

**MINUTES
WEST LINCOLN PUBLIC LIBRARY
BOARD MEETING**

Meeting #7: Friday, October 23 2020, 10am
Zoom

PRESENT:

Board:	Julie Adams Cheryl Ganann Judi Kelly Sue Langdon Joan Packham Karen Parker Wendy Wilson (until noon)
Staff:	Vanessa Holm, Library CEO Donna DeFilippis, Township Treasurer

ABSENT: Pat Nelson

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. Financial Matters

a) Budget Status Report

Library CEO presented the budget status report.

Moved by Cheryl Ganann and seconded by Wendy Wilson:

That the Budget Status Report, dated September 30, 2020, be received for information.
-Carried.

Donna DeFilippis was present to answer questions from Library Board members, including but not limited to:

- Discussion of the Reserves and their use for operating and capital revenues;
- Budget surplus/deficit;
- Discussion of the library's COVID accounts and how expenses, such as staffing, may increase budget; and,
- Possibility of accepting electronic payment at library branches. It was suggested that this could be a project for the Finance department in summer 2021. In the meantime, perhaps paypal, square or eventbrite could be used.

b) 2021 Budgets

Library CEO presented a draft 2021 operating budget. Items of discussion included but were not limited to:

- Budget review process, including final draft budget due November 16, 2020;

- Service level changes, including Wifi hotspots and the addition of a part-time library programmer; and
- Library Page hour increase due to COVID.

c) Writers' Union of Canada Grant

The Supervisor, Library Programs applied for and was successful in receiving a Writers' Union of Canada Grant, to pay for the author fees of Anne Bokma on Dec 8, 2020, who is doing an online author reading.

2. Review and acceptance of minutes of the September 18, 2020 regular meeting

Moved by Sue Langdon and seconded by Julie Adams:

That the minutes of the September 18, 2020 West Lincoln Public Library Board meeting be accepted as presented.

That the confidential minutes relating to the closed session portion of the September 18, 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.

3. 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 began open drop-in hours for browsing and borrowing the week of October 5, 2020;
- In person programming began the week of October 13, 2020;
- Curbside remains the most popular, with in-person browsing, programming and computer use remaining slow;
- The Library will implement drop-in computer use starting the week of November 2, 2020;
- West Lincoln Library will start exchanging materials as part of the LiNC group starting the week of November 2, 2020 (tentative);
- These changes are outlined in our updated re-opening plan;
- The screening tablet was stolen and may need to be replaced;
- We are still getting some resistance from those not wanting to wear a mask and are therefore tracking how many people come in to the library not wearing a mask.

b) Wellandport Historical Documents

The CEO provided an update on the status of Historical Documents at Wellandport Library. It was decided that these documents be donated to the West Lincoln Historical Society, as they have the means for preservation.

c) Unattended Children/COVID screening Tool

The CEO provided an update on the status of age requirements related to Township facility attendance and COVID screening. Township facility attendees have to be 12 years old to fill out the COVID screening tool. Currently, the Library's unattended children policy does not specify an age. The Board agreed that our Library Use Policy should be amended to include that children under the age of 12 must be accompanied by an adult when at the Library.

d) Halloween

The CEO let the Board know that there had been some requests to celebrate Halloween at the Library, especially with regard to handing out prizes/candy/treats at all branches on Halloween. The Board decided not to distribute items or engage in trick or treating at the libraries.

e) School Library Card Campaign

The CEO updated the Board with regard to the School Library Card Campaign. The Library is moving ahead with this, and cards for West Lincoln Public Library are now available for all students at the DSBN, as well as the private schools in West Lincoln. The Supervisor, Library Programs will be reaching out to all school principals to provide a letter of introduction as well as the form-fillable PDF.

4. CEO's Report – September 2020

Library CEO presented the September 2020 CEO's Report.

5. Correspondence

a) Elections Canada – Robert Ciarlo

The Board discussed the email from Robert Ciarlo, of Elections Canada, regarding the possibility of using Caistorville Library as an election site in Spring 2021. The Board suggested we follow up with a few questions, including whether or not he could use Caistorville school or Abingdon Hall, and whether Elections Canada would cover additional cleaning costs, including providing a cleaner?

6. Set next meeting date

November 13, 2020, at 10am. Meeting will take place via zoom, or in person, depending on developments from the Province and/or Public Health.

7. Closed Session

a) Library staffing update

Moved by Karen Parker and seconded by Cheryl Ganann:

That, the next portion of this meeting be closed to the public, at the time of 11:50am to consider the following pursuant to Section 239(2) of the Municipal Act 2001:

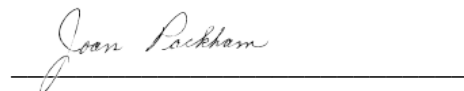
- (a) CEO (Vanessa Holm)
Re: Personnel Matter – Library staffing update
Applicable closed session exemption(s):
-personal matters about an identifiable individual, including municipal or local board employees; and,
-labour relations or employee negotiations.
-Carried.

Moved by Karen Parker and seconded by Cheryl Ganann:

That, this West Lincoln Public Library Board meeting does now resume in open session at the time of 12:53pm.
- Carried.

8. Adjournment

The Library Board Chair adjourned the meeting at 12:54pm.



JOAN PACKHAM, CHAIR



VANESSA HOLM, CEO

CEO's Report – September 2020

Recorded Library Uses September 2020

E-books: 1566 check-outs

Curbside Pickup Circulation: 1757 loans

Social Media and Website:

Twitter

Impressions (times displayed for viewers)	6989
Engagement (any interaction with tweets)	204
Number of posts	20
Most Popular Tweet	LEGO challenge 2

Facebook

People who saw content	14012
People clicking or engaging with content	931
Number of Posts	25
Most popular post	We're hiring
Viewers over 1 minute (program attendance)	164

Instagram

Posts	11
Post interactions	157
Followers	669
Most popular post	Volcano photo

Website

Page views	2471
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Zoom Program Attendance	53
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