

*Minutes for Shelburne Public Library Board Meeting
Tuesday, May 18, 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

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 22-21 M. Mercer, S. Hall

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 23-21 P. Clark, J. Hodder

Be it resolved that we approve the amended Agenda of the May 18, 2021, meeting.

Carried

Motion 24-21 M. Archer, P. Barclay

Be it resolved that we approve the minutes of the board meeting dated April 20, 2021.

Carried

Motion 25-21 G. Little, S. Martin

Be it resolved that we approve the Accounts Payable Register for April, 2021, with invoices and payments in the amount of \$34,225.90.

Carried

CEO/ Head Librarian's Report:

○ **Statistics**

The statistics for active circulation are not available, as the Library facility has been closed for in-house browsing since March 15, 2020. However, Rose presented a verbal report outlining Statistics relating to Curbside Pickup for April, 2021. We circulated approximately 2700 items, and additionally, approximately 1300 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 274 issues opened. Although this is an expensive resource, we are finding it is well used.

Other statistics: Library News sent – 10,544

Facebook - Total post engagement current month - 398, and Likes 824

Instagram – Followers 471

Video watches (YouTube) - 817 Subscribers - 71

Ancestry.ca searches – 55 searches

Twitter – 268 Engagement 70

Mango Languages - 5

○ **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 April, 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 and thoroughly participating weekly.

○ **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.

○ **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 continuing adult reading Challenge on Beanstack.

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.

○ **In memoriams.**

Discussion ensued as to how to appropriately recognize and honour bequests and in memoriam donations as well as other donations made for specific purposes, such as the new sign. Since this discussion arose out of an information item, it was felt that we should add this as an

agenda item for next month in order to enable us to thoughtfully consider the process and develop a protocol.

Business

- **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 26 -21 P. Clark, S. Martin

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 June 15, 2021.

Carried

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

Motion 27-21 G. Little, J. Hodder

That we now adjourn at 7:36 p.m., to meet again June 15, 2021, at 7 pm., or at call of the Chair.

Carried