



Library Board Virtual Meeting
Monday, November 9th @ 6:30pm

Present:

Board:

Jennifer Marshall (Chair)
Keith Donnelly (Vice Chair)
Catherine Redden (Council)
Rosemary Kelleher-MacLennan (Deputy Mayor)
Dorlene Lin
Jen Lee

Staff:

Brianne Parr (Children's Librarian/Assistant CEO)
Patrick Muldoon (Warkworth Branch Supervisor)
Jenny Madden (Hastings Branch Supervisor)
Valerie Nesbitt (Treasurer)

Regrets:

Cathy McDonald

1) Welcome:

Jennifer Marshall welcomed everyone to the meeting.

2) Call to Order:

The November 9th 2020 Virtual Board Meeting was called to order by Jennifer Marshall at 6:32pm.

3) Approval of the Agenda:

Motion No. 2020/11/09-01:

Moved by: Catherine Redden and seconded by Rosemary Kelleher-MacLennan
To approve the Agenda. **CARRIED.**

4) Declaration of Conflicts of Interest:

Children's Librarian/Assistant CEO Brianne Parr stated that she would not participate in the discussion of item 11) Closed session: Compensation of Acting CEO.

5) Approval of the Library Board Minutes of October 5th 2020:

Motion No. 2020/11/09-02:

Moved by: Jen Lee and seconded by: Dorlene Lin
To accept the October 5th 2020 Minutes. **CARRIED.**

6) Presentation: None.



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7) Librarian's Report:

7 a) Staff Report THPL-003-2020 Librarian's Report October 2020

Motion No. 2020/11/09-03:

Moved by: Dorlene Lin and seconded by: Jen Lee

To receive the Programming, COVID-19, Circulation/Statistics, Fines/Fees, Hastings Branch, and Book Budget updates for information. **CARRIED.**

Provincial E-Resources

Motion No. 2020/11/09-04:

Moved by: Catherine Redden and seconded by: Rosemary Kelleher-MacLennan

To receive the Provincial E-Resources update for information, and to approve the additional cost of \$430.20, bringing the total cost to \$3640.20.

CARRIED.

Christmas Holidays/Closure

Motion No. 2020/11/09-05:

Moved by: Rosemary Kelleher-MacLennan and seconded by: Dorlene Lin

To approve the closure of the branches of the Trent Hills Public Library on the dates of: December 24th, 28th, 29th, 30th, 31st, January 2nd. The branches will reopen on January 4th 2021.

CARRIED.

7 b) Staff Report THPL-004-2020 Policy Approval Report: HR-07, HR-10, OP-14, OP-22

Motion No. 2020/11/09-06:

Moved by: Catherine Redden and seconded by: Jen Lee

That Staff Report THPL-004-2020 Policy Approval: HR07, HR-10, OP-14, OP-22 be received for information.

To approve HR-07 Employee Conduct policy as amended.

To approve HR-10 Accessibility and Staff policy as amended.

To approve OP-14 Safety, Security and Emergencies policy as amended.

To approve OP-22 Purchasing/Procurement policy as amended.

CARRIED.



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8) Treasurer's Report:

8 a) THPL-FIN-2020-004 re 2021 Final Library Budget

Treasurer Valerie Nesbitt presented the Final Library Budget for 2021.

Motion No. 2020/11/09-07:

Moved by: Keith Donnelly and seconded by: Rosemary Kelleher-MacLennan

To receive the Staff Report THPL-FIN-2020-004 re 2021 Final Library Budget for information, and to approve the 2021 Library Budget in the amount of \$604,440, including a Municipal Levy requirement of \$543,661. **CARRIED.**

8) b) THPL-FIN-2020-005 Financial Update October 2020

Treasurer Valerie Nesbitt presented a financial update for October 2020.

Motion No. 2020/11/09-08:

Moved by: Catherine Redden and seconded by: Jen Lee

To receive the Staff Report THPL-FIN-2020-005 Financial Update October 2020 for information. **CARRIED.**

9) Old Business:

a) Custodial/IT Contracts

Chair Jennifer Marshall emailed the Children's Librarian/Assistant CEO requesting that each Branch document the needs concerning each of these contracts, including time preferences. The Children's Librarian/Assistant CEO will compile the detailed requirements of each Branch and forward it to the Board for review.

b) Governance Committee Meeting Update/Meeting Minutes:

A Committee Meeting was held on October 19th 2020. Amendments to policies HR-07, HR-10, OP-14, and OP-22 were presented to the Board in the Staff Report: THPL-004-2020 Policy Approval Report: HR-07, HR-10, OP-14, OP-22. The Policy Changes Chart will continue to be updated for reference.

Motion No. 2020/11/09-09:

Moved by: Catherine Redden and seconded by: Keith Donnelly

To accept the October 19th 2020 Governance Committee Meeting Minutes.



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c) Kanopy

Warkworth Branch Supervisor Patrick Muldoon shared an update regarding the Kanopy resource. The Children's Librarian/Assistant CEO will determine a budget, and move forward with registering the Trent Hills Public Library with Kanopy.

10) New Business:

a) HR-11 Health and Safety of Staff

The Children's Librarian/Assistant CEO is working on developing a procedure for Section 6 of this policy: Working Alone, and has reached out to other Libraries' for information.

10 b) Developing and Writing Policies and Procedures: Power Point attachment

Catherine Redden shared a power point regarding the development and writing of policies and procedures. This information clearly defines the roles and responsibilities of both the Staff and the Board, as well as key points and legislation.

11) Closed Session: Compensation for Acting CEO: HR-12 Non-Union Compensation

Motion No. 2020/11/09-10:

Moved by: Catherine Redden and seconded by: Rosemary Kelleher-MacLennan to move into an In Camera Closed Session at 8:35pm.

Motion No: 2020/11/09-11:

Motioned by: Rosemary Kelleher-MacLennan and seconded by: Jen Lee
To Rise and Report from In Camera Closed Session 9:10pm.

Motion No: 2020/11/09-12:

Motioned By Catherine Redden and seconded by: Rosemary Kelleher-MacLennan
To authorize the Board Chair to follow through on the direction as described by the Board regarding personnel matters.

12) Next Meetings:

The next Board Meeting is TBD as per availability of Municipal Staff to attend a Closed Special Meeting.

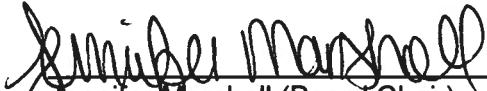
The next Governance Committee Meeting is TBD.

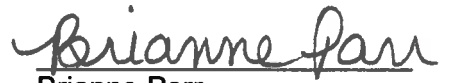
12) Adjournment:

Jennifer Marshall adjourned the meeting at 9:14pm.



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Jennifer Marshall (Board Chair)


Brianne Parr
Children's Librarian/Assistant CEO