



Dryden Public Library Board
MINUTES OF THE REGULAR MEETING
 Held on May 19, 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 5:01 pm.	
2.0	Approval of the Agenda	Motion 20-11 THAT the Dryden Public Library Board approve the agenda as presented. Moved by C Goulding; seconded by S MacKinnon. APPROVED.	
3.0	Declaration of Conflict of Interest	None declared.	
4.0	Delegations	None presented.	
5.0	Adoption of the minutes	5.1 April 20, 2020 Motion 20-12 THAT the Dryden Public Library Board approve the minutes of the previous meeting, April 20, 2020 as presented. Moved by S Lockyer; seconded by S Cole. APPROVED.	
6.0	Business Arising from the Minutes	6.1 OLS-North Correspondence	

		<p>C Goulding drafted a letter to OLS-North voicing the Board’s concerns about the consultation process regarding the amalgamation of OLS-North and SOLS. M Benson forwarded the letter to the OLS-North Board and Mellissa D’Onofrio-Jones, CEO of OLS-North.</p> <p>Mellissa responded to the letter on behalf of the OLS-North Board acknowledging the concerns and indicating that consultation with member libraries was forthcoming.</p>	
7.0	Reports	<p>7.1 CEO Reports</p> <ul style="list-style-type: none"> ○ See attached <p>7.2 Statistical Reports</p> <ul style="list-style-type: none"> ○ See attached <p>7.3 Financial Reports</p> <ul style="list-style-type: none"> ○ See attached <p>7.4 Health and Safety Reports</p> <ul style="list-style-type: none"> ○ See attached <p>The statistical report was accidentally omitted from the board package, and could not be received by the board at this meeting.</p> <p>D DeBenedet provided an update on the status of PPE and other safety supplies related to COVID-19. Plexiglass shields/guards have been ordered for the circulation desk, and will be installed by City Staff upon their arrival. Library staff are providing input on their anticipated PPE needs, and items like gloves, cloth masks, hand sanitizer and disinfectants are being procured from Stores or through other vendors.</p> <p>Motion 20-13 THAT the Dryden Public Library Board receive the following reports: CEO Report – April 2020 Financial Statements to February 29, 2020 Health and Safety Report – April 2020</p>	

		Moved by A Barton; seconded by S MacKinnon. APPROVED.	
8.0	Decision Items	<p>8.1 Library Shelving – Draft RFP</p> <p>D DeBenedet provided board members with a draft RFP for comment and suggestions. Board members suggested that language around COVID-19, and any specific requirements for contractors, be included in the RFP document. This could include requirements that they provide PPE for their staff during installation, or requirements that they provide safety plans/procedures and a workplan in advance of the installation.</p> <p>Board members also discussed the process of scoring or evaluating the proposals. Board members discussed whether a formal evaluation system should be created to weigh the applications, and if so, what criteria should be considered. D DeBenedet suggested that she could follow-up with other departments that issue more frequent RFPs for input and advice.</p> <p>D DeBenedet will move this topic forward to the June meeting agenda for further discussion.</p>	<p>ACTION: D DeBenedet to follow-up on RFP changes with the City Treasurer, and on evaluation criteria with other City staff.</p>
9.0	Discussion Items	<p>9.1 Library Reopening Plans</p> <p>D DeBenedet provided a suggested phased approach for reopening the Library, with seven steps that would gradually expand Library services over time.</p> <p>Board members also received an update on the re-opening procedures and curbside pick-up procedures that were developed by the Library staff.</p>	

		<p>Members of the Library Board suggested extending the previous motion granting the CEO authority to make decisions regarding reopening the Library, or any part of the Library’s services, until the end of June.</p> <p>Motion 20-14 THAT the Dryden Public Library Board authorizes the CEO or CEOs designate to make decisions regarding reopening or closure of the Library, with relation to COVID-19, until June 30, 2020. Moved by A Barton; seconded by S Cole. APPROVED.</p> <p>9.2 Contracting for Library Service – Info Packet</p> <p>D DeBenedet presented an information packet that was developed for potential contracting municipalities, that included an introductory letter, information about Library services, and an information sheet on the value of non-resident services.</p> <p>Board members discussed the possible terms around asking for a per-resident contribution or a flat-rate in addition to the PLOG amount.</p> <p>Board members also discussed whether it would be possible to approach KDSB about a potential partnership to provide service to individuals living in unorganized areas, who do not have access to a local service board.</p> <p>Board members also discussed where the information packets could be sent.</p> <p>9.3 Community Feedback Strategy</p> <p>As a follow-up to our previous meeting, D DeBenedet presented the Board with a new strategy for engaging the community in the feedback process for our Strategic Plan.</p>	
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10.0	Information Items	<p>10.1 OLBA Update</p> <p>C Goulding provided an update on an upcoming OLBA webinar about reopening procedures for libraries.</p>	
11.0	Other Business/Questions	<p>11.1 Friends of the Library</p> <p>S Mackinnon asked D DeBenedet to check-in with the Friends of the Library for information about how the Board can support them and their work at this time.</p> <p>S Mackinnon also discussed the importance of the Library to families and children, particularly during the summer months.</p>	
12.0	Next Meeting	Monday, June 15, 2020 at 5:00 pm – Location to be decided	
13.0	Adjournment	Motion 20-15 THAT the Dryden Public Library Board adjourn at 6:31 pm. Moved by C Goulding. CARRIED.	