



Special Library Board Meeting Minutes

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

MINUTES OF MAY 19, 2020

Location: via Zoom

Present: Nicole Nolan (Chair), Greg Lewis, Gwendoline MacDougall, Catherine McPherson, Gail Pepper, Madison Smith

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

Regrets: Councillor Marianne Stewart, Donald Brown, Tim Wright

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 4:06 p.m. by N.Nolan

2. Approval of the Agenda for the Special Meeting of May 19, 2020 and receipt of reports and correspondence

- Moved by G. Lewis, seconded by M. Smith
That the agenda for the special meeting of May 19, 2020 be approved as presented and the reports and correspondence listed on the agenda be received for discussion/action. CARRIED.

3. Conflict of Interest Declarations

- None

4. Resolution to Move to Closed Session at 4:08 p.m.

- Moved by G. MacDougall, seconded by G. Lewis



Special Library Board Meeting Minutes

That the Board now move into closed session at 4:09 p.m. for reasons permitted under the Public Libraries Act RE: discussion of matters about an identifiable individual. CARRIED.

5. Resolution to Move out of Closed Session

- Board moved out of Closed Session at 4:15 p.m.
- Moved by G. MacDougall, seconded by M. Smith
The Library Board accepts Gail Pepper back to the Library Board after a leave of absence of three months. CARRIED.

6. Library Reports

6.1 Managers' Report for March & April

a) Back to Business COVID-19 Recovery Team Worksheet

b) Draft of Curbside Services at Pelham Public Library

- A. Guilmette presented the Back to Business COVID-19 Recovery Team Worksheet and Draft of Curbside Services at Pelham Public Library to Board.
- M. Smith suggested the addition of information regarding when patrons can call the library to speak with a staff member.
- G. MacDougall suggested the addition of information regarding how patrons who are not able to leave their homes currently should return books.
- M. Smith suggested to include that the Pelham Public Library is quarantining materials for 72 hours after they are returned in compliance with the recommendations set out by the Ontario Library Association.
- Moved by G. Lewis, seconded by G. MacDougall

The Board receives the Acting-CEO report on the Library's recovery plan and outline for curbside services. The Board approves the services offered during the recovery period as stated within the plan and authorizes the Acting-CEO to make adjustments to the recovery plan as circumstances change within the province when Public Health makes recommendations and any changes that will work to maintain a safe workplace. Any substantive changes to the plan will be shared with the Library Board. CARRIED.

- A. Guilmette addressed a motion passed during the Board meeting of March 16, 2020 that stated *"That the Board requires that if an employee chooses to travel outside of Canada during the 2020 COVID-19 Pandemic, they will be required to take an extra two weeks off of work after they return to Canada."*
- A. Guilmette requested that the Board consider amending this motion to provide more specific direction.



Special Library Board Meeting Minutes

- Moved by C. McPherson, seconded by M. Smith
That the 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, they must comply with all directive set out to fulfill the self-quarantine period by using vacation or unpaid leave during that time. CARRIED.

c) Memo: Recommendation on changes to Circulation Policy during COVID-19

- A. Guilmette requested that the Board give her the authority during the COVID-19 Pandemic to make changes to the Circulation Policy based on maintaining a safe workplace or on compassionate reasons.
- Moved by G. MacDougall, seconded by G. Lewis
That the Board approves the Acting-CEO to make exceptions and changes to the current Circulation Policy OP 1.01 during the recovery period of the COVID-19 Pandemic. These changes are only to be made when current procedures present challenges in maintaining a safe workplace, or for compassionate reasons while our community is in recovery. This flexibility with the Circulation Policy will remain in effect until the Board recalls this motion. CARRIED.

7. Items for Information

7.1 Pick-Up and Delivery Services – Guidance for Public Libraries. Created by Ontario Library Service-North, Southern Ontario Library Service, and Federation of Ontario Public Libraries staff

- Moved by M. Smith, seconded by G. Lewis
That the Pick-Up and Delivery Services – Guidance for Public Libraries be received for information. CARRIED.

8. Next Library Board Meeting Date

- Moved by G. Lewis, seconded by C. McPherson
That the regular Board meeting of May 27, 2020 be cancelled and that the next meeting be the regular meeting of June 24, 2020 at 6 p.m. CARRIED.



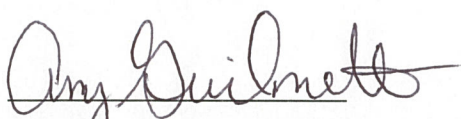
Special Library Board Meeting Minutes

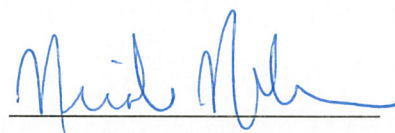
9. Adjournment

- Moved by M. Smith
That the Library Board meeting of May 19, 2020 be adjourned at 5:10 p.m.
CARRIED.

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

June 30, 2020
(date)


Amy Guilmette, Secretary


Nicole Nolan, Chair