



**Haldimand County Public Library**  
**1-117 Forest Street East**  
**Dunnville ON N1A 1B9**  
**(905) 318 5932**

## MINUTES

of a meeting of the Haldimand County Public Library Board  
Thursday, May 28, 2020  
UberConference Virtual Meeting, 3:00 pm

|                 |                           |                                       |
|-----------------|---------------------------|---------------------------------------|
| <b>Present:</b> | Linda Van Ede, Chair      | Malcolm Millar                        |
|                 | Pat MacDonald, Vice Chair | Catherine Rozman                      |
|                 | Jo Geary                  | Mary Kent                             |
|                 | Paul Diette, CEO          | <b>Absent:</b> Rob Shirton, Councilor |

### 1. Call to Order

Linda Van Ede called the meeting to order at 3:03 pm.

### 2. Adoption of Agenda

**20-06** **MOVED** by Catherine Rozman, **SECONDED** by Jo Geary  
**THAT** the Agenda be adopted as circulated.  
**CARRIED.**

### 3. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

### 4. Approval of previous Minutes

**20-07** **MOVED** by Mary Kent, **SECONDED** by Catherine Rozman  
**THAT** the Minutes of May 14, 2020 be adopted.  
**CARRIED.**

## 5. Staff and Board Reports

### 5.1 Cash Flow Statement, April 2020

Mary Kent and Malcolm Millar asked why the total figures for the April, 2020 natural gas invoices paid for both the Cayuga and Dunnville branches were identical to the year-to-date payment totals in both accounts, respectively.

The CEO subsequently determined that the January and February natural gas invoices for the Cayuga branch were both posted in April and that the March invoice was posted in May. The January invoice for Dunnville was posted in April, while the February and March invoices were both posted in May.

Summaries from Management Reporter are presented below. November and December entries posted in January are seen at the top of the account listings both as posts and again as reverse journal entries.

#### Cayuga Branch Natural Gas Account:

| Reference                      | Date      | Journal    | Source | Vend/Cust ID | Vend/Cust Name                                    | YTD           |
|--------------------------------|-----------|------------|--------|--------------|---|---------------|
| ENBR0001 21029343090138-JA1420 | 1/1/2020  |            | GJ     |              |   | (22.72)       |
| Purchases                      | 1/23/2020 | RCT0024809 | RECVG  | ENBR0001     | Enbridge Gas Inc.- USE IF GAS PAYABLE TO ENBRIDGE | 22.33         |
| Tax                            | 1/23/2020 | RCT0024809 | RECVG  | ENBR0001     | Enbridge Gas Inc.- USE IF GAS PAYABLE TO ENBRIDGE | 0.39          |
| Purchases                      | 4/6/2020  | RCT0029424 | RECVG  | ENBR0001     | Enbridge Gas Inc.- USE IF GAS PAYABLE TO ENBRIDGE | 191.76        |
| Tax                            | 4/6/2020  | RCT0029424 | RECVG  | ENBR0001     | Enbridge Gas Inc.- USE IF GAS PAYABLE TO ENBRIDGE | 3.37          |
| Purchases                      | 4/15/2020 | RCT0029723 | RECVG  | ENBR0001     | Enbridge Gas Inc.- USE IF GAS PAYABLE TO ENBRIDGE | 432.54        |
| Tax                            | 4/15/2020 | RCT0029723 | RECVG  | ENBR0001     | Enbridge Gas Inc.- USE IF GAS PAYABLE TO ENBRIDGE | 7.61          |
| Purchases                      | 5/14/2020 | RCT0031448 | RECVG  | ENBR0001     | Enbridge Gas Inc.- USE IF GAS PAYABLE TO ENBRIDGE | 142.49        |
| Tax                            | 5/14/2020 | RCT0031448 | RECVG  | ENBR0001     | Enbridge Gas Inc.- USE IF GAS PAYABLE TO ENBRIDGE | 2.51          |
| Purchases                      | 6/9/2020  | RCT0032740 | RECVG  | ENBR0001     | Enbridge Gas Inc.- USE IF GAS PAYABLE TO ENBRIDGE | 119.72        |
| Tax                            | 6/9/2020  | RCT0032740 | RECVG  | ENBR0001     | Enbridge Gas Inc.- USE IF GAS PAYABLE TO ENBRIDGE | 2.11          |
|                                |           |            |        |              |   | <u>902.11</u> |

#### Dunnville Branch Natural Gas Account:

| Reference                      | Date      | Journal              | Source | Vend/Cust ID | Vend/Cust Name                                    | YTD             |
|--------------------------------|-----------|----------------------|--------|--------------|---|-----------------|
| ENBR0001 27370231612473-OC3119 | 1/1/2020  |                      | GJ     |              |   | (751.33)        |
| ENBR0001 27370231612473-JA0220 | 1/1/2020  |                      | GJ     |              |   | (740.01)        |
| Purchases                      | 1/9/2020  | RCT0024043           | RECVG  | ENBR0001     | Enbridge Gas Inc.- USE IF GAS PAYABLE TO ENBRIDGE | 738.34          |
| Tax                            | 1/9/2020  | RCT0024043           | RECVG  | ENBR0001     | Enbridge Gas Inc.- USE IF GAS PAYABLE TO ENBRIDGE | 12.99           |
| Purchases                      | 1/9/2020  | 27370231612473OC3119 | PMTRX  | ENBR0001     | Enbridge Gas Inc.- USE IF GAS PAYABLE TO ENBRIDGE | (23.18)         |
| Purchases                      | 1/14/2020 | RCT0024233           | RECVG  | ENBR0001     | Enbridge Gas Inc.- USE IF GAS PAYABLE TO ENBRIDGE | 727.21          |
| Tax                            | 1/14/2020 | RCT0024233           | RECVG  | ENBR0001     | Enbridge Gas Inc.- USE IF GAS PAYABLE TO ENBRIDGE | 12.80           |
| Purchases                      | 4/6/2020  | RCT0029429           | RECVG  | ENBR0001     | Enbridge Gas Inc.- USE IF GAS PAYABLE TO ENBRIDGE | 465.07          |
| Tax                            | 4/6/2020  | RCT0029429           | RECVG  | ENBR0001     | Enbridge Gas Inc.- USE IF GAS PAYABLE TO ENBRIDGE | 8.19            |
| Purchases                      | 5/11/2020 | RCT0030994           | RECVG  | ENBR0001     | Enbridge Gas Inc.- USE IF GAS PAYABLE TO ENBRIDGE | 428.78          |
| Tax                            | 5/11/2020 | RCT0030994           | RECVG  | ENBR0001     | Enbridge Gas Inc.- USE IF GAS PAYABLE TO ENBRIDGE | 7.55            |
| Purchases                      | 5/14/2020 | RCT0031447           | RECVG  | ENBR0001     | Enbridge Gas Inc.- USE IF GAS PAYABLE TO ENBRIDGE | 546.19          |
| Tax                            | 5/14/2020 | RCT0031447           | RECVG  | ENBR0001     | Enbridge Gas Inc.- USE IF GAS PAYABLE TO ENBRIDGE | 9.61            |
| Purchases                      | 6/9/2020  | RCT0032741           | RECVG  | ENBR0001     | Enbridge Gas Inc.- USE IF GAS PAYABLE TO ENBRIDGE | 170.51          |
| Tax                            | 6/9/2020  | RCT0032741           | RECVG  | ENBR0001     | Enbridge Gas Inc.- USE IF GAS PAYABLE TO ENBRIDGE | 3.00            |
|                                |           |                      |        |              |   | <u>1 615.77</u> |

**20-08** **MOVED** by Mary Kent, **SECONDED** by Pat MacDonald  
THAT the Summary Cash Flow statement be accepted.  
**CARRIED.**

### ***5.2 Monthly Activity Report, April 2020***

The report was received as information.

### ***5.3 New Cayuga Branch Project***

No new business.

### ***5.4 New Hagersville Branch***

No new business.

## **6 Business Arising**

### ***6.1 Pandemic Closures & Re-opening Plans***

Throughout April, the CEO continued to handle new membership requests and access to online database questions from the public, process invoices, review digital resources, catalogue and order new materials, attend virtual meetings regarding library safety and reopening procedures, and weed collections at the Selkirk and Dunnville branches. The Online Resource Instructor also continued to post updates and activity suggestions via social media platforms and responded to dozens of questions from the public submitted through those platforms. As well, the CEO began preparing phased re-opening plans to be reviewed the municipality's management team and health and safety coordinator.

A copy of the final ***Phased Re-opening Plan: Curbside Pickup Services*** was reproduced and included in the package for review and approval by the Board.

This plan was accepted without changes by the Haldimand County Senior Management Team on Wednesday, May 20<sup>th</sup>. Many of the issues to consider and address during this next phases of re-opening were listed in the table at the end of the ***Curbside Pickup Services*** plan.

In terms of staffing and priorities, the Curbside phase will roll out as follows:

### ***Week of May 18<sup>th</sup>***

- Approval and adoption of Curbside Pickup Services plan;
- CEO to meet with health & safety coordinator to review safety and cleaning protocols and procedures for staff reporting illnesses and discuss centralized procurement of safety and cleaning supplies such as disinfectants. H&S coordinator will send self-screening documents and equipment, instructional tools (e.g. proper hand washing procedures), etc.;
- CEO to coordinate staged call-back of library employees with H.R. staff, who will issue return-to-work recall letters;
- CEO to consult with custodial contractor to discuss new cleaning routines and return of staff to buildings;
- Receipt of curbside supplies, including 70+ plastic totes, small trolleys for moving totes, paper bags. Purchase at discount stores 30+ disinfectant spray bottles for refilling at centralized municipal supplies store (Cayuga Arena);
- Arrangements with one staff member per staff to return following week and distribution of the Curbside Reopening plan to these employees;
- Generation of reader's advisory lists to be posted on website by Online Resource Instructor. These lists will include authors of genres such as Suspense and Contemporary Romance, tailored to availability at each branch and will serve as tools for patrons selecting materials at home and placing holds through the online catalogue as well as for staff providing selection assistance to members over the phone.

### ***Week of May 25<sup>th</sup>***

- One staff member per branch returns and meets with CEO to discuss, among other things, branch-specific curbside and materials quarantining logistics, open and empty exterior, overnight return receptacles, review new safety procedures, process holds pick lists to collect large numbers of items already reserved by patrons (chiefly online) and ready materials for following week, shelve any materials left unprocessed in March;
- CEO to develop modified work schedules for each branch, in consultation with the Branch Coordinator, to be implemented the next week.;
- CEO to finalize a curbside pickup appointment scheduling document;
- CEO to meet with Sachem journalist in Selkirk for story on curbside services;
- Communications with staff being recalled, including distribution of the Curbside plan;

### ***Week of June 1<sup>st</sup>***

- Majority of staff, excepting library pages, return to work on modified schedules. Before their first shift, staff will receive orientation from either the Branch Coordinator (Caledonia, Jarvis Hagersville) or the CEO (Cayuga, Dunnville, Selkirk) on new safety and sanitization procedures;
- Staff will be instructed on curbside pickup procedures and will begin calling patrons whose reserved materials are already available. Pickup appointments will be made and executed this week, but not yet widely advertised.;
- CEO will begin placing orders for next reopening phase, including plexiglass service counter shields, floor markers, signs, etc.;
- Resumption of interbranch deliveries;
- CEO to arrange with I.T. staff modifications to telephone system which will prevent "round robin", or any-branch-available call answering features, encouraging patrons to speak with staff at the specific branch where curbside picks-up will be transacted;

- Online Resource Instructor will post on website and social media platforms Curbside launch date and details, including a “how this works” demonstration video;

### **Week of June 8th**

- Libraries officially open for curbside services, with staff answering calls from the public, processing requests and scheduling pickup appointments;
- CEO meets with Branch Coordinator to discuss branch-specific physical requirements for next phase of re-opening, including implementing social distancing requirements through furniture re-positioning, etc.
- CEO to review with staff all janitorial and sanitization supply quantities to ensure re-ordering in a timely fashion;
- CEO to review with staff materials quarantining procedures and make adjustments as necessary;
- Resumption of cataloguing and new materials processing tasks.

### **Subsequent Weeks**

- Procurement of supplies for next phase of reopening;
- Review of staffing schedules; consideration of library page call-backs;
- Begin planning of modified programming options with children’s programmers and Outreach Coordinator via virtual meetings, with immediate emphasis on summer programming options;
- Resumption of regional courier exchanges and interlibrary loan functions;
- CEO to begin assessing collection development priorities: emphasis on digital versus print? More copies of bestsellers and fewer copies of new titles that rely on in-library discovery?
- CEO to assess feasibility of alternative low-touch, low-contact circulation tools such as meeScan self-checkout kiosks and downloadable apps;
- Finalization of next phase re-opening plans which will include protocols for staffing branches impacted by sick employees or exposure to sick patrons;
- Review of summer book sale protocols and volunteer call-backs during next re-opening phase.

**20-09** **MOVED** by Jo Geary, **SECONDED** by Malcolm Millar  
 THAT the **Phased Re-opening Plan: Curbside Pickup Services** be adopted as presented.  
**CARRIED.**

## **7. Standing Items**

### **7.1 Strategic Plan**

No new business.

### **7.2 Policies Review**

No new business.

### 7.3 *Reporting Requirements*

No new business.

## 8. **New Business**

No new business.

## 9: **Date and Place of Next Meeting (TBD)**

The next meeting will be held virtually on Thursday, June 25<sup>th</sup> at 3:00pm using UberConference software.

## 10: **Adjournment**

**20-10** **MOVED** by Pat MacDonald, **SECONDED** by Linda Van Ede  
THAT the meeting adjourn at 4:40 pm.  
**CARRIED.**

\_\_\_\_\_  
Linda Van Ede, Chair

\_\_\_\_\_  
Date