



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

**April 25, 2024 6:00 p.m.  
Library Auditorium**

**MEMBERS PRESENT:**

Richard Thomas, Chair (City of Owen Sound)  
Rosemary Buchanan, Vice-Chair (Township of Georgian Bluffs)  
David Adair (City of Owen Sound)  
Deborah Eaton (City of Owen Sound)  
Frank Emptage (Meaford Public Library)  
Marion Koepke (City of Owen Sound, Councillor)  
Nancy Shaw (City of Owen Sound)  
Elizabeth Thompson (Township of Chatsworth, Councillor)  
Ryan Thompson (Township of Georgian Bluffs, Councillor)

**MEMBERS ABSENT/REGRETS:**

None

**STAFF PRESENT:**

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

**GUESTS PRESENT:**

None

**COMMENCEMENT: 6:25 P.M.**

**1. CALL TO ORDER**

The meeting was called to order by Richard Thomas, Chair, at 6:25 p.m.

**2. ADDITIONAL ITEMS**

None

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

None

#### 4. CONFIRMATION OF MINUTES

**16-24 Moved by Rosemary Buchanan THAT the minutes of the February 29, 2024 meeting of the Library Board be approved as presented.**

**Carried.**

#### 5. DEPUTATIONS/QUESTIONS FROM THE PUBLIC

None

#### 6. CORRESPONDENCE

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

**6.1. Thank You:** A thank you note was received from Lindsey Harris.

**6.2. Thank You:** A thank you note was received from the author's of the Pencil Project.

**6.3. Letter:** A letter was received from the City of Owen Sound in support of the Town of Lincoln's resolution respecting an urgent need for increased funding to libraries and museums in Ontario.

#### 7. REPORTS AND MATTERS TABLED

##### 7.1 Board Chair's Report

No report.

##### 7.2. CEO's Report

**"Libraries are about Freedom. Freedom to read, freedom of ideas, freedom of communication. They are about education (which is not a process that finishes the day we leave school or university), about entertainment, about making safe spaces, and about access to information." – Neil Gaiman**

**7.2.1. Library Service Index:** Please see the attached performance report.

**7.2.2. Key Statistics:** Library membership has improved to 11,186, approximately 18% more than the same time last year. In March, we had 16,635 library visits and circulated 28,186 materials. Patrons used an additional 2,606 materials within the library during the month. There were 4,855 uses of technology. Our online outreach totaled 56,726. The library provided information assistance 2,923 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 March, our library members as a community saved a total of \$453,731 by borrowing from the library. The total for 2024, so far, is \$1,327,539.

**7.2.4. Month at a Glance Infographic:** Thank you to Stephanie Park for developing the wonderful new infographic, based upon LSI information in our performance report. We have started sharing it as part of our social media outreach. It will also be included in the board package and shared with our municipal and library partners. It is a compelling monthly snapshot of the library's many activities. It demonstrates our value to our library members and stakeholders. The *January 2024 At A Glance* is posted at <https://www.facebook.com/photo/?fbid=821634486669454&set=a.4818954939766>

90. We will share them on the library website as well. We will be using the format as the front cover of this year's annual report.

**7.2.5. Staff Anniversaries:** We extend congratulations to Cindy Wardrop on her work anniversary and thank her for contributing her time, effort, skills and talents.

Cindy Wardrop	Public Services	4 years
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**7.2.6. Staffing Changes:** We are pleased to announce that Audrey Kilgour was the successful applicant for the Technical Services Assistant, part-time position that we had posted. We welcome Audrey to the Library team. One of Audrey's work assignments will be supporting our Library Community Kiosk Program. For three weeks, at the end of April, we will be hosting Heather Cole Brownlow, a Library Technician student on a co-op placement from Seneca College. The student will be undertaking various projects in Tech Services and will be assisting with OSMiCon preparations. We thank Dale Albrecht for managing these projects.

**7.2.7. Staff Retirement:** Susan White retired at the end of March. Susan was our anchor in the Warton site of the Adult Learning Centres for more than fifteen years. Her empathetic and supportive teaching style and learner-centred approach has supported many local adults in achieving their educational, employment and personal goals. We extend sincere appreciation for her commitment and service to the Adult Learning Centres and the library and wish her the very best as she begins her well deserved retirement.

**7.2.8. Summer Student Positions:** The Library is looking for two creative, enthusiastic students who thrive on challenge and enjoy working with children to take on the role of Summer Programs Coordinators. This full-time, contract positions run from early May to the end of August and is supported by funding from Young Canada Works and Canada Summer Jobs.

**7.2.9. 2024 Wage Increase for Staff:** The City of Owen Sound 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 2024 budget.

**17-24 Moved by Elizabeth Thompson 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 the Library staff, effective January 1, 2024.** **Carried.**

**7.2.10. Library Community Kiosk Project:** The vending machines are operating at the Keady Community Centre and the Shallow Lake Community Centre. There were several delays as we updated the machines and secured some replacement parts. We have provided on-site training to our staff and are undertaking a soft launch. The formal launch will be in early June with municipal officials and the Library Board.

**7.2.11. United Way Grant:** We are pleased to be approved for a \$1,500 grant for our Teen Advisory Group. This funding assists of with programming and supports for the group.

**18-24 Moved by Elizabeth Thompson THAT the Library Board extend thanks and appreciation to the United Way Bruce Grey for their continued support of the Teen Advisory Group.** **Carried.**

**7.2.12. Planned Giving Allocation from Mabel Richardson Foundation:** We are pleased to learn that we have received \$1,118.14 from the Mabel Richardson Foundation. The funds were deposited as per the Donation Allocation Policy.

**19-24 Moved by Elizabeth Thompson THAT the Library Board extend its sincere appreciation to The Mabel Richardson Foundation for the continued financial support. Carried.**

**7.2.13. Bruce Power Grant:** We are pleased to learn that the Library, on behalf of the OPEN Team has received \$10,000.00 from the Bruce Power in support of our Pollinator Habitat / Corridor project. The funds will be used for that designated purpose over the next eighteen months.

**20-24 Moved by Elizabeth Thompson THAT the Library Board extend its sincere appreciation to Bruce Power for the financial support of the Pollinator Habitat / Corridor project and further, THAT the \$10,000.00 be moved to the Pollinator Gardens Reserve Account. Carried.**

**7.2.14. TOM Expansion / Shared Entrance:** At the March 11<sup>th</sup> Owen Sound City Council meeting, the Tom Thomson Art Gallery presented information for Council's consideration about their proposed expansion. The expanded Art Gallery would include additional community meeting room space.

One part of the overall project is the inclusion of a common entrance for the Gallery and the Library. While there are plans offered by the architects, what is shown in the library side is beyond the scope of the work of the architects, as they are aware.

We have been waiting a long time for our front entrance to be updated / fixed. The concept of a shared entrance has been one that has been considered since the early 1980s. In July, City Council as part of their service review sought a *business case that analyzes the opportunity to reorganize the Library, Tourism, and TTAG entrance to create a shared reception/customer service location*. With tourism co-locating at the art gallery, we have agreed to temporarily permit their signage to be installed on our northeast outside library wall.

I have been consulted on the Art Gallery project and have provided updates to Management Team as different aspects of the project have come together. Richard Thomas, our Board Chair is also on the Tom Expansion Committee. Lindsey Harris, Manager of Facilities and Administration and David Adair, our Library Board member on our Building Committee, have also participated in some of the planning and information meetings.

We could be five or more years away from seeing the project to completion. In the meantime, we will have made many other decisions about how we utilize space in the building, store and share resources and provide services and programs to our many patrons. The next step in the process is for the gallery to commence a \$25,000 feasibility study to see how much money could be raised for the project.

To ensure that we are involved in this process, the library should support and participate in the feasibility study.

**21-24 Moved by Elizabeth Thompson THAT the Library Board approve the expenditure of \$10,000.00 from our Future Projects Reserve Account for the fundraising feasibility study. Carried.**

**7.2.15. Art Banners:** We have installed the *Art Banners* in the Carnegie Wing. The Owen Sound Art Banner Project is now co-ordinated by the Owen Sound Community Artist Studio Tour and their Urban Easel program, <https://osstudiotour.ca/urban-easel/>. It is an annual street art exhibition showcasing the works of local artists on street banners displayed along Owen Sound's harbour walkway and behind city hall. During the winter, we are pleased to showcase some of the banners at the library. Thanks to Ben Lyons for making the banner exhibit look so amazing.

**7.2.16. Smoke Detector Removal:** During the past few months, there were a couple of incidents where someone had tampered with the smoke detector in the men's washroom. On March 12<sup>th</sup>, the smoke detector was removed. We were able to determine the individual responsible. He has been banned from the library for a year and we have told the investigating officers that we would like to see charges brought.

**7.2.17. Repair Café at the Library:** We extend congratulations to the Georgian Bluffs Climate Action Team on the new program, the Repair Café which launched on March 9<sup>th</sup>. During the afternoon, the auditorium had at least two hundred visitors including café volunteers, people bringing in items to be repaired and others interested in the process. With 70 different items repaired in the three hours, the day was a tremendous success. There is an article about the launch at <https://www.owensoundsuntimes.com/news/local-news/volunteers-fix-others-treasures-at-owen-sounds-first-repair-cafe>. The Repair Café will be held on the second Saturday of each month from 1:00 to 4:00 pm.

**7.2.18. Library Inventory Project:** We are pleased to celebrate that the extensive inventory project which has taken a year to complete, is finished. This was no small feat; with over 75000 items to inventory. Special thanks to Christina Mollon for accomplishing this huge task with the assistance of our co-op student Morgan.

**7.2.19. Library Podcast – The Bulletin:** The library is starting a podcast! Please listen and share it with friends, family, and people in the community that you think might have interest in library matters! TAG members helped with much of the creation of this podcast: they picked the music for it, they helped brainstorm topics, they designed the logo, and they are also guests on quite a few episodes! Special thanks to Sarah Chamberlain and Dale Albrecht for taking on this new initiative for us. <https://soundcloud.com/osngupl/sets/the-bulletin-osngupl-podcast>

**7.2.20. Poet Laureate 2024-2025:** On February 29<sup>th</sup>, the Library Board approved the appointment of Rebecca Diem as the 2024-25 Poet Laureate. We look forward to Rebecca's term as Poet Laureate. The announcement was covered by the Sun Times. <https://www.owensoundsuntimes.com/news/local-news/owen-sound-library-appoints-new-poet-laureate>

**7.2.21. Adult Learning Centres Update:** The ALC year-end for 2023-24 was March 31<sup>st</sup>. New agreements have been signed and submitted to the Ministry of Labour, Immigration, Training and Skills Development Employment and Training Division for the 2024-25 funding year. We have relocated our Collingwood office to 150 Hume Street. We have relocated our Port Elgin office to the Powerlink office at 1020 Goderich Street. Most of our Adult Learning Centres are now collocated with their respective employment support agencies in the region. The new staff computers have been set up to utilize the Office 365 software that the rest of the library is adopting.

**7.2.22. March Break Programs:** Thanks to Cassie Wood, Sarah Chamberlain, Katie McLeish and Renata Libicz for ensuring that our March Break programs were a tremendous success. They planned and delivered a fantastic week filled with music, art, games, lego, story times, magic and more.

<https://www.owensoundsuntimes.com/news/local-news/plenty-of-march-break-fun-on-offer-in-grey-bruce>.

**7.2.23. Seedy Saturday:** We held our annual Seedy Saturday program on March 23<sup>rd</sup>. What a turn out! We had 100+ attendees. Many thanks to the vendors for helping to make this year's event a great success. Visitors had the opportunity to learn about heirloom and open pollinated seeds, seed saving, native pollinators, and backyard gardening. They met with local producers, plant enthusiasts, garden specialists, and community groups. This day was a huge success because of the commitment and effort of Cvitka Marun. She organized the day and with the help of Shauna Doyle included gardening activities including a Swap "N" Share houseplant cuttings and a children's potting table.

**7.2.24. Exhibits @ the Library:** During March, we were pleased to be able to display photographs taken by Bob Knapp during his past visits to Guatemala. Bob presented a *Memories of Guatemala* evening session on March 19<sup>th</sup>. In April, we are pleased to partner with the Billy Bishop Museum and host their 2024 *Honouring Our Local Veterans* plaques which are currently on their tour of the city. Starting in May, we will host the *Owen Sound Camera Club Photography Exhibit* for two months.

**7.2.25. WordShop:** The Library hosted WordShop, in partnership with the Maryann Thomas and the Ginger Press on Sunday, April 7<sup>th</sup>. Thanks to Nadia Danyluk and Sarah Chamberlain for ensuring that the day went so well. The event, which is a library fundraiser, offered writers and would-be writers the opportunity to meet, discuss and learn. The workshops by nine local experts covered topics from AI to true crime, antiquarian books to inspirational writing.

<https://www.owensoundcurrent.com/p/wordshop-2024-local-authors-and-read?>

Presentations included Brian Barrie (writing true crime), Anne Dondertman & Arwen Greenwood (what makes a book rare), Diane Ferguson (what I've learned from writing workshops), Gloria Hilderbrandt (writing for magazines), Jenny Lee Learn (writing and publishing books for children), Miranda Miller (AI for writers and editors), Tara Shannon (writing and illustrating inspirational books), and Tracey Richardson (how to write a novel), and Owen Sound's newest Poet Laureate, Rebecca Diem! <https://www.owensoundsuntimes.com/news/local-news/ignore-inner-critic-writing-workshop-speaker-says>

**7.2.26. Canadian Museum Association Conference Presentation:** It was an honour to present at the CMA Conference with Aidan Ware and Liz Zetlin on April 11<sup>th</sup> in Niagara Falls. The presentation highlighted our work in establishing the

OPEN Card and the launch of Pollinate Owen Sound.

<https://www.owensound.ca/news/posts/tom-thomson-art-gallery-director-and-library-ceo-present-at-national-museums-conference/>

**7.2.27. National Poetry Month:** On April 15th, Poet Laureate Rebecca Diem was welcomed by Owen Sound City Council as part of National Poetry Month. Special thanks to our Information Specialist Shauna Doyle for introducing Rebecca. Board member David Adair also attended. Shauna is our staff support to the Poet Laureate program and David is the Library Board member on the Poet Laureate Advisory committee. Rebecca shared two of her poems as part of her visit to Council. The recorded presentation starts at the 13:26 mark at <https://pub-owensound.escribemeetings.com/Players/ISISStandAlonePlayer.aspx?Id=98ae0690-002d-45c7-b89c-23b14ea0bd73>

**7.2.28. Earth Day 2024:** As part of Earth Day, local organizers will be running activities in the auditorium all day on Saturday, April 20<sup>th</sup>. Events will be held outside the library and at the bandshell. We will be participating with an Earth Day Book Display & Book Lists on the Main Level from 10 until 5 and Seed Ball Activity on the Main Level from 12-2:45. Special thanks to Cvitka Marun for her work organizing the library activities.

**7.2.29. Gardener in Residence Program:** We are pleased to announce that local Master Gardeners have launched a new program available at libraries. Programs are underway in Meaford and Thornbury. We are working with local Master Gardeners to develop a program for our library and community.

**7.2.30. Owen Sound Mini Con 2024 – Saturday May 4th:** Make sure you follow the Library on Facebook ([www.facebook.com/osngupl](http://www.facebook.com/osngupl)) and Instagram (@osngupl) to see our OSMiCon posts as they happen. Information about all of the activities can be found at <https://www.osngupl.ca/owen-sound-mini-con/>. The Owen Sound Mini Con is coming up on Saturday, May 4, 10:00am-4:00pm throughout the Library. We're excited to highlight some of the exhibitors that will be joining us to sell items that they've made themselves - from a Pulitzer Prize shortlisted graphic novelist to fun and funky crochet, leatherwork to 3D printed goblins. This wonderful event is made possible because library staff are focussed on creating wonderful engaging activities for our community. Thanks especially to Nadia Danyluk, Katie McLeish, Sarah Chamberlain and Sharon Wagenaar for your efforts and creativity!

**7.2.31. Pollinator Habitat / Corridor Project at the Billy Bishop Museum:** The OPEN Team with the help of Pollinate Owen Sound has met with the Billy Bishop Museum staff and Board to plan the Pollinator Habitat project at the museum. Funding for the project has been from the TD Friends of the Environment Foundation. The projected date for the construction of the garden bed is Monday May 6<sup>th</sup>. Updates on the project will be available at <https://www.facebook.com/pollinateowensound>

**7.2.32. New Library Bags:** Special thanks to Stephanie Park for designing and sourcing Library tote bags. They are available at the circulation desk for \$10. Thanks to Suzanne Majzik for choosing to accessorize with our new Bag. <https://www.facebook.com/photo/?fbid=817169700449266&set=a.481895503976689>

**7.2.33. Grey County Reads:** I am looking forward to promoting and defending Brian Barrie's book in this year's *Grey County Reads* contest which starts at the end of April. The five books that have been selected for *Grey County Reads* are:

- *Ducks* by Kate Beaton
- *Four Bullets, Four Witnesses, Four Liars: The True Story of a Murder and the Trial That Followed* by Brian Barrie
- *A New Season* by Terry Fallis
- *Orphan 32* by Than Campbell
- *The Quintland Sisters* by Shelley Wood

**7.2.34. The Library this Spring:** Sincere appreciation to our wonderful staff for their amazing work developing and delivering quality learning opportunities for our library members. Please check out our March - May newsletter at <https://www.osngupl.ca/news-programs/library-news/> to see the many programs, services and resources available. You can also visit our program listings at <https://www.osngupl.ca/news-programs/programs/>.

**7.2.35. Final Comments:**

**“We love our library. Always love sitting in the historic part of the building. It is so beautiful. Great staff, wonderful programming.” - E.M.** (Recent google review)

So many things to celebrate this month! The CEO Report is not only an opportunity to ensure that members the Library Board has the information that they need. It is one way that we can share our challenges and successes with all of our stakeholders, municipal partners, library partners, patrons and the public at large. 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 everyone, visiting the library, feel welcome and helped. I truly appreciate the staff commitment and drive to provide exemplary customer service to our public.

There’s a lot happening at the library. Check us out!

Additional items as per verbal report:  
None

**22-24 Moved by Rosemary Buchanan THAT the Library Board approve the CEO’s Report as presented. Carried.**

**7.2 Financial Committee Report**

**7.3.1 Statements and Accounts:**

**23-24 Moved by Elizabeth Thompson THAT Library accounts totaling \$44,167.61 for March be approved for payment and further, THAT the Adult Learning Centre’s accounts totaling \$94,198.45 for March be approved for payment and further, THAT the Library’s and Adult Learning Centre’s Financial Statements to March 31, 2024 be received as information. Carried.**

**7.3 Personnel Committee Report**

No report.



- 7.4 Property/Building Committee Report**  
No report.
- 7.5 Library Foundation Committee Report**  
No report.
- 7.6 Policies and Bylaws Committee Report**  
No report.
- 7.7 Ontario Library Service Board Assembly Report**  
No report.
- 7.8 Poet Laureate/Words Aloud Committee Report**  
No report.
- 8. OTHER BUSINESS**  
None
- 9. STRATEGIC PRIORITIES**  
None
- 10. RESOLUTION TO MOVE IN CAMERA – STRUCK**
- 11. DECLARATION TO MOVE TO THE REGULAR BOARD MEETING - STRUCK**
- 12. NEXT MEETING: Regular Board meeting to be held Thursday June 27, 2024 at 6:00 p.m. in the Library Auditorium.**
- 13. ADJOURNMENT:** The meeting was declared adjourned at 7:14 p.m.



Chair



Secretary