

Minutes of the Grey Highlands Public Library Board Virtual Meeting (Zoom)
On
Wednesday, May 25, 2022, at 7:00 p.m.

Present: Chair – Kevin Land, Stewart Halliday, Janet Carson, Catherine Plener, Councillor Dane Nielsen, Nicole Martin

Regrets: Lynn Silverton, Danielle Valiquette

Staff: CEO-Jennifer Murley, Library Assistant – Becky Hill

Guest: Human Resources Manager Debbie Yip, CAO Karen Govan, Mayor Paul McQueen

1.0 Call to order: Chair Land passed Chair to Stewart Halliday, who called the meeting to order at 7:01 p.m. Prior to this, CEO Murley mentioned that CAO Govan and Mayor McQueen would like to join the closed session.

2.0 Approval of the Agenda:

Motion #39-22

Moved by: Dane Nielsen

Seconded by: Kevin Land

**The Board approves the agenda as presented.
Carried.**

3.0 Declaration of pecuniary conflict of interest: None

4.0 Approval of April 27, 2022, Library Board Meeting Minutes:

Motion #40-22

Moved by: Dane Nielsen

Seconded by: Catherine Plener

**The minutes of April 27, 2022, Library Board meeting minutes be approved as presented.
Carried.**

5.0 Business Arising:

5.1 Ontario Culture Days: CEO Murley reported no new updates.

5.2 Staffing Updates: Interviews begin this week for the Digital Services/Branch Manager and Library Assistant – Program Support positions. The summer programming assistant position has been posted and closes on Tuesday, May 31. Young Canada Works has not been approved yet. Stewart suggested calling the High School to post the position. CEO Murley mentioned that valid transportation may be a barrier to high school students, despite being eligible under the grant requirements.

5.3 Report to Council (Cultural Channel and DC Reserves) Update: CEO Murley reported this matter needs to be deferred for now.

5.4 Status of the Cultural Channel: The Media Production Assistant role was

revised to balance Library needs with production needs. CEO Murley highlighted a need for program support, which feeds directly into the Library's ability to lead cultural initiatives.

- 5.5 Spring Café Update:** CEO Murley reported musical guest River Breitbach has been confirmed. Tickets are being sold in the Library branches. Nicole requested a poster be sent to her for distribution. Stewart advised the CEO to have the event added to the What's Happening board with the Municipality.
- 5.6 Community Connections Series Update:** CEO Murley reported a new partnership with the Kimberley Community Association and multiple community groups for new programs and speaker series that will focus on the environment. All workshops will be free and take place at the Kimberley Community Hall.
- 5.7 2021 Annual Report Update:** CEO Murley reported 2021 report has been distributed within the community to spotlight the work the Library has done.
- 5.8 Grant Updates:** CEO Murley reported an extension has been approved for the Healthy Communities grant, for furniture for pavilions. Building permits for pavilions are on track.
- 6.0 Correspondence: None**
- 7.0 CEO Report:** CEO Murley presented the CEO report. Highlights include the Grey Highlands Home and Garden Show, upcoming events, and student volunteers. CEO Murley also thanked staff for taking on additional responsibilities and filling in when required.
- 8.0 Treasurer's Report:**
 - 8.1 April Financial Statement:** CEO Murley reported the \$800 transfer made for digitization.
 - 8.2 Request for Reserve Transfer:** Public access computers need updating along with staff computers, CEO met with the Deputy Treasurer, and \$3800 is available for technology updating. CEO Murley requests a transfer of \$7000 out of reserve to purchase technology. The Municipality has computers available to purchase for \$500/each but monitors and licensing will be an additional cost. Human Resource Manager Debbie Yip and CAO Karen Govan joined the meeting at 7:35 p.m.

Motion #41-22

Moved by: Dane Nielsen
Seconded by: Kevin Land
The Board approves CEO's request for \$7000 to be transferred from the general reserve to purchase new public access and staff computers. Carried.

- 9.0 Committee Reports:**
 - 9.1 Finance Committee- Pavilion Update:** Updated in business arising item 5.8.
 - 9.2 Personnel and Policy Committee:** Review of Collection Policy

Motion #42-22

**Moved by: Kevin Land
Seconded by: Nicole Martin.
The Board approves the updated Collection
policy with amendments. Carried.**

10.0 Other Business:

10.1 Board Member Comments and Announcements:

10.1.1 Update on Comments Submitted to Council re: Requests for Received Sale of Lands Report – 75 Walker Street (PL.22.42). The Library Board submitted comments and Chair Land and CEO Murley will present them to Council on June 1, 2022.

10.1.2 2021 Human Resources Department Report (HR.22.02): Stewart and Janet requested clarity on the calculation that Debbie provided. Debbie addressed questions related to the Library's full-time equivalent (FTEs) reported in 2021 stating that it was very difficult to calculate due to lack of information, a new financial software system (ADP), a new HRIS system, and a change in the way that headcount is reported. It is no longer counted in bodies and will now be counted as FTEs. CEO Murley reported that the Library's Employee Handbook had not been wholly updated since 2003. The Board suggested that the Personnel Committee meet to update the Library's Handbook. CEO Murley recommended that the Library save time and adopt the Municipality's Handbook as it is a legally vetted document that was updated in 2020.

Motion #43-22

**Moved by: Nicole Martin
Seconded by: Janet Carson
The Board recommends that the Library
adopts the Municipality Employee
Handbook, with amendments for the
Library. Carried.**

10.2. Approval of Library Policies:

10.2.1 Collection Policy – reviewed in 9.2

11. Closed Meeting:

Public Libraries Act – Section 16.1 (4)(b) labour relations or employee negotiations and (d) labour relations or employee negotiations & known individuals.

Motion #44-22

**Moved by: Dane Nielsen
Seconded by: Kevin Land
The Board moves the meeting into a closed
session at 8:16 p.m.
Carried.**

Motion #45-22

**Moved by: Kevin Land
Seconded by: Dane Nielsen
That the Board returns to an open session at
9:12 p.m. Carried.**

Motion #46-22

Moved by: Nicole Martin
Seconded by: Kevin Land.
That the Board appoints the Municipality's HR
Manager as liaison for human resources for the
Grey Highlands Public Library.

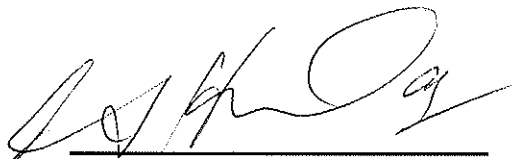
12. Date of Next Meeting: June 22, 2022, at 7 p.m.

13. Adjournment

Motion #47-22

Moved by: Dane Nielsen
Seconded by: Kevin Land
The meeting adjourned at 9:21 p.m.
Carried.

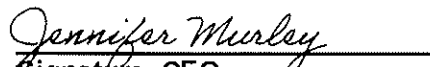
Next Board Meeting: via Zoom



Signature, Chair

2022 / 06 / 24

Date



Signature, CEO

2022-06-24

Date