



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

**September 26, 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)
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: 6:01 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. Financial Committee Report

4.3.1 Statements and Accounts:

31-24 Moved by Elizabeth Thompson THAT Library accounts totaling \$121,164.53 for June, July and August be approved for payment and further, THAT the Adult Learning Centre's accounts totaling \$281,832.15 for June, July and August be approved for payment and further, THAT the Library's and Adult Learning Centre's Financial Statements to August 31, 2024 be received as information. Carried.

4.3.2 2025 Draft Operating Budget:

32-24 Moved by Elizabeth Thompson THAT the Library Board in preparation for the review process approve the draft 2025 Operating Budget as presented. Carried.

Councillor Elizabeth Thompson left the meeting at 6:14 p.m.

5. PRESENTATION – Nadia Danyluk, Deputy Chief Librarian
Nadia Danyluk presented the updated collection development plan.

6. CONFIRMATION OF MINUTES

33-24 Moved by Marion Koepke THAT the minutes of the June 27, 2024 meeting of the Library Board be approved as presented. Carried.

7. DEPUTATIONS/QUESTIONS FROM THE PUBLIC
None

8. CORRESPONDENCE

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

Thank You: A thank you card was received from our summer students, Malcolm Newton, Grace Pellizer and Laura Yeo.

Thank You: A thank you card was received from Adult Learning Centre employee Katie Skinner.

9. REPORTS AND MATTERS TABLED

9.1 Board Chair's Report
No report.

9.2. CEO's Report

"Libraries are essential to a flourishing democracy"

- Carl Sagan

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

9.2.2. Key Statistics: Library membership has increased to 11,544, approximately 10.8% more than the same time last year. In August, we had 15,966 library visits and circulated 29,698 materials. Patrons used an additional 2,433 materials within the library during the month. There were 3,628 uses of technology. Our online outreach totaled 29,833. The library provided information assistance 2,783 times.

9.2.3. 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 August, our library members as a community saved a total of \$455,898 by borrowing from the library. The total for 2024, so far, is \$3,472,360.

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

Tim Nicholls Harrison	Admin	36 years
Roger Hannon	Adult Learning Services	28 years
Christina Mollon	Adult Learning Services	23 years
Sharon Wagenaar	Public Services	20 years
Lindsey Harris	Admin	17 years
Dale Albrecht	Technical Services	14 years
Shauna Doyle	Public Services	13 years
Renata Libicz	Public Services	7 years
Cvitka Marun	Public Services	7 years
Rebecca Steer	Public Services	5 years
Sarah Chamberlain	Youth Services	4 years
Susan DeRooy	Adult Learning Services	4 years
Arwen Greenwood	Public Services	4 years
Ben Lyons	Admin	4 years
Cassie Wood	Youth Services	4 years
Luke House	Public Services	3 years
Sofie Lanthier	Public Services	3 years
Stephanie Park	Public Services	2 years
Sydney Pettit	Public Services	2 years
Lindsay Schlonies	Public Services	2 years
Katie Skinner	Adult Learning Services	1 year

9.2.5. Appreciation for Our Summer Students: We'd like to thank Malcolm Newton, Grace Pellizzer and Laura Yeo for all their help this summer. Without their skills and hard work, we would be challenged to provide the quantity and quality of summer programming that happens at the library. We appreciated the hard work, enthusiasm, dedication, and good humour of our summer students. We wish them the very best with their academic pursuits this fall.

9.2.6. Resignation of Board Member: We received correspondence from Nancy Shaw on August 5th that she was resigning from the board, effective immediately.

34-24 Moved by Marion Koepke THAT the Library Board extend sincere appreciation to Nancy Shaw for her service on the Board.

Carried.

35-24 Moved by Marion Koepke THAT the Library Board ask the City of Owen Sound to appoint a new community representative for the completion of this municipal term.

Carried.

9.2.7. Ontario Library Services Virtual Conference - Momentum: The OLS is hosting <https://resources.olservice.ca/conference/2024>, a virtual conference on October 23rd and 24th. The Ontario Library Services has invited us to “explore strategies, share insights, and celebrate the unwavering spirit that propels Ontario’s public libraries forward.” The board-focused sessions coincide with our planned October library board meeting.

36-24 Moved by Marion Koepke THAT the Library Board approve cancelling the regular meeting scheduled on Thursday, October 24th to allow members to participate in professional development.

Carried.

9.2.8. Fall Holiday Closures: Though the library will be closed on the dates listed below, library patrons will still have access to our online resources. A limited number of staff will be available on the morning of November 11th, to support the usual community Remembrance Day needs, but regular library services will be unavailable.

- National Day for Truth and Reconciliation on Monday, September 30
- Thanksgiving Day on Monday, October 14
- Remembrance Day on Monday, November 11

9.2.9. TD Summer Reading Program: Thanks to the 278 library members in our TD Summer Reading Club! Together we logged 6430 books! Congratulations! Special thanks to our Youth Services staff and our summer students for making the summer reading program such a success.

9.2.10. Ontario Public Library Statistics - 2023: Each year, we complete a survey about library use in our community. The information is compiled by the Ministry of Tourism, Culture and Sport. Our library is in the 30,000 to 50,000 municipal population band. The 2023 data is available at <https://data.ontario.ca/dataset/ontario-public-library-statistics>. We will be reviewing and sharing this data.

9.2.11. Annual Library Survey Week: Some of the numbers in the provincial statistics are determined by multiplying the data (sourced during annual library survey week) by fifty. Since we are already counting this information every week as part of our library service index, our actual statistics are more accurate than multiplying a random sample week.

37-24 Moved by Marion Koepke THAT the Library Board approve the use of the Library Service Index statistics for the completion of the Annual Survey, recognizing that these numbers reflect the most accurate annual statistics. Carried.

9.2.12. Collection Development Plan: This plan defines the scope and character of the library's collection. It guides staff in the selection and de-selection of materials. The Collection Development Plan and the Materials Selection Policy work together to support key objectives of our library service delivery. Deputy Chief Librarian Nadia Danyluk has been revising and updating our Collection Development Plan. At the September 26th Board meeting, she will provide an update about the new plan. We applaud Nadia for the skill and effort that she has brought to this challenging project.

9.2.13. Invitation for Community Art Exhibit: Through our Public Art policy, the Library offers local visual artists the opportunity to display their work. Artists interested in displaying their work must complete the application and agree to the library policy. Art will be displayed on a Gridwall triangle mobile tower (2 x 2 x 6 1/2') for a 2-month period. We have two local artists that have applied to show their work in the coming months.

9.2.14. Book Donation: Thank you to the Grey Sauble Conservation Authority for donating several titles on environmental awareness purchased through funding from the Jane Goodall A.P.E Fund.

https://osngupl.bibliocommons.com/list/share/2022422929_osngupl_adults/2601252629_environmental_book_club_reads

9.2.15. Replacement of Window Glass on Main Floor: The large pane of glass in the Eastern window on the main floor became cracked and fatigued. On September 9th, Owen Sound Glass replaced the glass. This activity occurred before we opened our doors to the public. We will continue to monitor the wear and tear of the other windows.

9.2.16. Washroom Signage: To deal with some of the ongoing challenges with the use of our public washrooms, we have posted new signs which include our library hours and state: *Please be aware. Washroom visits should be limited to under 15 minutes. Staff may check in regularly to ensure that the washroom is available for other people to use. If at any time, you don't respond, we will contact 911. This is not to invade your privacy. The Library follows this procedure to ensure*

your safety and to make sure that the washrooms are available for all library visitors.

9.2.17. OPEN Card / OPEN Team Update: The Open Card concept was developed from discussions in the summer of 2021 about ways that the Library, Art Gallery and Billy Bishop Museum could work together. Emily Bishop, Aidan Ware and I met to discuss relationships, synergies and opportunities that could benefit our three organizations and our members. From this discussion, we decided to explore the possibilities of a shared membership card.

Information was shared with our respective Boards, and we sought approval to go ahead with the special project and permit a shared membership between the three organizations. Soon, the Community Waterfront Heritage Centre expressed interest in being involved in the partnership.

During the OPEN card development and implementation of the project, the respective Boards have been informed and consulted. Changes continue to be made as we handle specific nuances needed for each organization. For example, the term “membership” is not used as it became confusing to differentiate between the overall use of the OPEN Card for access to the institutions and the individual membership needs of each organization.

As the project developed, we recognized the value of senior staff working together as the OPEN Team. It allows us to support each other in meeting our separate mandates, share information and resources, and develop programming, marketing and community awareness initiatives that benefit our collective organizations.

Currently the OPEN Team is comprised of Zach McLean, Aidan Ware, Morgan Woodhouse and Tim Nicholls Harrison. One article about our the OPEN Team initiatives can be found at <https://www.owensoundsuntimes.com/news/local-news/opem-team-leaders-tout-success-of-program-at-national-museums-conference>

9.2.18. OPEN Card - Pollinator Corridor Update: On September 7th, despite the wet weather, we celebrated the first of the four pollinator habitat gardens. Thank you to all that attended, including Mayor Ian Boddy and Alex Ruff, MP. We are grateful for the support of the Toronto Dominion Friends of the Environment Fund and Bruce Power’s Sponsorship Program,

<https://www.billybishopmuseum.org/pollinator-habitat>

9.2.19. SPECS Project: The Library is pleased to be a partner in the Social Prescriptions Engage Cultural Seniors Project (SPECS) that has been launched by the Community Waterfront Heritage Centre, <https://waterfrontheritage.ca/specs/>.

9.2.20. Grey County Reads: The 2024 *Grey County Reads*

(www.greycountyreads.ca) has progressed from a five-book contest to finish with the focus on two books. Voting will end on October 4th. 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. I will be introducing him at the *Book Slam*

event in Markdale on September 29th. Thanks to South Grey News for promoting local libraries and Canadian books.

9.2.21. Community Volunteer Fair: The Library is pleased to partner with the Owen Sound & Area Association of Volunteer Administrators. They are hosting a free volunteer fair here on Wednesday, October 2nd. Community members will be able to connect with local organizations and learn about volunteer opportunities.

9.2.22. OSNGUPL Local Author Book Fair – October 18th & 19th: We are excited that more than 30 local authors will be in attendance during the two-day event. Everyone is encouraged to come out and meet with authors who write poetry, fiction, non-fiction, young adult, and children’s books. It is wonderful to be able to honour our former Chief Librarian Andrew Armitage by celebrating local writers and their work.

9.2.23. The Library this Fall: Check out the many fall programs, services and resources available in our newsletter, <https://www.osngupl.ca/news-programs/library-news/>.

9.2.24. Final Comments:

***"It has amazing staff and they help you when you're having trouble and they have a wide variety of everything."* -T. (recent review on google.)**

What a busy summer. Hats off to our dedicated staff for their superlative efforts delivering so many programs inside the building and out in the community. I extend sincere appreciation to all our committed library team for their extraordinary efforts. Their goodwill and exemplary customer service helped us successfully promote the library and our many services and resources. We enter the fall of 2024, focused on supporting the information, education, employment and entertainment needs of our community.

Additional items as per verbal report:

None

38-24 Moved by Marion Koepke THAT the Library Board approve the CEO's Report as presented. Carried.

9.3 Personnel Committee Report

No report.

9.4 Property/Building Committee Report

No report.

9.5 Library Foundation Committee Report

No report.

9.6 Policies and Bylaws Committee Report

No report.

9.7 Ontario Library Service Board Assembly Report

Deborah Eaton attended the last meeting on May 3, 2024 and the next meeting is scheduled for November 13, 2024.

9.8 Poet Laureate/Words Aloud Committee Report

No report.

10. OTHER BUSINESS

None

11. STRATEGIC PRIORITIES

None

12. RESOLUTION TO MOVE IN CAMERA – STRUCK

13. DECLARATION TO MOVE TO THE REGULAR BOARD MEETING - STRUCK

14. NEXT MEETING: Regular Board meeting to be held Thursday November 28, 2024 at 6:00 p.m. in the Library Auditorium.

15. ADJOURNMENT: The meeting was declared adjourned at 7:32 p.m.



Chair



Secretary