



**Dryden Public Library Board**  
**MINUTES OF THE REGULAR MEETING**  
Held on September 21, 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	<b>Call to Order</b>	The meeting was called to order by the Chair at 5:02 pm.	
2.0	<b>Approval of the Agenda</b>	<b>Motion 20-26</b> THAT the Dryden Public Library Board approve the agenda as presented. Moved by S Cole; seconded by C Goulding. <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 June 22, 2020</b>  <b>Motion 20-27</b> THAT the Dryden Public Library Board approve the minutes of the previous meeting June 22, 2020 as presented. Moved by S Lockyer; seconded by S Cole. <b>APPROVED.</b>  <b>5.2 July 14, 2020</b>	

		<p><b>Motion 20-28</b> THAT the Dryden Public Library Board approve the minutes of the Special Meeting July 14, 2020 as presented. Moved by A Barton; seconded by C Goulding. <b>APPROVED.</b></p>	
6.0	<p><b>Business Arising from the Minutes</b></p>	<p><b>6.1 Meeting with CAO/Treasurer</b></p> <p>The Board held an extensive conversation about their Spring 2020 request for a meeting with the CAO, which had been postponed due to COVID-19.</p> <p>Board members discussed the following topics:</p> <ul style="list-style-type: none"> <li>• The policy development process and when to adopt City of Dryden Policy vs. when to create independent policy.</li> <li>• The legislation surrounding health and safety and workplace harassment policies.</li> <li>• Policy gaps, including the need for a video surveillance policy.</li> <li>• The role of the Library Board and Board Governance, in relation to the role of the Municipality, regarding library policy and procedure.</li> <li>• The relationship between the Library and the City regarding facilities and building maintenance.</li> </ul> <p>Board members decided that at this time they would like to defer the request for a meeting with the CAO.</p> <p><b>6.2 Board Self-Evaluation</b></p> <p>M Benson discussed the board self-evaluation process, and the goals of the self-evaluation. Board members were asked to provide input on what they would like to see in a Board Evaluation tool. M Benson will lead the Board evaluation process, which will be included on the agenda for the board’s October meeting.</p>	
7.0	<p><b>Reports</b></p>	<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>D DeBenedet reviewed the financial statements and discussed the discrepancies in the building maintenance line. D DeBenedet indicated that all the Library’s COVID-19 related expenses (signage, plexiglass shields, cleaning supplies, silicon keyboards etc.) had been coded to that area. D DeBenedet will follow-up with the Finance department to ensure expenses were coded properly.</p> <p><b>Motion 20-29</b> THAT the Dryden Public Library Board receive the following reports:  CEO Report – September 2020  Statistical Report to August 21, 2020  Financial Statements to August 31, 2020  Health and Safety Report – September 2020  Moved by S MacKinnon; seconded by C Goulding. <b>APPROVED.</b></p>	<p><b>ACTION:</b> D DeBenedet to follow-up on coding with Finance Dept.</p>
8.0	<b>Decision Items</b>	<p><b>8.1 Library Hours</b></p> <p>D DeBenedet presented the board with a suggestion for modified hours, that would include increasing service to 6 days per week, with reduced hours (Mon-Fri 10:00 am – 3:00 pm, Sat 12:00 pm – 4:00 pm).</p> <p>Board members expressed that they would like to ensure that the Library was open at least one evening per week. D DeBenedet suggested maintaining the current Wednesday hours of 12:00 pm – 6:00 pm, which Board members agreed was more inclusive schedule for those that work.</p>	<p><b>ACTION:</b> D DeBenedet to promote the Library’s change in hours to local media and online.</p>

		<p>The Board approved the following schedule, beginning October 5, 2020:  Monday: 10:00 am – 3:00 pm  Tuesday: 10:00 am – 3:00 pm  Wednesday: 12:00 pm – 6:00 pm  Thursday: 10:00 am – 3:00 pm  Friday: 10:00 am – 3:00 pm  Saturday: 12:00 pm – 4:00 pm</p> <p><b>Motion 20-30</b> THAT the Dryden Public Library Board approve the modified Library Hours as presented by the CEO. Moved by A Barton; seconded by S Lockyer. <b>APPROVED.</b></p> <p><b>8.2 Library Fees and Fines</b></p> <p>D DeBenedet presented an updated Fees and Fines schedule for 2020. D DeBenedet recommended that overdue fines, damage and replacement charges, and room rental charges remain the same. D DeBenedet suggested a \$2.00 increase (\$70.00) to the individual non-resident fee, starting January 1, 2021.</p> <p>D DeBenedet also recommended phasing out the family non-resident fees and transitioning the few remaining accounting under that profile to individual non-resident cards for adults, and student cards for children.</p> <p><b>Motion 20-31</b> THAT the Dryden Public Library Board approve the 2021 Fees and Fines Schedule. Moved by S MacKinnon; seconded by S Lockyer. <b>APPROVED.</b></p>	<p><b>ACTION:</b> D DeBenedet to submit finalized fee schedule to the City Treasurer, as per the 2021 Budget process.</p>
9.0	<b>In-Camera Session</b>	<b>9.1 Staffing Update</b>	

		<p><b>Motion 20-32</b> THAT the Dryden Public Library Board move to an in-camera session at <u>6:24</u> p.m. Moved by S Mackinnon; seconded by S Lockyer.</p> <p>The Library Board received an update about staffing, which involved personal information about identifiable individuals.</p> <p>The open session resumed at 6:46 pm.</p>	
10.0	<b>Discussion Items</b>	<p><b>10.1 First Draft – 2021 Operating Budget</b></p> <p>The Library Board reviewed a first draft of the 2021 Operating Budget. D DeBenedet indicated that a revised draft would be submitted at the October meeting, with more accurate estimates.</p> <p><b>10.2 Update of COVID-19 research for libraries</b></p> <p>D DeBenedet updated the board on recent studies that suggested COVID-19 could live longer on library materials than previously thought. Several libraries have been discussing this study and have asked for additional feedback from OLS-North and the Ministry regarding quarantine length.</p> <p><b>10.3 Shelving Update</b></p> <p>D DeBenedet has been in contact with Ven-Rez to discuss the timeline for installation, and whether there will be any delays due to COVID. At this time a final date has not been confirmed, but early November has been suggested. D DeBenedet will follow-up with the vendor about their COVID-19 work policies for the installation.</p> <p><b>10.4 Ontario Public Library Week</b></p> <p>The Board discussed plans for Ontario Public Library Week, October 18 – 24. Board members decided to skip the annual radio advertising</p>	<p>ACTION: D DeBenedet will follow-up with Ven-Rez regarding COVID procedures.</p>

		for this year, and D DeBenedet suggested that the Library staff will work on some virtual programming in its place.	
11.0	<b>Information Items</b>	<b>11.1 OPLA Council Update</b> D DeBenedet informed the board that the OPLA has decided to postpone their elections for 2021, to help ease the workload for OLA staff during their staffing reduction. D DeBenedet will continue in the role as Northwestern Ontario Rep through 2021.	
12.0	<b>Other Business/Questions</b>	S MacKinnon reminded Board members that September 30 is Orange Shirt Day, and indicated that anyone looking for an orange shirt should email him, as some were available through the NWHU.	
13.0	<b>Next Meeting</b>	Monday, October 19, 2020	
14.0	<b>Adjournment</b>	<b>Motion 20-34</b> THAT the Dryden Public Library Board adjourn at 7:00 pm. Moved by S Mackinnon. <b>CARRIED.</b>	