

**MINUTES
WEST LINCOLN PUBLIC LIBRARY
BOARD MEETING**

Meeting #6: Friday, September 18 2020, 10am
Zoom

PRESENT:

Board:	Cheryl Ganann Sue Langdon Pat Nelson Karen Parker Wendy Wilson
Staff:	Vanessa Holm, Library CEO

ABSENT:

Julie Adams Judi Kelly Joan Packham

CONFLICT OF INTEREST:

There were no disclosures of pecuniary interest or conflicts of interest declared by any Members of the West Lincoln Public Library Board.

1. Review and acceptance of minutes of the August 28, 2020 regular meeting

Moved by Pat Nelson and seconded by Karen Parker:

That the minutes of the August 28, 2020 West Lincoln Public Library Board meeting be accepted as presented.

That the confidential minutes relating to the closed session portion of the August 28, 2020 West Lincoln Public Library Board meeting be accepted as presented; and that the minutes remain confidential and restricted from public disclosure in accordance with exemptions provided in the Municipal Freedom of Information and Protection of Privacy Act.

-Carried.

2. Library Business

a) Library Closure and COVID-19 Update

The CEO provided an update on the status of the Library Closure in relation to COVID-19. Items of discussion included but were not limited to:

- Discussions of Provincial Phase 3 and how it relates to West Lincoln Public Library.
- The Library is to gradually resume regular open hours; browsing, computer and curbside pick-up will remain by appointment only, until the public screening tool has been implemented by the Township. At that time, browsing can take place on a drop-in basis as long as capacity limits are followed.
- Some library programs may be offered in-person if physical distancing and other safety procedures are met.

b) Sunday Hours

The CEO provided an update on the status of Sunday hours at the Library. Although we have expanded opening hours, it is recommended that we refrain from opening on Sundays.

3. Financial Matters

a) Budget Status Report

Library CEO presented the budget status report.

Moved by Karen Parker and seconded by Wendy Wilson:

That the Budget Status Report, dated August 31, 2020, be received for information.
-Carried.

b) 2021 Budgets

The CEO provided an update on the process of drafting the 2021 operating and capital budgets. The Finance Department advised that the operating budget will most likely be due the first week of November, and the Capital budget will be due the first week of December.

4. Closed Session

a) Library staffing update

Moved by Sue Langdon and seconded by Wendy Wilson:

That, the next portion of this meeting be closed to the public, at the time of 11:29am to consider the following pursuant to Section 239(2) of the Municipal Act 2001:

- (a) CEO (Vanessa Holm)
Re: Personnel Matter – Library staffing update
Applicable closed session exemption(s):
-personal matters about an identifiable individual, including municipal or local board employees; and,
-labour relations or employee negotiations.
-Carried.

Moved by Wendy Wilson and seconded by Sue Langdon:

That, this West Lincoln Public Library Board meeting does now resume in open session at the time of 11:33am.
- Carried.

5. CEO's Report – August 2020

Library CEO presented the August 2020 CEO's Report.

6. Correspondence


7. Set next meeting date

October 23, 2020, at 10am. Meeting will take place via zoom, or in person, depending on developments from the Province and/or Public Health.

8. Adjournment

The Library Board meeting was adjourned at 11:39am.

CHERYL GANANN, Acting Chair



VANESSA HOLM, CEO

CEO's Report – August 2020

Recorded Library Uses August 2020

E-books: 1824 check-outs

Curbside Pickup Circulation: 1749 loans

Social Media and Website:

Twitter

Impressions (times displayed for viewers)	3655
Engagement (any interaction with tweets)	52
Number of posts	11
Most Popular Tweet	Browsing appts

Facebook

People who saw content	11228
People clicking or engaging with content	678
Number of Posts	21
Most popular post	Browsing appts
Viewers over 1 minute (program attendance)	79

Instagram

Posts	8
Post interactions	83
Followers	660
Most popular post	Beagle book meme

Website

Page views	2261
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