



**Dryden Public Library Board**  
**MINUTES OF THE REGULAR MEETING**  
Held on June 22, 2020 via ZOOM.

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

1.0	<b>Call to Order</b>	The meeting was called to order by the Chair at 5:09 pm.	
2.0	<b>Approval of the Agenda</b>	<b>Motion 20-16</b> THAT the Dryden Public Library Board approve the agenda as presented. Moved by S Lockyer seconded by S Cole. <b>APPROVED.</b>	
3.0	<b>Declaration of Conflict of Interest</b>	None declared.	
4.0	<b>Delegations</b>	None presented.	
5.0	<b>Adoption of the minutes</b>	<b>5.1 May 19, 2020</b>  <b>Motion 20-17</b> THAT the Dryden Public Library Board approve the minutes of the previous meeting, May 19, 2020 as presented. Moved by A Barton; seconded by S Cole. <b>APPROVED.</b>	
6.0	<b>Business Arising from the Minutes</b>	<b>6.1 Contracting for Library Service</b>	

		<p>D DeBenedet provided an update that due to the current situation around COVID-19 packages regarding Contracting for Service have been put on hold. Packages will be sent once operations look more normal, and when it seems like the receiving parties will have more time and attention to give them.</p> <p><b>6.2 Curbside Pick-up Update</b></p> <p>D DeBenedet informed the board that the curbside-pick up program has been running very smoothly, and that staff and patrons have been happy with the service. Patrons are making good use of the program and D DeBenedet has been sharing and receiving best practices from other libraries across the North.</p> <p><b>6.3 Capital Planning</b></p> <p>D DeBenedet notified the Board that she had worked with City of Dryden Chief Building Official Pam Skillen to develop a 10-year capital plan for the Library Building. This is part of the City of Dryden’s long-term planning.</p>	
7.0	<b>Reports</b>	<p><b>7.1 CEO Reports</b></p> <ul style="list-style-type: none"> <li>○ See attached</li> </ul> <p><b>7.2 Statistical Reports</b></p> <ul style="list-style-type: none"> <li>○ See attached</li> </ul> <p><b>7.3 Financial Reports</b></p> <ul style="list-style-type: none"> <li>○ See attached</li> </ul> <p><b>7.4 Health and Safety Reports</b></p> <ul style="list-style-type: none"> <li>○ See attached</li> </ul> <p><b>Motion 20-18</b> THAT the Dryden Public Library Board receive the following reports:  CEO Report – June 2020  Statistical Report to May 31, 2020  Financial Statements to May 31, 2020</p>	

		<p>Health and Safety Report – June 2020          Moved by A Barton; seconded by S MacKinnon. <b>APPROVED.</b></p>	
8.0	<b>Decision Items</b>	<p><b>8.1 Library Shelving</b></p> <p>D DeBenedet provided the Board with an update on the shelving acquisition process. After a discussion about the City of Dryden Procurement Policy it was decided that because several quotes were under the purchasing threshold for an RFP that the Library Board could move ahead with collecting quotes rather than issuing an RFP.</p> <p>D DeBenedet has made a request for updated quotes from all of the vendors engaged and once they are available a special meeting will be called to select a vendor for the project.</p> <p>The Library Board also discussed the installation process. D DeBenedet will ask the HR Manager whether City Staff would be available to assist with the project, or whether volunteers could assist and what their status would be under our WSIB coverage.</p> <p><b>8.2. Reopening Plans / Recommendation</b></p> <p>The Library Board discussed the Provincial announcement of Stage 2 reopening, and what it could mean for the Library. D DeBenedet explained that under the Stage 2 plans libraries would not be able to resume regular services, as the regulations stipulate that patrons are not to browse the collection. With these restrictions the services that could be offered in the Library would be similar to our curbside service, with the exception that pick-up would occur in the Library rather than at the door. At this time D DeBenedet recommended continuing with the Curbside Service.</p>	

		<p>Board members agreed with this recommendation and advised D DeBenedet to consult with other regional libraries about their reopening plans and timelines.</p>	
9.0	<p><b>Discussion Items</b></p>	<p><b>9.1 Facilities Update</b></p> <p>D DeBenedet updated the board on recent renovations and improvements to the Library facility, including patching and painting in the bathrooms and upstairs wall, carpet cleaning, and repairs on the air conditioning unit.</p> <p><b>9.2 Library Fees and Fines</b></p> <p>D DeBenedet discussed the potential loss of revenue from waiving fines during the library’s closure and asked the Board for input on how they should proceed moving forward. A Barton commented that the change in revenue was not a significant part of the Library’s overall revenue, and that she would be comfortable with continuing to waive fines. Board members agreed, and D DeBenedet will bring the topic forward to a future meeting to keep track of any changes or budget impacts.</p> <p><b>9.3 OLS-North and SOLS Amalgamation</b></p> <p>D DeBenedet provided an update on the OLS-North and SOLS amalgamation. OLS-North and SOLS have announced that they will proceed with their amalgamation, and that the plans have been approved by their Board. A survey was circulated to their membership regarding service priorities.</p> <p>D DeBenedet also informed the Board that several libraries from the Thunder Bay Networking Area developed a letter to OLS-North expressing their concerns about the upcoming amalgamation and the impact it could have on libraries in our region.</p>	<p>ACTION: D DeBenedet will monitor revenue and provide and update on fees and fines at future board meetings.</p> <p>ACTION: All board members will complete the self-evaluation.</p>

		<p><b>9.4 Board Self-Evaluation</b></p> <p>M Benson has circulated a Board Self-Evaluation document and requested that Board members complete the document before the next meeting.</p>	
10.0	<b>In-Camera Session</b>	<p><b>10.1 Staffing Update</b></p> <p><b>Motion 20-19</b> THAT the Dryden Public Library Board move to an in-camera session at 6:29 pm. Moved by C Goulding; seconded by S Cole. <b>APPROVED.</b></p> <p><b>Motion 20-20</b> THAT the Dryden Public Library Board resume the open session at 6:41 pm. Moved by A Barton; seconded by C Goulding. <b>APPROVED.</b></p> <p>The Library Board received an update about Library staffing during COVID-19, and staffing plans through the end of 2020.</p>	
11.0	<b>Information Items</b>	<p><b>11.1 Strategic Planning Meeting</b></p> <p>Board members discussed potential dates for a strategic planning meeting.</p>	
12.0	<b>Other Business/Questions</b>	None presented	
12.0	<b>Next Meeting</b>	Special Meeting – July (date to be decided)	
13.0	<b>Adjournment</b>	<b>Motion 20-21</b> THAT the Dryden Public Library Board adjourn at 6:44 pm. Moved by A Barton. <b>CARRIED.</b>	