



Library Board Virtual Meeting
Monday January 18th 2021 at 6:30pm

Present:

Board:

Keith Donnelly (Vice Chair)
Catherine Redden (Council)
Rosemary Kelleher-MacLennan (Council)
Cathy McDonald
Dorlene Lin
Jen Lee

Staff:

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

Regrets:

Jennifer Marshall (Chair)

1) Welcome:

Keith Donnelly welcomed everyone to the meeting.

2) Call to Order:

The January 18th 2021 Virtual Board Meeting was called to order by Keith Donnelly at 6:34pm.

3) Approval of the Agenda:

Motion No. 2021/01/18-01:

Moved by: Catherine Redden and seconded by Cathy McDonald
To approve the Agenda. **CARRIED.**

4) Declaration of Conflicts of Interest:

None.

5) a) Approval of the Library Board Minutes of November 9th 2020:

Motion No. 2021/01/18-02:

Moved by: Rosemary Kelleher-MacLennan and seconded by: Dorlene Lin
To accept the November 9th 2020 Minutes. **CARRIED.**

5) b) Approval of the Library Board special closed session held January 14th 2021:

Motion No. 2021/01/18-03:

Moved by: Rosemary Kelleher-MacLennan and seconded by: Dorlene Lin
To accept the January 14th 2021 closed session minutes. **CARRIED.**



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6) Presentation: None.

7) Librarian's Report:

7 a) Staff Report THPL-CEO-2021-001 Librarian's Report November/December 2020

Motion No. 2021/01/18-04:

Moved by: Catherine Redden and seconded by: Dorlene Lin
To receive the Programming, Tri-County Meeting, Circulation/Statistics, Fines/Fees, and Kanopy updates for information. **CARRIED.**

Motion No. 2021/01/18-05:

Moved by: Rosemary Kelleher-MacLennan and seconded by: Dorlene Lin
To receive the Hastings Branch Update for information.
To approve the additional cost of \$ 508.50 for Palmeiri to attend the Hastings Branch Library to complete the installation of the circulation desk and that cost be funded from the Library General Reserve.

7 b) Staff Report THPL-CEO-2021-002 re: Bailey McDonald Literacy Fund Update for the period of September 1 to December 31, 2020

Motion No. 2021/01/18-06:

Moved by: Jen Lee and seconded by: Cathy McDonald
That Staff Report THPL-CEO-2021-002 re: Bailey McDonald Literacy Fund Update for the period of September 1 to December 31, 2020 be received for information. **CARRIED.**

8) Treasurer's Report:

THPL-FIN-2021-001 Financial Update December, 2020

A discussion was held regarding the book budget. The amount has remained the same for many years, and with the increasing costs of books this may need to be considered. The Assistant CEO will investigate the book budgets of other libraries similar in size/population, and if possible the frequency of increases to this budget area. Additional online resources have been purchased for 2021, and this will also be taken into consideration.

Motion No. 2021/01/18-07

Moved by: Dorlene Lin and seconded by: Catherine Redden
To receive the Treasurer's Report THPL-FIN-2021-001 Financial Update December, 2020. **CARRIED.**

9) Old Business:

None discussed.



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10) New Business:

a) Provincial Lockdown – Update

The Assistant CEO shared an update regarding curbside services. Hours will remain the same to offer continuity to patrons and the community. This will be reassessed in two weeks' time to determine if hours should be adjusted. The Assistant CEO and Branch Supervisors are currently working on a Staff Training Plan with focus to the new online resources. These will be held virtually for all staff, with hands on activities, and follow up. The training and public promotion of these resources will be an important focus during this time. Collection assessment, and additional staff training opportunities through SOLS will also be a focal point during the lockdown. Outreach to patrons through phone calls to check in, to ensure they are informed of curbside services will also be a priority. The Assistant CEO and Branch Supervisors are currently working on developing/updating Library Procedures. Upon completion these will be shared with the Governance Committee.

10) b) Ontario Library Association Super Conference 2021

The Assistant CEO shared that the upcoming annual conference will be held virtually this year from February 2-6. The Assistant CEO as well as the Hastings Branch Supervisor have registered for the event, and will attend workshops throughout the week that are in the best interest of the Library. There will be over 120 workshops, as well as author spotlight sessions. Information for all workshops will be recorded and the content available until August 31st 2021. The Assistant CEO will contact the Ontario Library Association to inquire if there will be a "board boot camp" included this year.

12) Next Meetings:

The next Board Meeting is March 15th at 6:30 pm via Zoom.

The next Governance Committee Meeting is TBD.

12) Adjournment:

Keith Donnelly adjourned the meeting at 7:48pm.

Motion No: 2021/01/18-08:

Moved by: Dorlene Lin and seconded by: Rosemary Kelleher-MacLennan to adjourn the meeting.


Keith Donnelly (Vice Chair)


Brianne Parr
Children's Librarian/Assistant CEO