

# BOARD MINUTES

**BOARD MEETING:** #20-03

**DATE:** THURSDAY, APRIL 23, 2020, 7:00PM

**LOCATION:** VIRTUAL MEETING VIA ZOOM

<b>Attendees:</b>	A. Mitchell (Chair), M. Sauro (Vice-Chair), S. Morales (Councillor), K. Aylwin (Councillor), M. Rao, A. Wiggins, T. Clarke, J. Martin
<b>Library Staff:</b>	L. Jessop, K. Barratt, C. Vanderkruys, A. Schroeder
<b>Regrets:</b>	R. Munro
<b>Note Taker:</b>	K. Bouffard

## 1. Call to Order and Welcome

The meeting was called to order at 7:02pm. This meeting was streamed live using Zoom on the Library's YouTube channel.

## 2. Confirmation of Agenda

The agenda was confirmed.

## 3. Conflicts of Interest

There were no conflicts declared.

## 4. Delegations

There were no delegations.

## 5. Board Development

There was no Board development.

## Consent Agenda

### 6. Board Meeting Minutes

### 7. CEO's Report

### 8. Financial Statement

### 9. Deferred Items

- a. Environmental Scan Report/Activity Stats
- b. City/Library Service and Financial Efficiencies
- c. Annual Report for the Board and Council (Library Metrics & Value for Service Delivery)
- d. Monthly Expenditures for the Personnel & Finance Committee

# **BOARD MINUTES**

e. Front Entrance Redesign Project

## **Agenda**

### **10. Items held from the Consent Agenda**

No items were held from the agenda.

**Motion #20-15**

**AYLWIN - RAO**

**THAT**

the consent agenda for Board meeting #20-03 dated Thursday, April 23, 2020, be adopted. CARRIED

### **11. Report of the Chair – Verbal Report**

The Board Chair thanked library staff members and the Management team for all that they've done during the pandemic closure and for ensuring we can still offer services. The Chair also thanked the Social Support Task Force for the work they are doing.

This is National Volunteer Week. The Chair wanted to thank all Board members for the work they do on the Board.

### **12. 2020 Budget Report**

The CEO provided an update on the 2020 Budget.

- The budget has drastically changed because of Covid-19.
- For the remainder of this year, the financial statements will look different. The CEO will be working towards the bottom line.
- The Library will be under budget in some areas while others will be over. We may have to shift funds when we reopen as we may need more security or custodial staff.
- The CEO will keep everything up to date as we go.

### **13. Pandemic Response Report**

The CEO reviewed the activities of the past month:

- IT has done a great job getting staff setup to work from home. This was made easier because of the IT infrastructure project carried out last year.
- Our phone at the library is a soft phone and patrons can call and get a live person.
- We have restricted staff access to the facilities.
- City facilities staff will be deep-cleaning branches before re-opening.
- We have been using the 3-D printer to print parts for PPE (face shield and ear guards) that are going to Inksmith to be distributed to community groups in need.
- Information Barrie has been working hard to make sure information and records are current for anyone in need of social services.

## **BOARD MINUTES**

- Our computers are being used to help with the Folding @ Home project while we are closed.
- We've seen a drastic increase in the level of email inquiries from our patrons.
- Over 600 new patron cards were created. L. Jessop has done an interview with Rogers so we anticipate another increase once it is aired.
- The digital stats are up substantially. This will likely continue to increase as patrons discover more of our resources.
- We have moved a number of our programs online. Staff have been creating recordings and posting them on our social media.
- We are investigating the Canada Emergency Wage Subsidy. We will keep the Personnel & Finance Committee apprised of any developments.

### **14. Board Committees**

#### **14.1 Community & Governance Committee**

Policy reviews may be pushed back depending on staff capacity to modify.

#### **14.2 Personnel & Finance Committee**

The committee met to discuss the staffing implications of the closure. These are noted in the pandemic report.

The committee will meet in May to review the audit, if available.

### **15. In Camera**

Public Libraries Act – Section 16.1(4) (d) labour relations or employee negotiations and (b) personal matters about an identifiable individual.

**Motion #20-16 SAURO - MORALES**  
**THAT** the Barrie Public Library Board conduct a Closed meeting as the subject matter being considered concerns labour relations or employee negotiations and personal matters about an identifiable individual (Public Libraries Act Section 16.1(4)(b)(d)). CARRIED

This portion of the meeting was held in camera.

#### **15.1 In Camera Board Meeting Minutes**

#### **15.2 Labour Relations Update**

Rise and Report

**Motion #20-17 SAURO - AYLWIN**  
**THAT** the Minutes of in camera Board Meeting #20-02 dated Thursday, February 20, 2020 be adopted. CARRIED

## **BOARD MINUTES**

### **16. Date of Next Board Meeting**

Thursday, May 28, 2020 7:00pm, Virtual Meeting

### **17. Adjournment**

The meeting was adjourned at 7:51pm