

# Library Board Meeting

## MINUTES

February 3, 2022 at 7 p.m.

*Live Video Interface Meeting via ZOOM*

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Present: Sandra Liaros, John Relph, Bob Power, Glyde MacLennan, Ray McNeice,  
Anand Daté, Councillor Richard Bartley, Margaret Wallace-CEO.

Regrets: Nadine Williams, Bill Slovitt.

Staff: Douglas Davey, Anna Kroeplin, John Carrolo.

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**1. CALL TO ORDER: 7:00 p.m.**

The Chair welcomed Board members and reviewed standard protocols for the virtual meeting.

**LAND ACKNOWLEDGEMENT:**

The Chair recited the formal Land Acknowledgement which recognizes that the work of the Library and its community partners takes place on traditional Indigenous territories.

**2. INTRODUCTION OF ADDENDUM ITEMS: None.**

**3. ADOPTION OF AGENDA**

**MOTION - #022-001**

Moved by John Relph, seconded by Ray McNeice

THAT the Library Board adopt the Agenda of February 3, 2022 as presented. CARRIED.

**4. ERRORS & OMISSIONS: Minutes of Regular Board Meeting – December 9, 2021**

**MOTION - #022-002**

Moved by Bob Power, seconded by John Relph

THAT the December 9, 2021 Minutes of the regular Board Meeting be accepted. CARRIED.

**5. MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING: None.**

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## 6. BUSINESS ARISING

### 6.1 Election – Art Sub-Committee

The Chair called a formal election for up to three (3) Board members to serve on the Art Sub-Committee until the end of this Board's term. John Relph, Bob Power and Ray McNeice confirmed that they would like to serve on the new sub-committee.

#### **MOTION - #022-003**

Moved by Richard Bartley, seconded by Sandra Liaros

THAT Board members John Relph, Bob Power and Ray McNeice be approved to serve on the Art Sub-committee until the end of this Board's term. CARRIED.

### 6.2 CEO-001-22 Strategic Plan Accomplishments 2021

The CEO shared that staff continue to work very hard to meet the goals of the Strategic Plan. The Chair expressed her thanks to staff on behalf of the Board for achieving significant accomplishments outlined in the report, despite Covid restrictions in 2021.

Approval was granted by the Board for the CEO to submit the CEO-001-22 report to Council to continue the tradition of keeping Council updated on the Library's accomplishments.

### 6.3 CEO-002-22 Library Statistics 2021

The CEO reported on the end-of-year Library Statistics highlighting an increase of in-person and virtual memberships; the high circulation numbers of hard-copy materials, and a 243% increase of eBook circulation. The digital transformation has been very successful, and the CEO thanked the Board for its funding support to increase the digital collection.

The CEO will arrange for the Coordinator of Digital Services to demonstrate the new Hoopla software that offers access to ebooks, e-audio, movies, television, music and comic books at the next Board meeting.

#### **MOTION - #022-004**

Moved by John Relph, seconded by Ray McNeice

THAT the Board receive for information reports *CEO-001-22 Strategic Plan Accomplishments 2021* and report *CEO-002-22 Library Statistics 2021*. CARRIED.

### 6.4 2022 Operating Budget – Library (Council Approved)

The CEO provided the Board the final copy of the Council-approved 2022 Library Operating Budget and Council-approved 2022 Latcham Operating Budget. She thanked Councillor Bartley for his support and advocacy.

**MOTION - #022-005**

Moved by Bob Power, seconded by John Relph  
THAT the Board accept the Council-approved Library's 2022 Operating Budget. CARRIED.

6.5 2022 Operating Budget – Latcham (Council Approved)

**MOTION - #022-006**

Moved by Bob Power, seconded by Ray McNeice  
THAT the Board accept the Council-approved Latcham Art Centre's 2022 Operating Budget. CARRIED.

**7. COUNCIL CONNECTS**

Councillor Bartley thanked the CEO and Board for the tremendous job on Council's budget day.

Councillor Bartley shared that the Town purchased a building on Main Street near the clock tower. They will demolish it to build a usable space to be a focal point for downtown festivals.

Councillor Bartley confirmed that candidates for the Municipal Election can register starting May 2, 2022 and that the actual election date is October 24, 2022. He noted that there will be a Provincial Election this June as well.

**8. COMMITTEE REPORTS:**

**8.1 Fundraising Report**

John Relph reported that the Fundraising Committee meeting was on January 25, 2022 where they discussed various topics. The Minutes were distributed with the Board package.

The Chair thanked the CEO for her outstanding efforts of seeking and receiving sponsorships and donations.

**MOTION - #022-007**

Moved by Richard Bartley, seconded by Ray McNeice  
THAT the Board receive Fundraising Minutes of January 25, 2022. CARRIED.

**9. REPORT FROM OLS: No report.**

**10. REPORT FROM FOPL: No report.**

**11. NEW BUSINESS**

11.1 Policy Review

a. **LIB – OP06 Programming**

The CEO reviewed her suggested updates to Policy OP06 - section #3 - *Fees for Programs*.

- Due to feedback from participants to the Coordinator of Children’s Service, it is recommended that the Library charge for 30-minute increments of each program. This will create more equity in how we charge for programs.
- 30-minute increments are also recommended for the Computer One-on-One sessions as it has been found that sessions take an extended amount of staff time to conduct.

b. **LAC – OP06 Programming**

The CEO reviewed her suggested Latcham’s policy, *OP06 Programming*.

**MOTION - #022-008**

Moved by Ray McNeice, seconded by John Relph

THAT policy *LIB – OP06 Programming* be approved as presented; and,

THAT policy *LAC – OP06 Programming* be approved as amended.

CARRIED.

11.2 **CEO-003-22: Grants 2022**

The CEO reviewed a list of grant applications and noted that the increase of submissions is due to having to apply for Latcham grants as well as ones for the Library.

The CEO introduced John Carrolo, Latcham’s Resiliency Project Manager, who presented the Latcham *New Horizon’s* Grant for Seniors application, which proposes an intergenerational program exploring culture and education through graffiti. Portugal started this program 10 years ago and it has spread through Europe and the United States. The graffiti program would be the first of its kind in Canada if the grant is successful.

Another New horizon’s Grant for Seniors application would help the Library to purchase virtual reality equipment for seniors, giving them an opportunity to virtually explore, travel and tour countries, museums and other cultural locations. Experiences would then be shared in a group setting. The CEO will arrange for the Coordinator of Digital Services to present the virtual programs strategy at the next Board meeting.

The CEO confirmed to the Board Chair that she personally works on the grants and has staff to assist with portions of drafting the grant applications.

**MOTION - #022-009**

Moved by Richard Bartley, seconded by Bob Power

THAT the Board receive report CEO-003-22: Grants 2022.

CARRIED.

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**12. ROUND TABLE DISCUSSION**

**i. Main Street Grant**

The CEO is working with the Town's Economic Development Officer on a portion of this grant to revitalize the Sculpture Walk. We are proposing to restore five of the exterior sculptures, repair two of them and relocate two others from 6240 Main Street to the Sculpture Walk pathway. The grant would also fund new lighting and painting of the pathway. The CEO has received a quote from a restoration company for the proposed work.

**ii. Facility Need Assessment & Master Plan Update**

The consultants should have a report for the Board at the April meeting.

**iii. Ontario Public Library Association**

The CEO congratulated Douglas Davey, Manager of Library Services, in accepting the role of President of the OPLA.

**13. NEXT MEETING – THURSDAY, MARCH 3, 2022**

It is intended for this meeting to be held in-person at the Library.

**14. ADJOURNMENT**

**MOTION - #022-010**

Moved by Richard Bartley, seconded by John Relph

THAT the Library Board meeting be adjourned at 7:51 p.m.

CARRIED.

Signed: \_\_\_\_\_

Sandra Liaros, Library Board Chair

Date: \_\_\_\_\_

March 3/22

