

OUR MISSION: Pelham Public Library's mission is to engage, encourage and enrich our community.

MINUTES OF APRIL 22, 2020

Location: via Zoom

Present: Nicole Nolan (Chair), Councillor Marianne Stewart, Greg Lewis, Gwendoline MacDougall, Catherine McPherson, Madison Smith, Tim Wright

Staff: Amy Guilmette (Acting CEO), Mikayla Gora (minutes), Jo-Anne Teeuwsen (Acting Deputy CEO)

Regrets: Donald Brown, Gail Pepper

We begin this gathering by acknowledging the land on which we gather is the traditional territory of the Haudenosaunee and Anishinaabeg peoples, many of whom continue to live and work here today. This territory is covered by the Upper Canada Treaties and is within the land protected by the Dish with One Spoon Wampum agreement. Today this gathering place is home to many First Nations, Metis, and Inuit Peoples. Acknowledging this reminds us that our great standard of living is directly related to the resources and friendship of Indigenous people.

1. Call to Order/Regrets/Review Health and Safety Guidelines

- The meeting was called to order at 6:04 p.m. by N.Nolan.

2. Approval of the Agenda

- The following amendments were added to the agenda:
 - 9.1 - 9 Tips for Board Decision Making During COVID-19
 - 10 - Resolution to Move to Closed Session
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- Moved by G. Lewis, seconded by C. McPherson

That the agenda for the meeting of April 22, 2020 be approved as amended and the reports and correspondence listed on the agenda be received for discussion/action. CARRIED.

3. Conflict of Interest Declarations

- None

4. Approval of the Minutes

4.1 Minutes of the Library Board Meeting of February 19, 2020

- Location of the board meeting was not stated, this will be amended.
- Moved by G. MacDougall, seconded by G. Lewis

That the minutes of the Library Board meeting of February 19, 2020 be approved as amended. CARRIED.

4.2 Minutes of the Special Library Board Meeting of March 16, 2020

- Moved by C. McPherson, seconded by T. Wright

That the minutes of the Special Library Board meeting of March 16, 2020 be approved as presented. CARRIED.

4.3 Minutes of the Special Library Board Meeting of April 1, 2020

- Moved by G. Lewis, seconded by M. Smith

That the minutes of the Library Board meeting of April 1, 2020 be approved as presented. CARRIED.

4.4 Board Attendance List

- Nothing to report.

5. Business Arising from the Minutes

5.1 Recommended Amendment to *Board By-Law BL-05 Meetings of the Board* by the Policy Committee

- Amendment includes changing the minimum number of Library Board meetings from ten to seven. This change comes as a result of the Provincial Government updating the Library Act.
- Amendment also includes the implementation of a Consent Agenda to each board meeting.

- Moved by G. MacDougall, seconded by M. Smith
That the Board accepts the recommendation of the Policy Committee for the changes to Board By-Law BL-05 and that these changes will take effect for the next regular Library Board meeting.

5.2 Strategic Planning for 2021-2025

- A. Guilmette proposed to extend the current 2017-2020 Strategic Plan for another year and to look at creating a new Strategic Plan in 2021.
- G. Lewis advised looking into the 2017-2020 Strategic Plan to see if any individual elements need to be updated for an additional year of use.
- Board agreed to discuss this further during the next scheduled board meeting.
- Moved by G. MacDougall, seconded by M. Smith

That the Board extend the 2017-2020 Strategic Plan for an additional year, and that a new strategic plan will be created in 2021 to start in 2022.

6. Library Reports

6.1 Managers' Report for March & April

- A. Guilmette presented the Manager's Report for March & April 2020 to the Board.
- The Board agreed that during Phase Two of Library Re-Opening both Maple Acre and Fonthill Branches should be opened but stipulates that they should not be open simultaneously.
- Moved by M. Smith seconded by T. Wright

**That the Managers' Report for March & April 2020 be received.
CARRIED.**

7. Finances

7.1 February 29, 2020 Consolidated Financial Report

7.2 March 31, 2020 Consolidated Financial Report

- A. Guilmette presented the March 31, 2020 Consolidated Financial Report to the board.
- Moved by T. Wright, seconded by M. Stewart

That the February 2020 and March 2020 Consolidated Financial Reports be received. CARRIED.

7.3 Update on 2020 Operating Budget considering effects of COVID-19 Pandemic

- A. Guilmette presented an update of the 2020 Operating Budget to the Board with consideration placed on the effects that the COVID-19 Pandemic has had on the Operating Budget.
- Moved by T. Wright, seconded by G. Lewis

That the update on the 2020 Operating Budget be received. CARRIED.

7.4 February 2020 Charitable Account Summary

- A. Guilmette presented changes to the Charitable Account.
- A. Guilmette requested approval as to what budget, operating or charitable, that the purchase of acrylic shields for the circulation desks be attributed to. A. Guilmette proposed it be purchased from the Charitable Account under Miscellaneous.
- Board agreed to have the purchase of plastic shields to be purchased with funds from the Charitable Account.
- Moved by G. MacDougall, seconded by C. McPherson

That the February 2020 Charitable Account Summary be received and that the spending on items specific to COVID 19 will come out of the Charitable Fund. CARRIED.

8. Library Board Reports

8.1 Councillor's Report - M. Stewart

- Nothing to report.

8.2 Maple Acre Friends' - M. Smith

- Nothing to report.

8.3 Town of Pelham Seniors Advisory Committee - G. MacDougall

- Seniors Advisory Committee is working on setting up a service that provides remote programming for seniors at the Meridian Community Centre.

8.4 Pelham Art Festival Report - A. Guilmette

- Pelham Art Festival has been cancelled for this year.
- Moved by M. Smith, seconded by M. McPherson

**That the Councillor's report, the Town of Pelham Seniors Advisory Committee report and the Pelham Art Festival Report be received.
CARRIED**

9. Additional Items

9.1 Nine Tips for Board Decision Making During COVID-19

- Received for information.
- G. MacDougall leaves meeting at 7pm.

10. Resolution to Move to Closed Session at 7:02 pm.

- Moved by M. Smith, seconded by T. Wright

That the Board now move into closed session for reasons permitted under the Public Libraries Act RE: discussion of matters about an identifiable individual. CARRIED.

Rise from In Camera at 7:20 pm

- Moved by C. McPherson, seconded by G. Lewis

That the Board now move out of closed session with report.

- Moved by M. Stewart, seconded by C. McPherson

That the Library Board directs the Acting CEO to complete the actions discussed in camera.

10. Adjournment

- Moved by M. Stewart

That the Library Board meeting of April 22, 2020 be adjourned at 7:45 p.m.
CARRIED.

The foregoing minutes were approved by the Pelham Public Library Board on

June 30, 2020
(date)

Amy Guilmette
Amy Guilmette, Secretary

Nicole Nolan

Nicole Nolan, Chair