MINUTES
WEST LINCOLN PUBLIC LIBRARY
BOARD MEETING

Meeting #2: Friday, May 22 2020, 11am
Zoom

PRESENT: Board: Julie Adams
                                    Cheryl Ganann
                                    Sue Langdon
                                    Pat Nelson
                                    Joan Packham
                                    Wendy Wilson
                                    Karen Parker

              Staff: Vanessa Holm, Library CEO

ABSENT: Judi Kelly

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 April 17, 2020 regular meeting

     Moved by Cheryl Ganann and seconded by Pat Nelson:

     That the minutes of the April 17, 2020 West Lincoln Public Library Board meeting be accepted as presented.
     -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 recovery and how it pertains to the library re-opening, including adjusting the service areas to comply with updated regulations;
     -Curbside pickup is beginning June 1, the Library has drafted a reopening plan and procedures for pick-up;
     -The Library will begin to recall staff in order to facilitate curbside pickup; and,
     -The Library CEO continues to meet with the Niagara CEOs group, SMT team and EOC.

     Moved by Karen Parker and seconded by Sue Langdon:

That the West Lincoln Public Library Reopening Plan be accepted as presented, along with the procedure document outlining curbside pickup; and,

That the Board authorizes the CEO to make adjustments to the Reopening Plan as circumstances change within the province or when Public Health makes recommendations, in order to maintain a safe workplace.
-Carried.

Moved by Wendy Wilson and seconded by Julie Adams:

That the West Lincoln Public Library Board approves the CEO to make exceptions and changes to the current Membership and Circulation Policy during the recovery period from the COVID-19 pandemic. These changes are only to be made when current procedures present challenges to maintaining a safe workplace, or for compassionate reasons while our community is in recovery.
-Carried.

Moved by Pat Nelson and seconded by Cheryl Ganann:

That the West Lincoln Public Library Board requires that if an employee chooses to travel during the 2020 COVID-19 Pandemic and they are then advised by the authorities to self-quarantine upon return, the employee will be required to take time off of work as vacation or unpaid leave to fulfill the self-quarantine period.
-Carried.

b) Evergreen Policies

The CEO provided an update on the status of the Evergreen migration. Items of discussion included ensuring that any library materials, such as pamphlets and brochures, are updated with Library policy changes.

3. Financial Matters

a) Budget Status Report

Library CEO presented the budget status report.

Moved by Sue Langdon and seconded by Cheryl Ganann:

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

4. CEO's Report – April 2020

Library CEO presented the April 2020 CEO Report.
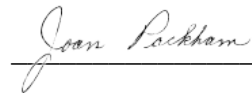
5. Correspondence

a) Business Link Media Group

Library CEO informed the Board that she had been contacted by Business Link Media Group; she has been selected as one of Niagara's Top 40 Under 40 business professionals.

6. Set next meeting date

June 19, 2020, at 10am via zoom

7. Adjournment

The Board Chair declared the Library Board meeting adjourned at 11:58am.   .

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JOAN PACKHAM, CHAIR   **VANESSA HOLM, CEO**

CEO's Report – April 2020

Recorded Library Uses April 2020

E-books: 1724 check-outs

Social Media and Website:

Twitter

Impressions (times displayed for viewers)	5334
Engagement (any interaction with tweets	87
Number of posts	25
Most Popular Tweet	Promoting PebbleGo

Facebook

People who saw content	9326
People clicking or engaging with content	743
Number of Posts	31
Most popular post	Readers' Advisory
Viewers over 1 minute (program attendance)	161

Instagram

Posts	15
Post interactions	269
Followers	634
Most popular post	Book cover double

Website

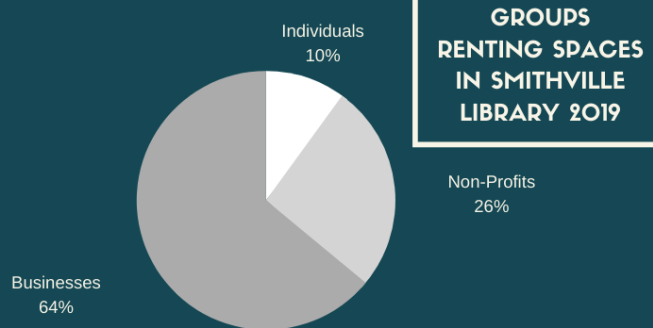|	
Page views	1335

SMITHVILLE LIBRARY USE 2018-2019

■ 2018 (OLD LOCATION)   ■ 2019 (COMMUNITY CENTRE)

ACTIVE MEMBERS - SMITHVILLE:

2018 — 1340 members

2019 — 1674 members

GROUPS RENTING SPACES IN SMITHVILLE LIBRARY 2019

Individuals 10%

Non-Profits 26%

Businesses 64%

LIBRARY VISITS, PROGRAM ATTENDANCE AND COMPUTER USE

LIBRARY VISITS
- 50,000
- 40,000
- 30,000
- 20,000
- 10,000

PROGRAM ATTENDANCE
- 4,000
- 3,000
- 2,000
- 1,000

COMPUTER USE
- 10,000
- 7,500
- 5,000
- 2,500