

*Minutes for Shelburne Public Library Board Meeting
Tuesday, November 17, 2020*

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

Also Present: Rose Dotten, CEO/ Head Librarian, and Gordon Gallaugh, Treasurer

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 59-20 P. Clark, 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 60-20 S. Martin, P. Barclay

Be it resolved that we approve the Agenda of the November 17, 2020, meeting.

Carried

Motion 61-20 M. Mercer, M. Archer

Be it resolved that we approve the minutes of the board meeting dated October 20, 2020.

Carried

Motion 62-20 M. Archer, M. Mercer

Be it resolved that we approve the Accounts Payable Register for October, 2020, with invoices and payments in the amount of \$31,726.94.

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 October, 2020. We circulated approximately 1995 items, and additionally, over 970 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 185 issues opened. Although this is an expensive resource, we are finding it is well used.

Other statistics: Library News sent –8839

Facebook - total engagement –current month -591

Instagram – posts 51, Followers 252

Video watches - 380

- **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. 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 an adult reading Challenge on Beanstack and we are just winding that down for this time period and will announce a winner shortly. We will be starting new challenges for the winter months.

- **Community Readers**

The Community Readers initiative is drawing great response. These story-time readings by local individuals are posted on the Library YouTube channel. So far, some of the people reading are Rose, Bella Carter, Steve Anderson—Deputy Mayor, Geoff Dunlop—Chair SPL, Gord Gallagher, Ed Crewson, Alethia O’Hara Stephenson, Alex McLellan, Amir Mojallali, Althea Casamento, Noni Thomas, Andrew & Juli-Anne James, and several others are lined up for future sessions. We create and edit all the videos in house and are quite pleased with the outreach of these to our community.

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: 63-20 **G. Little, S. Hall**
that the SPL receive the report as presented by the CEO.

Carried

Business

- **2021 Draft Budget**

Gordon Gallagher, Treasurer, of the Shelburne Public Library, was present at the meeting and went through the budget, line by line, and answered questions posed by the Board.

Motion: 64-20 P. Barclay, S. Martin

To approve the 2021 Budget as present, with a total municipal contribution \$359,017.00 with a total budget of \$413,550.00.

Carried

The Budget will be sent to the Municipal Treasurers together with a separate document informing them of some of COVID-related budget implications.

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

- **Stage 3 Opening/Protocols**

Discussion ensued again about the logistics of opening the library for in-library browsing. With the number of active case rising, this does not seem to be the time to do that. However, certainly in the New Year, giving a short time for "holiday cases" to peak, it is certainly a strong consideration that we do so.

Motion 65-20 J. Hodder, P. Clark

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 December 15, 2020.

Carried

Motion 66-20 S. Hall, P. Clark

That we now adjourn at 8:05 p.m., to meet again December 15, 2020, at 7 pm., or at call of the Chair.

Carried