

West Grey Public Library Board Minutes

October 14, 2020

West Grey Public Library - Durham Branch

Present: Malcolm Beddoe, Stephen Townsend, Les Bridgen, Doug Hutchinson, Michele Humphrey, Beth Hamilton, Elizabeth Murray, Boyde Colwell, Kim Storz, CEO

Regrets:

Call to Order

The Chair called the meeting to order at 7:05 pm

**Moved by Beth Hamilton and seconded by Stephen Townsend it hereby be resolved that the West Grey Public Library Board approve the agenda as amended.
Motion carried.**

Declaration of Pecuniary interest or Conflict of Interest

It is recorded that there were no declarations of pecuniary or conflict of interest or the general nature thereof.

Delegation

None.

Consent Agenda

- a. Adopt previous minutes– September 2020
- b. Accounts Payable –September 2020

**Moved by Beth Hamilton and seconded by Liz Murray it hereby be resolved the West Grey Public Library Board adopt items A and B on the consent agenda as amended.
Motion carried.**

Librarian's Report- Discussion around budget as noted in Librarian's Report.

Discussed role of West Grey Chamber of Commerce in marketing and community access to small business resources.

Discussion of COVID related expenses.

Staff workload has shifted.

Hotspot grant through Grey County is being pursued.

Modernization grant discussed.

Statistical Report – Social media has increased.

Discussion of statistics gathered through social media.

Correspondence if any

Matters arising from minutes

- a) 2021 Budget Sub Committee Meeting:
 - a)2020 budget: COVID expenses. Decreased wages due to Council decrease. ILLO costs are decreased due to closures.
 - b)2021 budget: Increase in staff hours. Compensation review is still coming. Service Review should be completed in November, some suggestions have been incorporated in the 2021 numbers.

West Grey Public Library Board Minutes

October 14, 2020

West Grey Public Library - Durham Branch

c) Council presentation will be based on revised final 2020 budget that West Grey Council approved.

Report from Council members'

Beth Hamilton- Attended Riverstone Retreat with Recreation Department and the Library to explore partnership opportunities.

Stephen Townsend- noted the Service Review had recommended West Grey create a Strategic Plan. While the recommendation will be included in the report, no action or approval to take action will occur until after the report is presented in November.

Recommends SOLS podcasts

New Business

- a. Service Review- will be presented to the Board November 11, 2020
- b. Policy Review – Safety and Security Operational Policy was revised to include COVID Emergency Policy re: masks

Moved by Beth Hamilton and seconded by Doug Hutchinson that Safety and Security Policy be accepted.

Motion carried.

- c. Working from Home policy – **Action:** CEO will work on a policy
- d. Virtual Meeting By-law – Current Board Meeting by-law includes provision for virtual meetings.

Open Discussion

Development charges to be discussed at next meeting. **Action:** Board members to review the material provided.

CEO to invite CAO to attend a future meeting to explain the new development charges.

Bruce County Bookmobile has been placed on hold with no new timeline.

Next Meeting

The next regular meeting of the West Grey Public Library Board will be held via Zoom on November 11, 2020 at 7 pm

Special Meeting for Budget Discussions will be held on November 18, 2020 at 7 pm.

Adjournment: Motion to adjourn at 8:45 pm moved by Doug Hutchinson. **Motion carried.**

Chair

Date