



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

**June 27, 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)  
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:**

Deborah Eaton (City of Owen Sound)

**STAFF PRESENT:**

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

**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**

**24-24 Moved by Marion Koepke THAT the minutes of the Annual General Meeting held April 25, 2024 of the Library Board be received as information.**

**Carried.**

**25-24 Moved by Marion Koepke THAT the minutes of the April 25, 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 no items of correspondence circulated in the package.

**7. REPORTS AND MATTERS TABLED**

**7.1 Board Chair's Report**

No report.

Nancy Shaw entered the meeting at 6:04 p.m.

**7.2. CEO's Report**

**"If a book told you something when you were fifteen, it will tell you it again when you're fifty, though you may understand it so differently that it seems you're reading a whole new book." – Ursula K. Le Guin**

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

**7.2.2. Key Statistics:** Library membership has improved to 11,411, approximately 15.8% more than the same time last year. In May, we had 16,218 library visits and circulated 24,604 materials. Patrons used an additional 5,434 materials within the library during the month. There were 4,855 uses of technology. Our online outreach totaled 31,587. The library provided information assistance 2,920 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 May, our library members as a community saved a total of \$392,116 by borrowing from the library. The total for 2024, so far, is \$2,150,145.

**7.2.4. Staff Anniversaries:** We congratulate Maria Bertrand and Diana Zarzosa on their work anniversaries and thank them for contributing their time, effort, skills and talents.

Maria Bertrand	Adult Learning Services	24 years
Diana Zarzosa	Adult Learning Services	5 years

**7.2.5. Library Community Kiosk Project:** There have been more delays in the project. One of the machines is being relocated within the building so that it is more accessible. The other machine needs a new computer installed. The timing now suggests that we promote a launch for the end of the summer when the facilities will be more utilized. Staff are working on some library program opportunities to take to the community centres. We are planning to visit and promote the library services and memberships.

**7.2.6. Facility Condition Assessment Report:** The City of Owen Sound has worked with Roth IAMS Limited to produce a facility assessment of a number of the city buildings including the library. We will bring a report to the next library board meeting. Priorities are the current front entrance and the flooring in Carnegie.

**7.2.7. Owen Sound Mini Con 2024:** The Owen Sound Mini Con, held on Saturday, May 4<sup>th</sup>, was a great success. Thanks to all the library staff involved for your efforts and creativity! Wes Daniels, a high school co-op student at Rrampt shared his thoughts on the day, [www.rrampt.com/wes-world-wes-goes-to-mini-con-42076](http://www.rrampt.com/wes-world-wes-goes-to-mini-con-42076).

**7.2.8. Poet Laureate Update:** On June 6<sup>th</sup>, we hosted an event to thank past Poet Laureate Richard-Yves Sitoski and introduce our new Poet Laureate Rebecca Diem. Please see the photo in the [Owen Sound Current](#). The Poet Laureate Advisory Committee for 2024-25 is comprised of past Poet Laureates Lauren Best and Kristan Anderson, Library Board member David Adair, and Library staff Shauna Doyle.

**7.2.9. Grey County Reads:** The 2024 *Grey County Reads* ([www.greycountyreads.ca](http://www.greycountyreads.ca)) contest has started. Please encourage others to visit the site. They can vote daily for their book choice. In this year's contest, I am defending *Four Bullets, Four Witnesses, Four Liars: The True Story of a Murder and the Trial That Followed* by Brian Barrie.

**7.2.10. Adult Learning Centres Update:** The ALC year-end for 2023-24 was March 31<sup>st</sup>. The 2023-24 audit has been completed and submitted to the Ministry. Our Warton site will be moving this summer to different space in the same building.

**7.2.11. Library Road Trip:** In the interest of understanding more about ways that libraries can work closely with co-located art galleries, Board Chair Richard Thomas, Tom Thomson Art Director and Chief Curator Aidan Ware and I will be meeting with staff at similar institutions to tour their facilities and learn more.

**7.2.12. Library of Things Summer Update:** The snowshoes are put away. The library has Ontario Parks, Grey Sauble Conservation Authority and Harrison Park Pool Family Passes available to borrow. There are a limited number of passes available. We thank our community partners for making these passes available to our library members. Check out the many things that can be borrowed through our [library of things](#) program.

**7.2.13. The Library this Summer:** Please check out our June - August 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/>.

**7.2.14. 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 18 to Saturday, October 19.

**7.2.15. Final Comments:**

**"I love the library. It has changed a lot. Not just books anymore. Its social, its family, its entertainment, hands on learning, and community. So appreciated. I take my grandkids there often and it never disappoints. Thank you!" - E.M. (patron response)**

Each CEO Report, I love sharing these wonderful comments from our patrons. Staff appreciate the kind words and support. 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. The summer is here. There's a lot happening at the library. Check us out!

Additional items as per verbal report:  
None

**26-24 Moved by Marion Koepke THAT the Library Board approve the CEO's Report as presented. Carried.**

## **7.2 Financial Committee Report**

### **7.3.1 Statements and Accounts:**

**27-24 Moved by Elizabeth Thompson THAT Library accounts totaling \$77,253.18 for April and May be approved for payment and further, THAT the Adult Learning Centre's accounts totaling \$174,232.91 for April and May be approved for payment and further, THAT the Library's and Adult Learning Centre's Financial Statements to May 31, 2024 be received as information. Carried.**

### **7.3.2 Adult Learning Centre Audit:**

**28-24 Moved by Elizabeth Thompson THAT the Library Board accepts the Adult Learning Centre's audited Financial Information for the year ended March 31, 2024 as prepared by BDO Canada LLP. Carried.**

**29-24 Moved by Elizabeth Thompson THAT the Library Board authorize the transfer of the 2023-2024 Adult Learning Centre surplus of \$15,199.00 to the Adult Learning Centre's Contingency Fund. Carried.**

**30-24 Moved by Elizabeth Thompson THAT the Library Board approve the transfer of the Adult Learning Centre's 2023-2024 Ministry Funds of \$3,596.00 to the 2024-2025 budget. Carried.**

## **7.3 Personnel Committee Report**

No report.

## **7.4 Property/Building Committee Report**

David Adair commented on the Library building assessment report shared with members.

**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**

David Adair updated members on the committee's recent meeting.

**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 September 26, 2024 at 6:00 p.m. in the Library Auditorium.**

**13. ADJOURNMENT:** The meeting was declared adjourned at 6:30 p.m.



Chair



Secretary