

June 23, 2020

**Board Members Present:** Andrew Marre (Chair); Melissa Jolicoeur; Miranda DeJong; Councillor Grant Hagerman

**Regrets:** Theresa O’Heir; Kellie DeMarsh; Councillor Sari Watson

**Recorded By:** Jaye Bannon, CEO

1. **Call to Order:**

The meeting was called to order by Andrew Marre at 11:00am

2. **Approval of the Agenda:**

Motion #1

Moved by: Melissa Jolicoeur

Seconded by: Grant Hagerman

That the agenda for the June 23, 2020 Library Board meeting be approved.

**Carried**

3. **Declarations of pecuniary interest:** None.

4. **Correspondence:**

Motion #2

Moved by: Grant Hagerman

Seconded by: Miranda DeJong

That the email received from Sonia Press of Stirling Public School regarding the suspension of the Stirling Library Board Bursary Award for 2020 be filed and received.

**Carried**

5. **February 19, 2020 regular minutes:**

Motion #3

Moved by: Miranda DeJong

Seconded by: Melissa Jolicoeur

That the minutes of the February 19, 2020 meeting be approved.

**Carried**

6. **Business arising from the February 19, 2020 minutes:**

Jaye informed the board that the replacements of the HVAC units were completed the week of June 9, 2020 and that the air conditioning and air quality seem to be working very well.

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7. **May 6, 2020 closed minutes:**

Motion #4

Moved by: Melissa Jolicoeur

Seconded by: Grant Hagerman

That the minutes of the May 6, 2020 closed ZOOM video conference meeting be approved.

**Carried**

8. **Business arising from the May 6, 2020 closed minutes:**

Jaye informed the board that she will be presenting the 2020 Operating Budget to Council on June 24, 2020 as requested by CAO Roxanne Hearn on behalf of Council.

9. **Statistics and CEO Report for February, March, April, May 2020:**

Motion #5

Moved by: Melissa Jolicoeur

Seconded by: Miranda DeJong

That the Statistics and CEO report for February, March, April, and May 2020 be received and filed.

**Carried**

10. **Chair Report:** None

11. **Council Report:**

Grant Hagerman reported that Council has continued to meet via video or teleconference calls throughout the COVID-19 pandemic months and that the Municipal Office has remained open to the public due to the opportune design of the building.

12. **Policy Review:**

Motion #6

Moved by: Melissa Jolicoeur

Seconded by: Miranda DeJong

That the board go into caucus to discuss matters pursuant to Section 16.1(4b) of the Public Library Act regarding personal matters about an identifiable individual(s).

**Carried**

Motion #7

Moved by: Miranda DeJong

Seconded by: Melissa Jolicoeur

That the board go out of caucus.

**Carried**

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Motion #8

Moved by: Miranda DeJong

Seconded by: Melissa Jolicoeur

That staff and Library Board Chair be instructed to follow direction given in caucus.

**Carried**

Motion #9

Moved by: Miranda DeJong

Seconded by: Melissa Jolicoeur,

That Policy#OP0821: Disruptive Patron Staff Attitudes Towards Patrons be approved.

**Carried**

Motion #10

Moved by: Miranda DeJong

Secpmded by: Melissa Jolicoeur

That Policy#OP0825: Emergency Procedures be approved.

**Carried**

Motion #11

Moved by: Miranda DeJong,

Seconded by: Melissa Jolicoeur

That Policy#OP0822:Safety in the Workplace be approved.

**Carried**

Motion #12

Moved by: Miranda DeJong

Seconded by: Melissa Jolicoeur

That Policy#OP1025E: Working Alone be approved.

**Carried**

13. **Other Business:**

**COVID-19 Response**

Jaye Bannon presented plans detailing the guidelines that will be put in place at the library in order to partially reopen as per Phase 2 of the Ontario Government's action plan in response to COVID-19. The board discussed the need to establish clear capacity regulations and encouraged Jaye to investigate those guidelines and have them accessible if requested. The board was not in favour of allowing the MILL to begin operations within the library but rather to continue utilizing the "curbside" approach to circulating instruments. The board also discussed the need to delay small gatherings within the library such as book clubs and support groups until further notice.

Motion #13

MOVED by: Miranda DeJong

Seconded by: Melissa Jolicoeur

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That the library proceed with plans to reopen for Phase 2 as soon as the discussed measures are in place.

**Carried**

**Elevator Status**

Motion #14

Moved by: Miranda DeJong

Seconded by: Melissa Jolicoeur

That all correspondence and contracts from ThyssenKrupp Elevator Ltd related to the work being recommended be forwarded to CAO Roxanne Hearn and Public Works Supervisor George Burkitt and that recommended work be postponed until further TSSA regulations are received and possible grant opportunities are explored.

**Carried**

**14. Financial Statements for February, March, April, May 2020:**

Motion #15

Moved by: Grant Hagerman

Seconded by: Miranda DeJong

That the Financial Statements of Revenues and Expenditures for February, March, April and May 2020 be received and filed and that the February, March, April and May vouchers be accepted and paid.

**Carried**

15. Date of next meeting-Tuesday September 15, 2020 at 6:00pm

16. Meeting was adjourned by Andrew Marre.