

Trent Hills Public Library Board
Virtual Meeting
Monday, October 5th 2020 at 6:30pm

Present:

Board:

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

1) Welcome:

Jennifer Marshall welcomed everyone to the meeting.

2) Call to Order:

The October 5th 2020 virtual Board Meeting was called to order by Jennifer Marshall at 6:35pm.

3) Approval of the Agenda:

Motion No. 2020/10/05-01:

Moved by: Keith Donnelly and seconded by: Catherine Redden to approve the Agenda.
CARRIED.

4) Declaration of Conflicts of Interest:

Cathy McDonald declared that she would not participate in the vote regarding the THPL-002 re: 2021 Bailey McDonald Literacy Fund.

5) Approval of the Library Board Minutes of September 8th 2020:

Motion No. 2020/10/05-02:

Moved by: Dorlene Lin and seconded by: Rosemary Kelleher-MacLennan
To accept the September 8th 2020 Minutes.
CARRIED.

6) Presentation: None.

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7) Librarian's Report:

7a) Staff Report THPL-001 Librarian's Report September 2020

Motion No. 2020/10/05-03:

Moved by: Jen Lee and seconded by: Cathy McDonald

To receive Programming, COVID-19, and Circulation/Statistics updates for information.

CARRIED.

Shelving

Motion No. 2020/10/05-04: Moved by: Cathy McDonald and seconded by: Dorlene Lin

To receive the Shelving update for information, and to approve the additional cost of \$ 320.00 plus HST to be funded from the Library General Reserve. **CARRIED.**

Circulation Desk Hastings Branch

Motion No. 2020/10/05-05:

Moved by: Rosemary Kelleher-MacLennan and seconded by: Jen Lee

To receive the Circulation Desk Hastings Branch update for information, and to approve the additional revisions cost of \$ 3,211.70 plus HST to be transferred from the Library General Reserve. **CARRIED.**

Furniture Purchase-Campbellford and Warkworth Branches

Motion No. 2020/10/05-06:

To receive the Furniture Purchase re: Campbellford and Warkworth Branches update for information and that Staff bring forward a future report outlining details of the project.

CARRIED.

Overdrive Advantage

Motion No. 2020/10/05-07:

Moved by: Cathy McDonald and seconded by Catherine Redden

To receive the Overdrive Advantage update for information, and to approve the amount of \$ 3,000 for Overdrive Advantage to be included in the annual Budget. **CARRIED.**

Fines/Fees

Motion No. 2020/10/05-08:

Moved by: Cathy McDonald and seconded by: Dorlene Lin

To receive the Fines and Fees update for information and that overdue fines for all Branches of the Trent Hills Public Library will be waived until January 2021. **CARRIED.**

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Provincial E-Resources

It was noted by Jen Lee that the Pebble Go and Novelist resources are available through the Kawartha Pine Ridge elementary schools. Jennifer Marshall will investigate if these resources are also offered through the Catholic school. Brianne Parr will investigate additional E-Resources to supplement these.

Motion No. 2020/10/05-09:

Moved by: Jen Lee and seconded by: Dorlene Lin

To receive the Provincial E-Resources update for information, and to approve the spending of \$ 3210.00 on Provincial E-Resources to be included in the 2021 budget. **CARRIED.**

PressReader

Motion No. 2020/10/05-10:

Moved by: Jen Lee and seconded by: Cathy McDonald

To receive the PressReader update for information, and to approve the continuation of PressReader for another one year period to be funded from the Library General Reserve, and to reassess this service next year. **CARRIED.**

Kanopy and Hoopla

Motion No. 2020/10/05-11:

To receive the Kanopy and Hoopla update for information and that Staff bring forward a future report outlining more details related to these services. **CARRIED.**

The Board has recommended that the format represented in the Librarian's Report continue in all future reports.

7b) Staff Report THPL-002 re: Bailey McDonald Literacy Fund

Motion No. 2020/10/05-12:

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

To receive the Staff Report THPL-002 re: Bailey McDonald Literacy Fund Plan for information, and to approve the 2021 Bailey McDonald Literacy Fund Plan in the amount of \$ 10,500.00.

8) Treasurer's Report:

8a) THPL-FIN-001 re 2021 Draft Library Board Budget

Motion No. 2020/10/05-13:

Moved by: Cathy McDonald and seconded by: Keith Donnelly

To receive the THPL-FIN-001 re 2021 Draft Library Board Budget for information. **CARRIED.**

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8b) THPL-FIN-002 re: Financial Update September, 2020

Motion No. 2020/10/05-14:

Moved by: Catherine Redden and seconded by Rosemary Kelleher-McLennan
To receive the Staff Report THPL-FIN-002 re: Financial Update September, 2020 for information. **CARRIED.**

8c) THPL-FIN-003 re: Gift Acceptance Policy OP-21 Amendment

Motion No. 2020/10/05-15:

Moved by: Catherine Redden and seconded by: Dorlene Lin
To receive the Staff Report THPL-FIN-003 re Gift Acceptance Policy OP-21 Amendment for information, and to approve the Gift Acceptance Policy OP-21. **CARRIED.**

8d) OP-22 Purchasing/Procurement of Goods and Services

Valerie Nesbitt provided verbal information regarding this policy which will be brought forward to the Governance Committee for further discussion.

9) Old Business:

Governance Committee Update/Meeting Minutes:

A Committee Meeting was held on September 21st 2020. A summary of the changes to policies were discussed, and the Policy Changes Chart has been updated to reflect these changes.

10) New Business: None.

11) Next Meetings:

The next Governance Committee Meeting will be on October 19th at 6:30pm. (Virtual)

The next Trent Hills Public Library Board meeting will be on November 9th at 6:30pm. (Virtual)

12) Adjournment:

Jennifer Marshall adjourned the meeting at 9:02pm.


Jennifer Marshall (Board Chair)


Brianne Parr
Children's Librarian/Assistant CEO