

September 22, 2020

Cornwall Public Library Board Meeting

Members Present:

Patricia Waters

Jennifer Jarvis

Brenda Quesnel

Carilyne Hébert

Kathleen Bergeron

Joan Gaudreau

Susan Kail

Jane McLaren

Denise Nielsen

Helen McCutcheon – Secretary Treasurer/CEO

Russell Abraham – Recording Secretary

Members Absent:

1. **Call to Order**

Kathleen Bergeron called the meeting to order at 4:44pm.

a) Acknowledgement: We would like to begin by acknowledging that the land on which we gather is the traditional territory of the Haudenosaunee Peoples, specifically the Kanien'keha:ka (Mohawk)

b) Excused absences
None.

c) Conflict of Interest
None declared.

d) Additions/Deletions/Approval of the Agenda

2020-28 Moved by Jane McLaren, seconded by Susan Kail , to approve the agenda with the addition of 6.h) Holiday Closure

Carried.

2. **Consent Items**

a) Minutes from June 23, 2020.

b) Treasurer's Report – Income Statement to June 30, 2020.

2020-29 Moved by Joan Gaudreau, seconded by Denise Nielsen, to approve consent items as presented

Carried.

3. **Correspondence**

No correspondence.

4. **Communication/Reports**

- a) CEO's Activity Report for August 2020 was received by the Board. Discussion on some items included the new website, the eResource STEM Village, the displays in the Children's department and the prospect of opening washrooms.

5. **Business Arising**

No Business Arising.

6. **New Business**

- a) Ongoing Library Service through COVID-19 – The Board had discussion related to the current COVID-19 climate and consensus was reached to maintain the existing services model with the addition to opening on Saturdays after Thanksgiving until 2021. Operations for 2021 will be reviewed at a future date.
- b) Virtual Library programming – With the extended duration of social distancing, our patrons have developed new behaviours and habits on how they interact with goods and services. To best reach our patrons and make the biggest community impact, it is proposed that the Cornwall Public Library create a new Virtual Programming Coordinator position to enhance our digital footprint with excellent virtual programming and services. This position will be created using existing funding from another non-union position.

2020-30 Moved by Carilyne Hébert, seconded by Susan Kail, to create the non-unionized position of Virtual Programming Coordinator

Carried.

- c) Freight Elevator update – The freight elevator has been slated for modernization this year as there has been two years of accrual of \$170,000.00. However, the tender closed and the bids came in over \$100,000.00 over what was accrued. Reaching out to Tracey Bailey, General Manager of Financial Services and Treasurer of the City of Cornwall, she recommended that a motion be presented to the Board to reallocate funds that were initially allocated to operations to this capital project.

2020-31 Moved by Patricia Waters, seconded by Carilyne Hébert, to transfer the required funds from the operations budget to fund this project to completion.

Carried.

- d) Fines and Fees – In the onset of the pandemic in March 2020, the Library suspended all fines for overdues to prevent patrons feeling pressured to return library material if they did not feel comfortable venturing outside. This was a practice that was universally implemented by libraries across Ontario.

Looking at how small the financial impact was to the operating budget and analyzing trends across the industry. It is recommended that fines be suspended indefinitely. The Board recommended that fines be suspended until

the end of 2021 which would allow data of the long-term effect to revenue as well as patron behaviour should the Cornwall Public Library eliminate fines.

- 2020-32** Moved by Denise Nielsen, seconded by Jennifer Jarvis, to suspend the collection of fines from overdues until December 31, 2021, and to report the findings to the Board.

Carried.

- e) Strategic Planning/Rebranding – This year there has been some money provided from the City of Cornwall Development Charges to be allocated towards Strategic Planning/Branding that must be spend or committed to this year. Community surveys have been completed already however staff, Board, or Community engagement activities have not been done as the logistics and the commitment of time in the face of COVID-19 has been difficult.

A request of \$15,000.00 from the funds allocated for Strategic Planning/Branding be used to secure a branding company to start the branding process. The Board recommended the development of a RFP (Request for Proposal) to source out Strategic Planning facilitators and to proceed with branding afterwards. Both strategic planning and branding are to be secured in 2020.

- f) Budget Update – Historically, the September Cornwall Public Library Board meeting would have the following year's budget presented for approval. However, this year the Cornwall Public Library has yet to receive direction from the City of Cornwall in terms of mandate making budgetary planning difficult. There have been several draft budgets created to for various scenarios that the city may request. Once the mandate is provided the budget will be created and presented to the Board as soon as possible.
- g) Storage Policy – There has been is significant increase in enquiries in using storage space in the basement of the Library. As a result, it is recommended that a policy be developed to streamline this process and the Board will be notified when agreements have been reached. All parties storing anything at the Library will be required to agree to terms outlined in a Memorandum of Understanding (MOU) that will clearly define the relationship and obligations of all parties. The Board agreed that such a policy will be useful and agreed that a draft policy should be presented to the Board.
- h) Holiday Closure – With staff returning to work in the reduced hours and the few days remaining in 2020. Scheduling vacation is proving to be challenging. One way to ease the liability is to have the Cornwall Public Library close between Christmas and New Year's which will allow all staff to use vacation time on these days.

- 2020-33** Moved by Jennifer Jarvis, seconded by Jane McLaren, to close the Cornwall Public Library from December 27, 2020 until January 4, 2021

Carried.

7. **Round Table**
Carilyne Hébert shared the success and the struggles relating to the Emergency Food Hamper, which is a self-referral program. There is a significant shortage of volunteers and anyone interested in donating their time is encouraged to contact Carilyne, or for more information contact the Seaway Valley Community Health Centre.
9. Next meeting will be Tuesday October 27, 2020 at 4:45pm.
10. The meeting adjourned at 6:26 pm