

**Otonabee-South Monaghan Public Library Board Meeting Minutes**  
**Wednesday, September 16, 2020, 8:30—9:45 a.m.**  
**Keene Public Library**

**Present:** Val Crowley, Ann Cathcart-Andrews, Nancy Caron, Elaine Trotter, Carolanne Nadeau  
**Regrets:** Mark Allen, Heather Zischler

**1. Call to Order** at 8:35 a.m. by Chair, Val Crowley

**2. Acceptance of Agenda**

*Elaine Trotter moved; Nancy Caron seconded that the agenda be accepted. Carried.*

**3. Declaration of Conflict of Interest:** None

**4. Acceptance of March 5<sup>th</sup> and June 15<sup>th</sup> minutes**

- Item 11 b) It was noted that the following sentence be added for clarity.

*“The Chair and Vice-Chair will present the review to the CEO at a date to be determined.”*

- A further clarification of the minutes will be discussed under Item 11 (Business arising from the Minutes), with the addition of Item c. The March minutes will then be amended.

*Elaine Trotter moved; Ann Cathcart-Andrews seconded that the minutes be accepted with the above noted amendments. Carried*

**5. Delegations and Petitions:** None

**6. Correspondence:** None

**7. Health and Safety**

**a) COVID-19-phase 3 updates**

- The CEO reported that the three branch re-openings are going smoothly. Staff are following protocols and individuals feel secure.
- The Board members commended and thanked Nora Reynolds for her excellent Fall safety letter.

**8. Standing items:**

**a) Hiawatha First Nation Formal partnership** – nothing to report

**b) Survey-from Stewart Hall walk about, online, and branches update**

- due to COVID-19 lockdown and safety protocols, there is nothing new to report.

**c) Strategic Planning**

- Board members were reminded of the upcoming webinar from SOLS about *“Updating Your Strategic Plan in the Age of COVID-19”, November 10, 3:30 -4:30 pm*. Several Board members expressed an interest in attending this seminar. *(Please revisit CEO Report for link. You must sign up to participate.)*

- Elaine Trotter suggested the OSM Library CEO send a letter of commendation to SOLS for their continued support during the pandemic, even with reduced provincial funding. It was further suggested that a letter be forwarded to the Ministry of Culture to create awareness of the efficacy of SOLS. The Library Chair will write the letters for the Board.
- The OSM Library CEO was requested to enquire about whether the County Librarians' could also send similar letters.

#### **d) Stewart Hall Branch Committee**

- Due to the closure of the library there is nothing to report at this time. With the library reopening, the CEO will continue to compile statistics re: new members and materials used.

#### **e) Panic button necklaces for Stewart Hall and Bailieboro Branches**

- This item will be revisited in October when the CEO has more information. She will contact Barbara Waldron, Director of Building and Planning, about providing a 'panic' button necklace for the Keene Branch.

### **9. Acceptance of June-August 2020 Financial Reports**

- The CEO had applied for Federal Funding for the first two months of the pandemic (March/April), as there was a loss in the expected outcome (fundraising, fines, donations, etc.). This funding has now been received.
- OSM council passed \$7,000 in development charges. We can use it all or save the rest for 2021.
- The OSM library employees were kept on payroll throughout the library closure, due to pandemic, in order for the branches to be up and running when re-opening (porch pick-ups and physical building).
- Vacation pay has been paid to most of the staff. This will be reflected in upcoming financial reports.
- An increase in hours for custodial cleaning at the Bailieboro branch was made. Our 2020 budget can support this cost. This expense will be reflected in the 2021 budget.
- The cost of Quick Books will be included in a future financial report.

*Elaine Trotter moved; Nancy Caron seconded that the June-August 2020 Financial Reports be accepted. Carried.*

### **10. Acceptance of the Chief Executive Officer Report:**

- The CEO was commended and thanked for the detail in her report.
- Two Small Rooms and The Boutique will reopen on Oct. 1, 2020 with COVID protocols.
- The CEO has requested the township install signs at the Keene branch indicating parking is for library and Historical Society patrons only. On a recent Saturday, individuals parking in our 'lot' to go across the road to an 'eatery', were parked 2 cars deep. The staff member on duty took a picture and sent the library CEO. Library patrons were unable to park near the library, staff were unable to get their vehicles out, and a further safety issue was the blockage of access for emergency response vehicles, should they be required. The library CEO will re-contact the township regarding the signage. Meanwhile, the library has put up library signage to indicate that the parking is for the library and historical society.

- In Administration/Human Resource, our CEO noted that potential usage may be changed as the government has changed the parameters for collecting development charges. The municipality is looking at whether the new funding can be used differently. For example, computers, e-books. E-books are very popular. Throughout the library shutdown, staff have been contacted for patron's PIN numbers which is needed to access the E-books.

*Elaine Trotter moved; Ann Cathcart-Andrews seconded that the Chief Executive Officer's report be accepted. Carried*

## **11. Business Arising from the Minutes:**

### **a) WHMIS**

- Staff are working on the WHMIS online training. The feedback from Staff indicated that they had not learned anything new from the training. Board members reiterated that WHMIS builds awareness and also is essential for Health and Safety concerns.

### **b) Washrooms**

- Due to COVID protocols, keys for the washrooms at Bailieboro and Keene will be on a 'stick' and available at the circulation desks. At Stewart Hall, a sign will indicate that the washroom is closed.

### **c) Follow-up to Patron**

- As the library minutes are public, it was decided that the name of the patron, whose issue was discussed at the March meeting, should be removed due to privacy concerns. The CEO has the correspondence regarding the patron and the Chair and Vice-Chair have personally addressed the issue.
- The March minutes will be amended to reflect this deletion.

## **12. Board Management Activities & Development**

### **a) Safety, Security & Emergencies in the Library policy OP-9**

- Grammatical changes: #2: 'member' to 'members'; 'that of the user' to 'patrons'  
*With the noted changes, Elaine Trotter moved and Ann Cathcart-Andrews seconded that the Safety, Security & Emergencies in the Library policy be adopted. Carried.*

### **b) Codes of Conduct policy OP-14**

- When questioned regarding where complaints about conduct are kept, the CEO responded that they have not had any to record. She has a locked file, accessed by the CEO, where such sensitive materials can be filed.  
*Elaine Trotter moved and Nancy Caron seconded that the Codes of Conduct policy be adopted. Carried.*

## **13. New Business:**

### **a) Board Meeting schedule:**

- Board members are trying to schedule meetings that are convenient for the majority of the members. As the Chair's recent survey showed that this is difficult, it had been recommended that alternating morning and late afternoon meeting times may prove effective. As it is difficult to accommodate all members schedules, it was suggested that 'virtual' attendance is possible.

- The tentative schedule of meetings until the end of the year is as follows: Wed., Oct. 14/20-4:30 (Bailieboro); Wed., Nov. 18/20-8:30 (Stewart Hall); Wed., Dec. 16/20 – 4:30 (Keene)
- **Board members reflected on the recent death of Pat Wood (a long time OSM Library Board member). Her contributions to the betterment of the library were recognized. The Board wishes to recognize these contributions in some way. Further discussion will take place at our next meeting. A couple moments of silence gave each Board member time to individually honour Pat.**
- **Another recent death in our community, Dave Nelson, was recognized. As a councillor and the former (and last) Reeve of our Township for many years, Dave supported the OSM library. He will be missed. The members of the Board observed several moments of silence to individually honour Dave.**

**15. Adjournment: 9:38**

*Elaine Trotter moved and Ann Cathcart-Andrews seconded that the meeting be adjourned.*

**Next Meeting: Wednesday, October 14, 2020 – Bailieboro Library – 4:30 to 5:45 pm.**