



Dryden Public Library Board
MINUTES OF THE REGULAR MEETING
Held on April 20, 2020 via ZOOM.

Present	Angie Barton Matthew Benson Shirley Cole Caroline Goulding Suzanne Lockyer Shayne MacKinnon (Council Rep) Dayna DeBenedet (Library CEO)
Regrets	

1.0	Call to Order	The meeting was called to order by the Chair at 5:00 pm.	
2.0	Approval of the Agenda	Motion 20-07 THAT the Dryden Public Library Board approve the agenda as presented. Moved by S Cole; seconded by S Lockyer. APPROVED.	
3.0	Declaration of Conflict of Interest	None declared.	
4.0	Delegations	None presented.	
5.0	Adoption of the minutes	5.1 March 16, 2020 Motion 20-08 THAT the Dryden Public Library Board approve the minutes of the previous meeting, March 16, 2020 as presented. Moved by C Goulding; seconded by S MacKinnon. APPROVED.	
6.0	Business Arising from the Minutes	6.1 Action Item Follow-up	

		<p>M Benson requested follow-up on two action items from the previous meeting. D DeBenedet and M Benson confirmed that planning and scheduling a meeting with City staff about safety in the Library will be postponed until an in-person meeting can be held.</p> <p>D DeBenedet confirmed that past Library Board minutes are now up to date on the City of Dryden website.</p>	
7.0	Reports	<p>7.1 CEO Reports <ul style="list-style-type: none"> ○ See attached 7.2 Statistical Reports <ul style="list-style-type: none"> ○ See attached 7.3 Financial Reports <ul style="list-style-type: none"> ○ See attached 7.4 Health and Safety Reports <ul style="list-style-type: none"> ○ See attached </p> <p>Board members congratulated the Library Staff for being recognized as Domtar Difference Makers for their initiative to provide Easter Baskets to residents of Princess Court. D DeBenedet will pass on thanks from the Board. Board members also discussed the possibility of providing an appreciation meal or gift to staff upon their return to work.</p> <p>D DeBenedet reviewed the financial statements and discussed possible impacts to the Library budget due to the current library closure.</p> <p>Motion 20-09 THAT the Dryden Public Library Board receive the following reports: CEO Report – April 2020 Statistical Report to March 31, 2020 Financial Statements to February 29, 2020 Health and Safety Report – April 2020</p>	

		Moved by A Barton; seconded by S Cole. APPROVED.	
8.0	Decision Items	<p>8.1 Library Shelving Fund Quote</p> <p>D DeBenedet provided board members with quotes from two vendors for library shelving. Board members discussed the impact of the exchange rate on the American dollar on the price of shelving. D DeBenedet also discussed the difference between the quotes in terms of what vendors can offer regarding installation.</p> <p>Due to the projected cost of the project, as per the Procurement Policy, the Board will issue an RFP for the Library Shelving. D DeBenedet will work with the Finance department to create a draft of the RFP for the next meeting. At that time the board will also evaluate the timeline for the project, and the state of the exchange rate on the American Dollar to decide how to proceed.</p> <p>8.2 YCW Funding</p> <p>D DeBenedet provided an update on the status of the Library's Young Canada Works funding application. The Library was approved for a position, and D DeBenedet has been asked to confirm whether the Library will offer the position as a full-time position over the summer, or whether we will accept an alternative of a longer term part-time position.</p> <p>D DeBenedet asked board members for input, and there was general agreement with D DeBenedet's recommendation to proceed with a part-time placement that will last into the Fall.</p>	ACTION: D DeBenedet to create a draft RFP for the Library Shelving
9.0	Discussion Items	<p>9.1 Library Closure Update</p> <p>D DeBenedet provided an update on the Library's closure. The Library is still under a provincial order to remain closed. We have currently advertised a closure that will last until at least May 4, and</p>	

		<p>are waiting to announce any extension of the closure in conjunction with the City of Dryden. D DeBenedet will follow-up with the City Administration about any potential upcoming announcements.</p> <p>D DeBenedet also shared information from a recent OLS-North video conference with Library CEOs discussing what re-opening the Library may look like, and what safety procedures may have to be implemented regarding material handling, managing attendance and programming.</p> <p>9.2 OLS-North Merger C Goulding has forwarded board members a draft copy of the letter to the OLS-North board regarding the proposed SOLS/OLS-North merger. Board members are asked to provide feedback by Friday. Once the feedback has been incorporated M Benson will sign and send the letter.</p> <p>9.3 2019 Annual Report D DeBenedet provided board members with a copy of the 2019 annual report, highlighting the Library's 2019 statistics.</p> <p>The report will be presented to council at a later date.</p> <p>9.4 Community Survey Planning D DeBenedet is planning to work with OLS-North skills advisors to develop the Community Survey for our upcoming strategic planning process. D DeBenedet will send board members a copy of the 2015 survey, and some community surveys provided by other libraries. D DeBenedet asked board members to provide any feedback or suggestions for our survey by email.</p> <p>9.5 Policy Review Plans D DeBenedet asked board members if they would be interested in reviewing policy and developing a plan to regularly bring policy updates to the Board. C Goulding, M Benson and A Barton</p>	<p>Action: D DeBenedet to email interested board</p>
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10.0	Information Items	None presented.	
11.0	Other Business/Questions	None presented.	
12.0	Next Meeting	Tuesday, May 19, 2020 at 5:00 pm – Location to be decided	
13.0	Adjournment	Motion 20-10 THAT the Dryden Public Library Board adjourn at 6:05 pm. Moved by A Barton. CARRIED.	