



Haldimand County Public Library
1-117 Forest Street East
Dunnville ON N1A 1B9
(905) 318 5932

MINUTES

of a meeting of the Haldimand County Public Library Board
Thursday, January 28, 2021
Cayuga Library, Program Room, 5:30 pm

Present:	Linda Van Ede, Chair	Jo Geary
	Pat MacDonald, Vice-Chair	Paul Diette, CEO
	Mary Kent	
	Malcolm Millar	Regrets: Rob Shirton, Councilor

1. Call to Order

Linda Van Ede called the meeting to order at 5:31 pm.

2. Adoption of Agenda

21-01 **MOVED** by Pat MacDonald, **SECONDED** by Jo Geary
THAT the Agenda be adopted as circulated.
CARRIED.

3. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

4. Approval of previous Minutes

21-02 **MOVED** by Jo Geary, **SECONDED** by Mary Kent
THAT the Minutes of November 19, 2020 be adopted as circulated.
CARRIED.

5. Staff and Board Reports

5.1 *Cash Flow Statement, November and December 2020*

21-03 **MOVED** by Mary Kent, **SECONDED** by Malcolm Millar
THAT the Summary Cash Flow statement be accepted.
CARRIED.

5.2 *Monthly Activity Reports, November and December 2020*

The reports were received as information.

5.3 *New Cayuga Branch Project*

No new business.

5.4 *New Hagersville Branch*

No new business.

6. Business Arising

6.1 *Board Member Vacancy*

The CEO will contact the Manager of Citizen & Legislative Services in January to confirm the status of the Board application received in November.

6.2 *Attorney General's Office Request*

As of December 31st, only one resident had taken advantage of the virtual Ontario court session option and this session was facilitated at the Cayuga branch. The session took place several days prior to the finalization and official launch of the service and earbuds had not yet been purchased for participants' privacy. The virtual court attendee made use of the branch's study room and during the session audio levels were such that other library users could hear and were somewhat inconvenienced by session dialogue. This issue will be addressed going forward through the provision of earbuds and reminders by staff to participants that some areas of the library do not afford complete privacy.

6.3 *Ontario Parks Permit Lending*

2021 Ontario Parks Commercial Vehicle Permits were received in late December. After the lending program was further discussed with staff, the question of whether or not permit loans

could be booked in advance arose. The library's Symphony automation software does not have a feature whereby patrons can reserve items for specific dates in the future. Should advance bookings of permits be adopted, a manual scheduling approach would need to be taken. It is anticipated that some residents may wish to book permits in advance particularly in the summer months to coincide with pre-arranged vacations. The CEO sought Board member input on this issue and will investigate approaches taken by other library systems. It was suggested that one permit would could be placed at each branch for circulation on a first-come-first-serve basis, while the remainder can be booked and is distributed as required from a central location.

In late December, the Outreach Coordinator was approached by the Grand River Conservation Authority which expressed an interest in having similar passes to GRCA parks loaned from library branches at no cost to residents. The Outreach Coordinator confirmed that there are two GRCA conservation area parks in Haldimand County: Byng Island (Dunnville) and Taquanyah (Cayuga). The GRCA proposal will be further pursued in February and March.

6.4 COVID-19 Province-wide Lockdown

On December 21st, the Provincial Government ordered a four-week shutdown of non-essential business and stay-at-home orders beginning December 26th, 2020. Lockdown measures were later extended to February 11th. Library branches remained fully closed between December 26th, 2020 and January 3rd, 2021 as originally scheduled in the autumn of 2020.

During the remainder of the lockdown, public libraries are permitted to offer curbside services as well as meeting room bookings to a limited number of specified groups including child care centres, mental health support services and social services. Any persons entering library space must have their name and contact information recorded and those records must be kept for at least one month.

The Haldimand Public Library originally launched curbside services on June 4th after careful review of the process and ensuring it met all safety requirements. Although use of the service waned following re-opening of the branches to public visits in August, the service was not cancelled and remained an option for anyone concerned about coming into our buildings. No changes to curbside procedures and practices were found to be necessary and the service will continue in January unchanged. It is therefore expected that on January 4th, resumption of curbside as the library's primary service venue will proceed seamlessly.

7. Standing Items

7.1 Strategic Plan

No new business.

7.2 Policies Review: OP-14 Children's and Teen's Services

The Board's existing Children's and Teen's Services Policy (OP-14) was presented for review purposes, with no changes or additions recommended by the CEO. No changes or additions were suggested by Board members following review and a brief discussion.

7.3 Reporting Requirements

No new business.

8. New Business

8.1 Personnel: Branch Coordinator

In November, 2019, Lindsay Thomas was promoted to the newly "re-created" and full-time position of Branch Coordinator from her previous role as Community Outreach Coordinator. Because Lindsay was scheduled to begin a 13-month maternity leave in mid-December of that year, the CEO recommended that she continue most of her Outreach responsibilities in December and that training and orientation for the branch coordinator position would be postponed to her return in January, 2021.

Lindsay will begin her new position on January 25th. The CEO will provide numerous training sessions in early 2021 to acquaint Lindsay with her new responsibilities and will request that Branch Coordinator Roberta Chapman also assist in this process. Given the unique and unprecedented circumstances of operating during a pandemic, Lindsay's duties will be modified as required to address current priorities and best match the library's new management mix.

9: Date and Place of Next Meeting

The next meeting will be held in person on Thursday, February 25th, at 5:30 at the Cayuga Branch, Program Room.

10: Adjournment

21-04 **MOVED** by Malcolm Millar, **SECONDED** by Jo Geary
THAT the meeting adjourn at 6:52 pm.
CARRIED.

Linda Van Ede, Chair

Date