ORILLIA PUBLIC LIBRARY BOARD

MINUTES OF MAY 27, 2020 MEETING

A regular meeting of the Library Board was held via Zoom commencing at 3:30 p.m.

PRESENT – BOARD – K. Seymour, Chair; C. Seiberling-Spriggs, Vice-Chair;
                         D. Elder; R. Greenlaw; P. Hehn; R. Kloostra; G. McCorkell;
                         R. Stevens; D. Watson

         STAFF – S. Campbell, Chief Executive Officer
                  S. Papple, Director of Children's & Youth Services
                  K. Absalom, Director of Information Services
                  S. Dance, Director of Technical Services
                  M. Wilkinson; Head of Circulation Services
                  T. Chatten, Recorder

         OBSERVERS – A. Lambertsen, S. McLean

ABSENT – E. Chwilkowska

CONVENING OF THE MEETING

Call to Order – K. Seymour called the meeting to order.

Approval of the Agenda

MOTION #2020:14
Moved by R. Kloostra, seconded by R. Greenlaw that the Orillia Public Library Board
approve the agenda of the May 27, 2020 meeting.   <u>*CARRIED*</u>

Disclosure of Pecuniary Interest and General Nature Thereof – None

CONSENT AGENDA

G. McCorkell asked for clarification and a friendly amendment to Motion #2020:13 regarding transfer of funds to the Book Purchase Reserve Fund specifying *Book Sales* account.

MOTION #2020:15
Moved by C. Seiberling-Spriggs, seconded by R. Kloostra that the consent agenda of
the May 27, 2020 meeting be adopted.   <u>*CARRIED*</u>

DISCUSSION AGENDA

BUSINESS ARISING FROM THE MINUTES

Curbside Pickup - Update – The CEO prepared a report for discussion on the implementation of curbside pickup with appropriate PPE, City EMT approval and working with proper protocols in place. The Board requested staff investigate the need for evening hours, and the possibility of making payments online as an option from the Library website.

MOTION #2020:16
Moved by K. Seymour, seconded by P. Hehn that the Orillia Public Library Board approve contactless curbside materials pickup service to begin in the second week of June, and that the Board approve fines on materials to be waived through August 31, 2020.   *CARRIED*

Carpet Report - Update – The CEO reported that the flooring project has been completed and staff are now working to setup offices and curbside implementation.

REPORTS OF BOARD COMMITTEES AND REPRESENTATIVES

Finance Committee – Review and discussion of monthly statements for April 2020.

MOTION #2020:17
Moved by R. Greenlaw, seconded by C. Seiberling-Spriggs that the Orillia Public Library Board receives the April 2020 Financial Statements as presented. *CARRIED*

NEW BUSINESS

Delegating Authority to CEO and Board Chair – A report was prepared for discussion based on the recommendations provided at an OLA sponsored trustee session attended by the Board Chair. It was recommended that the Board pass a delegation of authority motion to avoid the necessity of waiting for a Board meeting to implement staffing and operational decisions, in a timely manner.

MOTION #2020:18
Moved by R. Stevens, seconded by D. Watson that in response to the world wide pandemic and the public library emergency closure provincial government legislation the Board authorizes the CEO, in consultation with the Board Chair, to make the necessary decisions for Library operations including all staffing decisions to be in effect while emergency measures are in place.   *CARRIED*

Phased Reopening Plan – The CEO presented a guideline of the steps to be followed for a phased reopening plan dependent on government regulations, including all safety precautions at each phase. A thorough plan has been put in place as we approach Phase 1 with curbside pickup to start in the near future.

Announcements – Board members commented on the many Library posts online for programming, and asked if they can also be found on our website. Most can be found on the events calendar, under programs–events–storytime. How to navigate the website to find programs is based on online behaviour as to where they are located.

Adjournment at 4:15 p.m. moved by P. Hehn, seconded by C. Seiberling-Spriggs.

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BOARD CHAIR   CHIEF EXECUTIVE OFFICER