



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, June 25th, 2020
UberConference Virtual Meeting, 3:00 pm

Present:	Linda Van Ede, Chair Catherine Rozman Jo Geary Paul Diette, CEO	Malcolm Millar Rob Shirton, Councillor Mary Kent Regrets: Pat MacDonald, Vice-Chair
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1. Call to Order

Linda Van Ede called the meeting to order at 3:09 pm.

2. Adoption of Agenda

20-11 **MOVED** by Catherine Rozman, **SECONDED** by Mary Kent
THAT the Agenda be adopted with the addition of *Item 8.2, CEO Performance Appraisal Committee*.
CARRIED.

3. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

4. Approval of previous Minutes

20-12 **MOVED** by Jo Geary, **SECONDED** by Catherine Rozman
THAT the Minutes of May 28, 2020 be adopted.
CARRIED.

5. Staff and Board Reports

5.1 Cash Flow Statement, May 2020

20-12 **MOVED** by Malcolm Millar, **SECONDED** by Mary Kent **THAT** the Summary Cash Flow statement be accepted. **CARRIED.**

5.2 Monthly Activity Report, May 2020

The report was 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 Pandemic Closures & Re-opening Plans

On Friday, June 12th the Province announced as part of its regional approach to staged re-opening that the Haldimand-Norfolk Health Unit region was permitted to move into Stage 2 activities on Friday, June 19th. The Province's Stage 2 parameters for public libraries were as follows:

- *Libraries can re-open with limited on-site services, such as computer access and contactless book pickup and drop-off;*
- *Patrons are not permitted to handle books or materials on shelves;*
- *Libraries should operate in adherence with public health guidelines on physical distancing, capacity and hygiene procedures (e.g. disinfecting returns and high-touch areas like computers).*

The CEO worked with the Branch Coordinator and Community Outreach Coordinator between June 15th and 18th to develop a Phase 2 reopening plan which adheres to all of the above parameters, observes capacity limits and includes branch-specific floor layouts achieving social distancing for visitors.

The Plan was submitted, under separate cover, to Board members for review and approval prior to the scheduled June 25th meeting.

- 20-13** **MOVED** by Jo Geary, **SECONDED** by Mary Kent
THAT the **Phased Re-opening Plan: Circulation Desk and Public Computer Access Services** be adopted as presented.
CARRIED.

7. Standing Items

7.1 Strategic Plan

No new business.

7.2 Policies Review

No new business.

7.3 Reporting Requirements

No new business.

8. New Business

8.1 Non-Union Compensation Increase

On March 11, Haldimand County Council voted to approve the **CUPE Local 4700 Memorandum of Settlement** along with similar compensation adjustments to the Non-Union Group. Specifically, the following wage/benefit adjustments for the Non-Union Group were approved:

- *1.75% increase effective January 1, 2020*
- *1.75% increase effective January 1, 2021*
- *1.90% increase effective January 1, 2022*
- *1.90% increase effective January 1, 2023*

Retroactive adjustments for 2020 were included on pay period 2020-12 (June 11th) wage/salary payouts and employees on unpaid leaves of absence at that time had their adjustments deferred until their first back-to-work paycheques.

Board approval of the above adjustments to the Haldimand County Library Board Salary Schedule was sought in order to modify library salaries in keeping with Haldimand County changes.

- 20-14** **MOVED** by Mary Kent, **SECONDED** by Catherine Rozman

THAT the Haldimand County Library Board Salary Schedule be adjusted to include the 2020 through 2023 annual pay increase percentages as approved by Haldimand County Council for non-union staff.

CARRIED.

9: Date and Place of Next Meeting (TBD)

The next meeting will be held in person on Monday, August 24th, 3:00 pm at the Cayuga Branch.

10: Adjournment

20-15 MOVED by Rob Shirton, **SECONDED** by Malcolm Millar
THAT the meeting adjourn at 4:11 pm.

CARRIED.

Linda Van Ede, Chair

Date