

*Minutes for Shelburne Public Library Board Meeting
Tuesday, May 17, 2022*

Present: Geoff Dunlop Shane Hall James Hodder
 Gail Little Margaret Mercer Patricia Clark
 Sharon Martin

Also Present: Rose Dotten, CEO/ Head Librarian

Absent: Mikal Archer

The participants met on-line through the Zoom platform due to the COVID-19 Pandemic.

The Chair, Geoff Dunlop, called the meeting to order at 7:00 P.M. and stated some guidelines for the meeting.

Participants were to mute themselves when not speaking. Rose/Geoff to stay unmuted to recognize members.

Participants were to raise their hands to ask questions or comment and wait to be recognized.

Participants were to raise their hands to vote on motions.

Reading of Land Acknowledgement:

“We would like to acknowledge the traditional territory of the Anishinaabe including the Ojibway, Potawatomi and Chippewa and the People of the Three Fires Confederacy.”

Motion 25-22 P. Clark, S. Martin

In accordance with a previous motion approved by the SPL Board that members can participate in a virtual meeting;

Be it resolved that the Board now hold a virtual meeting for all board members not able to be physically present due to COVID-19 restrictions.

Carried

Motion 26-22 J. Hodder, M. Mercer

Be it resolved that we approve the Agenda of the May 17, 2022, meeting.

Carried

Motion 27-22 G. Little, P. Clark

Be it resolved that we approve the minutes of the board meeting dated April 19, 2022.

Carried

Motion 28-22 S. Martin, J. Hodder

Be it resolved that we approve the Accounts Payable Register for April, 2022, with invoices and payments in the amount of \$37,639.15.

Carried

CEO/ Head Librarian's Report:

- **Statistics—Including Social Media and e-resources**

Since we are using both curbside and in-house systems and e-resources, we have developed a different format for reporting our statistics. Attached is a summary of the Monthly Statistics for April, 2022. Our circulation statistics are steadily increasing and include both in-library and curbside circulation.

- **Programming**

- **Children's Programming**

We started our first in-person Story Time on May 1, 2022.

We have started Lego Challenges in-person for children every Wednesday from 3:30 – 4:30

On Thursday nights, we have Sleepy Story time and we will be alternating between Britt and Emma, on-line.

- **Tween and Teen Programming**

For the Teens and Tweens, our new program called ***Booking It*** features a weekly book club and crafts. We are excited to welcome 20 registrants already and are hoping for more.

- **Adult Programming** –As a result of the survey we sent out showing a lot of interest, we have resumed “Rose’s Book Club” in person. This is a continuation of Rose’s Book Club which had been curtailed because of Covid issues. Our first Book Club was held on Tuesday, April 26, 2022, at 2 pm with 9 in attendance.

- **Business**

- **Town of Shelburne Parks and Recreation Plan**

The letter dated April 4, 2022, which was circulated to the board prior to the last meeting, was sent to the Town Council. The thrust of the letter was asking for the library to be part of the discussions around the Master Parks and Recreation Plan, having pointed out that the Library as an essential community service should also be involved in discussion of future vision, growth and facility planning of the planning process for the new Parks and Recreation Plan.

- **Ongoing Library Protocols**

As of March 21, 2022, pursuant to the protocols established by the Province of Ontario, patrons were allowed to be in the library without masks but staff have continued to wear masks.

Motion 29-22 S. Hall, M. Mercer

Be it resolved that SPL continue to provide programming and support to its patrons to provide online service, programming, resources, support and communication;

Be it further resolved that the SPL Board approve the recommendation to continue and maintain current staffing as modified by the CEO;

Be it further resolved that these recommendations be reviewed at the next scheduled Board meeting on September 20, 2022.

Carried

- **In Camera session – Not required**

Motion 30-22 S. Martin, G. Little

That we now adjourn at 7:31 p.m., to meet again September 20, 2022, at 7 pm., or at call of the Chair.

Carried

*Minutes for Shelburne Public Library Board Meeting
Tuesday, July 19, 2022*

Present: Geoff Dunlop Mikal Archer James Hodder
 Gail Little Margaret Mercer Patricia Clark
 Sharon Martin

Also Present: Rose Dotten, CEO/ Head Librarian

Absent: Shane Hall

The participants met on-line through the Zoom platform due to the COVID-19 Pandemic.

The Chair, Geoff Dunlop, called the meeting to order at 7:00 P.M. and stated some guidelines for the meeting.

Participants were to mute themselves when not speaking. Rose/Geoff to stay unmuted to recognize members.

Participants were to raise their hands to ask questions or comment and wait to be recognized.

Participants were to raise their hands to vote on motions.

Reading of Land Acknowledgement:

“We would like to begin by respectfully acknowledging that the Town of Shelburne resides within the traditional territory and ancestral lands of the Anishinaabe including the Ojibway, Potawatomi, Chippewa and the People of the Three Fires Confederacy.

These traditional territories upon which we live, work, play and learn are steeped in rich Indigenous history and traditions. It is with this statement that we declare to honour and respect the past and present connection of Indigenous peoples with this land, its waterways and resources.”

Motion 31-22 J. Hodder, P. Clark

In accordance with a previous motion approved by the SPL Board that members can participate in a virtual meeting;

Be it resolved that the Board now hold a virtual meeting for all board members not able to be physically present due to COVID-19 restrictions.

Carried

Motion 32-22 M. Mercer, G. Little

Be it resolved that we approve the Agenda of the July 19, 2022, meeting.

Carried

Business

○ **Town of Shelburne Parks and Recreation Plan—CAO response to Board request**

Denyse Morrissey advised us that the Consultants hired by the Town to develop the Parks and Recreation plan would be available to meet with the SPL Board to discuss the process and obtain

feedback as well. The Board requested that we write the Consultants and ask for a set of questions in advance that they would be asking the feedback groups. The Board agreed to hold a special one Agenda item and meet with the Consultants via Zoom on Tuesday, August 16, 2022.

- **BDO draft financial statements**

All the board members were sent copies of the documents provided by BDO relating to the financial statements for the year ended, December 31, 2021.

Motion 33-22 M. Archer, P. Clark

Be it resolved that the Shelburne Public Library Board approve the draft financial statements for the year 2021 as prepared by BDO and circulated.

Carried

- **New Sign for Library**

CEO, Rose Dotten, discussed the proposal by Raynbow Signs for the LED sign for the Library. The proposal draft diagram and financial details were sent to Board members prior to the meeting. The Treasurer, Gord Gallagher, CEO, Rose Dotten, and the Technical Services Librarian, Jade Wyse, drove to the Raynbow place of business and previewed samples of the materials and the designs the company had created for other organizations and businesses. The work and samples provided were outstanding and it was agreed that the proposed design would work well in keeping with our heritage building.

Motion 34-22 M. Mercer, S. Martin

Be it resolved that the SPL Board approve the expenditures for the LED sign as attached. In addition, costs for electrical installation will be added to project costs. The funds for this project are to be accessed from the Special Project Funds and therefore there are no budgetary implications.

Carried

- **In Camera session – Not required**

Motion 35-22 M. Archer, P. Clark

That we now adjourn at 7:48 p.m., to meet again August 16, 2022, at 7 pm., or at call of the Chair.

Carried

*Minutes for Shelburne Public Library Board Meeting
Tuesday, August 16, 2022*

Present: Geoff Dunlop James Hodder Gail Little
Margaret Mercer Patricia Clark

Also Present: Rose Dotten, CEO/ Head Librarian

Guests: Tracey McQueen, and Jennifer Reynolds—Consultants, MGA McQueen-Galloway Associates

Absent: S. Hall, M. Archer, S. Martin

The participants met on-line through the Zoom platform due to the COVID-19 Pandemic.

The Chair, Geoff Dunlop, called the meeting to order at 7:00 P.M. and stated some guidelines for the meeting.

Participants were to mute themselves when not speaking. Rose/Geoff to stay unmuted to recognize members.

Participants were to raise their hands to ask questions or comment and wait to be recognized.

Participants were to raise their hands to vote on motions.

Reading of Land Acknowledgement:

“We would like to begin by respectfully acknowledging that the Town of Shelburne resides within the traditional territory and ancestral lands of the Anishinaabe including the Ojibway, Potawatomi, Chippewa and the People of the Three Fires Confederacy.

These traditional territories upon which we live, work, play and learn are steeped in rich Indigenous history and traditions. It is with this statement that we declare to honour and respect the past and present connection of Indigenous peoples with this land, its waterways and resources.”

Motion 36-22 M. Mercer, P. Clark

In accordance with a previous motion approved by the SPL Board that members can participate in a virtual meeting;

Be it resolved that the Board now hold a virtual meeting for all board members not able to be physically present due to COVID-19 restrictions.

Carried

Motion 37-22 G. Little, J. Hodder

Be it resolved that we approve the Agenda of the August 16, 2022, meeting.

Carried

Business

- **Town of Shelburne Culture, Parks and Recreation Plan**

Tracey McQueen and Jennifer Reynolds—Consultants, MGA McQueen-Galloway Associates, attended the Zoom meeting with the Library Board.

Attached is a Document entitled “Future Planning—Town of Shelburne Parks and Recreation Services”.

This document is the result of the notes made by the CEO and staff prior to the meeting with the additional information discussed at the meeting with the Library Board, the CEO, and the Consultants.

- **In Camera session – Not required**

- **Next Meeting**

The next meeting will be an in-person meeting at the Library—the first since COVID. In order to address COVID protocols, it will be held in the KTH room to provide distancing opportunities.

Motion 38-22 P. Clark, J. Hodder

That we now adjourn at 8:04 p.m., to meet again September 20, 2022, at 7 pm., or at call of the Chair.

Carried

*Minutes for Shelburne Public Library Board Meeting
Tuesday, September 20, 2022*

Present: Geoff Dunlop James Hodder Gail Little
Margaret Mercer Patricia Clark Sharon Martin

Also Present: Rose Dotten, CEO/ Head Librarian

Absent: Shane Hall, Mikal Archer

The participants met for the first time in an “in-person” meeting since the Covid pandemic began.

The Chair, Geoff Dunlop, called the meeting to order at 7:00 pm, September 20, 2022.

Reading of Land Acknowledgement:

“We would like to begin by respectfully acknowledging that the Town of Shelburne resides within the traditional territory and ancestral lands of the Anishinaabe including the Ojibway, Potawatomi, Chippewa and the People of the Three Fires Confederacy. These traditional territories upon which we live, work, play and learn are steeped in rich Indigenous history and traditions. It is with this statement that we declare to honour and respect the past and present connection of Indigenous peoples with this land, its waterways and resources.”

Motion 39-22 P. Clark, J. Hodder

Be it resolved that we approve the Agenda of the September 20, 2022, meeting.

Carried

Motion 40 -22 S. Martin, M. Mercer

Be it resolved that we approve the minutes of the board meetings dated May 17, 2022, July 19, 2022, and, August 16, 2022.

Carried

Motion 41-22 G. Little, M. Mercer

Be it resolved that we approve the Accounts Payable Register for May, 2022, with invoices and payments in the amount of \$43,284.39.

Be it resolved that we approve the Accounts Payable Register for June, 2022, with invoices and payments in the amount of \$29,116.19.

Be it resolved that we approve the Accounts Payable Register for July , 2022, with invoices and payments in the amount of \$29,434.00.

Be it resolved that we approve the Accounts Payable Register for August, 2022, with invoices and payments in the amount of \$54,454.06.

Carried

CEO/ Head Librarian's Report:

- **Statistics—Including Social Media and e-resources**

Since we are using both curbside and in-house systems and e-resources, we have developed a different format for reporting our statistics. Attached is a summary of the Monthly Statistics for May, June, July and August, 2022. Our circulation statistics are steadily increasing and include both in-library and curbside circulation, although curbside is not that common now.

- **Programming**

- **Children's Programming Summer Reading Program**

This summer again, we had a supper exciting and engaging program for the children (and their families) in the community. We added new programs such as STEM which proved so successful that we are running it every other Friday afternoon.

- **Tween and Teen Programming** was also a hit as we ran a Book Club called Booking It which had a steady participation throughout the summer.

- **Adult Programming** Our Adult book club which resumed in April has a steady draw of between 10 and 15 participants. It's a great place to engage socially and enjoy a wide variety of genres. As an aside, several of the members who were new to town found this of great benefits so we are delighted it fills that need as well.

- **Events**

- **Jason George, wildlife photographer"**

Jason will be with us on Sunday, September 25, 2022 at 2:00 pm and we look forward to seeing his magical and exciting photographs of birds and animals, many naturally in their habitat.

- **Hugh Brewster and Laurie McGaw:**

We're delighted to host Hugh with his wonderful new book, The Unsinkable Lucille illustrated by Laurie at our Library Literary event on Sunday, November 6, 2022. We are quite excited to be resuming our very popular literary events as they are very well attended.

- **Bench:**

The memorial bench in memory of Gary Corlett has been installed and we are planning a dedication ceremony just prior to the Library Literary event on November 6, 2022.

- **Sign – update**

At this point, all the paperwork has been done and we will be awaiting building permits from Dufferin County so work can progress on the actual structure.

- **Silent Auction – Saturday, December 3, 2022**

The very popular and much requested Silent Auction will be held for the first time since the pandemic. We are preparing letters of request for items as well as posters etc., for distribution. It will be another fun event with lots of potential gifts for the holiday season.

- **Intern student from Mohawk College**

We are fortunate to have as an intern through Mohawk College and their Library Technician program. Rayne Armstrong from Orangeville will be with us till January, 2023.

- **Co-op Student from CDDHS**

We are very fortunate also to have Elizabeth Winter as a co-op student from the high school with us till January. Elizabeth comes to us from a patron family with lots of connections to our library. Her sister Rachel worked for us for several years on a part-time basis.

Business

- **In Camera session – Not required**

Motion 42-22 M. Mercer, G. Little

That we now adjourn at 8:04 p.m., to meet again November 15, 2022, at 7 pm., or at call of the Chair.

Carried