

*Minutes for Shelburne Public Library Board Meeting
Tuesday, April 20, 2021*

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

Also Present: Rose Dotten, CEO/ Head Librarian

Regrets: 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.

- 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 16-21 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 17-21 S. Martin, P. Barclay

Be it resolved that we approve the amended Agenda of the April 20, 2021, meeting.

Carried

Motion 18-21 J. Hodder, M. Mercer

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

Carried

Motion 19-21 M. Archer, P. Clark

Be it resolved that we approve the Accounts Payable Register for March, 2021, with invoices and payments in the amount of \$40,937.50.

Carried

CEO/ Head Librarian's Report:

- **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 March, 2021. We circulated approximately 2500 items, and additionally, approximately 1280 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 250 issues opened. Although this is an expensive resource, we are finding it is well used.

Other statistics: Library News sent – 7036

Facebook - Total post engagement current month - 544

Instagram – 443 Followers

Video watches (YouTube) - 336 Subscribers -

Ancestry.ca searches – 55 searches

Twitter – 269 followers

Pebble Go 31 and 7 articles

- **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 March, 2021, over 75 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. There was also a Lego challenge for which submissions were very creative and demonstrated that children were engaged.

- **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. In March, there were 22 teens involved in these programs.

- **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.

- **Spring Break Programming**

There were many plans for the Spring Break Programming, with something planned for every day.

The events were as follows:

	Monday, April 12 th	Tuesday, April 13 th	Wednesday, April 14 th	Thursday, April 15 th	Friday, April 16 th	Saturday, April 17 th
Children	Scientist in Situ- Colour My World	Spring Time Slime	LEGO Build Challenge	Sleepy Story Time	Story Time	Scientist in Situ- Good Clean Fun
Teens	Virtual Escape Room	Among Us Group Game	DIY Smore Cookie Dough	Galaxy Painting Tutorial	DIY Face Mask	

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.

Business

- **Ceiling Light Fixtures**

Rose explained that all of the light fixtures in the library have now been changed to LED lights. The cleaning company cleaned all of the fixtures while we were waiting for the ballasts to be replaced. Everything was installed last week, and they are wonderful. It was a great project to be done while patrons are not in the library.

- **Ongoing Library Protocols**

Due to the most recent lockdown ordered on April 16, 2021, the library will continue to remain closed for physical browsing but the porch pick-up service is continuing.

Motion 20 -21 J. Hodder, P. Barclay

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 May 18, 2021.

Carried

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

Motion 21-21 S. Martin, G. Little

That we now adjourn at 7:38 p.m., to meet again May 18, 2021, at 7 pm., or at call of the Chair.

Carried