

*Minutes for Shelburne Public Library Board Meeting  
Tuesday, December 21, 2021*

**Present:** Geoff Dunlop                      Mikal Archer                      James Hodder  
                 Gail Little                      Margaret Mercer                      Patricia Clark

**Also Present:**                      Rose Dotten, CEO/ Head Librarian

**Regrets:**                      Shane Hall, 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 58-21                      J. Hodder, 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 59-21                      M. Mercer, M. Archer**

Be it resolved that we approve the Agenda of the December 21, 2021, meeting.

**Carried**

**Motion 60-21                      G. Little, J. Hodder**

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

**Carried**

**Motion 61-21                      M. Archer, P. Clark**

Be it resolved that we approve the Accounts Payable Register for November, 2021, with invoices and payments in the amount of \$29,104.43.

**Carried**

## CEO/ Head Librarian's Report:

- **Statistics—Including Social Media and e-resources**

Since we are using both curbside and in-house systems and e-resources, we have developed a different format for reporting our statistics. Attached is a summary of the Monthly Statistics for November, 2021. Our circulation statistics are steadily increasing and include both in-library and curbside circulation.

As seen in the statistics presented, we have an extensive email list (approximately 2,500) of our adult Newsletter and Rose consistently has the Newspaper article in the Shelburne Free Press... thanks to their support.

- **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.

- **Teen Programming**

For the Teens, we have had 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 necessary to make the crafts.

**NEW – January 2022** – we will be starting a new program called **Booking It** which will feature a weekly book club and crafts for our Tweens and Teens. We're excited to welcome 15 registrants already and are hoping for more.

- **Adult Programming** – Rose and Jade are working on some plans for the new year which may include an adult Zoom book Club. This would be an extension of Rose's Book Club which has been curtailed because of Covid issues.

## Business

- **Year-end motions required by Treasurer**

The Treasurer requires certain motions to be passed at the end of the year, which are required by the accounting firm that finalizes the Board's books.

## Motion 62-21            M. Archer, G. Little

That the Board move the following motions:

1. That the Treasurer be authorized to transfer the amount of \$16,738.44, from the Building Reserve to cover the costs of the lights retrofit;
2. That the Treasurer be authorized to transfer the amount of \$1,500.00 from Special Projects Reserve to cover the costs for summer student wage subsidy;
3. That the Treasurer be authorized to transfer an additional amount of \$3,085.00 from Building Reserve fund for electrical work re light retrofit;
4. That the Treasurer be authorized to transfer sufficient funds from Collections Reserve to address any additional expenditure on collections over the budgeted \$55,000.; and,
5. That the Treasurer be authorized, at year end, to transfer any operating surplus/deficit to/from the operating reserve, sufficient to bring income/expense statement into zero balance.

- **Christmas Honorariums for staff**

**Motion: 63-21            M. Mercer, J. Hodder**

Resolved that the SPL Board provide Christmas Honorariums in an amount not to exceed \$600.00.

**Carried**

- **Library Closing Dates over Christmas/New Year's holidays**

The Board was told that the Library would be closed/open the following dates:

Closed – December 24 to December 27/21 inc.;

Open –December 28, 29, and 30

Closed—December 31/21, January 1/22, to re-open Monday, January 3/22.

- **Donor Sign**

Rose presented another rough draft of a possible sign to be placed in the library showing names of donors over the past 3 years. Rose also pointed out some of the issues that could arise from such a list, such as donors not wanting their names on the sign, etc.

Rose has reported that she has called most of the donors to ensure that the name(s) on the Donor Sign reflect their wishes.

- **Land Acknowledgement**

Several board members brought forward the issue of reading a Land Acknowledgement before each meeting. Discussion ensued as to whether we should use the acknowledgement the Town of Shelburne uses. Rose obtained that information from Jennifer Willoughby at the town office. The question arose as to whether the acknowledgement needed to be read at the beginning of each meeting. The board decided that it would be the appropriate action to take.

**Motion: 64-21            G. Little, M. Archer**

Be it resolved that the SPL Board begin each meeting, commencing at the first Board meeting in 2022, by reading the Land Acknowledgement statement currently used by the Town of Shelburne Council. This statement reads as follows:

“We would like to acknowledge the traditional territory of the Anishinaabe including the Ojibway, Potawatomi and Chippewa and the People of the Three Fires Confederacy.”

**Carried**

- **Ongoing Library Protocols** - Discussion ensued about the issues of mandatory vaccinations for staff. It is important for our patrons and citizens to have a consistent policy in place. We now have the Town of Shelburne policy in hand and the CEO presented a document for board decision..

As to whether we will be required to ask patrons to be fully vaccinated, the provincial protocols do not mandate this for Public Libraries except for events and meetings.

**Motion 65-21                    P. Clark, J. Hodder**

Be it resolved that SPL continue to provide programming and support to its patrons to provide online service, programming, resources, support and communication;

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 January 18, 2021.

**Carried**

○ **Library Protocols**

Discussion with the Board addressed the issues surrounding any employees who do not wish to disclose their vaccine status. A copy of the COVID-19 Vaccination Policy adopted by the Town of Shelburne is attached to these minutes.

**Motion 66-21                    P. Clark, M. Mercer**

Be it resolved that the Shelburne Public Library approve the COVID-19 Vaccination Policy, as attached, as the Library policy;

Be it further resolved that according to Section 1.1 of Procedure 5 of the said Policy, it states that Participating Individuals who elect not to provide proof of COVID-19 vaccination as per Town policy are required to perform rapid antigen testing, at a frequency of not less than twice per week, and provide verification of negative test results as specified by the policy.

**Carried**

○ **Resignation of Paul Barclay**

We would like to acknowledge that Paul Barclay resigned from the Board in November, 2021, and the Board would like to thank him for his years of service to the Board. Paul had been on the board for the past four years and we are grateful he was able to assist us on the board with his wise counsel and dedication to the library.

○ **In Camera session – Not required**

**Motion 67-21                    J. Hodder, G. Little**

That we now adjourn at 8:02 p.m., to meet again January 18, 2022, at 7 pm., or at call of the Chair.

**Carried**