

Library Board Meeting via Zoom, 10am, January 20, 2021

minutes approved February 17, 2021

1. Call to Order: 10:04am

Conflict of Interest: None

Present: Board Members: Brenda Lolley (Chair), Gordon Ohlke and Mark Jamison (Council reps), Pierre Mercier (Archives), Cathy Sawyer-Griffin, Carol Rogers, Gerry Last; Staff: Linda Chadwick

2. Words from the Chair: B. Lolley

- Council wishes to work closely with us – concerned about funding
- no more recruits needed for Library Board

3. Approval of the Agenda

Moved by C. Rogers and seconded by G. Ohlke, 001-2021

4. Approval of the December 16, 2020 minutes

Moved by G. Ohlke and seconded by P. Mercier, 002-2021

B. Lolley documented In-Camera minutes

5. Correspondence: None

6. Information Items:

6.1 CEO report:

- 6pm Library closings confirmed for recent Covid-19 lockdowns
- second person not needed in branch after 6pm – legislative and protective, not money saving
- Lansdowne is rotating stay-at-home hours
- evening staffing to be evaluated during strategic plan discussions
- accreditation discussed – not necessary but valuable- can be beneficial when applying for grants
- many policies need reviewing
- Kajeet device works well and has become a standard service in many areas

6.2 Finances:

- \$18 000 year-end 2020 surplus?
- insurance expense is high; M. Jameson explained costs of rural vs urban; Township is reviewing
- 2021 budget not yet passed
- Library 2021 budget approved up to \$450,000
- L. Chadwick explained the Library's bank accounts, operating and reserves

6.3 Statistics: as presented

6.4 Archives: Pierre

- still closed to the public; the Archives website is working now
- Lakes and Islands Lifelong learning project added to archives

6.5 Council Report: Discussions

- roads, bridges culverts, drains...all high-priority and high-cost areas
- ongoing concern about needing to reduce expenditures

7.0 Action Items

7.1 Interim CEO Contract:

- prepared with advice from CAO
- 20 hours/week at an hourly rate until June 2021
- Carol, Pierre and Brenda to decide on a CEO contract
- B. Lolley will sign on behalf of Library Board

7.2 Transfer of Library Accounting Functions to the Township:

Following discussion, L. Chadwick will immediately begin the process of transferring accounting processes to the Township in coordination with the Township Treasurer.

Moved by M. Jameson and seconded by P. Mercier, 003-2021

7.3 CEO Search:

- CEO Search Committee: B. Lolley, C. Rogers, P. Mercier, Cathy Griffin and staff member L. Chadwick
- P. Mercier referred to the SOLS competency profiles
- compile image of who the Board is looking for
- L. Chadwick to research templates from other libraries
- staff being surveyed re: needs, qualifications, and qualities
- CEO job description is evaluated on the pay equity scale with Township re: salary range (can't change that)
- will add a Township Senior Management member and a Library CEO to the Committee for interview process

7.4 Strategic Plan:

- will work with Peggy Malcolm from SOLS to lead us
- Community survey needs to be done first; C. Rogers suggested short survey, 3-4 questions with option for open responses; need to survey non-users
- RLPL survey model is available to us; L. Chadwick has been involved in several library strategic plans
- should include Archives
- GLAMS...new watchword – galleries, libraries, arts and museums

8.0 Policy Review: None

9.0 Review Parking Lot Items: None

10.0 Meeting Evaluation: Good meeting.

11.0 Adjournment: 11:35pm; Moved by P. Mercier and seconded by C. Rogers

Next meeting February 17, 2021; 10am