



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

## MINUTES OF JUNE 23, 2021

**Time:** 6:00 p.m.

**Location:** via Zoom

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

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

**Regrets:** Madison Smith

*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
  - The meeting was called to order at 6:00 p.m. by N. Nolan.
2. Approval of the Agenda
  - Moved by G. Lewis, seconded by T. Wright  
**That the agenda for the meeting of June 23, 2021 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
  1. 2021 Board Attendance List
  2. Minutes of the Library Board Meeting of May 26, 2021
  3. May 2021 Charitable Account Summary
    - Moved by T. Wright, seconded by G. McDougall

**That the Consent Agenda items as listed on the June 23, 2021 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 for June 2021
    - A. Guilmette reported that the Library would soon be offering a new movie streaming service called Kanopy.
    - The Board had several questions about Kanopy which offers critically acclaimed movies on a pay-as-you-play service.
    - Kanopy will start off as a pilot and will continue to be offered based on usage. A. Guilmette reported that this service had been considered because resources accessed at home by card holders were in high demand this past year and that the purchase of DVDs has been reduced this year because less titles were release due to COVID-19.
    - A. Guilmette advised that she is not looking for more funding at this time, only that she wanted the Board to be aware she was shifting items in the digital streaming area.
    - A. Guilmette stated she is looking for funding for mobile hotspots since LiNC did not receive the lendable technology grant they applied for. A. Guilmette plans to apply for a Canada Healthy Community grant to purchase the hotspots. It costs approximately \$4000/year to maintain hotspots with unlimited data. This will have an effect on the operating budget. It will be a pilot project for a few years. If it's not successful, then the library will discontinue mobile hotspot lending.





- A. Guilmette reported that the Storywalk Explorer program, in partnership with Lincoln Public Library was ready to go and would start the first week of July. A QR code will be posted at each Storywalk to take statistics and hashtags for social media are being promoted.
- A. Guilmette advised that the 50 for 500 fundraiser surpassed its goal with over a month and a half to go before the event. A. Guilmette thanked the Board members who donated for their support.
- A. Guilmette advised that the Town partnered with the Town of Lincoln to apply for a grant for a consultant to assist with the merger. A RFP has been done and accepted, and the contract was awarded to Watson and Associates. Whether the grant application is successful, the consultants will still be needed, however the depth of their research and report will be set by whether the Towns are successful in obtaining the grant.
- G. Lewis asked if the timeline for the merger beginning at the start of the new fiscal year was still accurate. A. Guilmette responded that at this time it still was.
- Moved by T. Wright, seconded by G. Pepper  
**That the Manager's Report for June 2021 be received. CARRIED.**

## 8. Finances

### 8.1 May 31, 2021 Consolidated Financial Report

### 8.2 2021 Operating Budget Year-End Projection

- A. Guilmette reviewed the Consolidated Financial Report and the Year-End Projection with the Board and reported that there will be a surplus for 2021.
- G. Lewis asked if the library will get funds back from for our COVID expenses.
- A. Guilmette stated possibly. The Town received a grant and the library has been expensing things to that grant, like the digital production equipment, however final approval of what gets expensed by the grant will be decided by the Town at the end of the year.
- G. Lewis asked if the library can expense advertisements to tell people we're open.
- A. Guilmette advised that is a tricky situation because the library has an ad budget, but right now that is not being used for the usual ads because we haven't been offering programs and are using it to advertise services instead.
- G. Lewis asked if the library is putting in another ad for the 50 for 50.
- A. Guilmette stated the library will be putting a flyer in all outgoing books to advertise the fundraiser to those who use the library.



- Moved by D. Brown, seconded by C. MacPherson  
**That the May 31, 2021 Consolidated Financial Report and the 2021 Operating Budget Year-End Projection be received. CARRIED.**

## **9. Library Board Reports**

### **9.1 Councillor's Report (Marianne Stewart)**

- M. Stewart reported back to the Board regarding a question posed at the May Board meeting. She stated the population projection for the next five years will increase by 1,585 people and in 10 years by 3,170 people.
- M. Stewart advised that development cost will shift from one bylaw to another in 2023.

### **9.2 Maple Acre Friends' Report (Madison Smith)**

- Not present.

### **9.3 Town of Pelham Seniors Advisory Committee Report (Gwen MacDougall)**

- G. MacDougall advised that the committee is joining a collaborative group within all of Niagara. A consultant will report at the end of June and the group will initially meet in September regarding common concerns, internet access, transportation and senior housing.
- G. MacDougall stated the committee is taking part in a research group with Brock regarding volunteerism.
- G. MacDougall stated the garden has been completed at MCC and the canopy has been installed.

### **9.4 Pelham Art Festival Report (Donald Brown)**

- D. Brown reported the Pelham Art Festival will make a \$8000 donation to the library in July.
- D. Brown stated there is discussion about an online Christmas sale and stated some artists want to maintain an online presence.
- Moved by G. McDougall, 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.**



## 10. New Business

## 10.1 Memo – Suggested Update to the Chromebooks section of the Circulation Policy

- A. Guilmette reported that the schools made sure that all students had access to digital technology during the school year, but that all the technology the school lent out was now being collected, so this might be a good opportunity to begin lending Chromebooks for home use. The Chromebooks haven't had any use over the past year.
- A. Guilmette stated there is a current policy for use in the library, but what's new is lending them outside of the library.
- The Board asked questions about the policy and procedures for lending out Chromebooks, especially for those under the age of 18 years and offered suggestions for small revisions to the policy.
- Moved by G. McDougall, seconded by G. Pepper.

**That the Chromebook section of the Circulation Policy can be updated as amended. CARRIED.**

11. Next Library Board meeting date: **August 25, 2021 at 6 p.m. via Zoom**

- N. Nolan stated that the next Board meeting will be held August 25, 2021 at 6:00 p.m. via Zoom.

## 12. Adjournment

- Moved by G. Lewis

**That the Library Board meeting of June 23, 2021 be adjourned at 7:24 p.m.**

The foregoing minutes were approved by Pelham Public Library Board on

Aug 25/21  
(date)

  
Amy Guilmette, Secretary

  
Nicole Nolan, Chair