

**Trent Hills Public Library Board
Virtual Meeting held through Zoom
Monday, June 15, 2020 2:00 pm**

Present:

Board:

Jennifer Marshall (Chair)
Cathy McDonald
Keith Donnelly (Vice Chairman)
Rosemary Kelleher- MacLennan (Deputy-Mayor)
Catherine Redden (Council)

Staff:

Mary-Jo Mahoney, Library CEO
Brianna Parr, Children's Librarian
Patrick Muldoon Branch, Supervisor/Warkworth

1. Call to order

The June 15, 2020 meeting of the Trent Hills Public Library was held virtually and called to order by Chair Jennifer Marshall at 2:09 pm.

2. Approval of the Agenda

40/20 Moved by Deputy-Mayor Rosemary Kelleher-MacLennan and seconded by Keith Donnelly that the agenda be accepted. **CARRIED**

3. Disclosure of Pecuniary Interest & the Nature Thereof:

None

4. Approval of the Library Board meeting minutes

41/20 Moved by Catherine Redden and seconded by Keith Donnelly that the library board minutes of the May 7, 2020 meeting be accepted as amended and the minutes from the June 4 COVID-19 meeting will be approved at the September 8, 2020 meeting as amended with the to remove the arrangement of masks by Catherine Redden. **CARRIED**

5. Presentations: None

6. Safety, Health & Environmental Issues:

Task Force Report (Hastings Branch) to be reviewed by Council.

7. Librarian's Report:

a) The curbside pickup at Campbellford and Warkworth is running without complications and quite busy. By July 6th curbside pickup will be running in Hastings on Mondays from 10:00 until 1:00 pm. Patrons will have items taken to the parking lot by staff, following the same procedure currently in practice. The library and building remains closed to the public. The glass counter barrier has been installed at the Warkworth Library and the barrier for the Campbellford Branch is scheduled to be installed after June 18th. Patrick Muldoon's next article for the *Trent Hills Tribune* will focus on Press Reader, curbside pickup and Overdrive Advantage.

Hannah Doucette will be returning in the summer student position. This 10-week position has been funded 100% through Service Canada. Her focus will be the TD Summer Reading Program, story hour and tutoring help, all through virtual attendance.

As of Friday June 12th, libraries could move into phase 2 of reopening if they were prepared to do so. After attending the virtual meeting representing 32 libraries, very few were prepared to go into the second phase. Some had not yet begun curbside pickups, some were in joint Municipal/Library buildings and since the Municipality was closed they will remain closed also. It was concluded that it would be difficult to not allow patrons to choose materials.

42/20 Moved by Councillor Catherine Redden and seconded by Deputy-Mayor Rosemary Kelleher-MacLennan to have the Trent Hills Public Library remain in Phase 1 until the September board meeting. CARRIED

b) Shelving to follow with a report to the Trent Hills Public Library Board by the CEO.

c) Stools to follow with a report to the Trent Hills Public Library Board by the CEO. A decision on the stools and shelving in Campbellford will be made once these reports are reviewed by the Board, prior to the September meeting.

43/20 Moved by Cathy McDonald and seconded by Deputy-Mayor Rosemary Kelleher-MacLennan to accept the Librarian's Report as amended. CARRIED

8. Treasurer's Report:

44/20 Moved by Keith Donnelly and seconded by Councillor Catherine Redden to receive the Treasurer's Reports including the Literacy Reserve Balance and the General Reserve Balance for the period ending 06/30/20. CARRIED.

9. Governance Committee Meeting held June 11, 2020

45/20 Moved by Councillor Catherine Redden and seconded by Jennifer Marshall to accept the recommendations presented by the Governance Committee. The recommendations are:


- Additional amendment to OP-14, Clause #5 as recommended by Deputy-Mayor Rosemary Kelleher-MacLennan that "The CEO, designate or upper level of government will determine when to close the library, during an emergency", with the addition being the upper level of Government;
- OP-15 Prevention of Workplace Violence is now HR-08;
- OP-16 Workplace Harassment and Sexual Harassment is now HR-09

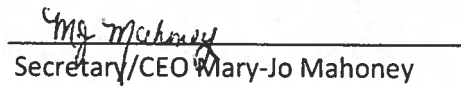
- OP-23, titled, Operational Plan, will continue to have additions made throughout the COVID-19 Pandemic and reviewed in September with established procedures indexed in this policy.
- OP-17, OP-18 and OP-22 will also be reviewed in September.
- Changes to these policies will be made, listed on the policy chart, circulated to the Board and made available on the website. **CARRIED.**

10. **New Business:** None

11. **Next Meeting:** Tuesday, September 8, 2020 at 6:30 pm (Tentatively in person)

12. **Adjournment:** Chair Jennifer Marshall adjourned at 3:25 pm


THRL Chair Jennifer Marshall


Secretary/CEO Mary-Jo Mahoney