

**OUR MISSION:** The mission of the Pelham Public Library is to engage, encourage and enrich our community.

**MINUTES OF WEDNESDAY, OCTOBER 28, 2020  
MEETING OF THE PELHAM PUBLIC LIBRARY BOARD**

Time: 6:00 p.m.

**Location: Via Zoom meeting**

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

**Staff:** Amy Guilmette (Acting CEO), Jo-Anne (Acting Deputy CEO), Brynley Eckhart (minutes)

**Regrets:** Donald Brown

*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 6:02 p.m. by N. Nolan.

**2. Approval of the Agenda for the Library Board Meeting of October 28, 2020 and receipt of reports and correspondence**

Moved by G. Lewis, seconded by C. McPherson

**That the agenda for the meeting of October 28, 2020 be approved and the reports and correspondence listed on the agenda be received for discussion/action.  
CARRIED.**

**3. Request to Lift Consent Agenda Item(s) for Separate Consideration**

- None.

**4. Consent Agenda Items to be Considered in Block****4.1 2020 Board Attendance List****4.2 Minutes of the Library Board Meeting of August 26, 2020****4.3 Minutes of the Special Library Board Meeting of September 30, 2020****4.4 September 2020 Charitable Account Summary****4.5 November 2020 Just Browsing Newsletter**

Moved by G. Lewis , seconded by T. Wright

**That the Consent Agenda items as listed on the October 28, 2020 Library Board Agenda be received. CARRIED.**

**5. Items for Separate Consideration, If Any**

- None

**6. Conflict of Interest Declarations**

- None

**7. Library Reports****7.1 Manager's Report and Statistics for October 2020**

- Curbside service is being used by 50% of the library's visitors. A. Guilmette advised that the Library would continue to serve Pelham residents in this manner, as it prevents the Library's COVID allowable capacity from being reached.
- A. Guilmette reported that while digital usage statistics have recently declined, they still remain at a higher monthly usage than pre-COVID.
- The DSBN has started a project advocating that all their students get a public library card and use their public library. All the Niagara Libraries are participating and have given the DSBN information on how to obtain a library card. A. Guilmette advised the Board that due to this project we have fast-forwarded and completed an initiative to have online registration available through our website. The NCDSB is not part of this initiative as of yet, but we plan to reach out in early 2021 if they haven't done so before then.
- A. Guilmette reported that volunteers have returned to service delivering books through our Books on Wheels program and delivering library materials once per week between branches.

Moved by M. Smith, seconded by C. McPherson

**That the Manager's Report and Statistics for October 2020 be received. CARRIED.**



**8. Finances****8.1 September 30, 2020 Consolidated Financial Report**

- A. Guilmette reported that fines, fees and rental revenues essentially stopped when the library closed in March. The amount of revenue coming in at this time is incidental. Revenues will continue to be impacted by COVID-19 in early 2021 and a return to applying late fees will be examined in January.
- A. Guilmette reported that there will be a surplus at the end of the year and that traditionally surpluses are added to the Library Reserves to cover future library capital costs.
- G. Pepper asked about the possibility of increasing digital resources with part of the surplus. A. Guilmette reported that other digital resources are being looked into.
- T. Wright proposed that a one-time portion of the surplus be allotted to update the physical collection. A. Guilmette reported that the library cannot house any more print materials so digital resources will have to be looked into.

Moved by G. Lewis, seconded by C. McPherson

**That the September 30, 2020 Consolidated Financial Report be received.  
CARRIED.**

**9. Library Board Reports****9.1 Councillor's Report - M. Stewart**

- M. Stewart advised that Council would like more comprehensive minutes from Library Board meetings. T. Wright asked if they wanted more details in the minutes and M. Stewart agreed. A. Guilmette advised that a full Library Board meeting agenda package is available online prior to the meeting and the minutes are a direct reflection of the Board package which is why the minutes are not overly detailed.
- Discussion on Library Board meeting minutes ensued. A. Guilmette was asked to check with the Town CAO for more information and the Board requested that M. Stewart distribute to the Board examples of committee minutes that met Council's approval.
- M. Stewart suggested the Library look into borrow baking pans. G. Lewis said that with COVID it may not be possible right now, but is something to consider for the future.
- N. Nolan asked M. Stewart for an update about the recent Council strategic planning session and if the library was included. M. Stewart advised she didn't recall where the library fell within the strategic plan. Other Library Board members advised that the Voice had reported the Library fell into the top category.

**9.2 Maple Acre Friends' Report - M. Smith**

- The Maple Acre Friends have not met since the Spring of 2020.
- M. Smith advised there will be no 2020 Christmas Craft sale due to COVID, however the Friends will help in supporting Giving Tuesday.

**9.3 Town of Pelham Seniors Advisory Committee Report - G. MacDougall**

- The Town of Pelham Seniors Advisory Committee has not had a meeting since the Spring of 2020, but are looking at having a Zoom meeting in the near future
- G. MacDougall noted that there are two seniors programs happening at the MCC, and over the summer the Committee provided social contact over the telephone for seniors which was well received.

**9.4 Pelham Art Festival Report - D. Brown**

- no report due to absence

Moved by G. Pepper, seconded by G. Lewis

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

**10. New and Other Business****10.1 Proposed 2021 Holiday Library Closure Dates**

- A. Guilmette suggested the Board leave out the possible September 2021 week-long closure, advising that this would be too big a loss of services at a time when services have already been cut due to COVID.
- A. Guilmette advised the only real change is that Boxing Day 2021 is on a Sunday, resulting in the library being closed on the Monday instead.

Moved by M. Smith, seconded by G. MacDougall

**That the Library Board approve the Library Closure dates as listed. CARRIED.**

**11. Resolution to Move to Closed Session**

Moved by M. Smith, seconded by G. MacDougall

**That the Board at 6:38 p.m. move into closed session for reasons permitted under the Public Libraries Act RE: discussion of matters about an identifiable individual. CARRIED.**

Moved by G. Lewis, seconded by T. Wright

**That the Library Board rises at 7:11 p.m. from closed session and directs the acting-CEO to complete the actions discussed in camera. CARRIED.**



**12. Next Library Board meeting date**

- The next Library Board meeting will be held December 9, 2020 at 6:00 p.m.

**13. Adjournment**

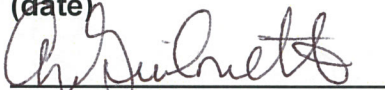
Moved by M. Smith

That the Library Board meeting of October 28, 2020 be adjourned at 7:13 p.m.  
**CARRIED.**


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

Dec. 9, 2020

(date)



Amy Guilmette, Secretary



Nicole Nolan, Chair