

# Library Board Meeting Minutes

August 25, 2021

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

Date: August 25, 2021

Time: 6:00 p.m.

Location: electronically via Zoom

*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.*

**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 Teeuwsen (Acting Deputy CEO)

**Regrets:** Donald Brown

1. Call to order/Regrets
  - N. Nolan called the meeting to order at 6 p.m.
2. Approval of the Agenda for the Library Board Meeting of August 25, 2021 and receipt of reports and correspondence (This is the opportunity to have additional items added to the agenda)
  - Moved by G. Lewis, and seconded by M. Smith

**That the agenda for the meeting of August 25, 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
  - 4.1 2021 Board Attendance List
  - 4.2 Minutes of the Library Board Meeting of June 23, 2021
  - 4.3 July 2021 Charitable Account Summary
  - 4.4 Just Browsing for September 2021
  - 4.5 Town of Pelham Council's 2022 Budget Schedule
  - Moved by T. Wright, and seconded by C. McPherson

**That the Consent Agenda items as listed on the August 25, 2021 Library Board Agenda be received. CARRIED**

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5. Items for Separate Consideration, If Any
  - None.
6. Conflict of Interest Declarations
  - None declared.
7. Library Reports
  - 7.1 Manager's Report for August 2021
    - Guilmette reported that all library staff would be participating in 4 Seasons Reconciliation training and that there is space for three board members to also take the training. G. Lewis has already completed the training and there is still room for two more volunteers. Orange shirts have been purchased for Library staff to wear on September 30 and other days significant to the Indigenous population.
    - A. Guilmette reported that the Community Garden will be revamped in its second year and run by community volunteers with harvests being delivered to Pelham Cares.
    - A grant application to purchase WiFi Hotspots was completed and while the library waits to hear of the results, the library will go ahead and purchase several WiFi Mobile Hotspots as a pilot for the last quarter of 2021. A. Guilmette reported that WiFi hotspots were included in the updated circulation policy that will be reviewed later in the meeting.
    - Nancy's 50 for 50 fundraiser was declared a success and raised more than twice the initial campaign goal. M. Stewart will bring Council's attentions to the community comments regarding the 50 for 50 Fundraiser.
    - A. Guilmette updated the Board on the possible formation of a union library with Lincoln. A timeline for the union library formation will be addressed at the next Library Board Meeting.
    - Moved by G. Lewis, and seconded by G. MacDougall  
**That the Manager's Report and Statistics for August 2021 be received. CARRIED**
8. Finances
  - 8.1 July 31, 2021 Consolidated Financial Report
    - A. Guilmette reported that the Library is operating well within the budget and that a surplus is expected at the end of the year.
    - Moved by G. Pepper, and seconded by T. Wright  
**That the July 31, 2021 Consolidated Financial Report be received. CARRIED**
9. Library Board Reports
  - 9.1 Policy Committee Report (Gwen MacDougall)
    - 9.1 a) Draft – Minutes of the August 18, 2021 LB Policy Committee Meeting
    - 9.1 b) Renewal of COVID-19 Library Board Motions

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- G. MacDougall reported that the motions put into effect in 2020 that directly related to COVID-19 needed to be updated and renewed for 2021. The changes were only to remove the year 2020 so that they continue to be applicable and no year was included so that they could continue as is into 2022.
  - 9.1 c) Revised OP 1.01 Circulation Policy
  - 9.1 d) Revised Fee Schedule
- A. Guilmette reported that most of the updates had already been presented and approved by the Board in sections at earlier meetings, however this time they are now being presented as a whole document. The only addition that the Board had not seen previously was the section on Mobile Hotspots.
- A. Guilmette reported that J. Teeuwsen had suggested that chromebooks and hotspots would have better usage if they are made holdable. This change was endorsed by A. Guilmette and the amendment was added.
  - 9.1 e) Adoption of Town of Pelham's Employee, Accident, Injury and Near Miss Reporting Policy
- G. MacDougall reported that this is a policy is a Town of Pelham policy that the Library Board Policy committee is recommending the Board adopt for library staff as is. It was a piece that had not been covered by any previous policy for the library and will fill a gap.
- Moved by G. MacDonald, and seconded by G. Lewis  
**That the Policy Committee's report be received and that the recommended policies and motions be approved as amended. CARRIED**

### 9.2 Finance Committee Report (Greg Lewis)

- 9.2 a) Draft – Minutes of the August 25, 2021 LB Finance Committee Meeting
- 9.2 b) Draft 2022 Operating Budget Request – Consolidated
- G. Lewis reported that the Finance Committee had met and reviewed the operating budget that A. Guilmette had prepared. This proposed budget request had a 2% increase in the municipal operating grant. The Committee felt this budget was appropriate for COVID and balanced possible continued revenue losses with a reduction in expenses and recommended that the Board approve as a request to Town Council.
- G. Lewis stated that this budget had been produced for a “normal” Pelham Public Library operating year and that if a union library were to be formed a new budget would need to then be created at that time.
- Moved by G. Lewis, and seconded by C. McPherson  
**That the Finance Committee's recommended 2022 Operating Budget Request be approved as presented. CARRIED**
- 9.2 c) Draft 2022 Capital Budget Request
- G. Lewis reported that the Finance Committee had met and reviewed the capital budget that A. Guilmette had prepared. At the suggestion of the Town's Treasurer, the Fonthill branch renovation was moved to the Facilities Department capital budget request. The Town is responsible for the building and the Library Board is

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responsible for furnishings and equipment within the building. Therefore, a project to replace the shelving at Fonthill, estimated at \$342,250, would need to occur if a renovation happened and was added to the capital budget request.

- The IT budget request will be for \$10,000, which was an increase that had been within the timeline of capital requests from previous years.

- Moved by G. Lewis, and seconded by M. Stewart

**That the Finance Committee's recommended 2022 Capital Budget Request be approved as presented. CARRIED**

- Moved by G. Pepper, and seconded by M. Smith

**That the Finance Committee's report be received. CARRIED**

## 9.3 Councillor's Report (Marianne Stewart)

## 9.4 Maple Acre Friends' Report (Madison Smith)

- M. Smith reported that the Maple Acre Friends have organized a mini craft sale in the Fonthill branch parking lot on bandshell nights. They will also be selling used books, and will set up the crafters and book sales from 4 pm – 9 pm on Thursday, September 2 and Thursday, September 9.

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

- G. MacDougall reported that the Seniors Advisory Committee has not met since the last Library Board meeting.

## 9.6 Pelham Art Festival Report (Donald Brown)

- A. Guilmette reported that the Pelham Art Festival plans to donate \$8,000 to the Library and that they plan to hold an online art sale at Christmas.

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

**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 Business

### 10.1 Memo – Recognition of Staff Member for Fundraising Initiative

- A. Guilmette requested that the Library Board consider presenting N. Ward with an additional paid day off for her contribution and effort in her wildly successful 50 for 50 campaign.
- The Library Board was unanimous in their desire to recognize N. Ward for the 50 for 50 Fundraiser and they increased the recognition to two paid days off.
- Moved by G. Lewis, and seconded by C. McPherson

**In recognition of her outstanding 50 for 50 fundraising effort, that Nancy Ward be awarded two additional paid vacation days to be used by the end of 2022. CARRIED**

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11. Next Library Board meeting date: September 22, 2021 at 6 p.m. via Zoom
12. Adjournment
  - Moved by G. Lewis

**That the Library Board meeting of August 25, 2021 be adjourned at 7:24 pm.**

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

Sept. 22/21  
(date)

  
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**Amy Guilmette, Secretary**

  
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**Nicole Nolan, Chair**