



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

**November 27, 2025 6:00 p.m.
Virtual Meeting**

MEMBERS PRESENT:

Richard Thomas, Chair (City of Owen Sound)
Rosemary Buchanan, Vice-Chair (Township of Georgian Bluffs)
David Adair (City of Owen Sound)
Tobin Day, (Township of Georgian Bluffs, Councillor)
Deborah Eaton (City of Owen Sound)
Frank Emptage (Meaford Public Library)
Marion Koepke (City of Owen Sound, Councillor)
Janet Walker (City of Owen Sound)

MEMBERS ABSENT/REGRETS:

Elizabeth Thompson (Township of Chatsworth, Councillor)

STAFF PRESENT:

Tim Nicholls Harrison, CEO
Nadia Danyluk, Deputy Chief Librarian
Lindsey Harris, Administrative & Facilities Manager

GUESTS PRESENT:

None

COMMENCEMENT: 6:02 P.M.

1. CALL TO ORDER

The meeting was called to order by Richard Thomas, Chair, at 6:02 p.m.

2. ADDITIONAL ITEMS

None

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

None

4. CONFIRMATION OF MINUTES

**53-25 Moved by Marion Koepke THAT the minutes of the October 30, 2025
meeting of the Library Board be approved as presented.**

Carried.

5. DEPUTATIONS/QUESTIONS FROM THE PUBLIC

None

6. CORRESPONDENCE

Harris reported that there are two items of correspondence circulated in the package.

6.1. Letter from Meaford Public Library: A letter was received from the Meaford Public Library Board regarding the Library Services contract.

7. REPORTS AND MATTERS TABLED

7.1 Board Chair's Report

No report.

7.2. CEO's Report

"Libraries are the future of reading."

- Courtney Milan

7.2.1. Library Service Index and October at a Glance: Please see the attached performance report and infographic.

7.2.2. Key Statistics: Library membership increased to 11,929, approximately 2.4 % more than at the same time last year. In October, we had 17,824 library visits and circulated 30,311 materials. Patrons used an additional 2,178 materials within the library during the month. There were 6,523 uses of technology. Our online outreach totaled 75,603. The library provided information assistance 2,770 times.

7.2.3. Savings to Patrons: The value of the physical materials that our library members borrow on a visit is shared, now, on their receipt which is printed at the main circulation desk. During the month of October, our library members as a community saved a total of \$420,719 by borrowing from the library. The total for 2025, so far, is \$4,128,895.

7.2.4. Staff Anniversaries: We extend congratulations to the following staff members on their work anniversaries. We thank them for their time, effort, skills and talents!

Stacey Dufton	Adult Learning Services	7 years
Suzanne Majzik	Admin	4 years

7.2.5. Wage Increase (2026) for Staff: The City of Owen Sound has approved a salary increase for non-union staff. The library historically follows the Human Resources policies of the City. This increase is covered within the 2026 budget.

54-25 Moved by Deborah Eaton THAT the Library Board direct the Chief Executive Officer to implement the same salary increase as the City of Owen Sound non-union employees for all library staff, effective January 1, 2026.
Carried.

7.2.6. Discussion with City of Owen Sound about Insurance: Historically, the Library's insurance costs have been part of the City of Owen Sound's insurance comprehensive policies. We have reimbursed the City for our portion. The City, as

part of risk management, has suggested that the Library obtain separate and distinct insurance. This is complicated because the City is responsible for the building. We are working to gain more information so that the Library Board can make these decisions.

7.2.7. Budget Process: The Library continues to face significant challenges delivering necessary and expected services to our community. We receive a significantly lower amount of municipal funding than most libraries in Ontario that are our size. Our union library agreement allows for a 4% annual increase in our municipal funding. A larger increase requires the support of at least our two largest municipal funders.

The Library Board has requested that our municipal partners increase municipal funding by 10.97% which would enable the library to add a much-needed staff position. Arrangements have been made for Board Chair Richard Thomas and I to present the budget request to our municipal and library partners. On November 19th, we will share the library 2026 budget request with the Mayor of Owen Sound, Georgian Bluffs Council and the Meaford Library Board. We will visit Chatsworth Council on December 3rd.

7.2.8. OSNGUPL 2nd Annual Local Author Book Fair: The Local Author Book Fair showcased a wide range of genres and gave the public a chance to get to know the authors, purchase their books and enter to win prizes. Special thanks to Shauna Doyle for her great work organizing our special event celebrating local writers and their work. Please see the Sun Times articles from October 17th, <https://www.owensoundsuntimes.com/news/local-news/dozens-of-local-authors-coming-to-owen-sound-for-local-book-fair> and October 26th, <https://www.owensoundsuntimes.com/news/local-news/owen-sound-library-book-fair-celebrates-local-authors>.

7.2.9. Ontario Public Library 2024 Statistics – Now Available: Each year, we complete a survey about library use in our community. The information is compiled by the Ministry of Tourism, Culture and Sport. The 2024 data is available at <https://data.ontario.ca/dataset/ontario-public-library-statistics>. Our library is in the 30,000 to 50,000 municipal population band. Please see the attached data that we have extrapolated from the 2024 statistics for comparison purposes.

7.2.10. Ontario Library Services Virtual Conference: The OLS hosted a 2025 Ontario Library Service Virtual Conference for library staff and Board members on November 19th and 20th. The theme for this year's virtual conference was Collaborate: Libraries Empower; Communities Thrive. "Public libraries have always demonstrated a strong commitment to working together. Through collaboration and innovation, they are transforming communities across Ontario. This year, the conference is celebrating a collective impact in building a brighter, more connected future". We were pleased to be able to attend a session about the new version of VOLT. There will be a related session on December 11th that management team will be attending.

7.2.11. Poet Laureate Legacy Project: Immerse yourself in a world of poetry and art at The Poet Laureate's Community Revue! Join our Poet Laureate at this free, weekend-long event showcases the power of collaboration, with a multi-arts exhibit opening Saturday, November 22nd and an exclusive matinee performance on Sunday, November 23rd at The Harmony Centre. Get ready to be inspired! We were fortunate to receive one-time funding from the Community Foundation Grey to

assist with the community collaborative and local art focused nature of this event. Special thanks to John Tamming Law for sponsoring the after event at the Harmony Centre. The following article was in the October 31st Owen Sound Sun Times, <https://www.owensoundsuntimes.com/news/local-news/owen-sound-poet-laureate-presenting-multi-arts-event-at-harmony-centre>

55-25 Moved by Janet Walker THAT the Library Board extend thanks and appreciation to the Community Foundation Grey Bruce and John Tamming Law for their support of the Poet Laureate legacy project.

Carried.

7.2.12. CFOS Open Line Show: On November 17th, I had the opportunity to talk with David Carr on the CFOS 89.3 Open Line show about the Library. The time went by very quickly, but it was a great chance to celebrate our programs and services. The episode of Open Line can be heard at

<https://www.893cfos.ca/2025/11/17/53849/>

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

7.2.14. Final Comments:

"The Owen Sound library has been a wonderful and regular part of our family life for almost 40 years! It has served to provide a constant supply of excellent reading material and to find the answers to questions we might have. My children, now grown up, spent lots of hours there in clubs and activities and meeting friends to do homework together. We've enjoyed the wide variety of events that the library offered over the years. The staff has always been welcoming and thoughtful. We have now moved to Hamilton, to be closer to family, to grandchildren. Hence, I need to let you know that the books I've got 'on hold' won't be needed now. I'm keen to find a local library branch here in Hamilton. Thank you so very much for the essential, supportive work you do at the public library! – A.B.

The Library's mission is "Building generations of readers." We make it our business to provide exemplary customer services to our many library patrons as we try to meet the information, education, employment and entertainment needs of our community. I extend sincere thanks to our hardworking and dedicated staff for their skills and expertise. It is wonderful to share the kind words from satisfied community members that appreciate our many library services.

Additional items:

None

56-25 Moved by Rosemary Buchanan THAT the Library Board approve the CEO's Report as presented.

Carried.

7.3 Financial Committee Report

7.3.1 Statements and Accounts:

57-25 Moved by Deborah Eaton THAT the Library's and Adult Learning Centre's Financial Statements to October 31, 2025 be received as information.

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

58-25 Moved by Frank Emptage THAT the Library Board approve policies L 7 Safety of Children in the Library, L 9 Health & Safety, L 34 Social Media and personnel policies L 20 PE 10 Employee Benefits, L 20 PE 11 Employee Performance Appraisals, and L 20 PE 25 Workplace Violence, Harassment & Sexual Harassment.

Carried.

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 Library Board Meeting Dates 2026: The list of proposed Library Board meeting dates for 2026 was reviewed.

59-25 Moved Tobin Day THAT the Library Board meeting dates for 2026 be approved as presented in the Report 2025-01 Library Board Meeting Dates 2026 from the CEO dated November 24, 2025.

Carried.

8.2 Library Holiday Closures for 2026: Nicholls Harrison drew the Board's attention to the report on holiday closures for 2026 as distributed.

60-25 Moved by Marion Koepke THAT the Library Board approve the dates for holiday closings in the Report 2025-02 Library Holiday Closings 2026 from the CEO dated November 24, 2025.

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 February 6, 2026 at 6:00 p.m. in the Library Auditorium.**
- 13 ADJOURNMENT:** The meeting was declared adjourned at 6:51 p.m.



Chair



Secretary