



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

**November 28, 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)
Marion Koepke (City of Owen Sound, Councillor)
Elizabeth Thompson (Township of Chatsworth, Councillor)

MEMBERS ABSENT/REGRETS:

Frank Emptage (Meaford Public Library)
Ryan Thompson (Township of Georgian Bluffs, Councillor)

STAFF PRESENT:

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

GUESTS PRESENT:

Ann Schneider, Repair Cafe
Danuta Valleau, Repair Cafe

COMMENCEMENT: 6:06 P.M.

1. CALL TO ORDER

The meeting was called to order by Richard Thomas, Chair, at 6:06 p.m.

2. ADDITIONAL ITEMS

None

3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

None

4. PRESENTATION – Danuta Valleau and Ann Schneider, Repair Café

Danuta Valleau and Ann Schneider provided Board Members with an overview of the Repair Café, a partnership with the Georgian Bluffs Climate Action Team and the Owen Sound & North Grey Union Public Library. The Repair Café is hosted in the Library Auditorium the second Saturday each month from 1:00 – 4:00 p.m.

5. CONFIRMATION OF MINUTES

39-24 Moved by David Adair THAT the minutes of the September 26, 2024 meeting of the Library Board be approved as presented.

Carried.

6. DEPUTATIONS/QUESTIONS FROM THE PUBLIC

None

7. CORRESPONDENCE

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

8. REPORTS AND MATTERS TABLED

8.1 Board Chair’s Report

No report.

8.2. CEO’s Report

"In principle and reality, libraries are life-enhancing palaces of wonder."

- Gail Honeyman

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

8.2.2. Key Statistics: Library membership has increased to 11,646, approximately 9% more than the same time last year. In October, we had 17,634 library visits and circulated 28,544 materials. Patrons used an additional 2,461 materials within the library during the month. There were 4,354 uses of technology. Our online outreach totaled 29,836. The library provided information assistance 2,732 times.

8.2.3. 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 \$430,148 by borrowing from the library. The total for 2024, so far, is \$4,276,871.

8.2.4. Staff Anniversaries: We extend congratulations to Stacey Dufton and Suzanne Majzik on their work anniversaries. We thank them for contributing their time, effort, skills and talents!

Stacey Dufton	Adult Learning Services	6 years
Suzanne Majzik	Admin	3 years

8.2.5. 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 share a snapshot at the November board meeting.

8.2.6. Salary & Benefits: The City of Owen Sound is adopting a new salary grid that was developed in consultation with Gallagher Benefit Services Group. We initiated discussions with the company to assist us in 2025 with a review of our salary grid for pay equity reasons. We would recommend that our main comparators be similarly sized public libraries in Ontario. More information and a costing for Board approval will come in the new year. Some adjustments have been made to staff benefits so that our benefits remain comparable with City of Owen Sound non-union staff.

8.2.7. 2025 Budget Process: The draft 2025 library budget has been shared with our municipal partners. We will be attending their budget discussions in the coming weeks.

8.2.8. Washroom Update: As we continue to deal with some difficulties with a few library visitors, we are locking the washrooms fifteen minutes before closing so that staff can adequately deal with the other tasks required at that time. Information about this change is posted on the washroom doors.

8.2.9. Grey County Reads: The 2024 *Grey County Reads* (www.greycountyreads.ca) has finished. The winning book was *Orphan 32* by Thanh Campbell and defended by Monica Soares. We have copies in our collection. Thanks to South Grey News for promoting local libraries and Canadian books.

8.2.10. Community Volunteer Fair: The Library was pleased to partner with the Owen Sound & Area Association of Volunteer Administrators. On Wednesday, October 2nd, community members were able to visit the library to connect with local organizations and learn about volunteer opportunities.

8.2.11. OLC AGM: The annual general meeting of the Ontario Library Consortium was on October 4th. I attended the Zoom meeting. The Consortium consists of 29 library systems across southern Ontario. It includes over 10 branch library systems and 30 headquarters, serving approximately 8% of the Ontario population. I will continue serving as the Treasurer for the organization.

8.2.12. Silver Cs Meeting: On October 8th, I attended the Silver Cs meeting at the Legion as their guest speaker. I talked about the history of libraries, our library and the services and resources available in our communities.

8.2.13. OSNGUPL Local Author Book Fair – October 18th & 19th: With more than 40 local authors in attendance during the two-day event, our *Local Author Book Fair* was a great success. Special thanks to Shauna Doyle for organizing the event for our community. Thanks to the author participants. Information about the event was shared by the Sun Times at <https://www.owensoundsuntimes.com/news/local-news/library-to-host-local-author-book-fair-this-month>. We will be surveying the participants to help us plan next year's book fair.

8.2.14. Ontario Library Services Virtual Conference - Momentum: The OLS hosted <https://resources.olservice.ca/conference/2024>, a virtual conference on October 23rd and 24th. The Ontario Library Services promoted the event as an

opportunity to “explore strategies, share insights, and celebrate the unwavering spirit that propels Ontario’s public libraries forward.” Recordings from the two days can be accessed at the link above.

8.2.15. Repair Café Update: Members of the Georgian Bluffs Climate Action Team will be attending our November Board meeting to share an update about their successful Repair Café, <https://www.osngupl.ca/repair-cafe/>. In October, the Sun Times had an article about the Repair Café, <https://www.owensoundsuntimes.com/news/local-news/dont-be-afraid-to-make-mistakes-repair-cafe-repairman-says>. We are very fortunate to have the many volunteers making this initiative happen in our community.

8.2.16. Winter Holiday Closures: The Library will be closed on Tuesday the 24th, Wednesday, the 25th, Thursday the 26th, Tuesday the 31st of December and Wednesday, January 1st.

8.2.17. Community Foundation Endowment: We were pleased to learn that we have received \$6,410.00 from our endowment fund with the Community Foundation Grey Bruce.

40-24 Moved by Elizabeth Thompson THAT the Library Board acknowledge receipt of a grant in lieu of interest, in the amount of \$6,410.00, from the Community Foundation Grey Bruce and further, THAT the funds are deposited in the Library Trust and Donations Reserve Fund until required. Carried.

8.2.18. Over Coffee on Rogers: On November 21st, I was a guest on *Over Coffee* with Mary Jane Murray. This new community show will air on Rogers in January. It was my pleasure to talk about the importance of libraries and to celebrate the great work of our staff and volunteers. The show will be broadcast on Rogers and then also shared at <https://www.youtube.com/@ROGERStvofficial>

8.2.19. Ontario Library Association’s Super Conference: This year, the annual conference will be held January 29th – February 1st. We are adjusting work schedules so that a few staff members can participate in this valuable professional development activity. There are sessions for and of value to Board members, if interested. The schedule can be found at <https://olasc25.vfairs.com/>

8.2.20. Family Literacy Day – Polar Pals: Celebrate Family Literacy Day on Saturday, January 25th from 10 am until 11:30 am, with our friends from EarlyON! Enjoy polar-themed crafts, activities, snacks, and circle time. FREE tickets are required for each family member. Tickets are available at the Library and EarlyON East Ridge beginning Thursday, January 2.

8.2.21. Staff Recognition: The Library’s employee recognition will take place in the new year. We’re looking forward to celebrating our accomplishments over the year and recognizing staff that reached employment milestones during this time.

8.2.22. LOTE4Kids Available in the new year: LOTE4Kids is a multilingual digital picture book platform containing thousands of picture books in 70 languages, including American Sign Language. Each book is animated and narrated with subtitles for children learning new languages. This resource will be available to library members in early 2025.

8.2.23. New Recycling Location: We are pleased to be hosting a new project with Owen Sound Waste Watchers. Starting in January, the library will be a location where the public can drop off the empty makeup containers, old socks and toothbrushes. Look around your house and help us keep these items out of the landfill.

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

8.2.25. Final Comments:

"WOW! What a day yesterday was!! I attended the Author's Book sale at the Owen Sound and North Grey Union Public Library. The event was spectacular! Shauna Doyle and Tim Nicholls Harrison are to be congratulated for the resounding success of the event. Tim is a very forward-thinking library manager and Shauna, who organized the event did an amazing job. Thanks to you both.

Now a word about the library. I know a lot of libraries are complaining about a lack of interest from the public. WELL, they need only pay a visit to Tim and his staff to learn how to make their library a HAPPENING place. I was amazed at the number of people who came to the library on Saturday, not just for the special event, but to return and pick up books and wander through the stacks.

Tim and Shauna are to be thanked and congratulated. But I have to say that whenever I drop into the library every member of the staff are gracious, helpful, and ready to go the extra distance to make everyone's visit enjoyable." – Paul White (Facebook Comment)

It has been a very busy Fall at the Library. Staff have provided a significant amount of programming to meet some of the diverse needs in our community. As always, I write with sincere appreciation of their talents, knowledge and skills. For a library our size, we accomplish so much because of the efforts and hard work of the library team. We finish the fall of 2024, focused on supporting the information, education, employment and entertainment needs of our community.

Additional items as per verbal report:

None

41-24 Moved by David Adair THAT the Library Board approve the CEO's Report as presented. Carried.

8.3 Financial Committee Report

8.3.1 Statements and Accounts:

42-24 Moved by Elizabeth Thompson THAT Library accounts totaling \$62,613.33 for September and October be approved for payment and further, THAT the Adult Learning Centre's accounts totaling \$139,108.25 for September and October be approved for payment and further, THAT the Library's and Adult Learning Centre's Financial Statements to October 31, 2024 be received as information. Carried.

8.3.2 2024-25 Adult Learning Centre Draft Budget:

43-24 Moved by Elizabeth Thompson THAT the Library Board approve the 2024-25 Adult Learning Centre Budget as presented. Carried.

8.3.3 Transfer from Reserves:

44-24 Moved by Elizabeth Thompson THAT the Library Board approve the transfer of up to \$25,000.00 from the Personnel Reserve Fund and up to \$45,000.00 from the ALC Admin Reserve Fund to cover 2024 operating expenses. Carried.

8.4 Personnel Committee Report

No report.

8.5 Property/Building Committee Report

No report.

8.6 Library Foundation Committee Report

No report.

8.7 Policies and Bylaws Committee Report

No report.

8.8 Ontario Library Service Board Assembly Report

Deborah Eaton updated the Board on the meeting held on November 13, 2024.

8.9 Poet Laureate/Words Aloud Committee Report

No report.

9 OTHER BUSINESS

9.1 Library Board Meeting Dates for 2025: The list of proposed Library Board meeting dates for 2025 was reviewed.

45-24 Moved David Adair THAT the Library Board meeting dates for 2025 be approved as presented in the Report 2024-01 Library Board Meeting Dates 2025 from the CEO dated November 28, 2024.

Carried.

9.2 Library Holiday Closures for 2025: Nicholls Harrison drew the Board's attention to the report on holiday closures for 2025 as distributed.

46-24 Moved by David Adair THAT the Library Board approve the dates for holiday closings as amended in the Report 2024-02 Library Holiday Closings 2025 from the CEO dated November 28, 2024.

Carried.

10 STRATEGIC PRIORITIES

None

11 RESOLUTION TO MOVE IN CAMERA – STRUCK

12 DECLARATION TO MOVE TO THE REGULAR BOARD MEETING - STRUCK

13 NEXT MEETING: Regular Board meeting to be held Thursday February 6, 2025 at 6:00 p.m. in the Library Auditorium.

14 ADJOURNMENT: The meeting was declared adjourned at 7:34 p.m.



Chair



Secretary