



King Township Public Library Board Meeting
MINUTES – Tuesday, May 19, 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:	Mark Cornell and Philip Wasley

1.	<p>Call to Order Chair Michael Presta called the meeting to order at 6:17 p.m.</p>
2.	<p>Agenda</p> <p>2.1 Approval of the Agenda</p> <p>Motion 2020-05-01: Agenda <i>Moved by Aleisha Richards, seconded by Councillor David Boyd, that the agenda be approved. Carried.</i></p> <p>2.2 Declarations of conflict of interest ∅</p> <p>2.3 Approval of the minutes from January 21st, 2020</p> <p>Motion 2020-05-02: Minutes from January 21st, 2020 <i>Moved by Councillor David Boyd, seconded by Aleisha Richards, that the minutes be received and approved as presented. Carried.</i></p>
3.	<p>Business Arising from the Minutes</p> <p>3.1 Verbal Update on King City Library Project</p> <p>The CEO received an email from the contractor (JR Certus) on May 4th that the project would restart following the forced shutdown due to the COVID-19 outbreak. In addition, they are expecting to achieve substantial completion by June 26th, 2020.</p> <p>KTPL management staff will soon begin ramping up plans to relocate to the King City branch from both the temporary library and administrative locations.</p>

3.2 Verbal Update on Strategic Planning Process

The CEO recommended that the Board press pause on the Strategic Planning public consultation process, as it is difficult to proceed in the present environment (COVID-19).

Councillor Boyd was concerned about the impact deferring would cause, especially as it relates to the mission, vision and value statements and the Ansnorveldt branch discussion. Board Chair Michael Presta agreed that abandoning the strategic planning process at this point would invalidate much of the work already completed, and that even if we suspend the strategic planning process itself, we should continue to address some of the more pressing issues that were previously raised.

Board members agreed to continue work on the mission, vision and value statements, as well as conducting an open discussion regarding the Ansnorveldt branch. The formal strategic planning process will be suspended until the public health crisis is resolved.

3.3 Board Vacancy

Due to the pandemic, filling the Board's vacancy is not a priority. We may need to default back to the original list of candidates/applicants or alternatively remain as a Board with only 6 (six) members.

Some Board members indicated they had possible candidates in mind, and will report back at our next meeting with any information/updates they may have, as it relates to potential candidates' interest and availability.

4. Correspondence

4.1 Received from and sent to York Energy Centre Re: Donation

The CEO shared a letter from the York Energy Centre highlighting their generous donation of \$5000 to KTPL, received in February 2020. In return, a letter of thanks and acknowledgement was sent to York Energy Centre, recognizing their support of the Library. York Energy Centre requested their donation be used to support technology for the Make-it-Lab in the new King City Library.

Motion 2020-05-03: Correspondence Received from and sent to York Energy Centre

Moved by Councillor Jordan Cescolini, seconded by Aleisha Richards, to receive the correspondence as presented. Carried.

5. Finance Reports

5.1 Monthly Financial Report & Statement

Financial Reports and Statements including the Monthly Financial Statement for December 2019; the Quarterly Financial Statement for January 1 – March 31, 2020; and the Draft Annual Audited Financial Statement for the period of January 1, 2019 through to December 31, 2019, were received and reviewed by Board members.

Motion 2020-05-04: Receipt of Financial Reports and Statements

Moved by Councillor Jordan Cescolini, seconded by Aleisha Richards, that all financial reports and statements be received for information as presented. Carried.

6.	<p>Policy Review & Development BL-05 Meetings of the Board – Revised with Cover Report</p> <p>Motion 2020-05-05: BL-05 Meetings of the Board</p> <p><i>Moved by Councillor Jordan Cescolini, seconded by Aleisha Richards, that the Meetings of the Board policy is adopted as amended. Carried.</i></p>
7.	<p>Staff Reports</p> <p>7.1 Programming, Community Engagement & Marketing Report Kelley England reviewed the newly created virtual programming website page with offerings for all ages, from a virtual book club to weekly children’s programs. Statistics collected since the start of the COVID-19 show a steady increase in online programming and an impressive increase in our social media presence. Councillor David Boyd showed his appreciation for the increased level of service and programming available through our 5th branch (online), and praised the team for their efforts and continued support.</p> <p>In addition, KTPL has entered into a partnership with Ontario PPE to create face shields for our frontline healthcare workers. We have loaned two of our 3D printers to the cause and receive weekly updates on which organizations are being supplied.</p>
	<p>7.2 Administrative & Branch Services Report Adele Reid reported that a considerable amount of work has been done to create Health and Safety Guidelines and Procedures for frontline staff in anticipation of their imminent return to work. These guidelines and procedures make up a large part of the newly developed ‘Staff Hub’, an online resource that provides access to information, training and procedures for everyday library specific and COVID-19 related matters.</p> <p>New flooring will be procured for both the Nobleton and Schomberg library program rooms. Installation is anticipated to take place during the month June.</p> <p>Finally, <i>Bell Fibe</i> internet installation has still not occurred at the Nobleton branch, but we are hopeful this will be completed within the coming weeks.</p>
	<p>7.3 Content & Information Technology Report Kate Gibson informed the Board that the lease with McNaughton Books for travel guides has not been renewed, primarily as a cost saving measure. Instead, an automatic release plan has been established with our regular vendor, Library Bound Inc.</p> <p>An additional cost savings measure being undertaken is the clean-up of our Integrated Library System (ILS), also known as the catalogue. This work includes removing and deleting redundant and inactive user records. Once completed, we will be left with an ILS that accurately reflects our holdings and our users, thereby reducing our costs with the Ontario Library Consortium, which are calculated based on the number of holdings.</p> <p>Our digital collection proved to be very popular and well used over the past few months, and served as the foundation of our virtual branch. Many of the digital databases we subscribe to increased usage limits, thereby eliminating access barriers for patrons during the provincial Emergency Order period. In addition, we have seen 94 new users register for eLibrary cards.</p> <p>Finally, work continues on the technology plan for the new King City branch. A phased approach is being used to manage purchases of equipment, like computers and TV monitors, as well as network and communication services.</p>

7.4 Proposed Changes to the *Development Charges Act*

In the spring of 2019, the Ontario Government passed the Bill 108, More Homes, More Choices Act, which proposed a new model for municipalities to collect capital, growth-related funding from developers. This process could have severely hampered funds available to public libraries. However, Library sector leaders and advocacy groups (e.g. Library CEOs, Board members, FOPL and OLA) took part in important consultations with the Ministry of Municipal Affairs & Housing to educate and explain the impact of the proposed changes and the risk to Ontario's public libraries. It appears that the Government of Ontario understood the concerns and revised their position.

Notwithstanding pending public consultations for the development of an updated municipal DC By-law (currently postponed due to the provincial Emergency Orders), the Ontario government has responded and recognized that public libraries perform as critical community infrastructure, and the importance of ensuring that municipalities are able to collect the development charges needed to help maintain strong, sustainable public libraries for current and future residents alike.

Motion 2020-05-06: Staff Reports – May 2020

Moved by Councillor David Boyd, seconded by Aleisha Richards, that the Board receive all staff reports as presented for May 2020. Carried.

8. New Business

8.1 Wi-Fi Hotspots Report – Revised

The Manager of Content and Information Technology presented her revised report regarding the Wi-Fi Hotspots. Due to the high operating costs, coupled with the limited number of users availing themselves of this service, staff are recommending that the funds used to support the Wi-Fi Hotspots be reallocated to increase weekly courier service to twice a week, benefiting a significantly larger number of library users, and partially restoring the service to its previous level of three times per week.

In addition, the Township's CAO has requested some units be redeployed to support staff and council members during the pandemic to ensure essential services can continue to be delivered. The Township will assume the operating costs for these units.

Motion 2020-05-07: Wi-Fi Hotspots Report – May 2020

Moved by Councillor Jordan Cescolini, seconded by Irene deGeus, that the Board receive the revised Wi-Fi Hotspot Report and approve the withdrawal of these units as a public service offering, and authorise the reallocation of funds to increase levels of inter-branch courier deliveries. Carried.

8.2 Phased Reopening Discussion

The CEO provided an update on the Library's intention to begin the phased reopening plan. While libraries remain closed as per the provincial Emergency Order, the government's announcement on May 14 included a provision for libraries to begin offering curbside pickup service, providing they can comply with public health advice to maintain physical distancing and properly implement workplace safety guidelines. As part of the framework for Phase One reopening, the Library will begin to offer curbside pickup commencing June 8th, with our drop boxes reopening for patron returns on June 1st. The sector is still waiting for library specific guidelines to be published.

Plans for Phase 2 of the reopening strategy are being discussed, including how to ensure safety protocols are in place for our staff and the public, and what level of service we might be able to offer our patrons.

9. Adjournment

Motion 2020-05-09: Adjournment

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

The meeting adjourned at 7:57 p.m.



Chair



Chief Executive Officer



Date