

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

MINUTES OF MARCH 24, 2021

Time: 6:00 p.m.

Location: via Zoom

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

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

Regrets: 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 6:01 p.m. by N. Nolan.
2. Approval of the Agenda for the Library Board Meeting of March 24, 2021 and receipt of reports and correspondence
 - A. Guilmette requests that Section 7.2: Strategic Plan a) & b) be moved to after Section 10: Library Board Reports in order to ensure that there is time for a full discussion.



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

That the agenda for the meeting of March 24, 2021 be approved as amended 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 2021 Board Attendance List

4.2 Minutes of the Library Board Meeting of February 24, 2021

4.3 February 2021 Charitable Account Summary

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

That the Consent Agenda items as listed on the March 24, 2021 Library Board Agenda be received. CARRIED.

5. Items for Separate Consideration, If Any

- None.

6. Conflict of Interest Declarations

- None.

7. Business Arising from the Minutes

7.1 2021 Board Evaluation Results

- A. Guilmette presented the results of the Board Evaluation.
- M. Smith believed that the Board Evaluation should be done twice a term as it helps the board improve and refocus itself.
- T. Wright stated that better use of our board committees may enable board members to have a better understanding of certain areas that the survey showed was lacking.
- G. Lewis commented that many of the areas where board members responded with "less than strongly agree" were areas that have gotten sidetracked as a result of the COVID-19 pandemic. Considering what the board has had to deal with over the past year, the survey results are very



positive. G. Lewis also suggested that a discussion around the survey questions beforehand may be beneficial to ensure all members have an understanding of what each question means and is asking. G. Lewis seconded M. Smith's suggestion that the evaluation should be done more frequently.

- T. Wright stated that if questions are going to be reviewed prior to taking the survey for the Board Evaluation, they should also be reviewed on the Board Chair Evaluation.
- M. Smith recommended including more space after each section for comments/questions/explanations for why they selected the answer they did.
- D. Brown questioned whether answers where Disagree/Strongly Disagree are selected are done so because of a lack of understanding instead of a result of true feelings toward the question.
- N. Nolan commented that the board brings a wide variety of talents, expertise, and skills to the table and that she is very grateful and proud of the job this board has done.
- A. Guilmette will update the board with the final results during next month's meeting after the remaining board members have had a chance to complete the survey.
- Moved by G. Lewis, seconded by G. MacDougall

That the Board Evaluation Presentation be received. CARRIED.

8. Library Reports

8.1 Manager's Report for March 2021

- A. Guilmette presented the Managers' Report to the Board.
- A. Guilmette asked for the board's thoughts on the standard message for any feedback received on the possible formation of a union library that has been drafted by herself and the Lincoln Public Library CEO.
- M. Smith commented that using the wording "shared services" instead of "amalgamation" or "union" highlights the purpose of this union better.
- M. Smith suggested adding that any updates or questions on this partnership will be posted to the Pelham Public Library website.
- G. Lewis cautioned that adding that questions will be answered may lead community members to believe that all their questions will be posted with answers on the website, which is not accurate.



- M. Smith clarified that she meant adding an additional line to the feedback message to direct people to the website so that they can access any additional information that is made available.
- G. MacDougall felt that the standard feedback message should stand as it is presented, without additional changes.
- N. Nolan requested clarity as to where this feedback message will be used.
- A. Guilmette stated that it will be used as an email response to any individual that submits feedback in response to the possible formation of a union library.

8.22020 Year-End Report

- Guilmette presented the Year-End Report to the Board.
- Moved by G. MacDougall, seconded by C. McPherson

That the standard message for feedback as it relates to the Union between the Pelham Public Library and the Lincoln Public Library be approved as presented. CARRIED.

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

That the Year-End Report be communicated to the Lincoln Public Library, on the Pelham Public Library Website, and to Pelham Town Council. CARRIED.

- Moved by D. Brown, seconded by M. Smith

That the Manager's Report for March 2021 and the 2020 Year-End Report be received. CARRIED.

9. Finances

9.1 February 28, 2021, Consolidated Financial Report

- A/ Guilmette presented that Consolidated Financial Report to the Board.
- N. Nolan questioned whether there are any savings from Evergreen because of the additional LiNC libraries.
- A. Guilmette stated that there is no change to the cost of Evergreen.
- G. Lewis questioned how much is being spent on PPE currently and where it falls on the budget line.
- A. Guilmette stated that PPE expenses fall in the Administration budget line and while we are spending more on PPE, we are spending less on other items such as toilet paper because there are fewer people coming into the



building. A. Guilmette also commented that the Town has made her aware that there is a grant available to pay back some of the costs of PPE and that there may be some savings available through that.

- Moved by G. Lewis, seconded by T. Wright

**That the February 28, 2021 Consolidated Financial report be received.
CARRIED.**

10. Library Board Reports

10.1 Councillor's Report - M. Stewart

- M. Stewart stated that Pelham Town Council is looking forward to the possible union with the Lincoln Public Library.
- M. Stewart reported that more housing is being built behind the Meridian Community Centre.
- T. Wright questioned that with all the residential homes going into East Fonthill, has the library ever been made aware as to how many people are potentially coming to the town, and would that information be helpful to project future development of the library.
- M. Stewart stated that that information is not currently available.
- A. Guilmette stated that having that information would be helpful and that the Town did provide that information when the Strategic Plan was done but it has most likely changed since then. A. Guilmette is going to look into getting those projections from the Town.

10.2 Maple Acre Friends' - M. Smith

- M. Smith reported that the Maple Acre Friends' has not met since the last Board Meeting.
- M. Smith stated that unless something changes drastically there will not be a BBQ or Parade this year.

10.3 Town of Pelham Seniors Advisory Committee - G. MacDougall

- G. MacDougall reported that they have not met since the last Board meeting.
- G. MacDougall stated that they are still awaiting news as to whether they have obtained a grant.



10.4 Pelham Art Festival Report - D. Brown

- D. Brown reported that the Pelham Art Festival will be held online this year for a 15-day period, from May 1-15.
- D. Brown stated that there will be no fee for entrance into the online event and there are 70 artists participating this year.
- Moved by D. Brown, seconded by M. Smith

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.

7.2 Strategic Planning Update Discussion

7.2 a) Suggested Actions for 2021

- Guilmette presented the Possible 2021 Strategic Plan Actions to the Board.

7.2 b) Discussion on Additional Objectives for 2021

- N. Nolan suggested using a digital platform, like SurveyMonkey, for each Board member to rank which actions are most important for them.
- N. Nolan believed that the most important items should be related to the Union Board.
- T. Wright questioned whether the priority list (Engagement, Enrichment, Financial Sustainability, Facility Improvement, and Workplace Development) still aligns with what we need. While it has worked well for us over the last four years and helped to guide the board, there may be other options that would align with our goals now. This is a much larger discussion than what is planned for tonight though.
- T. Wright suggested adding a Partnership category to the priority list since many of the action items in each of the current categories include partnership elements.
- G. Lewis suggested that a separate meeting needs to be scheduled where the sole purpose is to discuss the Strategic Plan.

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- G. Lewis stated that the board needs to decide if the action items are still relevant and whether there are items that can be done or cannot be done currently. Additionally, with the possibility of a union library occurring, there may be items that should be held off until that process is underway. G. Lewis also stated that there needs to be some consideration as to which action items are imperative to maintaining the core function of the library and which are not. This is not something that can be decided on tonight, as there needs to be more context and clarity.
- N. Nolan suggested that the April 28, 2021 board meeting be used to hold a discussion solely on the Strategic Plan.
- C. McPherson questioned whether creating a Partnership category in the priority list needs to be discussed at a later meeting or whether it is something that can be determined now.
- A. Guilmette commented that adding a Partnership category is a good idea, but warns against doing a whole new Strategic Plan as it is very labour intensive and that they would not know what changes there will be next year. A discussion with very specific questions would be useful with a survey on SurveyMonkey follow that discussion so that all board members have a better understanding of each action before they vote.
- G. Lewis questioned if there is a deadline for when the board will know whether the union library is going ahead.
- A. Guilmette stated that there is a deadline by the end of the second quarter to have an agreement completed if the union library is going to go ahead. That is not a deadline for when both libraries will be joined, rather a deadline for stating whether both libraries plan on joining.
- G. Lewis commented that there are some action items that depend on whether an agreement is reached and it may be inefficient to address them before a decision on the possibility of a union library has been made.
- T. Wright questioned whether a member from the Lincoln Public Library Board or from the Lincoln Public Library should be included in the next meeting.
- G. Lewis cautioned against this as the Strategic Plan is specific to Pelham, therefore it should focus on us and our plan.

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- A. Guilmette commented that the Partnership category would discuss the planning to go into a union with Lincoln Public Library, it wouldn't necessarily touch on what would happen after that union is formed.
- N. Nolan stated that Equality, Diversity, and Inclusion should be included and looked at in order to see who we may not be reaching currently within the community and if there are reasons why.
- Moved by G. MacDougall, seconded by G. Lewis

The next board meeting on April 28, 2021 will be used to discuss the Strategic Plan and will not be a regular board meeting. CARRIED.

11. Next Library Board meeting date

- The next meeting of the board will be held Wednesday, April 28, 2021 at 6:00 p.m. via Zoom and will a special library board meeting focused on strategic planning meeting.

12. Adjournment

- Moved by G. Lewis

That the Library Board meeting of March 24, 2021 be adjourned at 8:00 p.m. CARRIED.

The foregoing minutes were approved by Pelham Public Library Board on

May 26/21
(date)


Amy Guilmette, Secretary


Nicole Nolan, Chair