

*Minutes for Shelburne Public Library Board Meeting
Tuesday, June 15, 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 28-21 M. Mercer, J. Hodder

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 29-21 P. Barclay, P. Clark

Be it resolved that we approve the amended Agenda of the June 15, 2021, meeting.

Carried

Motion 30-21 J. Hodder, G. Little

Be it resolved that we approve the minutes of the board meeting dated May 18, 2021.

Carried

Motion 31-21 P. Clark, J. Hodder

Be it resolved that we approve the Accounts Payable Register for April, 2021, with invoices and payments in the amount of \$37,051.21.

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 May, 2021. We circulated approximately 2600 items, and additionally, approximately 1210 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 246 issues opened. Although this is an expensive resource, we are finding it is well used.

Other statistics: Library News sent – 10,522

Facebook - Total post engagement current month - 192, and Likes 828

Instagram Followers 483

Video watches (YouTube) - 428 Subscribers - 72

Twitter – 267 Engagement

- **Presentation to Diversity, Equity and Inclusion Committee of Town of Shelburne**

On June 17, 2021, Rose and Jade will be providing an over view of Shelburne Public Library's commitment to Diversity, Equity and Inclusion under the broad headings of Collections, Programs and Service. The presentation will be a slide show documenting our Mandate, work we have done to date in this area and our ongoing commitment to collaboration and partnership. We are open to ongoing dialogue to ensure that we are meeting the needs of our entire community.

- **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 May 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. The staff are now taking registrations for the TD Summer Reading Program and starting to make all the craft kits for the summer program.

- **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.**

Rose presented a proposal for using the carved wooden sign that is part of the history of the library to document the contributions of patrons. The plan is to divide the sign into three parts; Bequests, In Memoriam, and Donor. The sign will be kept current by transferring the names to a donor book which will be on display in the library. The board decided that this was the direction we will follow to recognize our donors and show our gratitude for their commitment

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 32 -21 M. Archer, 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 July 5, 2021.

Carried

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

Motion 33-21 P. Clark, S. Martin

That we now adjourn at 7:49 p.m., to meet again July 5, 2021, at 7 pm., or at call of the Chair.

Carried

Minutes for Shelburne Public Library Board Meeting
Monday, July 5, 2021

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

Also Present: Rose Dotten, CEO/ Head Librarian; Gord Gallagher, Treasurer

Regrets: Sharon Martin, 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.

- 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 34-21 M. Mercer, J. Hodder

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 35-21 S. Hall, P. Clark

Be it resolved that we approve the amended Agenda of the July 5, 2021, meeting.

Carried

Business

• **BDO Draft Financial Statements**

The draft Financial Statements from BDO were presented to the board. Gord Gallagher, Treasurer, was also present at the Zoom meeting to answer any questions the board may have had.

Discussion ensued about some of the accounting practices that BDO uses, in particular those related to the amortization of capital assets and how it affects our surplus/deficit calculations.

Motion 36-21 P. Barclay, S. Hall

Be it resolved that the Shelburne Public Library Board approve the draft financial statements for the year 2020 as prepared by BDO and circulated.

Carried

- **Library Re-Opening Protocols**

The Board discussed the opening protocols for re-opening the library since the province has moved into Stage 2. Rose presented a Safety and Opening Protocol which covers all aspects as outlined by the WDG Health Unit and Government dictates. There was discussion about the need for taking individuals' temperatures, the screening process and status of vaccinations. She indicated the staff was excited to be welcoming our patrons back into the library and doing it in a safe and welcoming manner. She had also mentioned the checklist of tasks for staff and responsibilities assigned to ensure we are ready! Shane Hall, one of our Board members, offered to set up a thermal heat sensor provided by KTH to unobtrusively screen patrons as they enter.

Motion 37-21 P. Clark, M. Mercer

Be it resolved that:

- a) the SPL be opened to the public effective Tuesday July 13, 2021, based on the protocols for Stage 2 openings as mandated by the Provincial government;
- b) the SPL maintain sufficient staffing necessary to implement the protocols, details of which to be determined and modified by the CEO as required;
- c) the SPL continue to provide programming and support to its patrons to provide online service, programming, resources, support and communication;
- d) these recommendations be reviewed at the next scheduled Board meeting on September 21, 2021, or at a meeting called by the chair.

Carried

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

Motion 38-21 S. Hall, G. Little

That we now adjourn at 8:10 p.m., to meet again September 21, 2021, at 7 pm., or at call of the Chair.

Carried