

*Minutes for Shelburne Public Library Board Meeting
Tuesday, March 16, 2021*

Present: Geoff Dunlop Margaret Mercer Shane Hall
Paul Barclay James Hodder Gail Little
Patricia Clark

Also Present: Rose Dotten, CEO/ Head Librarian

Regrets: Mikal Archer, Sharon 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.

- a) Participants were to mute themselves when not speaking. Rose/Geoff to stay unmuted to recognize members.
- b) Participants were to raise their hands to ask questions or comment and wait to be recognized.
- c) Participants were to raise their hands to vote on motions.

Motion 08-21 P. Clark, M. Mercer

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 09-21 J. Hodder, G. Little

Be it resolved that we approve the amended Agenda of the March 16, 2021, meeting.

Carried

Motion 10-21

Be it resolved that we approve the minutes of the board meeting dated February 16, 2021.

Carried

Motion 11-21 J. Hodder, P. Barclay

Be it resolved that we approve the Accounts Payable Register for February, 2021, with invoices and payments in the amount of \$27,473.98.

Carried

CEO/ Head Librarian's Report:

- **Correspondence**

Rose read part of a letter received from Dr. Aila Dela Cruz in February. She stated her "thanks

for the wonderful work you do for the community.” It is gratifying to receive acknowledgement such as this of the work that we do for the community. There have been quite a number of patrons who have expressed their appreciation.

- **Statistics**

The statistics for active circulation are not available, as the Library has been closed since March 15, 2020. However, Rose presented a verbal report outlining Statistics relating to Curbside Pickup for February, 2021. We circulated approximately 2300 items, and additionally, approximately 1160 more items through Overdrive and Libby (e-books and audio books).

- **Verbal/anecdotal Social Media Outreach**

Rose also presented anecdotal information about the Social Media Outreach for the library including statistics for E-Resource use which included the fact that Press Reader is very popular with over 258 issues opened. Although this is an expensive resource, we are finding it is well used.

Other statistics: Library News sent – 8848

Facebook - Total post engagement current month - 396

Instagram – posts, 414 Followers

Video watches (YouTube) - 282 Subscribers -

Ancestry.ca searches – 7 searches

Twitter – 270 followers

- **Programming**

- **Children’s Programming**

Our children’s programming continues with Story time and crafts on Friday morning. Families pick up a bag containing the craft materials for the month at curbside along with their books. In February, 2021, over 70 craft kits were distributed. We also post new Lego Challenges for children every Wednesday and encourage interaction through social media. On Thursday nights, we have Sleepy Story time and on Mondays, the Community Readers program is geared to children.

- **Teen Programming**

For the Teens, we have a weekly Make and Take Video and craft supplies to make the craft. The “Craft Supply” bags are also distributed monthly and include all the supplies needed to make the craft. Rose said to encourage everyone to watch these as the Crafts are fun and engaging.

- **Adult Programming**

Jade and Rose are featured in a Video clip every Tuesday. They outline some new aspect of the library resources and talk about two books they have read during the week. There is also a new adult reading Challenge on Beanstack for the winter months.

- **March Break Programming**

There are many plans in the works for the March Break (whenever it will be) Programming, with something planned for every day. At the next meeting, Rose will outline the various activities that are being planned.

As seen in the statistics presented, we have an extensive email list (approximately 2000) of our adult Newsletter and Rose consistently has the Newspaper article in the Shelburne Free Press... thanks to their support.

Motion 12-21 M. Mercer, S. Hall

Be it resolved that the SPL Board receive the librarian's report as presented by Rose Dotten.

Carried

Business

- **Fines**

Rose gave more information concerning the current library issue relating to not charging fines for overdue materials. The explanatory sheet provided to the Board is attached.

Motion 13/21 G. Little, P. Barclay

Be it resolved that the SPL Board, in accordance with its core values that we should deliver services and materials in a way that is equitable, accessible and inclusive to all community members, institutes a fine-free policy effective April 1, 2021.

Carried

- **Ceiling Light Fixtures**

Rose explained that all of the light fixtures in the library are in the process of being changed to LED lights. She has also arranged with the cleaning company to have all of the fixtures cleaned while we are waiting for the ballasts to be replaced. As a result, there are very few working lights in the library at this time.

- **Ongoing Library Protocols**

Discussion ensued again about the logistics of opening the library for in-library browsing. With the number of active cases rising, this does not seem to be the time to do that.

Motion 14 -21 P. Clark, S. Hall

Be it resolved that SPL continue to provide programming and support to its patrons to provide online service, programming, resources, support and communication, at the discretion of the CEO;

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 April 20, 2021.

Carried

- **In Camera session -- Not required**

Motion 15-21 G. Little, J. Hodder

That we now adjourn at 7:52 p.m., to meet again April 20, 2021, at 7 pm., or at call of the Chair.

Carried