



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

MINUTES OF MAY 26, 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), Brynley Eckhart (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 May 26, 2021 and receipt of reports and correspondence (This is the opportunity to have additional items added to the agenda)
 - N. Nolan requests that Gail Pepper's attendance be added to section 12 as 12.2.

- Moved by Greg Lewis, seconded by C. McPherson
That the agenda for the meeting of May 26, 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

- N. Nolan requests that the Charitable Account summary be lifted from section 4.4. and moved to 10.2.

4. Consent Agenda Items to be Considered in Block

4.1 2021 Board Attendance List

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

4.3 Minutes of the Special Library Board Meeting of April 28, 2021

4.4 April 2021 Charitable Account Summary

- Moved by Greg Lewis, seconded by C. McPherson

That item 4.4 be lifted from the Consent Agenda for discussion and moved to item 10.2 and all other items listed on the Consent Agenda for the May 26, 2021 Library Board Agenda be received. CARRIED.

5. Items for Separate Consideration, If Any

- Item 4.4 was moved to 10.2., no other items were lifted from the Consent Agenda.

6. Conflict of Interest Declarations

- None.

7. Facilities Grant & Financial Update. Guest Presenter: Teresa Quinlin, Town Treasurer

7.1 Audited Statement of Library Operations

7.2 Audited 2020 Library Reconciliation

- T. Quinlin advised the Board that the Town, along with Town representatives and the Acting CEO, is looking at a building grant for adding the library to the MCC. This is a Green incentive, carbon neutral grant for eight million dollars, with a submission date of July 6, 2021. If this grant is approved, the Library then be included in the project.
- G. Lewis asked if the library has to be "greener" how much extra will it cost to build? T. Quinlin advised that it's good to keep the same amount as asked for previously, but the amount may have to be fine tuned.



- T. Quinlin stated the Town is reaching out to the Town of Port Stanley, who built a carbon neutral fire station, for information on carbon neutral planning.
 - T. Quinlin advised that if the grant isn't successful other grants will be applied for.
 - The Town and Acting CEO will also look into the Trillium grant for \$150 000 for RDIF and lockers. This grant becomes available in August.
 - The Modernization grant was applied for cover the cost to hire a consultant for the PPL/LPL merger. This consultant will provide advice on the best way to combine the two libraries and the services the municipalities each provide for them. This grant must be spent in 2021.
 - G. Lewis asked what would happen if the Modernization grant isn't successful? T. Quinlin stated that since both libraries want to move forward with the union, a scaled down consultant application will be put forward, but the acquisition of a consultant will move forward. The consultant position can be done for less money.
 - T. Quinlin advised that there is a good chance we will be successful with the Modernization grant based on the area of use. Ontario often uses information gathered in different situations and events as templates. A high quality consultant will be able to provide a good union template for other libraries to use.
 - T. Quinlin advised that the Town moved the surplus library operating funds from 2020 to the Library Reserves.
- Moved by M. Smith, seconded by G. Lewis

That the report from the Town Treasurer on the 2020 Audit Statement has been received. CARRIED.

8 Business Arising from the Minutes

8.1 Extended and Updated Strategic Plan 2017 – 2021

- A. Guilmette presented the results of the Special Library Meeting held on April 28, 2021 regarding the Extended and Updated Strategic Plan 2017-2021.
- G. Lewis stated that the plan is well done, easy to read and makes sense.
- N. Nolan advised that it is pleasing to look at.
- G. MacDougall asked what STEAM programming refers to and N. Nolan advised Science, Technology, Engineering, Arts and Mathematics.
- M. Smith asked if the word "possible" could be added to plan regarding the "possible" union formation. A. Guilmette states she would add "possible" so that it's a clear communication plan.



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

That the Extended and Updated Strategic Plan 2017 – 2021 be approved as amended. CARRIED.

9. Library Reports

9.1 Manager's Report for May 2021

- A. Guilmette presented the Manager's Report to the Board.

9.2 Step Roadmap to Reopen Ontario - Library Service Plan

- Moved by D. Brown, seconded by G. Lewis.

That the Manager's Report and Statistics for May 2021 and the 3-Step Roadmap to Reopen Ontario Library Service Plan be received. CARRIED.

10. Finances

10.1 April 30, 2021 Consolidated Financial Report

- A. Guilmette presented the Consolidated Financial Report to the Board.
- A. Guilmette advised that a Summer Student has been hired with or without the Canada Student Jobs Grant. The success of the Canada Student Jobs application has not been announced. Already being down one staff member in the Children's department, the library could not go without an additional summer children's programmer.
- Hoopla is over budget because it is a pay for use platform and usage has gone up significantly since COVID.
- Janitorial services will increase as the library opens more resulting in more expenditures.
- D. Brown asked if costs such the increased usage of Hoopla can be allocated to the COVID Measures Grant. A. Guilmette stated no, that this is a regular costing item and it is difficult to provide direct proof that a regular service being used more as a direct correlation to COVID.
- N. Nolan stated that it will be interesting to see how services normalize; will Hoopla borrows be higher now because people have been introduced to these services?
- G. Lewis asked if a report should be put together at the financial end of Q1 to report on what the library is expected to have - a projection of where the Board believes the finances will come in this year.
- A. Guilmette clarified that G. Lewis wanted a year-end estimate of the finances for the remainder of this year.



- G. Lewis states yes, to have a clearer sense for the Board as to where we are and where we're going, to have a handle on where we see the remainder of the financial year unfolding.
- T. Wright stated that projections are useful, but that it needs to reflect $\frac{1}{3}$ of the year, not a quarter.

10.2 April 2021 Charitable

- A. Guilmette proposed that the Board look at other digital/streaming services to increase what the library is offering digitally. A. Guilmette asked for \$10,000 of the charitable funds to do this.
- N. Nolan agreed that streaming services are very important and popular.
- McPherson replied that any service we can offer to enhance and enrich patrons is important.
- T. Wright stated he had a concern about the proposal as heard. He stated that operating funds continue from year to year, whereas charitable funds are a one-time fund. If the library is using charitable funds for operating costs, such as digital services they won't be able to continue from year to year.
- A. Guilmette clarified that this is not something she was looking to continue for next year unless it becomes so popular people wouldn't want to give it up. A. Guilmette suggested a pilot project to try out a new digital streaming service to see if it's worth spending operating funds on to prove worth before committing to it.
- T. Wright suggested the same concern still stands, if money is taken from the charitable account, where does the money come from next year? The wording needs to be precise stating that the library is looking to investigate this digital service and final decisions will be made after a full cost benefit analysis is completed.
- G. Lewis stated that this is a valuable concern. If the library engaged in a pilot project it would be no different than Hoopla. Next year we can look at increasing funds for items that patrons are using and want to use and amend the budget in other areas. The library won't know about the success of other services if they aren't tried.
- A. Guilmette suggested she speak to the Art Festival to see if the funds they gave the library can be used for this.
- D. Brown stated that the Art Festival wants their donation to be used for capital improvements.



- A. Guilmette advised she will look at this for next year. Hoopla is flexible. The library can cut off certain parts of the service, like the movie and T.V. offerings, and add other services. If the funds are taken out of the charitable account instead of the operating account, the library can advertise who has supported these services. Donors usually prefer to see their donations spent and have recognition.
- N. Nolan agreed that if the charitable funds can be used, it's a win for both the donors and the library.
- T. Wright likes trying to tie charitable funds to specific services. It makes new projects or pilots worthwhile to advertise for larger donors. T. Wright reminded the Board that they can't keep adding on to operating funds. The library has to have appropriate revenues.

- Moved by D. Brown, seconded by G. Lewis

That the Board supports an investigation and purchase of a streaming or digital service as a pilot project for 2021 with a budget of \$10,000, to be determined at a later date whether it will be paid out of the Charitable Trust or the 2021 Operating Budget. CARRIED.

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

That the April 30, 2021 Consolidated Financial Report be received. CARRIED.

11. Library Board Reports

11.1 Councillor's Report (Marianne Stewart)

- M. Stewart stated that there is a lot of construction occurring in Pelham.
- M. Stewart reported that there is an increase in residency, which will mean more patrons for the library and more taxes going towards development feed for the library.
- T. Wright asked if M. Stewart could provide more detailed information on this to include in the next operating budget.
- M. Stewart reported she will have projections for the next Board meeting.

11.2 Maple Acre Friends' Report (Madison Smith)

- M. Smith reported no update at this time as the Friends have not met since the last Board meeting.

11.3 Town of Pelham Seniors Advisory Committee Report (Gwen MacDougall)

- G. MacDougall advised June is seniors month. As a committee the Seniors have made significant accomplishments.



- G. MacDougall stated that on June 8, 2021 at 11:30 a.m. the seniors flag will be raised.
- G. MacDougall reported that a flower bed was developed at the MCC and this was made possible through a grant.
- G. MacDougall stated that at present the committee is working with other Seniors committee across Niagara to become one regional voice for seniors.
- G. MacDougall reported that the Fonthill TD bank will continue to close, but staff are offering telephone banking for residents.

11.4 Pelham Art Festival Report (Donald Brown)

- D. Brown reported that the Pelham Art Festival art sale has been extended until May 31, 2021. Sales have been up and down with an onslaught happening at the beginning of May but have continued throughout May.
- D. Brown states that next year they hope to do both a virtual and in-person component.
- D. Brown reported that the Pelham Art Festival is still committee to providing funding to the Library in 2021, but the amount is unknown at this time.
- Moved by M. Smith, seconded by T. Wright.

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

12. New Business

12.1 LiNC Public Library Circulation Policy

- A. Guilmette reviewed changes proposed to the LiNC Public Library Circulation Policy.
- A. Guilmette stated that each individual library will make the decision regarding fees. The fees are attached to the home library of the library user, not the lending library.
- G. Lewis asked if the max borrows at 99 is correct. A. Guilmette advised that 99 is correct, and that Pelham's homeschooling families often reach this number.
- A. Guilmette suggested a policy committee meeting in August and that she will send a doodle poll out regarding dates.

12.2 Attendance policy discussion

- N. Nolan advised that G. Pepper has missed three sequential Board meetings and that both the Ontario Public Library Act and the Pelham Board By-Laws stipulate that the Board must hold a resolution if a board member is absent for three consecutive meetings.



- A. Guilmette reviewed the attendance By Law, the attendance at Board meetings section.
- N. Nolan stated that we were only looking at this issue because the Public Libraries Act states the Board "must" form a resolution. N. Nolan then stated the two options: 1. To provide a resolution that supports G. Pepper continuing on the Board, or 2. No resolution and therefore G. Pepper would be considered disqualified by the Public Libraries Act.
- N. Nolan stated she would like to support G. Pepper. The current COVID-19 times are odd times and she is aware G. Pepper does want to continue on the Board and catch up on the missed meetings.
- G. MacDougall advised that the By-Law reflects intentional absence with no communication, and G. Pepper has made her own regrets for each meeting and has interest. G. MacDougall would like to support G. Pepper to continue.
- T. Wright stated that he triggered this for today and had the thought only because he remembered there was prescriptive language such as we "shall" do something. T. Wright stated he is in support of G. Pepper remaining on the Board, but advised the Board needs to communicate with her that her attendance was discussed.
- N. Nolan agreed and stated that it was discussed because it is prescribed by the Library Act.
- M. Smith agreed that COVID and other circumstances have played a role, and that any Board meetings she has been at she has been well informed and engaged
- Moved by G. MacDougall, seconded by Cathy McPherson.

That the LiNC Public Library Circulation Policy be approved as presented. CARRIED.

That, in accordance to the Public Libraries Act, the Board considered the circumstances regarding G. Pepper's three consecutive absences and that the Board declares a resolution that G. Pepper *not* be disqualified as a Board Member. CARRIED.

13. Items for Information

13.1 Pathstone Mental Health through Walk-in Clinics

- A. Guilmette reported that one of the prioritized actions from the strategic planning meeting was to look into a partnership with Pathstone Mental Health. Patrons have asked about Pathstone services at Pelham due to seeing services



offered at other libraries across Niagara. With the current environment, families are looking for mental health support in their area.

- A. Guilmette spoke with a staff member at Pathstone Mental Health and was advised it is \$20 000 a year, usually paid for by the municipality, with public libraries offering a free location for counselling services.
- A. Guilmette advised that right now, with COVID-19 safety precautions, the library cannot provide the space or the funding.
- A. Guilmette took it to the Town's Senior Leadership team, with a recommendation of offering the services in September 2021, with a prorated fee for the last quarter of the year.
- A. Guilmette advised the Senior Leadership team will look into a possible partnership for the future with next year's budget.
- A. Guilmette stated that Pelham, Wainfleet and West Lincoln are the only municipalities that have not partnered with Pathstone Mental Health and are not offering counselling services within their municipalities.
- T. Wright suggested the library consider using their surplus from the 2021 budget to fund the project for 2021.
- A. Guilmette stated that Town staff may be looking for private donors for this initiative.
- A. Guilmette advised that Pathstone Mental Health staff told her that some of their services have gone up 200% this year and there are much needed hours for walk-ins in Pelham.

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

That the Pathstone Mental Health through Walk-in Clinics report be received. CARRIED.

14. Next Library Board meeting

- N. Nolan stated the next meeting of the Board will be held Wednesday, June 23, 2021 at 6:00 p.m. via Zoom.

15. Adjournment

- Moved by M. Smith.

That the Library Board meeting of May 26, 2021 be adjourned at 7:58. CARRIED.



Pelham
Public
Library

Library Board Meeting Minutes

May 26, 2021

The foregoing minutes were approved by Pelham Public Library Board on

June 23 /21
(date)

Amy Guilmette
Amy Guilmette, Secretary

Nicole Nolan
Nicole Nolan, Chair