Droine be nominated to the Finance Committee effective November 1, 2019, and that nominations be closed.
Carried.

7.3 Financial Committee Report

7.3.1 Statements and Accounts:

102-19 Moved by Rick Holland THAT Library accounts totaling \$25,407.78 for September be approved for payment and further, THAT the Adult Learning Centre's accounts totaling \$48,655.34 for September be approved for payment and further, THAT the Library's and Adult Learning Centre's Financial Statements to September 30, 2019 be received as information.

Carried.

7.3.2 Reserve Accounts:

103-19 Moved by Rick Holland 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 September 30, 2019.
Carried.

7.3.3 2020 Draft Operating Budget:

104-19 Moved by Rick Holland THAT the Library Board in preparation for the review process approve the draft 2020 Operating Budget as presented. Carried.

Rosemary Buchanan exited at 6:38 p.m.

7.3.4 ALC Budget

Nicholls Harrison reviewed the 2019-2020 ALC budget with members.

105-19 Moved by Rick Holland THAT the Library Board approve the 2019 - 2020 Adult Learning Centre budget. Carried.

7.4 Personnel Committee Report

No report.

7.5 Property/Building Committee Report

No report.

7.6 Library Foundation Committee Report

Bob Droine updated members that the Committee met in September and discussed the status of the Library Foundation Committee.

7.7 Policies and Bylaws Committee Report

No report.

7.8 Friends of the Library Liaison Report

No report.

7.9 SOLS Saugeen Trustee Council Report

Frank Emptage updated members on the most recent SOLS Saugeen Trustee Council meeting he attended.

8. OTHER BUSINESS

None

9. STRATEGIC PRIORITIES

None

10. RESOLUTION TO MOVE IN CAMERA

106-19 Moved by Rick Holland THAT the Library Board, including Lindsey Harris, move in "Camera" to consider personal matters about an identifiable individual. Carried.

11. DECLARATION TO MOVE TO THE REGULAR BOARD MEETING: 7:00 P.M.

The business of the In Camera meeting having been completed, the In Camera meeting was adjourned and the Board moved to the regular meeting to consider matters listed on the October 24, 2019 Agenda and other business.

- 12. NEXT MEETING: Regular Board meeting to be held Thursday November 28, 2019 at 6:00 p.m. in the Library Board Room.**
- 13. ADJOURNMENT:** The meeting was declared adjourned at 7:01 p.m.

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

Chair

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

Secretary