



Library Board Virtual Meeting
Monday June 21st 2021 at 6:30pm

Present:

Board:

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

Staff:

Brianne Parr (Acting CEO)
Patrick Muldoon (Warkworth Branch Supervisor)
Jenny Madden (Hastings Branch Supervisor)

Regrets:

Cathy MacDonald

1) Welcome:

Jennifer Marshall welcomed everyone to the meeting.

2) Call to Order:

The June 21st 2021 Virtual Board Meeting was called to order by Jennifer Marshall at 6:30pm.

3) Declaration of Conflicts of Interest:

None.

4) Approval of the Agenda:

Addition to add #11 Closed Session to the agenda.

Motion No. 2021/06/21-01:

Moved by: Jen Lee
Seconded by: Keith Donnelly
To approve the Agenda. **CARRIED.**

5) Board Correspondence:

None.

6) Presentation:

None.



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7) Approval of the Library Board minutes held May 17th 2021.

Motion No. 2021/06/21-02:

Moved by: Jen Lee

Seconded by: Rosemary Kelleher-MacLennan

That the minutes of the May 17th 2021 meeting be accepted. **CARRIED.**

8) Treasurer's Report:

a) THPL-FIN-2021-007 Financial Report June 21, 2021.

Motion No: 2021/06/21-03

Moved by: Dorlene Lin

Seconded by: Rosemary Kelleher-MacLennan

That Treasurer's Report THPL-FIN-2021-007 Financial Report June 21st 2021 be received for information. **CARRIED.**

Motion No: 2021/06/21/04

Moved by: Catherine Redden

Seconded by: Keith Donnelly

That an amount of \$8,846.92 be transferred from the General Reserve to fund the 2021 PressReader expense. **CARRIED.**

9) Librarian's Report:

THPL-ACT-CEO-2021-005 Librarian's Report May 2021.

Motion No: 2021/06/21-05

Moved by: Rosemary Kelleher-MacLennan

Seconded by: Catherine Redden

That the Programming, COVID-19, Circulation/Statistics, and Fines and Fees updates be received for information. **CARRIED.**

Motion No: 2021/06/21-06

Moved by: Jen Lee

Seconded by: Dorlene Lin

To receive the Summer Position update for information.

For the Board Chair to contact HR to determine if this position is required to be posted.

To approve the extension of this position to be a total of 11 weeks, funded through the operating budget. **CARRIED.**

Motion No: 2021/06/21-07

Moved by: Catherine Redden

Seconded by: Keith Donnelly

Moving forward to incorporate 12 weeks in the operating budget for the summer student position. **CARRIED.**



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Motion No: 2021/06/21-08

Moved by: Jen Lee

Seconded by: Rosemary Kelleher-MacLennan

To receive the Equipment for Virtual Programming update for information.

To approve the purchase of equipment for virtual programming up to \$3,000 to be funded from the Library General Reserves. **CARRIED.**

Motion No: 2021/06/21-09

Moved by: Dorlene Lin

Seconded by: Keith Donnelly

To receive the Mobile Book Display for the Hastings Branch update for information.

To purchase the 4 sided mobile book display for the Hastings Branch with a total cost of \$1,874.67 (including tax and shipping) to be funded from the Library General Reserves. **CARRIED.**

10) Old Business:

a) IT Services

The Acting CEO has reached out in two separate emails to the Municipal IT regarding the transition of IT Library services, as well as the Hastings Branch Supervisor regarding an IT issue, and have received no response. It was suggested that the Acting CEO reach out to CAO Lynn Phillips.

b) HR-04: Vacation, Statutory Holidays and Leave

Amendments to this policy as discussed at the April 29th 2021 Governance Committee meeting will be held for information until the next Governance Committee meeting in September 2021.

c) Overdue Fines

The Acting CEO and Branch Supervisors spoke to overdue fines, and how not charging these fees during this time has continued to make a positive impact on our patrons and community, and has also not resulted in an increase of overdue materials. The recommendation from the Acting CEO is to remain fine free for the remainder of 2021.

Motion No:

2021/06/21-10

Moved by: Jen Lee

Seconded by: Dorlene Lin

That the Trent Hills Public Library remain fine free of overdue material charges until January 2022. **CARRIED.**



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10) New Business:

a) Orientation checklist for new CEO

The Library Board, and Acting CEO will cover the orientation for the new CEO. A checklist has been developed with points covered regarding the Municipality, Library and OLS.

b) OP-04 Circulation (non-resident fees)

Non-Resident fees are currently a cost of \$55.00 for a year and \$25.00 for six months. It was discussed that this amount should be amended to be financially consistent.

Motion No: 2021/06/21-11

Moved by: Dorlene Lin

Seconded by: Rosemary Kelleher-MacLennan

To amend the OP-04 Circulation Section 1: Library Membership and Borrowing

2) Out of town membership fee to be \$50.00 per year or \$25.00 for a six month term.

CARRIED.

11) Closed Session:

Move into a closed session to discuss personnel matters regarding identifiable individuals at 7:30pm.

Rise and Report 8:46pm

Moved by: Jennifer Marshall

Seconded by: Dorlene Lin

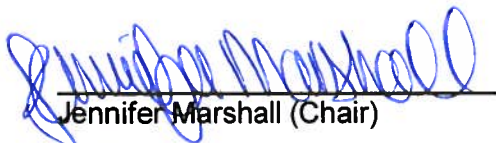
All recommendations made in closed session to proceed as directed by the Board. **CARRIED.**

12) Next Meetings:


The next Library Board Meeting is September 20th 2021.

The next Governance Committee Meeting is TBD.

13) Adjournment: Chair Jennifer Marshall adjourned the meeting at 8:50pm



Jennifer Marshall (Chair)



Graeme Peters
Chief Librarian & CEO