

MINUTES OF THE
QUINTE WEST PUBLIC LIBRARY BOARD
Regular Meeting - August 26, 2020 – 10:30 a.m.
Virtual via Zoom

Present: D.Couture (Chair), Councillor L.Reid (Vice-Chair), Councillor S.Freeman, N. Alderson, C.Lane, B.Lloyd, B.Yakachuk

Staff: S.Humphreys (CEO/Secretary/Treasurer), Y.Wolters (Recording Secretary)

CALL TO ORDER

D.Couture called the meeting to order at 10:28 a.m.

APPROVAL OF THE AGENDA

Motion: to accept the agenda, as amended.

(Moved by L.Reid, Seconded by C.Lane) carried.

DECLARATION OF PECUNIARY INTEREST

There were none.

IN CAMERA SESSION

Motion: to move into closed session at 10:34 a.m. pursuant to the Public Libraries Act, RSO 1990, section 16.1.4 regarding personnel matters. (Moved by B.Lloyd, Seconded by N.Alderson) carried.

Motion: to return the meeting to an open session.

(Moved by B.Lloyd, Seconded by N.Alderson) carried.

Motion: that the recommendation made during In Camera Session be adopted. (Moved by S.Freeman, Seconded by L.Reid) carried.

MINUTES OF THE PRECEDING MEETING

Motion: to accept the minutes of June 24, 2020, as circulated.

(Moved by B.Yakachuk, Seconded by S.Freeman) carried.

BUSINESS ARISING FROM THE MINUTES

Part-time Staff have been recalled as workload demands increase but not everyone is back to previous regular hours. The new front door greeter position gives opportunity for more Part-time Staff to return to work but some do remain laid off.

The Self-Serve Pay Station has arrived and procedures/set up is in process.

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STAFF REPORT

Statistical Report

Motion: to accept the statistical report for June & July, 2020.
(Moved by N.Alderson, Seconded by C.Lane) carried.

Financial Report

Motion: to accept the financial report for June 2020, showing revenue of \$132,771. and expenditures of \$124,586.
(Moved by B.Lloyd, Seconded by S.Freeman) carried.

Chief Executive Officer's Report

S.Humphreys presented the Board with an update regarding library services, staffing and stage 3 reopening developments, during the preceding months.

Motion: to accept the CEO report, as circulated.
(Moved by L.Reid, Seconded by B.Lloyd) carried.

DECISION ITEMS/NEW BUSINESS

Rebranding the library

S. Humphreys reviewed the Rebranding presentation (including sample logos and price quotes from four branding agencies) with the Board highlighting that as we emerge from the pandemic, we need to attract interest in the library, promote all it has to offer and that now, along with the upcoming new website launch, is the opportune time to create a fresh and vibrant new brand image for the library.

Motion: that the Quinte West Public Library Board approve the funds for a rebranding proposal for the library, from Wondermatter; with an upset limit of \$8000.
(Moved by S.Freeman, Seconded by C.Lane) carried.

Loanable hotspots

The Quinte West Public Library with its public computers and free accessible wifi has long sought to play a key role in helping to bridge the digital divide in our community. Public Libraries continue to be a key player in providing access to information and the loanable hotspot program would facilitate the essential role we play in our community. There will be daily & monthly caps on data for each device independently.

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Motion: that the Quinte West Library Board approve the purchase of loanable hotspots and the ongoing annual costs to an upset limit of \$16,500 in the first year and \$10,000 in the 2021 budget.

(Moved by S.Freeman, Seconded by B.Lloyd) carried.

Partnership with the Stirling Musical Instrument Lending Library.

The coordinator of the Stirling MILL has approached the library with a view to creating a partnership. This would involve patrons being able to register and pay membership fees for the MILL and also that instruments will be loaned and returned at the Trenton branch of the QWPL. No cost would be incurred by the library and our community would benefit from being able to have access to the instruments and to the expertise of the MILL volunteers.

Recommendation: that the Quinte West Library Board approve a partnership between the QWPL and the Stirling MILL.

During discussions, concerns were expressed regarding the library's responsibility in ensuring the thorough sanitization of the instruments between uses, especially during this pandemic. S.Humphreys will reach out to the MILL and confirm what cleaning procedures are in place to ensure the safety of all borrowers and report back.

CORRESPONDENCE, ITEMS OF INFORMATION AND PUBLIC INPUT

A letter and memoriam donation was received from the grandson of K. Madge Flindall.

S.Humphreys received a call from a former library patron regarding her fond memories of the library and her wish to leave a bequest to our library.

DATE OF NEXT MEETING: September 30, 2020

ADJOURNMENT

Motion: that the Quinte West Public Library Board now adjourn at 11:42 a.m. (Moved by L.Reid, Seconded by B.Lloyd) carried.

Suzanne Humphreys

CEO/Secretary/Treasurer

Deq. Couture

Chairperson