

**Mission Statement: The West Grey Library offers resources and services inclusive for all.  
This is an online meeting**

**We are using the ZOOM meeting software**

**To join the meeting through your computer (or smartphone with the ZOOM app) go  
to: <https://us02web.zoom.us/j/83479959598?pwd=cG10SEwyOS1tRkhlbDl0BCZzZGUmVlKQTO9>**

**Join Zoom Meeting**

**If you prefer to phone in and listen live**

**Dial. +1 647 558 0588 Canada (long distance charges to Toronto may apply)**

**If prompted, enter the meeting ID 834 7995 9598 and Passcode: 349548**

**Agenda**

**May 12, 2021 7pm**

1. Call to Order
2. Approval of Agenda

**Moved by and seconded by THAT the West Grey Library Board  
approves the agenda.**

3. Declaration of Pecuniary Interest or Conflict of Interest
4. Correspondence
5. Kerri Mighton – Director of Finance/Treasurer
  - a. Reserves
  - b. Library Development Charges

6. Consent Agenda
  - a. Adopt previous minutes – April 14, 2021
  - b. Accounts Payable – A/P Voucher April VO4 - \$8, 024.32

**Recommendation: Be it hereby resolved that the West Grey Public Library Board adopt items A to B on the consent agenda.**

**Moved by and seconded by THAT the West Grey Library Board adopt  
items A to B on the consent agenda.**

7. Librarian' s report
8. Matters arising from the minutes

**Mission Statement: The West Grey Library offers resources and services inclusive for all.**  
a. BL-05

Moved by and seconded by THAT BL-05 be approved.

9. Report from Council members'
10. Other business
  - a. 2021 revised budget approval

Moved by and seconded by THAT revised 2021 budget be accepted.

11. Open Discussion (15 min)
12. Closed session – CEO review
13. Next Meeting – Wednesday June 9, 2021 7pm
14. Adjournment

#### Zoom Meeting Participant Functions:

##### Using a computer

1. Click on the icon labelled participants on the Zoom Menu Bar. (If you don't see the menu bar move your mouse slightly, and the bar will appear).
2. The white participants box that appears after you do Step 1 has a raise hand command at the bottom, just click that to raise your hand.
3. When prompted, click raise hand if you have a question or comment.
4. Lower it by clicking the same button, now labelled lower hand.

##### Using a tablet or cellphone app

1. Click participants.
2. Choose more at the bottom of the participants' screen.
3. Choose raise hand.
4. The hand icon will turn blue, and the text below it will switch to say lower hand while your hand is raised.

##### Using telephone

1. To join a meeting via telephone, dial: 1-647-558-0588 and enter the meeting ID provided (long-distance charges to Toronto may apply). Press \*9 to raise your hand.

6A

# West Grey Public Library Board Minutes

April 14, 2021

West Grey Public Library - Virtual

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

## Call to Order

The Chair called the meeting to order at 7:01 pm

**Moved by Beth Hamilton and seconded by Elizabeth Murray 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– March 2021
- b. Accounts Payable –March 2021

**Moved by Beth Hamilton and seconded by Boyde Colwell it hereby be resolved the West Grey Public Library Board adopt items A and B on the consent agenda as revised.**

**Motion carried.**

**Librarian's Report-** CEO presented report to Board.

Curb side pick up remains an option for all branches.

Statistics from one year of COVID-19 were provided.

**Moved by Stephen Townsend and seconded by Les Bridgen to receive the Librarian's Report for April 2021.**

**Correspondence –** Received and shared by CEO. CEO will respond to the letter.

**Moved by Stephen Townsend and seconded by Elizabeth Murray that the WGPL Board support the CEO's recommendation on how to respond to the correspondence. Motion carried.**

## Matters arising from the Minutes

**a.BL-05 Moved by Stephen Townsend and seconded by Michele Humphrey that BL-05 be approved as amended. Motion carried.**

## Report from Council members'

Growth Management Report is available

Budget approval process is moving forward

# West Grey Public Library Board Minutes

April 14, 2021

West Grey Public Library - Virtual

Changes to Wage Grid  
Official Plan is being reviewed

a. West Grey Council minutes- The Board reviewed point 10.1 of the West Grey Council minutes. No action required.

## Other business

a. **OP-04 & OP-26 Moved by Beth Hamilton and seconded by Boyde Colwell THAT OP-04 & OP-26 be accepted. Motion carried.**

b. **Moved by Beth Hamilton and seconded by Elizabeth Murray THAT online meetings of the West Grey Library Board be recorded and shared on the West Grey Library website and social media channels. Motion carried. One member abstained from the vote.**

c. **Moved by Beth Hamilton and seconded by Elizabeth Murray That in addition to the West Grey Library Board agenda summary page, the entire agenda package be published to the West Grey Library website in advance of Board meetings. Motion carried. One member abstained from the vote.**

## Open Discussion

Discussion of New Wage Grid but review deferred until next meeting

**Next Meeting** The next meeting of the West Grey Public Library Board will be held via Zoom on May 12, 2021 at 7 pm

**Adjournment :** Motion to adjourn at 8:30 pm moved by Beth Hamilton.

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Chair

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Date

MUNICIPALITY OF WEST GREY  
LIBRARY - WEST GREY



GL5410

Date : May 07, 2021

Page : 1

Time : 12:06 pm

6B

For Period Ending 31-May-2021

	CURRENT YEAR TO DATE	CURRENT BUDGET	VARIANCE \$	VARIANCE %
<b>LIBRARY</b>				
<b>OPERATING REVENUES</b>				
Transfer from Reserves	0.00	(6,000.00)	(6,000.00)	0.00
Grants Province	0.00	(24,190.00)	(24,190.00)	0.00
Prov Revenue - Connectivity	(695.70)	(800.00)	(104.30)	0.87
Donations	(933.90)	0.00	933.90	0.00
Library Revenue	(122.50)	(1,250.00)	(1,127.50)	0.10
Service Fees Revenue	(313.50)	(1,250.00)	(936.50)	0.25
Fines Revenue	(94.35)	(1,250.00)	(1,155.65)	0.08
<b>Total OPERATING REVENUES</b>	<b>(2,159.95)</b>	<b>(34,740.00)</b>	<b>(32,580.05)</b>	<b>0.06</b>
<b>OPERATING EXPENSES</b>				
Wages	70,655.77	258,633.00	187,977.23	0.27
Benefits	15,732.36	55,107.00	39,374.64	0.29
Materials & Supplies	259.14	1,500.00	1,240.86	0.17
Office Supplies	241.59	1,000.00	758.41	0.24
Volunteer Recognition	265.56	300.00	34.44	0.89
General Memberships	100.00	400.00	300.00	0.25
Advertising	428.24	1,000.00	571.76	0.43
Building Maintenance	2,472.95	5,000.00	2,527.05	0.49
Mileage/Courier	0.00	1,000.00	1,000.00	0.00
Copier Lease	737.75	1,800.00	1,062.25	0.41
Program Development	1,543.95	2,500.00	956.05	0.62
ILLO Expense	155.38	700.00	544.62	0.22
Overdrive/E-Books	5,725.31	4,000.00	(1,725.31)	1.43
KOHA Support	4,972.00	4,600.00	(372.00)	1.08
IT Support	1,688.14	2,500.00	811.86	0.68
Equipment Maintenance	0.00	4,000.00	4,000.00	0.00
Automation - Patrons	1,384.97	4,000.00	2,615.03	0.35
Book Processing Fee	896.88	3,000.00	2,103.12	0.30
Books	6,343.84	24,000.00	17,656.16	0.26
Videos	15.23	1,000.00	984.77	0.02
Periodicals	141.69	1,000.00	858.31	0.14
Conference/Training	0.00	4,000.00	4,000.00	0.00
Security	383.00	1,400.00	1,017.00	0.27
Library Board	0.00	3,400.00	3,400.00	0.00
<b>Total OPERATING EXPENSES</b>	<b>114,143.75</b>	<b>385,840.00</b>	<b>271,696.25</b>	<b>0.30</b>
<b>BRANCH EXPENSES</b>				
ELMWOOD BRANCH EXPENSES	111.86	50.00	(61.86)	2.24
NEUSTADT BRANCH EXPENSES	4,136.08	7,200.00	3,063.92	0.57
NORMANBY BRANCH EXPENSES	3,015.67	7,300.00	4,284.33	0.41
DURHAM BRANCH EXPENSES	6,002.16	16,500.00	10,497.84	0.36
<b>Total BRANCH EXPENSES</b>	<b>13,265.77</b>	<b>31,050.00</b>	<b>17,784.23</b>	<b>0.43</b>
<b>Total LIBRARY</b>	<b>125,249.57</b>	<b>382,150.00</b>	<b>256,900.43</b>	<b>0.33</b>



For Period Ending 31-May-2021

	CURRENT YEAR TO DATE	CURRENT BUDGET	VARIANCE \$	VARIANCE %
<b>LIBRARY</b>				
<b>OPERATING REVENUES</b>				
<b>Transfer from Reserves</b>				
2-4-4000-3076 Transfer From Reserves	0.00	(6,000.00)	(6,000.00)	0.00
Total Transfer from Reserves	0.00	(6,000.00)	(6,000.00)	0.00
<b>Grants Province</b>				
2-4-4000-5300 Grants Province	0.00	(24,190.00)	(24,190.00)	0.00
Total Grants Province	0.00	(24,190.00)	(24,190.00)	0.00
<b>Prov Revenue - Connectivity</b>				
2-4-4000-5310 Lib Prov Revenue - Connectivity	(695.70)	(800.00)	(104.30)	0.87
Total Prov Revenue - Connectivity	(695.70)	(800.00)	(104.30)	0.87
<b>Donations</b>				
2-4-2000-5350 Library Donations Neustadt	(400.00)	0.00	400.00	0.00
2-4-3000-5350 Library Donations Normanby	(0.25)	0.00	0.25	0.00
2-4-4000-5350 Library Donations Durham	(533.65)	0.00	533.65	0.00
Total Donations	(933.90)	0.00	933.90	0.00
<b>Library Revenue</b>				
2-4-4000-5410 Library Revenue Durham	(122.50)	(1,250.00)	(1,127.50)	0.10
Total Library Revenue	(122.50)	(1,250.00)	(1,127.50)	0.10
<b>Service Fees Revenue</b>				
2-4-3000-5411 Library Rev Service Fees Normanby	(22.75)	0.00	22.75	0.00
2-4-4000-5411 Library Rev Service Fees Durham	(290.75)	(1,250.00)	(959.25)	0.23
Total Service Fees Revenue	(313.50)	(1,250.00)	(936.50)	0.25
<b>Fines Revenue</b>				
2-4-2000-5412 Library Revenue Fines Neustadt	(1.10)	0.00	1.10	0.00
2-4-4000-5412 Library Revenue Fines Durham	(93.25)	(1,250.00)	(1,156.75)	0.07
Total Fines Revenue	(94.35)	(1,250.00)	(1,155.65)	0.08
Total OPERATING REVENUES	(2,159.95)	(34,740.00)	(32,580.05)	0.06
<b>OPERATING EXPENSES</b>				
<b>Wages</b>				
2-5-4000-1010 Lib Wages Durham	70,655.77	258,633.00	187,977.23	0.27
Total Wages	70,655.77	258,633.00	187,977.23	0.27
<b>Benefits</b>				
2-5-4000-1015 Lib Benefits Durham	15,732.36	55,107.00	39,374.64	0.29
Total Benefits	15,732.36	55,107.00	39,374.64	0.29
<b>Materials &amp; Supplies</b>				
2-5-4000-2029 Library COVID Expenses	259.14	1,500.00	1,240.86	0.17
Total Materials & Supplies	259.14	1,500.00	1,240.86	0.17
<b>Office Supplies</b>				
2-5-4000-2011 Lib Office Supplies Durham	241.58	1,000.00	758.41	0.24

MUNICIPALITY OF WEST GREY  
LIBRARY - WEST GREY



GL5410

Date : May 07, 2021

Page : 2

Time : 12:05 pm

For Period Ending 31-May-2021

	CURRENT YEAR TO DATE	CURRENT BUDGET	VARIANCE \$	VARIANCE %
<b>LIBRARY</b>				
Total Office Supplies	241.59	1,000.00	758.41	0.24
<b>Volunteer Recognition</b>				
2-5-4000-2012 Volunteer Recognition Durham	265.56	300.00	34.44	0.89
Total Volunteer Recognition	265.56	300.00	34.44	0.89
<b>General Memberships</b>				
2-5-4000-2020 Lib General Memberships	100.00	400.00	300.00	0.25
Total General Memberships	100.00	400.00	300.00	0.25
<b>Advertising</b>				
2-5-4000-2013 Lib Advertising Durham	428.24	1,000.00	571.76	0.43
Total Advertising	428.24	1,000.00	571.76	0.43
<b>Building Maintenance</b>				
2-5-4000-2015 Lib Bldg Maintenance Durham	2,472.95	5,000.00	2,527.05	0.49
Total Building Maintenance	2,472.95	5,000.00	2,527.05	0.49
<b>Mileage/Courier</b>				
2-5-4000-2021 Courier Mileage/Compensation	0.00	1,000.00	1,000.00	0.00
Total Mileage/Courier	0.00	1,000.00	1,000.00	0.00
<b>Copier Lease</b>				
2-5-4000-2022 Lib. Durham Copier Lease	737.75	1,800.00	1,062.25	0.41
Total Copier Lease	737.75	1,800.00	1,062.25	0.41
<b>Program Development</b>				
2-5-4000-2023 Program Development Durham	1,543.95	2,500.00	956.05	0.62
Total Program Development	1,543.95	2,500.00	956.05	0.62
<b>ILLO Expense</b>				
2-5-4000-2019 Lib ILLO Expense	155.38	700.00	544.62	0.22
Total ILLO Expense	155.38	700.00	544.62	0.22
<b>Overdrive/E-Books</b>				
2-5-4000-2026 Library - Overdrive/e-books	5,725.31	4,000.00	(1,725.31)	1.43
Total Overdrive/E-Books	5,725.31	4,000.00	(1,725.31)	1.43
<b>KOHA Support</b>				
2-5-4000-2027 Library - KOHA support	4,972.00	4,600.00	(372.00)	1.08
Total KOHA Support	4,972.00	4,600.00	(372.00)	1.08
<b>IT Support</b>				
2-5-4000-2028 Library - IT support	1,688.14	2,500.00	811.86	0.68
Total IT Support	1,688.14	2,500.00	811.86	0.68
<b>Equipment Maintenance</b>				
2-5-4000-2035 Library Computer Purchases	0.00	4,000.00	4,000.00	0.00



For Period Ending 31-May-2021

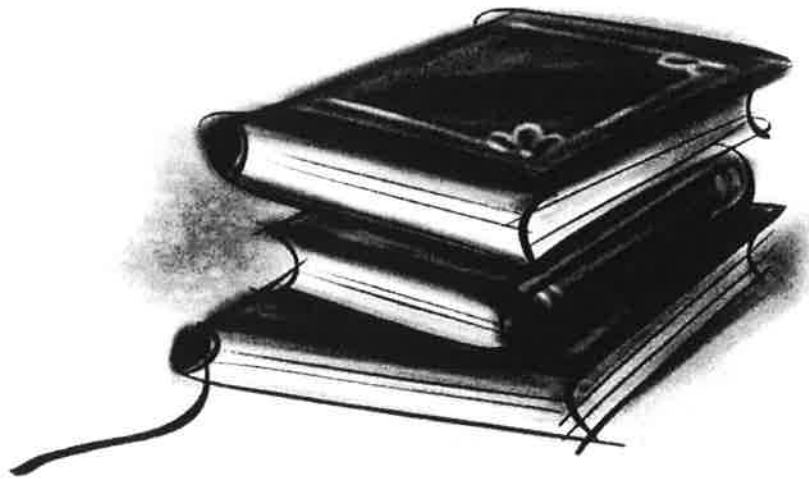
	CURRENT YEAR TO DATE	CURRENT BUDGET	VARIANCE \$	VARIANCE %
<b>LIBRARY</b>				
Total Equipment Maintenance	0.00	4,000.00	4,000.00	0.00
<b>Autotmation - Patrons</b>				
2-5-4000-2036 Library- Photocopies, Database, Webs	1,384.97	4,000.00	2,615.03	0.35
Total Autotmation - Patrons	1,384.97	4,000.00	2,615.03	0.35
<b>Book Processing Fee</b>				
2-5-4000-2043 Lib. Durham Book Processing Fees	896.88	3,000.00	2,103.12	0.30
Total Book Processing Fee	896.88	3,000.00	2,103.12	0.30
<b>Books</b>				
2-5-4000-2044 Lib Purchase Books Durham	6,343.84	24,000.00	17,656.16	0.26
Total Books	6,343.84	24,000.00	17,656.16	0.26
<b>Videos</b>				
2-5-4000-2045 Lib DVDs Durham	15.23	1,000.00	984.77	0.02
Total Videos	15.23	1,000.00	984.77	0.02
<b>Periodicals</b>				
2-5-4000-2046 Lib Periodicals Durham	141.69	1,000.00	858.31	0.14
Total Periodicals	141.69	1,000.00	858.31	0.14
<b>Conference/Training</b>				
2-5-4000-2077 Lib Durham Conference/Training	0.00	4,000.00	4,000.00	0.00
Total Conference/Training	0.00	4,000.00	4,000.00	0.00
<b>Security</b>				
2-5-4000-2051 Library - Security Expense	383.00	1,400.00	1,017.00	0.27
Total Security	383.00	1,400.00	1,017.00	0.27
<b>Library Board</b>				
2-5-5000-3011 Admin Costs West Grey	0.00	3,400.00	3,400.00	0.00
Total Library Board	0.00	3,400.00	3,400.00	0.00
Total OPERATING EXPENSES	114,143.75	385,840.00	271,696.25	0.30
<b>BRANCH EXPENSES</b>				
<b>ELMWOOD BRANCH EXPENSES</b>				
2-5-1000-2016 Lib Telephone/Fax Elmwood	111.86	50.00	(61.86)	2.24
Total ELMWOOD BRANCH EXPENSES	111.86	50.00	(61.86)	2.24
<b>NEUSTADT BRANCH EXPENSES</b>				
2-5-2000-2008 Lib Utilities Water/Sewer Neustadt	139.44	600.00	460.56	0.23
2-5-2000-2009 Lib Utilities Heat Neustadt	1,820.34	2,000.00	179.66	0.91
2-5-2000-2014 Lib Utilities Hydro Neustadt	111.7C	1,500.00	1,388.30	0.07
2-5-2000-2016 Lib Telephone/Fax Neustadt	78.09	400.00	321.91	0.20
2-5-2000-2017 Lib Internet Neustadt	228.81	800.00	571.19	0.29
2-5-2000-2025 Lib Insurance Neustadt	1,602.00	1,000.00	(602.00)	1.60
2-5-2000-2050 Lib Neustadt Lot/Grass Maintenance	155.70	300.00	144.30	0.52
2-5-2000-3011 Lib Contract Labour Neustadt	0.00	600.00	600.00	0.00





For Period Ending 31-May-2021

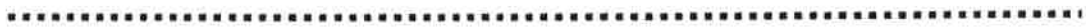
	CURRENT YEAR TO DATE	CURRENT BUDGET	VARIANCE \$	VARIANCE %
<b>LIBRARY</b>				
Total NEUSTADT BRANCH EXPENSES	4,136.08	7,200.00	3,063.92	0.57
<b>NORMANBY BRANCH EXPENSES</b>				
2-5-3000-2008 Lib Utilities Water/Sewer Normanby	31.50	100.00	68.50	0.32
2-5-3000-2009 Lib Utilities Heat Normanby	817.32	2,000.00	1,182.68	0.41
2-5-3000-2014 Lib Utilities Hydro Normanby	258.30	1,800.00	1,541.70	0.14
2-5-3000-2016 Lib Telephone/Fax Normanby	77.74	400.00	322.26	0.19
2-5-3000-2017 Lib Internet Normanby	228.81	800.00	571.19	0.29
2-5-3000-2025 Lib Insurance Normanby	1,602.00	1,000.00	(602.00)	1.60
2-5-3000-2050 Lib Nby Lot/Grass Maintenance	0.00	600.00	600.00	0.00
2-5-3000-3011 Lib Contract Labour Normanby	0.00	600.00	600.00	0.00
Total NORMANBY BRANCH EXPENSES	3,015.67	7,300.00	4,284.33	0.41
<b>DURHAM BRANCH EXPENSES</b>				
2-5-4000-2008 Lib Utilities Water/Sewer Durham	152.18	700.00	547.82	0.22
2-5-4000-2009 Lib Utilities Heat Durham	522.68	1,200.00	677.32	0.44
2-5-4000-2014 Lib Utilities Hydro Durham	1,220.75	3,000.00	1,779.25	0.41
2-5-4000-2016 Lib Telephone/Fax Durham	335.75	1,500.00	1,164.25	0.22
2-5-4000-2017 Lib Connectivity/Internet	589.06	2,200.00	1,610.94	0.27
2-5-4000-2018 Lib Hall Rentals	0.00	400.00	400.00	0.00
2-5-4000-2025 Lib Insurance Durham	1,602.00	1,000.00	(602.00)	1.60
2-5-4000-2050 Lib Durham Lot/Grass Maintenance	0.00	1,500.00	1,500.00	0.00
2-5-4000-3011 Lib Durham Contract Wages	1,579.74	5,000.00	3,420.26	0.32
Total DURHAM BRANCH EXPENSES	6,002.16	16,500.00	10,497.84	0.36
Total BRANCH EXPENSES	13,265.77	31,050.00	17,784.23	0.43
Total LIBRARY	125,249.57	382,150.00	256,900.43	0.33



**MUNICIPALITY OF WEST GREY**

**LIBRARY BOARD MEETING**

**Wednesday, May 12<sup>th</sup>, 2021**



A/P VOUCHER 2021

April V04 – \$8,024.32

MUNICIPALITY OF WEST GREY  
Council/Board Report By Dept-(Computer)



AP5130

Page : 1

Date : May 06, 2021

Time : 9:17 am

Vendor : @HO00001 To ZZZ91192  
Batch : 102 To 102  
Department : All

Cheque Print Date : 01-Apr-2021 To 30-Apr-2021  
Bank : 2 To 2  
Class : All

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				

DEPARTMENT 2000 Library Expense Neustadt

MUN20094 MUNICIPALITY OF WEST GREY

511 MILL MAR 1st Qtr water/sewer @ Neustadt Library		102	05-Apr-2021	14-Apr-2021	
2-5-2000-2008	Lib Utilities Water/Sewer Neustadt				139.44
<b>SPA19370 SPARLING'S PROPANE CO. LTD.</b>					
031044079127: March 19 propane delivery @ Neust Library		102	05-Apr-2021	14-Apr-2021	
2-5-2000-2009	Lib Utilities Heat Neustadt				339.51
<b>Department Totals :</b>					<b>478.95</b>

DEPARTMENT 3000 Library Expense Normanby

SGS12007 SGS LAKEFIELD RESEARCH LTD

11408986 LIB March 23rd water testing @ 610 Alfred Str Ayton - Library portion		102	13-Apr-2021	14-Apr-2021	
2-5-3000-2008	Lib Utilities Water/Sewer Normanby				11.67
<b>WHI00003 WHITEHOTS INC</b>					
3384042 December 17th book order		102	05-Apr-2021	14-Apr-2021	
2-2-3000-3170	Accrued Liabilities				21.47
<b>Department Totals :</b>					<b>33.14</b>

DEPARTMENT 4000 Library Expense Durham

BAR00004 BARCLAY WHOLESALE

40072 Paper towels, facial tissue for Library		102	05-Apr-2021	14-Apr-2021	
2-5-4000-2011	Lib Office Supplies Durham				98.84
<b>DUR00001 KIM STORZ</b>					
2021 APRIL Apr.1 - 14 : Dollarama, Colour Jar, Shoppers purchases for Staff Awards		102	26-Apr-2021	30-Apr-2021	
2-5-4000-2012	Volunteer Recognition Durham				165.45
APRIL 2021 A March 30 / April 8 - Crazy \$/Dollarama : supplies for kits		102	26-Apr-2021	30-Apr-2021	
2-5-4000-2023	Program Development Durham				7.91
2-5-4000-2023	Program Development Durham				7.35
APRIL 2021 E March 30 - Dollarama - purchases for Staff Appreciation		102	26-Apr-2021	30-Apr-2021	
2-5-4000-2012	Volunteer Recognition Durham				22.09
APRIL 2021 C April 6 - Canada Post for postage		102	26-Apr-2021	30-Apr-2021	
2-5-4000-2011	Lib Office Supplies Durham				31.19
APRIL 2021 C April 7 - window cleaning		102	26-Apr-2021	30-Apr-2021	
2-5-4000-2015	Lib Bldg Maintenance Durham				40.00
<b>ELV00001 ELVIDGE LAWNCARE</b>					
MARCH 2/21 February snow removal @ Durham Library		102	26-Apr-2021	30-Apr-2021	
2-5-4000-3011	Lib Durham Contract Wages				40.00
<b>EXC05059 EXCEL BUSINESS SYSTEMS</b>					
254759 Library Copier lease - May		102	26-Apr-2021	30-Apr-2021	
2-5-4000-2022	Lib. Durham Copier Lease				163.85
413561 Library copier read - March (1643)		102	13-Apr-2021	14-Apr-2021	
2-5-4000-2036	Library- Photocopies, Database, Website				77.33
<b>FAR00003 FARLOW'S HOME HARDWARE</b>					
21025 MARC Safety salt for Library		102	05-Apr-2021	14-Apr-2021	
2-5-4000-2015	Lib Bldg Maintenance Durham				5.07
<b>HOL08022 HOLST OFFICE PRO.</b>					

**MUNICIPALITY OF WEST GREY**  
**Council/Board Report By Dept-(Computer)**



AP5130

Page : 2

Date : May 06, 2021

Time : 9:17 am

Vendor : @HO00001 To ZZZ91192

Batch : 102 To 102

Department : All

Cheque Print Date : 01-Apr-2021 To 30-Apr-2021

Bank : 2 To 2

Class : All

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
<b>DEPARTMENT 4000</b>	Library Expense Durham				
H9003	Brother cartridge for Library	102	05-Apr-2021	14-Apr-2021	
2-5-4000-2011	Lib Office Supplies Durham				110.73
<b>KAN00001 KANOPY INC</b>					
242609-PPU	Play Credits-53 / KKids-3/ KSeries-1 for Library	102	05-Apr-2021	14-Apr-2021	
2-5-4000-2026	Library - Overdrive/e-books				126.00
<b>LIB00001 LIBRARY BOUND INC</b>					
30096474	March 29 book order / proc fee	102	13-Apr-2021	14-Apr-2021	
2-5-4000-2043	Lib Durham Book Processing Fees				57.96
2-5-4000-2044	Lib Purchase Books Durham				655.96
30097378	April 9 book order / proc charges	102	26-Apr-2021	30-Apr-2021	
2-5-4000-2043	Lib Durham Book Processing Fees				19.54
2-5-4000-2044	Lib Purchase Books Durham				186.66
<b>LIB00002 LIBRARY SERVICES CENTRE</b>					
601838	March 19 book order / proc charges	102	05-Apr-2021	14-Apr-2021	
2-5-4000-2043	Lib Durham Book Processing Fees				13.56
2-5-4000-2044	Lib Purchase Books Durham				81.44
602189	March 26 book order / proc charges	102	05-Apr-2021	14-Apr-2021	
2-5-4000-2043	Lib Durham Book Processing Fees				5.42
2-5-4000-2044	Lib Purchase Books Durham				29.75
602535	March 31 book order / proc fee	102	13-Apr-2021	14-Apr-2021	
2-5-4000-2043	Lib Durham Book Processing Fees				5.41
2-5-4000-2044	Lib Purchase Books Durham				28.09
602881	April 9 book order / proc charges	102	26-Apr-2021	30-Apr-2021	
2-5-4000-2043	Lib Durham Book Processing Fees				8.14
2-5-4000-2044	Lib Purchase Books Durham				25.89
<b>MUN20094 MUNICIPALITY OF WEST GREY</b>					
453 GARAF M/	1st Qtr water/sewer @ Durham Library	102	05-Apr-2021	14-Apr-2021	
2-5-4000-2008	Lib Utilities Water/Sewer Durham				152.18
<b>PER00003 PERFECT PEN &amp; STATIONERY</b>					
100853893	Full colour inkjet 3"x5" soft touch cate notebooks (50)	102	05-Apr-2021	14-Apr-2021	
2-5-4000-2013	Lib Advertising Durham				173.55
<b>REL18082 RELIANCE PRINTING CO.</b>					
17534	Library - 50 cards 5x7, 2 sided colour, contest	102	26-Apr-2021	30-Apr-2021	
2-5-4000-2023	Program Development Durham				21.47
<b>S&amp;19029 S &amp; E LAWN CARE &amp; SNOW REMOVAL LTD</b>					
2021-0300	March cleaning services @ Durham Library (5)	102	13-Apr-2021	14-Apr-2021	
2-5-4000-3011	Lib Durham Contract Wages				536.75
<b>STA19382 STAPLES BUSINESS ADVANTAGE</b>					
55815187	Laminating pouches for Library	102	05-Apr-2021	14-Apr-2021	
2-5-4000-2011	Lib Office Supplies Durham				42.93
<b>SWA00003 SWAN DUST CONTROL</b>					
5807482	March 25 mat rental @ Durham Library	102	05-Apr-2021	14-Apr-2021	
2-5-4000-2015	Lib Bldg Maintenance Durham				21.47
5814747	April 7 mat rental @ Durham Library	102	26-Apr-2021	30-Apr-2021	
2-5-4000-2015	Lib Bldg Maintenance Durham				21.47
<b>TEC00001 TECH 360</b>					
2021-090	April 1-6 Library: network failure after power outage, replace	102	13-Apr-2021	14-Apr-2021	

MUNICIPALITY OF WEST GREY  
**Council/Board Report By Dept-(Computer)**



AP5130 Page : 3  
 Date : May 06, 2021 Time : 9:17 am

Vendor : @HO00001 To ZZZ91192  
 Batch : 102 To 102  
 Department : All

Cheque Print Date : 01-Apr-2021 To 30-Apr-2021  
 Bank : 2 To 2  
 Class : All

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
<b>DEPARTMENT 4000</b>	Library Expense Durham				
	Gateway PC with VPN Router				
2-5-4000-2028	Library - IT support				544.07
<b>WHI00003 WHITEHOTS INC</b>					
3393216	March 12 book order	102	05-Apr-2021	14-Apr-2021	181.24
2-5-4000-2044	Lib Purchase Books Durham				
3394011	March 18 book order	102	05-Apr-2021	14-Apr-2021	314.93
2-5-4000-2044	Lib Purchase Books Durham				
3394012	March 18 book order	102	05-Apr-2021	14-Apr-2021	26.01
2-5-4000-2044	Lib Purchase Books Durham				
3395095	March 26 book order	102	13-Apr-2021	14-Apr-2021	302.96
2-5-4000-2044	Lib Purchase Books Durham				
3395096	March 26 book order	102	13-Apr-2021	14-Apr-2021	28.31
2-5-4000-2044	Lib Purchase Books Durham				
3395763	March 31 processing charges	102	05-Apr-2021	14-Apr-2021	455.24
2-5-4000-2043	Lib. Durham Book Processing Fees				
3395926	April 1 book order	102	13-Apr-2021	14-Apr-2021	421.98
2-5-4000-2044	Lib Purchase Books Durham				
3395927	April 1 book order	102	13-Apr-2021	14-Apr-2021	24.09
2-5-4000-2044	Lib Purchase Books Durham				
3396699	April 9 book order	102	26-Apr-2021	30-Apr-2021	299.95
2-5-4000-2044	Lib Purchase Books Durham				
3397522	April 15 book order	102	26-Apr-2021	30-Apr-2021	227.49
2-5-4000-2044	Lib Purchase Books Durham				
3397523	April 15 book order	102	26-Apr-2021	30-Apr-2021	24.74
2-5-4000-2044	Lib Purchase Books Durham				
3398122 CR	Credit for books: 'Blink of an Eye' + 'Speed of Mercy'	102	26-Apr-2021	30-Apr-2021	-40.98
2-5-4000-2044	Lib Purchase Books Durham				
<b>Department Totals :</b>					<b>5,793.48</b>

**Computer Paid Total : 6,305.57**

MUNICIPALITY OF WEST GREY  
**Council/Board Report By Dept-(EFT)**



AP5130 Page : 3  
 Date : May 06, 2021 Time : 9:17am

Vendor : @HO00001 To ZZZ91192  
 Batch : 102 To 102  
 Department : All

EFT Paid Date : 01-Apr-2021 To 30-Apr-2021  
 Bank : 2 To 2  
 Class : All

Vendor Code Invoice No.	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
<b>DEPARTMENT 1000</b>	Library Expense Elmwood				
<b>BEL02085 BELL MOBILITY</b>					
493-8400 APR	Elmwd Resource Ctre cell phone to April 24	102	09-Apr-2021	09-Apr-2021	25.07
2-5-1000-2016	Lib Telephone/Fax Elmwood				
<b>Department Totals :</b>					<b>25.07</b>

MUNICIPALITY OF WEST GREY  
Council/Board Report By Dept-(EFT)



AP5130

Date : May 06, 2021

Page : 4

Time : 9:17am

Vendor : @HO00001 To ZZZ91192  
Batch : 102 To 102  
Department : All

EFT Paid Date : 01-Apr-2021 To 30-Apr-2021  
Bank : 2 To 2  
Class : All

Vendor Code	Vendor Name	Invoice No.	Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3	GL Account Name					
<b>DEPARTMENT 2000 Library Expense Neustadt</b>							
<b>EAS00001</b>	<b>EASTLINK</b>						
15367124		Neust. Library phone/ internet .	to Apr. 8th	102	20-Apr-2021	20-Apr-2021	
2-5-2000-2016			Lib Telephone/Fax Neustadt				28.97
2-5-2000-2017			Lib Internet Neustadt				84.69
<b>WES08001</b>	<b>WESTARIO POWER</b>						
2104606045		February hydro @ Neustadt Library		102	20-Apr-2021	20-Apr-2021	
2-5-2000-2014			Lib Utilities Hydro Neustadt				62.27
<b>Department Totals :</b>							<b>175.93</b>

<b>DEPARTMENT 3000 Library Expense Normanby</b>							
<b>EAS00001</b>	<b>EASTLINK</b>						
15421321		Nby Library phone / internet /	to April 11th	102	20-Apr-2021	20-Apr-2021	
2-5-3000-2016			Lib Telephone/Fax Normanby				28.57
2-5-3000-2017			Lib Internet Normanby				84.69
<b>HYD15021</b>	<b>HYDRO ONE NETWORKS INC.</b>						
610 ALF APR 22		March hydro @ 610 Alfred Str Ayton - Library portion		102	22-Apr-2021	22-Apr-2021	
2-5-3000-2014			Lib Utilities Hydro Normanby				127.35
<b>Department Totals :</b>							<b>240.61</b>

<b>DEPARTMENT 4000 Library Expense Durham</b>							
<b>CIB03019</b>	<b>CIBC CREDIT CARD SERVICES</b>						
6065 MAR.24/2		Canada Post interlibrary loan delivery charges to March 18		102	09-Apr-2021	09-Apr-2021	
2-5-4000-2019			Lib ILLO Expense				82.13
6065 MAR.24/2		VistaPrint: note cards - 50		102	09-Apr-2021	09-Apr-2021	
2-5-4000-2013			Lib Advertising Durham				79.23
6065 MAR.24/2		VistaPrint: note cards - 100		102	09-Apr-2021	09-Apr-2021	
2-5-4000-2013			Lib Advertising Durham				161.70
6065 MAR.24/2		March 18-Amazon.ca program kits		102	09-Apr-2021	09-Apr-2021	
2-5-4000-2023			Program Development Durham				26.52
6065 MAR.24/2		March 19 - Amazon.ca program kits		102	09-Apr-2021	09-Apr-2021	
2-5-4000-2023			Program Development Durham				22.40
6065 MAR.24/2		March 21-Amazon.ca laminating pouches		102	09-Apr-2021	09-Apr-2021	
2-5-4000-2011			Lib Office Supplies Durham				18.74
6065 MAR.24/2		March : Apple iCloud storage plan		102	09-Apr-2021	09-Apr-2021	
2-5-4000-2036			Library- Photocopies, Database, Website				1.46
<b>EAS00001</b>	<b>EASTLINK</b>						
15367124		Neust. Library	security to Apr. 8th	102	20-Apr-2021	20-Apr-2021	
2-5-4000-2051			Library - Security Expense				25.88
15421321		Nby Library	security to April 11th	102	20-Apr-2021	20-Apr-2021	
2-5-4000-2051			Library - Security Expense				25.88
15621391		Durham Library phone / internet / security to April 29th		102	20-Apr-2021	20-Apr-2021	
2-5-4000-2051			Library - Security Expense				67.52
2-5-4000-2017			Lib Connectivity/Internet				119.88
2-5-4000-2017			Lib Connectivity/Internet				134.41
<b>HYD15021</b>	<b>HYDRO ONE NETWORKS INC.</b>						
453 GARAF AP		Durham Library hydro to March 21		102	09-Apr-2021	09-Apr-2021	
2-5-4000-2014			Lib Utiliies Hydro Durham				357.31

MUNICIPALITY OF WEST GREY  
**Council/Board Report By Dept-(EFT)**



AP5130

Page : 5

Date : May 06, 2021

Time : 9:17am

Vendor : @HO00001 To ZZZ91192  
 Batch : 102 To 102  
 Department : All

EFT Paid Date : 01-Apr-2021 To 30-Apr-2021  
 Bank : 2 To 2  
 Class : All

Vendor Code	Vendor Name	Invoice No.	Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3	GL Account Name					

DEPARTMENT 4000			Library Expense Durham				
UNI21001			ENBRIDGE GAS (UNION GAS)				
453 GARAF AP Durham			Library heat to April 13	102	22-Apr-2021	22-Apr-2021	154.08
2-5-4000-2009			Lib Utilities Heat Durham				

**Department Totals : 1,277.14**

**EFT Paid Total : 1,718.75**

Total Unpaid for Approval :	0.00
Total Manually Paid for Approval :	0.00
Total Computer Paid for Approval :	6,305.57
Total EFT Paid for Approval :	1,718.75
<b>Grand Total ITEMS for Approval :</b>	<b>8,024.32</b>

April 2021

## Administration

### Updates

- New website has launched.
  - Will be able to have a board email address.
- We have been able to fix Facebook and Instagram so that we are now able to schedule our social media posts.
- Our logo has been adjusted on Instagram, Facebook and YouTube (were cut off before)
- We were successful getting some money from Save on Energy to help offset the cost on the retrofit of lights in Neustadt
- Budget approved May 4th.
- Municipal pay grid was approved on April 27<sup>th</sup>.
- Spoke to CAO regarding West Grey's year in review, we will find a solution to help promote the Library in West Grey's publications.
- Started sign wars (see below A1) happening throughout West Grey and beyond
- A large donation was received from Michaels Canada
- Flooring in Durham - looking for quotes on the floor now

### Staffing

- On April 27<sup>th</sup>, we had our first staff appreciation event. Staff were able to show appreciation to each other during this time. Each staff member was presented a token of appreciation (see below A2), received tea, popcorn, and a gluten free cupcake to enjoy during the event. We will hold something similar in April (celebration of National Librarian Day), as well as another one in October (celebration of Ontario Library Week) each year.
- We are three staff members short (1 last year, & 2 this year)
- Advertised for one position and have received 100 resumes – reviewing resumes and hope to interview the week of May 18<sup>th</sup>.
- Both our students will also be leaving during the summer.

### Programming

#### Adult

April's adult programming featured the launch of the Who's Reading Whom? contest, where 12 West Grey personalities obscured their face with a great Canadian book - all to feature Canadian Book Day, April 23rd.



April 2021

We had a good turnout for the Master Gardeners' Zoom session - Vegetable Gardening with Jackie Campbell on April 29th.

In May, we're also looking forward to launching the Discover Italy kit for adults, giving patrons a chance to try out a pasta maker using a couple of fantastic cookbooks while listening to highlights from *Tosca* and watching a DVD about an Italian road trip!

*Roaming Readers* starts Thursday, May 27th, an all-walking, all-talking book show and tell. Roamers discuss their latest read, and hear about others' picks, during a one-hour ramble around town once a month (last Thursday of the month). Led by a fit and well-read local volunteer, roamers meet at Durham branch at 2 pm for a socially distanced walk and chat, where they can walk all or part of the route - no pressure!

*Reading with Ruff* is a new feature that starts in June's adult newsletters. Every two months Bruce—Grey—Owen Sound Member of Parliament Alex Ruff (who is an avid reader, as it turns out) will give readers a short and snappy report on his latest read, starting with *Not Wolf Nor Dog* by Wilmer Nadjiwon in June's editions.

The Library's *Time Capsule* will be dedicated at a brief, informal ceremony on Friday, June 25, 2021 1 pm. While it's not clear whether this will be a public event, we're hoping to give attendees a look at the items that have been contributed to the Capsule, which will be re-opened in 2040 - 20 years!

And looking ahead, the Library's *Summer Bingo* starts in July – cards will be available starting the end of May! Modest prizes - big bragging rights!

## Youth

April and May grab & go craft bags had 30 participants. Families are responding well to the craft bags and tinker boxes; we're getting lots of great feedback.

Collaborating with JP Morel on a mural at the Durham wading pool. She just did a similar project in Owen Sound, where she takes a composite of many children's drawings and creates a beautiful mural of a certain theme. We're registering young people 10-18 to sign up for a Zoom workshop, and once she receives their contributions she'll get to work on the mural in the summer.

April 2021

Preparing Storywalks for the TD Summer Reading Club. We're getting supplies together to provide a Storywalk, which is an installation that allows families to read a book as they walk through a local trail/green space. We tried one last year and hope to improve upon it with more durable signage and more promotion.

Updating our tinker kits - we're looking to rotate the contents of our tinker kits to keep things fresh. We plan to do a 'Makedo' cardboard construction kit, a LEGO kit, a LittleBits robotics kit, as well as various crafts/activities. These are very popular with families as it gives them something to do during lockdown in a safe way.

#### Friends of the Library

- The FOL held their annual meeting on May 6<sup>th</sup>.
- I provided a wish list (done annually)
- On the wish list the library asked for:
  - Storywalk signs
  - Author reading – fundraiser
  - WIFI hotspots
  - Forest of Reading books
  - Feminine hygiene dispensers

#### Motions

- Would like to waive fines till the end of 2021, to ensure inclusive barrier-free access to resources. (Motion)
- Sick leave – I would like to offer our part-time staff (as the majority of the library staff are part-time) ten (10) days sick leave per year. (Motion).
  - The Federal government has the Canada Recovery Sickness Benefit due to COVID, then you'd go on EI, wait time up to 4 weeks.
  - The Provincial government has the COVID-19 Worker Income Protection Benefit, 3 days sick pay.
  - Municipal Personnel Policy states
    - All full time employees are entitled to a maximum of ten (10) days sick leave per year. Sick leave shall be paid at the rate equivalent to a day's pay and shall not be accumulated from year to year. This period shall run from January 1<sup>st</sup> of a calendar year to December 31<sup>st</sup> of the same calendar year

A1) Sign Wars



A2)



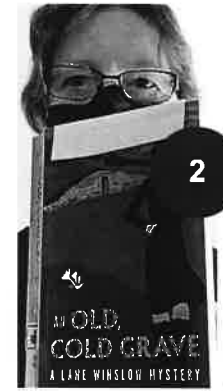
Blood Washing Blood



1

# Canada Book Day 23 April 2021 Who's Reading Whom?

The Old, Cold Grave



2

Fifteen Dogs



3

4



The Back of the Turtle

5



Someone is Watching

6



Deafening

7



A Complicated Kindness

8



Dreadful Water

10



The Last Piece of the Sky

9



No More Pets

11



Mitzi Bytes

Guess which Grey County personality is reading which Canadian book - and by which author...

Most number of correct guesses wins!

Enter by May 14, 2021

get your ballot by email  
[info@westgreylibrary.com](mailto:info@westgreylibrary.com)  
or at your Library branch

12



Eminent Women of Grey County



West Grey Public Library

519-369-2107 | [info@westgreylibrary.com](mailto:info@westgreylibrary.com) | [www.westgreylibrary.com/](http://www.westgreylibrary.com/)





**West Grey Public Library**  
**Policy Title: Meetings of the Board**  
**Policy Number: BL-05**

West Grey Public Library Board members must meet regularly to ensure the proper governance of the library and to conduct the business of the West Grey Public Library Board. Since the West Grey Public Library Board 'as a whole' has the authority to act, and not individual members, the West Grey Public Library Board meeting is the major opportunity for the West Grey Public Library Board to do its work – to make decisions, solve problems, educate West Grey Public Library Board members, and plan for the future and review monitoring or evaluation material submitted by staff. This policy sets procedures to follow for meetings and ensures compliance with the **Public Libraries Act**, R.S.O. c. P.44.

**Section 1: Types of Meetings**

1. In accordance with the **Public Libraries Act**, s. 16.1 (2) "All meetings shall be open to the public" with some exceptions (refer to 5 & 6 below)
2. In accordance with the **Public Libraries Act**, s. 16(1), The library board shall hold at least seven regular meetings in each year. and at such other times as it considers necessary.
3. In accordance with the **Public Libraries Act**, s. 14(1), "The first meeting of a board in a new term shall be called, if a by-law has been passed\*, by the chief executive officer (CEO) appointed under subsection 15 (2)", upon receipt of the confirmation of appointments from the municipal clerk. This inaugural meeting shall be held as soon as possible, after the appointments are made by municipal council. \* 14 (2) "A municipal council may by by-law authorize the chief executive officer appointed under sub-section 15 (2) to call the first meeting of the board in each new term"

At this first meeting, the CEO oversees the elections of the officers. The elections begin with the position of Chair.

4. In accordance with the **Public Libraries Act**, s. 16(2), "The chair or any two members of a board may summon a **special meeting** by giving each member reasonable notice in writing, specifying the purpose for which the meeting is called".

**West Grey Public Library**  
**Policy Title: Meetings of the Board**  
**Policy Number: BL-05**

5. In accordance with the **Public Libraries Act**, s. 16.1(4) A meeting or part of a meeting may be **closed to the public** if the subject matter being considered is:
- a) the security of the property of the West Grey Public Library Board
  - b) personal matters about an identifiable individual
  - c) a proposed or pending acquisition or disposition of land by the West Grey Public Library Board
  - d) labour relations or employee negotiations
  - e) litigation or potential litigation, including matters before administrative tribunals, affecting the West Grey Public Library Board
  - f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose
  - g) a matter in respect of which a West Grey Public Library Board or committee of a West Grey Public Library Board may hold a closed meeting under another Act

- 6 In accordance with the **Public Libraries Act**, s. 16.1(5) A meeting shall be closed to the public if the subject matter relates to the consideration of a request under the **Municipal Freedom of Information and Protection of Privacy Act**, R.S.O. 1990, c. M56, if the West Grey Public Library Board or committee of the West Grey Public Library Board is the head of an institution for the purposes of that Act.

In accordance with the **Public Libraries Act**, s. 16.1(6) Before holding a meeting or part of a meeting that is to be closed to the public, a board or committee of the West Grey Public Library Board shall state by resolution:

- a) the fact of the holding of the closed meeting
- b) the general nature of the matter to be considered at the closed meeting

In accordance with the **Public Libraries Act**, s. 16.1(7) "A meeting shall not be closed to the public during the taking of a vote", however according to s. 16.1(8) a meeting may be closed to the public during a vote if,

- a) the meeting is closed for reasons #5 and #6 above
- b) the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the board or committee of the board or persons

retained by or under contract with the board

7. West Grey Public Library Board members may attend board meetings via teleconference call or Internet video conferencing call

**West Grey Public Library**  
**Policy Title: Meetings of the Board**  
**Policy Number: BL-05**

- a) As all West Grey Public Library Board meetings are open to the public, **electronic means** must be conducted in such a way that all members participating can hear each other, at the same time, and that the public can also hear the deliberations.
- b) Electronic means must be paid by the individual West Grey Public Library Board member.
- c) Once quorum is established, business proceeds as usual and votes are recorded by name in roll-call fashion.
- d) This person will be part of quorum.

**Section 2: Order of Proceedings**

1. Parliamentary authority.

- a) The rules contained in the current edition of ***Robert's Rules of Order Newly Revised*** shall govern the proceedings of the West Grey Public Library Board in cases where there are no bylaws of the West Grey Public Library Board in place.

2. Call to order.

- a) Meetings shall be **called to order** by the Chair on the hour fixed for the meeting.
- b) In the absence of the Chair, the Vice-chair will preside over the meeting.

3. Quorum.

- a) In accordance with the ***Public Libraries Act***, s. 16(5), "The presence of a majority of the board is necessary for the transaction of business at a meeting."
- b) Where a quorum is not present within fifteen minutes of the hour fixed for a meeting, the secretary shall record the names of the West Grey Public Library Board members present and the meeting shall stand adjourned until the next meeting or until a special meeting is called.
- c) Nothing in the foregoing shall prohibit the members in attendance for a regular meeting, when no quorum is present, from constituting themselves as a committee dealing with such agenda items as they see fit. However, decisions taken at such meeting may not be executed until ratified by motion at a regular meeting of the West Grey Public Library Board.
- d) If notified by a majority of West Grey Public Library Board members of their anticipated absence from a meeting, the CEO shall notify all members of the West Grey Public Library Board that the meeting is cancelled.

**West Grey Public Library**  
**Policy Title: Meetings of the Board**  
**Policy Number: BL-05**

4. Attendance at meetings.

In accordance with the **Public Libraries Act**, s. 13 (c), "If a board member is absent from the meetings of the board for three consecutive months without being authorized by a board resolution,

- a) the members' seat becomes vacant, and the remaining members shall forthwith declare the seat vacant and notify the appointing council accordingly" or
- b) the West Grey Public Library Board may consider the circumstances of the absence and pass a resolution authorizing that person to continue as a board member

5. Agenda.

- a) The agenda focuses the discussion in order to make good use of the West Grey Public Library Board's time. Meetings of the West Grey Public Library Board 'as a whole' do not re-do the work of the staff or of the committees.
- b) Recommendations from staff and committees shall be listed on the agenda
- c) The order of business for all regular meetings of the West Grey Public Library Board may be as follows to allow more flexibility in the agenda:
  - a) Call to order
  - b) Approval of the agenda
  - c) Declaration of Pecuniary Interest or Conflict of Interest
  - d) Minutes of the preceding meeting
  - e) Business arising from the minutes
  - f) Tabling of the board information package: correspondence, Treasurer's report, Committee reports
  - g) Chief Executive Officer's report
  - h) Monitoring the progress of the library's strategic plan
  - i) Policy review and updates
  - j) Report on board members' advocacy activities
  - k) Motions from board members
  - l) Other business
  - m) Date of the next meeting
  - n) Adjournment



**West Grey Public Library**  
**Policy Title: Meetings of the Board**  
**Policy Number: BL-05**

6. Voting.

- a) All motions at West Grey Public Library Board meetings, except those approving or amending the bylaws, are decided by a majority of votes cast. A motion to add, amend or remove a bylaw shall require a majority vote of at least two thirds of the members in order to be carried.
- b) In accordance to the **Public Libraries Act**, s. 16(6), "The chair or acting chair of a board may vote with the other members of the board upon all questions and any question on which there is an equality of votes shall be deemed to be negative."

7. Minutes.

- a) Minutes will be taken by the secretary and shall consist of
  1. The place, date and time of the meeting
  2. The name of the chair and the attendance of the members and staff
  3. Each item heading and the decision
  4. The results of any recorded vote
  5. The adoption of the minutes of prior meetings
  6. The minutes shall be without note or comment
- b) Once approved, minutes of meetings are the official record of decisions and provide direction for officers and employees in their subsequent actions.
- c) Minutes are approved at the next meeting of the West Grey Public Library Board and signed by the Chair.
- d) Minutes (excluding in camera minutes) are public documents and shall be made available to the public.
- e) Minutes of closed meetings are kept separately and are held as confidential.

**Section 3: Chairing the Meeting**

1. The function of the Chair is to act in a leadership role to the West Grey Public Library Board, ensuring that business is dealt with expeditiously, and also to help the West Grey Public Library Board work as a team. It is the duty of the Chair of the West Grey Public Library Board to:
  - a) open meetings of the West Grey Public Library Board by calling the members to order
  - b) announce the business before the West Grey Public Library Board in the order in which it is to be acted upon

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- c) receive and submit, in the proper manner, all motions presented by the members of the West Grey Public Library Board
- d) put to vote all motions which are moved and seconded in the course of proceedings, and announce the results
- e) decline to put to vote motions which infringe the rules of procedure
- f) restrain the members, when engaged in debate, within the rules of order
- g) exclude any person from a meeting for improper conduct (***Public Libraries Act*** s. 16 (4))
- h) enforce the observance of order and decorum among the members
- i) authenticate, by signing, all bylaws, resolutions and minutes of the West Grey Public Library Board
- j) instruct the West Grey Public Library Board on the rules of order
- k) represent and support the West Grey Public Library Board, declaring its will, and implicitly obeying its decisions in all things
- l) receive all messages and communications on behalf of, and announce them to, the West Grey Public Library Board
- m) ensure that the decisions of the West Grey Public Library Board are in conformity with the laws and bylaws governing the activities of the West Grey Public Library Board

**Section 4: Board Meeting Ground Rule**

1. The West Grey Public Library Board values a diversity of opinions and strives to set an environment conducive to exploring ideas. The West Grey Public Library Board members will at the start of the term, set, and agree on, ground rules to guide their deliberations.

**Related Documents:**

***Municipal Freedom of Information and Protection of Privacy Act***, R.S.O. 1990, c. M56

***Public Libraries Act***, R.S.O. 1990, c. P44, s.14, 16

***Robert's Rules of Order Newly Revised*** (RONR) 10<sup>th</sup> edition

 Note:



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Meeting ground rules:

1. everyone's opinion counts and should be heard
2. only one conversation at a time
3. no phone calls, texting, or interruptions during meetings
4. comments on ideas are supportive, rather than judgmental
5. everyone will offer insight

Revised: March 17, 2021/Approved:

	1000	2000	3000	4000	5000		2,021	2,020	\$\$ BUDGET	% BUDGET
	ELMWOOD	NEUSTAOT	NORMANBY	DURHAM	BOARD	WGPL		Approved	CHANGE	CHANGE
<b>REVENUE</b>										
Development Charges			0	0	0	(6,000)	(6,000)	(4,000)	(2,000)	50.00%
24?0003076 Transfer from General Reserve							0	0	0	#DIV/0!
24?0003076 Transfer from Provincial Grant Reserve							0	0	0	#DIV/0!
24?0005300 Annual Provincial Grant						(24,190)	(24,190)	(24,190)	0	0.00%
24?0005300 Provincial Grant (for automation)							0	0	0	#DIV/0!
24?0005310 Library Provincial Rev - Connectivity							(800)	0	(800)	#DIV/0!
24?0005320 Library Federal Rev - WIL/CAP							0	0	0	#DIV/0!
24?0005350 Library Donations							0	0	0	#DIV/0!
24?0005410 Lib. Revenue						(1,250)	(1,250)	(1,250)	0	0.00%
24?0005411 Lib. Rev/Service Fee						(1,250)	(1,250)	(1,250)	0	0.00%
24?0005412 Lib. Fines						(1,250)	(1,250)	(1,250)	0	0.00%
24?0005415 Lib. Computer Use Fee							0	0	0	#DIV/0!
2494?06540 Transfer from Capital Reserve									0	#DIV/0!
<b>TOTAL REVENUES</b>			0	0	0	(33,940)	(34,740)	(31,940)	(2,800)	8.77%
<b>EXPENDITURES</b>										
2540001010 Lib. Wages						258,633	258,633	215,564	43,069	19.98%
2540001015 Lib. Benefits						55,107	55,107	40,973	14,134	34.50%
2540002011 Lib. Office Supplies						1,000	1,000	1,000	0	0.00%
Lib. ILL						700	700	700	0	0.00%
Lib. COVID						1,500	1,500		1,500	#DIV/0!
2540002015 Lib. Bldg. Suppl'es & Maintenance						5,000	5,000	4,600	400	8.70% Increased in 2020
2540002021 Lib. Courier Mileage/Compensation						1,000	1,000	1,250	(250)	-20.00% Courier can stay lower, one staff using
2540002022 Lib. Durham Copier Lease						1,800	1,800	1,500	300	20.00% Increased in 2020
2540002035 Lib. Tech/Maint.						4,000	4,000	1,500	2,500	166.67% hotspots, lending laptops, computer
2540002036 Lib. Automation (software)						4,000	4,000	2,000	2,000	100.00% local history database, website, Microsoft
2540003043 Lib. Book Processing						3,000	3,000	2,500	500	20.00% Reinstated to the same in 2019
2540002044 Lib. Purchase Books						24,000	24,000	20,000	4,000	20.00% Reinstated to the same in 2019
2540002045 Lib. Purchase DVDs						1,000	1,000	1,000	0	0.00%
2540002046 Lib. Purchase Periodicals						1,000	1,000	1,000	0	0.00%
Lib. Security						1,400	1,400	1,400	0	0.00%
2540002012 Lib. Volunteer Recog.						300	300	300	0	0.00%
2540002013 Lib. Advertising						1,000	1,000	600	400	66.67% Increase for programs and COVID
2540002020 Lib. Gen. Memberships						400	400	400	0	0.00%
2540002023 Lib. Program Develop.						2,500	2,500	815	1,685	206.75% Reinstated to the same in 2019
Lib. Hall Rentals						400	400	0	400	#DIV/0! \$400 added for programs due to space and covid
2540002026 Lib. Overdrive/e-resources						4,000	4,000	3,000	1,000	33.33% inc in pricing, kanopy, libraryaware
2540002027 Lib. KOHA support						4,600	4,600	4,600	0	0.00%
2540002028 Lib. IT support						2,500	2,500	2,700	(200)	-7.41%
2540002077 Lib. Confer/Training						4,000	4,000	4,000	0	0.00%
Contracting library services							0		0	#DIV/0! Elm and GH, originally in Municipal cost centre
2540003011 Municipal Admin. Costs						3,400	3,400	3,400	0	0.00%
<b>SUBTOTAL</b>			0	0	0	386,240	386,240	314,802	71,438	
<b>BRANCH EXPENSES</b>										
25?0002008 Lib. Utilities Water/Sewer		600	100	700			1,400	1,400	0	0.00%
25?0002009 Lib. Utilities Heat		2,000	2,000	1,200			5,200	6,600	(1,400)	-21.21%
25?0002014 Lib. Utilities Hydro		1,500	1,800	3,000			6,300	6,300	0	0.00%
25?0002016 Lib. Telephone/Fax		400	400	1,500			2,350	2,700	(350)	-12.96%
25?0002017 Lib. Connect/Internet	50	800	800	2,200			3,800	3,100	700	22.58% increased by \$1200 for hotspots
25?0002025 Lib. Insurance		1,000	1,000	1,000			3,000	3,000	0	0.00%
25?0002050 Lib. Lot/Grass Maint.		300	600	1,500			2,400	3,200	(800)	-25.00%
25?0003011 Lib. Contract Labour		600	600	5,000			6,200	6,200	0	0.00%
<b>SUBTOTAL BRANCH EXPENSES</b>		7,200	7,300	16,100	0		30,650	32,500	(1,850)	
<b>TOTAL EXPENDITURES</b>		7,200	7,300	16,100	0		416,890	347,302	69,588	20.04%
<b>West Grey Library Levy</b>		7,200	7,300	16,100	0		382,150	315,362	66,788	21.18%
							382,150			

Similar Value Group	Job Title	2021 WEST GREY SALARY GRID				
		Step 1	Step 2	Step 3	Step 4	Step 5 (Job Rate) \$P.HR
17	CAO	\$134,929.13	\$140,326.30	\$145,939.35	\$151,776.92	\$157,848.00
16	Director of Finance/ Treasurer	\$103,443.27	\$107,581.01	\$111,884.25	\$116,359.62	\$121,014.00
16	Director of Infrastructure and Public Works					
15	Director of Community & Development Services/CBO	\$88,652.60	\$92,198.70	\$95,886.65	\$99,722.12	\$103,711.00
15	Clerk					
14	Fire Chief/Emergency Measures/Health & Safety	\$81,452.58	\$84,710.69	\$88,099.11	\$91,623.08	\$95,288.00
14	Manager, Planning & Development					
13	Manager, Community Services	\$40.72	\$42.35	\$44.05	\$45.81	\$47.64
13	CEO/Chief Librarian					
13	Deputy CBO					
12	Tax Collection/Deputy Treasurer	\$35.81	\$37.24	\$38.73	\$40.28	\$41.90
12	Utility Supervisor					
12	Roads Supervisor					
11	Facility Manager	\$31.78	\$33.05	\$34.38	\$35.75	\$37.18
11	Building Inspector					
11	Recreation Supervisor					
10	Communications Coordinator	\$30.11	\$31.31	\$32.56	\$33.87	\$35.22
10	Legislative Coordinator					

Similar Value Group	Job Title	2021 WEST GREY SALARY GRID				
		Step 1	Step 2	Step 3	Step 4	Step 5 (Job Rate) \$P.HR
9	Rural Lead Hand	\$27.84	\$28.95	\$30.11	\$31.32	\$32.57
8	Utility Operator/Labourer	\$25.44	\$26.46	\$27.51	\$28.62	\$29.76
8	Administrative Assistant - Payroll					
8	Administrative Assistant - Building Services					
8	Adult Services Librarian					
8	Child & Youth Librarian					
7	Operator/Labourer	\$24.30	\$25.27	\$26.28	\$27.34	\$28.43
7	Public Works Administrative Assistant					
7	Accounts Payable Clerk					
7	Accounts Receivable Clerk/Receptionist					
6	Recreation Attendant	\$21.20	\$22.04	\$22.93	\$23.84	\$24.80
6	Seasonal/Operator/Labourer					
6	Communications/Programming Coordinator					
6	Library Assistant					
5		\$19.45	\$20.23	\$21.04	\$21.88	\$22.75
4	Landfill Attendant	\$17.70	\$18.41	\$19.15	\$19.91	\$20.71
3	Crossing Guard	\$16.10	\$16.75	\$17.42	\$18.12	\$18.84
2	Page	\$11.97	\$12.45	\$12.94	\$13.46	\$14.00