



**Owen Sound & North Grey Union Public Library Board
Minutes**

**June 26, 2025 6:00 p.m.
Library Auditorium**

MEMBERS PRESENT:

Richard Thomas, Chair (City of Owen Sound)
David Adair (City of Owen Sound)
Frank Emptage (Meaford Public Library)
Marion Koepke (City of Owen Sound, Councillor)
Elizabeth Thompson (Township of Chatsworth, Councillor)
Ryan Thompson (Township of Georgian Bluffs, Councillor)

MEMBERS ABSENT/REGRETS:

Rosemary Buchanan, Vice-Chair (Township of Georgian Bluffs)
Deborah Eaton (City of Owen Sound)
Janet Walker (City of Owen Sound)

STAFF PRESENT:

Tim Nicholls Harrison, CEO
Nadia Danyluk, Deputy Chief Librarian

GUESTS PRESENT:

None

COMMENCEMENT: 6:01 P.M.

1. CALL TO ORDER

The meeting was called to order by Richard Thomas, Chair, at 6:01 p.m.

2. ADDITIONAL ITEMS

None

**3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE
THEREOF**

None

4. CONFIRMATION OF MINUTES

**27-25 Moved by Frank Emptage THAT the minutes of the May 22, 2025
meeting of the Library Board be approved as presented.**

Carried.

5. DEPUTATIONS/QUESTIONS FROM THE PUBLIC

None

6. CORRESPONDENCE

Danyluk reported that there were no items of correspondence circulated in the package.

7. REPORTS AND MATTERS TABLED

7.1 Board Chair's Report

No report.

7.2. CEO's Report

"The contents of a library can take you further than your own imagination could begin to imagine. To open a book is to open your mind." – Amberle Cianne

7.2.1. Library Service Index: We have updated the LSI. Thanks to the Management Team for their work on this project. Please see the attached performance report.

7.2.2. Key Statistics: Our library membership has improved to 11,804, approximately 3% more than at the same time last year. In May, we had 16,995 library visits and circulated 29,869 materials. Patrons used an additional 2,061 materials within the library during the month. There were 5,289 uses of technology. Our online outreach totaled 51,594. The library provided information assistance 2,282 times. Our patron engagement statistics for May totaled 11,576.

7.2.3. Savings to Patrons: We calculate the value of the physical materials that our members borrow. This is printed on the patron's receipt when they check out at the circulation desk. During the month of May, our members as a community saved a total of \$387,666 by borrowing from the library. In the twelve months of 2024, they saved \$5,033,652 by using the library. The total savings for the first five months of 2025 were \$2,018,763. These numbers do not include the value of the use of e-resources.

7.2.4. Community Foundation Endowment: We were pleased to receive \$7,539.00 from our endowment fund with the Community Foundation Grey Bruce. The endowment fund is one way that library supporters are able to contribute to our future.

28-25 Moved by Frank Emptage THAT the Library Board acknowledge receipt of a grant in lieu of interest, in the amount of \$7,539.00, from the Community Foundation Grey Bruce and further, THAT the funds are deposited in the Library Trust and Donations Reserve Fund until required. Carried.

7.2.5. Staff Training / Professional Development: In 2022, I was able to participate in cultural awareness and indigenous relations training that was part of the City of Owen Sound's new council orientation. The information was extremely valuable and useful. We plan to schedule time in September so that all Library and

ALC staff can receive similar training facilitated by Trish Meekins from Nikaanaaganaa Counselling & Learning Centre.

29-25 Moved by Frank Emptage THAT the Library Board approve the closure of the library on Monday, September 22nd and 29th for staff professional development.

Carried.

7.2.6. Summer Student Program: We are pleased to have Laura Yeo back as our Summer Programs Co-ordinator. We are excited about the programs and activities that will be available at the library and in our community.

7.2.7. Library Community Kiosk Project: We are pleased that our community kiosks are operational at both locations. We are developing a campaign to promote the sites in the late summer / early fall. Staff are exploring opportunities for library programs at the community centres.

7.2.8. The Library Supports Biking: If you are out for a ride and want to give your bike a tune-up, cycle by the library and check out our bike repair station. On the southside of the library building is our bicycle repair station with ten attached tools for basic maintenance and flat repair. We have an air pump available inside the library. Need to rehydrate? There are two water bottle refilling stations inside the library. If you have arrived at the library and left your bike lock at home, you can borrow one on your library card for while you are at the library.

7.2.9. Green Bin Display: As part of the City of Owen Sound's roll-out of their new green bin initiative, the library has agreed to provide space to promote the program. Currently there is a banner display with the actual green bin and kitchen catcher. More information about the program can be found at

<https://www.owensound.ca/living- here/garbage-and-recycling/green-bins/>

7.2.10. New Recycling Location: We have made some changes to the recycling project with Owen Sound Waste Watchers. The bins have been moved behind the circulation area. The public is encouraged to bring in their empty makeup containers, old socks and toothbrushes and give them to staff at the circulation desk.

7.2.11. Safe & Sound Donation Drop-Off: We are pleased to be able to help members of the public wishing to donate items to Safe & Sound. Our open hours may make it easier for donations. They are looking for clothing, hygiene items, kitchen items, cleaning items, tech tools, and activities. While many of the donations can be used, the hygiene and cleaning items should be new. Donations can be given to staff at the circulation desk. We will place them in a bin and contact Safe n Sound whenever the bin is getting full.

7.2.12. Sincere Thanks to Our Gardening Community: We are so thankful to the members of our community that assist the library in so many wonderful gardening initiatives. Members of the *Grey County Gardeners* have generously taken care of the planters at the front of the library for many years. Members of the

Grey County Master Gardeners have been *Gardeners in Residence* here delivering superb workshops on many related topics. Members of both groups have been active in our Seedy Saturday programs for years. Some of these same community members and others have helped with pop-up gardening “bees” supported by Pollinate Owen Sound. We are indeed, so fortunate to benefit from the kindness and generosity of so many.

7.2.13. Cybersecurity Precautions: Library Staff have been working with City of Owen Sound IT staff on initiatives to ensure that we continue to take precautions that better safeguard the important private data that is our responsibility. We are implementing new password criteria and protocols. The City is currently developing a new computer use policy, so we will work to ensure that they properly meet our needs and responsibilities. Thanks to Dale Albrecht for her work on these initiatives.

7.2.14. Adult Learning Centres Update: The audit for the 2024-25 funding year has been completed. The appropriate documents have been submitted to the Ministry. Staff are working on some new initiatives and partnerships. June is graduation time for some of the adult students that are completing high school courses with the Bluewater School Board. We congratulate everyone on their successful efforts!

7.2.15. History and Postal Fair: We were at the Bayshore on Saturday May 29th. It was a great opportunity to share information about the many resources available at the library, both online and on the shelves. Thanks to Erin Isaacs and Dale Albrecht for sharing their expertise.

7.2.16. Poet Laureate Update: Owen Sound Poet Laureate Rebecca Diem was at Ginkgo Footprints in Annan offering Poetry Among the Peonies at their festival on Saturday, June 14th. The Poet Laureate program is hosted by the Owen Sound & North Grey Union Public Library with funding from several members of the community. The Poet Laureate’s honorarium and other expenses for the current term are covered by donations from Cathy Huntley, Phillip Faulkner, Pat Lorenzo and David Madill, CFP of BMO Nesbitt Burns.

7.2.17. Grey Bruce Youth Film Festival: The screening of this year’s films took place on Wednesday, June 18th at Galaxy Cinemas. This year’s films included a grand gerbil quest, a monster in the house, a perfectly normal family, and many more. From comedic close encounters with a turkey, to musings on feminism and identity, the subject matter was varied and engaging. Special thanks to Katie McLeish for wrangling this eclectic showcase of youth films and making everything come together!

7.2.18. Library Video: Recently, I had the opportunity to work with some of the students involved in the library. Youth Services Staff had seen a viral video of a library worker using modern words to talk about the library. Our shelving students Sydney Pettit, Judah Hoekstra and Lindsay Schlonies worked with Teen Advisory Group member Pratyush Magesh to write a script. Special thanks to Deputy Chief Librarian Nadia Danyluk for some script suggestions. The teens filmed me “talking”

about the library. It was fun and very kind of them to contribute their time, energy and skill to help us promote the library. Stay tuned for the video. Hopefully, you will find it bussin, no cap!

7.2.19. Busy Day @ the Library: Saturday, June 21st will see lots of activity at the library. This is a day when we usually participate in the local community Artwalk and launch our seasonal highlight, our Summer Reading program. This year, we have both events, plus we have been selected to be one of the Doors Open Ontario sites.

7.2.20. Local Author Book Fair: The Library is hosting a book fair, and we are looking for authors with a Grey or Bruce County connection to showcase their books. The fair will run from 1:00 pm - 4:00 pm on Friday, October 24th to Saturday, October 25th.

7.2.21. Library Newsletter and Upcoming Programs: Check out the many programs, services and resources featured in our newsletter, <https://www.osnqupl.ca/news- programs/library-news/>. For a comprehensive schedule and information about upcoming programs, please visit <https://owensound.libcal.com/calendar>.

7.2.22. Final Comments:

"I enjoy the library online. I can be anywhere and search for any book category I like, then put a hold on it and usually within a couple days I am told when to pick it up. And it gives you quite a few days before you have to pick it up. They are also very obliging to search for this book, if they don't have it in their library, at other libraries in the surrounding areas for you. Plus, they have the Libby app which I love. I would give this library a 5/5." – D.G. (Patron feedback)

Each CEO Report, I love sharing comments from our library members and patrons. Library staff appreciate the kind words and support. Whether in-person or online, they are focused on keeping information at your fingertips. Staff are challenged daily to meet the information, education, entertainment, employment and business needs of our thousands of library members and others in our community too. It is a joy to enter the building daily, knowing that we are all doing our best to make every visitor to the library feel welcome and helped. I truly appreciate the staff commitment and drive to provide exemplary customer service to our public. Summer is here. There's a lot happening at the library. Check us out!

Additional items as per verbal report:
None

30-25 Moved by Frank Emptage THAT the Library Board approve the CEO's Report as presented. Carried.

7.3 Financial Committee Report

7.3.1 Statements and Accounts:

31-25 Moved by Elizabeth Thompson THAT the Library's and Adult Learning Centre's Financial Statements to May 31, 2025 be received as information.
Carried.

7.3.2 Adult Learning Centre Audit:

32-25 Moved by Elizabeth Thompson THAT the Library Board accepts the Adult Learning Centre's audited Financial Information for the year ended March 31, 2025 as prepared by MNP LLP.
Carried.

33-25 Moved by Elizabeth Thompson THAT the Library Board authorize the transfer of \$23,916.00 from the Contingency Fund to the Adult Learning Centre's 2024-2025 to offset the operating deficit.
Carried.

34-25 Moved by Elizabeth Thompson THAT the Library Board approve the transfer of the Adult Learning Centre's 2024-2025 Ministry Funds of \$1,788.00 to the 2025-2026 budget.
Carried.

7.3.3 Adult Learning Centre Draft 2025-2026 Budget:

35-25 Moved by Elizabeth Thompson THAT the Library Board approve the 2025-2026 Adult Learning Centre Budget as presented.
Carried.

7.4 Personnel Committee Report

No report.

7.5 Property/Building Committee Report

No report.

7.6 Library Foundation Committee Report

No report.

7.7 Policies and Bylaws Committee Report

No report.

7.8 Ontario Library Service Board Assembly Report

No report.

7.9 Poet Laureate/Words Aloud Committee Report

No report.

8 OTHER BUSINESS

8.1. Emergency Response Plan

36-25 Moved by Frank Emptage THAT the Library Board approve the Owen Sound & North Grey Union Public Library's Emergency Response Plan.

Carried.

9 STRATEGIC PRIORITIES

None

10 RESOLUTION TO MOVE TO CLOSED SESSION - STRUCK


11 DECLARATION TO MOVE TO THE REGULAR BOARD MEETING - STRUCK

12 NEXT MEETING: The next Regular Board meeting to be held Thursday September 25, 2025 at 6:00 p.m. in the Library Auditorium.

13 ADJOURNMENT: The meeting was declared adjourned at 6:27 p.m.



Chair



Secretary