

**King Township Public Library Board Meeting**  
**MINUTES – Tuesday, June 16th, 2020**  
**Virtual Meeting**

**Board Present:** Michael Presta, Aleisha Richards, Councillor David Boyd, Phyllis Vernon, Councillor Jordan Cescolini, Irene deGeus

**Staff Present:** Rona O’Banion (CEO), Adele Reid, Kelley England, Kate Gibson, Domenica Lollo

**Regrets:** ∅

**Guests:** ∅

**1. Call to Order**  
Chair Michael Presta called the meeting to order at 6:09 p.m.

**2. Agenda**  
**2.1 Approval of the Agenda**

**Motion 2020-06-01: Agenda**

*Moved by Councillor David Boyd, seconded by Councillor Jordan Cescolini, that the agenda be approved. Carried.*

**2.2 Declarations of conflict of interest**  
∅

**2.3 Approval of the minutes from May 19<sup>th</sup>, 2020**

**Motion 2020-06-02: Minutes from May 19<sup>th</sup>, 2020**

*Moved by Councillor David Boyd, seconded by Aleisha Richards, that the minutes be received and approved as presented. Carried.*

**3. Business Arising from the Minutes**

**3.1 Mission, Vision & Values Exercise**

**Mission Statement:**

King Township Public Library provides an engaging environment that inspires curiosity, fosters literacy and connects community.

**Vision Statement:**

King Township Public Library is a valued community service that continues to grow and evolve in meeting the knowledge, information and technology needs of all users. OR King Township Public Library is progressive, valued and recognized by the community for providing access, knowledge, information and technology.

### 3.2 **In Camera Session – Personal Matters about an Identifiable Individual**

#### **Motion 2020-06-03: Board to recess into a closed session at 6:45 p.m.**

*Moved by Aleisha Richards, seconded by Councillor Jordan Cescolini, that the Board recess into a closed session to discuss matter related to an identifiable individual. Carried.*

#### **Motion 2020-06-04: Regular Board meeting to re-convene at 7:00 p.m.**

*Moved by Aleisha Richards, seconded by Councillor David Boyd, that the Board meeting re-convene. Carried.*

### 3.3 **Discussion – Plans for Ansnorveldt Branch**

Board members had the opportunity to discuss and weigh in on the future of the Ansnorveldt branch. It was agreed that alternative service options should be considered before making a final decision, and some preliminary possibilities were raised and debated.

Board members also agreed that there must be a mechanism for public consultation before the Board makes its final decision. Board members suggested some potential approaches.

After a thorough discussion, it was agreed that during the summer recess period, staff would investigate a wide range of service options, their associated costs and develop a process to ensure the public can engage the Board on this matter.

A question was raised regarding whether or not Council had to be consulted before a final decision was rendered. The CEO explained that all decisions related to operating library branches was the responsibility of the Library Board.

#### **Motion 2020-06-05:**

*Moved by Phyllis Vernon, seconded by Aleisha Richards, that the Board defer the discussion on the Ansnorveldt branch pending a follow-up staff report outlining alternative service options and a process for public engagement. Carried.*

### 3.4 **Verbal Update on King City Library Project**

Construction continues at the site and, while subject to change, the contractors have suggested that July 17<sup>th</sup> will be the occupancy date. Staff are diligently working on coordinating the move as well as arranging for the installation of all shelving and furniture.

## 4. **Correspondence**

4.1 ∅

## 5. **Finance Reports**

5.1 ∅

## 6. **Policy Review & Development**

### 6.1 **HR-03: COVID Prevention & Response Policy (with cover report)**

The Board reviewed the draft policy created to address library safety protocols and management strategies related to COVID-19.

## **Motion 2020-06-06: HR-03: COVID Prevention and Response**

*Moved by Phyllis Vernon, seconded by Aleisha Richards, that the new COVID-19 Prevention and Response policy be adopted as presented. Carried.*

### **7. Staff Reports**

#### **7.1 Programming, Community Engagement & Marketing Report**

Kelley England reviewed a variety of new virtual programming offerings created for online users (children, youth and adults), since in-library visits have come to a halt. Statistical data was presented demonstrating a noticeable increase in online/virtual use since provincial stay-at-home orders went into effect.

#### **7.2 Administrative & Branch Services Report**

Adele Reid reported on all the newly developed SOPs (Standard Operating Procedures) created to ensure the safety of all staff during the pandemic outbreak. These SOPs, together with the required training, are also intended to give staff reassurance and confidence in the workplace.

#### **7.3 Content & Information Technology Report**

Kate Gibson reported on the commencement of curbside pick-up at the branches, recording 150 appointments in our first week (June 8 – 14) of this service. Additionally, we had 958 checkouts. Several eLibrary card holders requested their cards be converted into full access, permanent memberships.

## **Motion 2020-06-07: Staff Reports – June 2020**

*Moved by Irene deGeus, seconded by Aleisha Richards, that the Board receive all staff reports as presented for June 2020. Carried.*

### **8. New Business**

#### **8.1 Summer Board Meeting Schedule – August 18<sup>th</sup>, 2020**

The Board agreed a meeting will not take place on August 18, 2020, in order to provide staff the necessary time to investigate service alternatives for the Ansnorveldt branch to be presented and discussed at the September 15, 2020 meeting.

**8.2 Phased Reopening – Stage 2 – Implications for Library Service**

Stage 2 Reopening plans were presented and accepted by all Board members. Curbside pick-up service will be appointment-based, with patrons retrieving hold material outside the branches in order to reduce the risk of person to person contact and spreading of germs.

All staff have been provided with the required PPE (Personal Protective Equipment) to ensure all safety protocols are met when dealing directly with the public. In addition, all branches are working on modified hours of operation.

The Board requested updates on phased re-opening plans as they become available.

**Motion 2020-06-08: Phased Re-opening Stage 2**

*Moved by Aleisha Richards, seconded by Phyllis Vernon, that the Board accept the proposed Phased Re-opening Stage 2 plans as presented. Carried.*

**9. Adjournment**

**Motion 2020-06-09: Adjournment**

*Moved by Irene deGeus seconded by Aleisha Richards, that the meeting be adjourned. Carried.*

The meeting adjourned at 8:38 p.m.



**Chair**



**Chief Executive Officer**

*Sept 30, 2020*

**Date**