



**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  
Monday, September 24<sup>th</sup>, 2020  
Dunnville Library, 5:00 pm

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

### 1. Call to Order

Linda Van Ede called the meeting to order at 5:16 pm.

### 2. Adoption of Agenda

**20-24** **MOVED** by Mary Kent, **SECONDED** by Malcolm Millar  
**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

**20-25** **MOVED** by Rob Shirton, **SECONDED** by Mary Kent  
**THAT** the Minutes of August 24, 2020 be adopted with the following additions:

**20-22** **MOVED** by Pat MacDonald, **SECONDED** by Jo Geary  
**THAT** the CEO annual appraisal be approved as presented.  
**CARRIED.**

**Renumbering of the adjournment motion:**

**20-23**

**MOVED** by Pat MacDonald, **SECONDED** by Jo Geary  
**THAT** the meeting adjourn at 4:3 pm.  
**CARRIED.**

**CARRIED.**

## **5. Staff and Board Reports**

### ***5.1 Cash Flow Statement, August 2020***

**20-26** **MOVED** by Mary Kent, **SECONDED** by Rob Shirton  
**THAT** the Summary Cash Flow statement be accepted.  
**CARRIED.**

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

The report was received as information.

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

No new business.

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

Haldimand County CAO updated the CEO on the status of the Hagersville project on August 31<sup>st</sup>. A summary of the conversation was communicated with library staff shortly after. Last November, the County submitted a grant application for federal and provincial funds to construct a library-community centre combined project. The proposal was not accepted due to a very large number of applications submitted Ontario-wide. Assuming another round of funding is made available in 2021, the County will submit a similar grant application. Should no grant be available or a submission is rejected a second time, the interdivisional project concept may proceed with the project funded entirely by the municipality, with possible fundraising avenues. This approach may delay the project for several years, but all parties are confident the end result will make the wait worthwhile.

## **6 Business Arising**

### ***6.1 Re-Opening Procedures: Phase 3***

During the month of August, the procedures outlined in the Phase 3 Re-opening plan were implemented successfully. While some patrons have visited branches without face coverings, social distancing protocols have been followed. One complaint was received from a Jarvis patron who objected to other visitors being allowed on site without coverings and details of Haldimand County's By-law No. 2191/20 were shared with that patron.

Friends of the Dunnville Library volunteers plan to return to the branch after Labour Day. Head volunteers had numerous questions regarding new work protocols and the CEO shared the following points with them and also addressed book sale matters:

- *Staff must fill out a self-screening form upon entering the building, whether it be for a regular shift or even just making a delivery. The form is quite short, having a list of symptoms which, if the person has, would preclude her or him from entering further. Volunteers should fill out the same form.*
- *Should volunteers experience illness shortly after a shift at the library and if that illness is not pre-existing and is possibly COVID-related, they are asked to contact the Haldimand Norfolk Health Unit and speak with a nurse who will advise whether or not a test is in order. If a test is taken, the Health Unit will discuss the results with the patient and make any further recommendations at that time with regard to notifying the employer, taking further precautions (e.g. contact tracing) and so on. Basically, all decisions either way rest with Health Unit professionals;*
- *Because the A/V room is small and does not lend itself well to social distancing, **only one volunteer may work in the room at a time;***
- ***Masks are required whenever in the general library space.** If one volunteer were in the A/V room, she would not have to wear the mask while in the room alone; this is the practice library staff are using in staff-only spaces.*
- *Always wash/sanitize hands before and after handling piles of discards and initially leave the pile after handling for two or three days before further processing as an added precaution.*
- *Once volunteers box up discards for removal to another charity, they should be safe to take to the charity and that charity will (should) in turn use their own quarantine procedures to further handle them.*
- *Anything already in the A/V room should be safe to handle as it would not have been touched for quite some time;*
- ***Work surfaces in the A/V room (countertop) should be wiped before and after each individual's work session.** If one volunteer is working in the room in the morning and a second volunteer in the afternoon, the surfaces need to be cleaned in-between "shifts". Library staff can provide volunteers with County-approved cleaning solution and paper towels.*
- *A typical, annual book sale will not be held this year at the Dunnville Branch. Some of the inventory will be sold on small tables or the blue metal sale unit placed more prominently in the facility. Library discards will be sold first; newer materials obtained by the Friends will be withheld until normal summer sales resume.*
- *The first floor public and accessible washroom is currently the only one available for public use, so that staff can better monitor its cleaning. Other **washrooms** in the building are being used by staff only; should a volunteer on site need to use the Disher Room washroom, she is asked to wipe surfaces (vanity top, faucets, door handles, etc.) between uses.*

Prior to the pandemic, a small number of volunteers worked regularly at the Caledonia, Dunnville and Jarvis branches. These volunteers, all of whom are senior citizens, have been asked not to return to regular duties out of concern for their health and safety and also to reduce staffing levels on any given shift. Similarly, the CEO has to-date turned down one high school student co-operative education placement request at the Cayuga branch, stating to the placement coordinator that sufficient supervisory training, observation and guidance time along with behind-the-counter work space are not available at this time.

## **7. Standing Items**

### **7.1 Strategic Plan**

No new business.

### **7.2 Policies Review**

No new business.

### **7.3 Reporting Requirements: Variance Report**

At the request of the County's Finance Division, the CEO prepared a budget variance report in late August. The report includes actual expenses and revenues as at August 31<sup>st</sup> along with estimated transactions to year-end. The purpose of the report is to identify projected over-expenditures and revenue shortfalls and, where possible, take measures to offset or mitigate those variances. Account details and summary calculations were included in the Board package. Highlights of the report included the following:

- Over-expenditures are anticipated in approximately twenty expense accounts, totalling \$30,000. Most of this variance, \$26,000, is attributable to custodial contract costs.
- Not considering salaries and wages, savings totalling approximately \$51,000 are expected across dozens of expense accounts, namely hydro, natural gas, programming supplies, travel and postage.
- Revenue losses of approximately \$51,000 are projected with \$32,000 of this loss emanating from lower intakes of fines, program fees and computer printout charges.
- Revenue surpluses were identified in few accounts. The Caledonia Donations and Dunnville Donations accounts added \$4,900 and \$3,500 following in memoriam contributions honouring Lois Steele and Marie Kelly, respectively.
- A total savings of approximately \$350,000 is anticipated in salaries, wages and benefits accounts. Four factors contributed to this variance:

- *the Branch Coordinator's maternity leave covering the entire fiscal year has not been filled with a temporary replacement;*
  - *throughout April and May, all but one part-time staff members along with one full-time staff member were on declared emergency leave and were compensated through the Canada Emergency Response Benefit program rather than through payroll. This process also continued for library student pages through the end of July;*
  - *Sunday closures at the Dunnville and Caledonia branches, June through December;*
  - *Calculations assumed Christmas holiday closures December 24<sup>th</sup> through December 31<sup>st</sup> at all branches. This measure is subject to Board review and approval.*
- **The projected net variance is \$337,972 (savings).**

## **8. New Business**

### **8.1 Meeting Room Rentals / Study Room Usage**

In August, representatives from three community agencies contacted library staff about meeting room rentals. The CEO offered free space at the Dunnville (*2<sup>nd</sup> floor program room*), Caledonia (*Zehr's Lab*) and Cayuga branches to the Grand Erie District School Board's Safe and Inclusive Schools program, Haldimand Norfolk REACH, and the Strong Start to Reading Program.

As all three groups are involved in the delivery of literacy and education support to local residents and in an effort to promote goodwill between the library and community groups during challenging times, the CEO deemed it prudent to make library space available without charge. The representative from Strong Start to Reading, a program which trains volunteers to become tutors, later informed the CEO that it's grant-structured model provides funds to cover facility rentals and was therefore able to pay for bookings at the library's not-for-profit rate. All groups were grateful for the library's willingness to work with them as finding community spaces has proven challenging. In all cases, renters will adhere to five-person limits and social distancing protocols and will access the rooms only during library open hours.

In early July, Haldimand County Community Development & Partnerships staff provided local hall groups with an online training workshop regarding COVID-19 protocols. A digital recording of the training session was also made for later reference. The workshop included an operating manual with suggested plans and practices related to rental obligations. As of August 31<sup>st</sup>, library staff were unable to confirm that Selkirk Centennial Hall Board representatives had taken the County's training and implemented the necessary protocols. Consequently, the CEO has instructed Selkirk branch staff not to take Hall bookings until said training is confirmed and until the Hall Board provides documentation of any new rules and procedures which can in turn be shared with renters.

Several Dunnville high school students expressed a desire to use that branch's study rooms for regular, extended periods of time, having opted to take courses virtually without efficient home Internet access. The CEO suggested that these individuals could use the rooms in one-hour

increments and be able to extend their use throughout the day only if others were not requesting the space. Staff will notify the individual after his or her initial one-hour booking if others have reserved the room, eliminating the need for the first student to repeatedly consult with first floor circulation staff on an hourly basis. Should two individuals make use of a room simultaneously, the one-hour limit will apply. Changes to this procedure will be considered if room demand increases. To date, demand for the study rooms in Jarvis and Cayuga has remained low but with more high school and college and university students taking courses online during the autumn semester, the library expects requests to increase.

## **8.2 Christmas Closures**

The CEO recommended to the Board that all branches be closed Thursday, December 24<sup>th</sup>, 2020 to Sunday, January 3<sup>rd</sup>, 2021 inclusive. This closure will coincide with the closure of the County's administration building, will contribute to offsetting revenue losses and higher-than-anticipated custodial costs, and will facilitate scheduling of vacation time not yet used by many part-time staff members. Additionally, the CEO anticipated that should the branches remain open during that week, patronage will be low based on current trends. In the past, circulation between Christmas Day and New Year's Day was below average and was augmented through holiday children's programmes, which would not be offered this year.

**20-27** **MOVED** by Mary Kent, **SECONDED** by Malolm Millar  
**THAT** all branches be closed Thursday, December 24<sup>th</sup>, 2020 to Sunday, January 3<sup>rd</sup>, 2021 inclusive, as recommended by the CEO.  
**CARRIED.**

## **8.3 Stage 3 Programming Plan**

On August 28<sup>th</sup>, the CEO met with the Branch Supervisor, Community Outreach Coordinator, and Online Resource Instructor to develop a draft plan for autumn programming. The focus of the meeting was to establish guiding principles and foundations within the context of pandemic protocols for the delivery of existing in-person and virtual children's, youth, and adult programs. Consideration was also given to possible new programs which will meet new community needs and expectations. The plan will be discussed with children's programmers at each branch in September and with their input the team will revise or expand the plan to include branch-specific details and initiatives.

---

## Haldimand County Public Library

# Autumn 2020 Programming Plan : DRAFT

## PATRON INPUT

The CEO and Outreach Coordinator will develop an online survey to be posted on the library's website, inviting residents to tell us the kinds of programs they would like to see, when, and in what venue.

## IN-PERSON PROGRAMMING

### PROGRAM LOCATIONS AND SPACE LIMITATIONS

Programs can only be held if space is available to achieve social distancing during a program and if the programs do not impede or disrupt other library activities. As a result, space dictates whether or not programming is feasible at each branch and also determines the number of registrants who can attend.

BRANCH	SPACE	ATTENDANCE LIMITS	NOTES
Caledonia	Zehr's Lab	5 (includes programmer)	
Cayuga	Program Room	5 (includes programmer)	
Dunnville	2 <sup>nd</sup> Floor Program Room	5 (includes programmer)	
Hagersville	None	0	<i>No in-person programs planned due to space restrictions</i>
Jarvis	Children's Area or Magazine Seating Area	5 (includes programmer)	
Selkirk	Children's Room	5 (includes programmer)	

- The small meeting room at the Hagersville branch is being used to quarantine returned materials and store furniture. It cannot accommodate meetings or programs and there is no space elsewhere in the branch which could be used for program delivery and not disrupt or be in the way of other patrons. No programs will therefore be planned for the Hagersville branch.
- While the meeting room at the Jarvis branch is similarly full, staff have determined that small programs could be delivered in the children's area or seating area by the magazines without inhibiting collection access by other patrons.
- Use of outdoor library space for programming was under consideration earlier in the year; however, with unpredictable autumn weather now approaching, this option has been forgone.

## HEALTH AND SAFETY MEASURES

All programs will observe the following health and safety measures:

- Face masks must be worn by presenters and attendees;
- All participants will remain a minimum of two metres from one another. Chairs and work tables will be positioned accordingly;
- Seating and work surfaces will be sanitized before and after each program;
- All programs will be limited to one-hour durations;
- Participants may be required to hand wash before and after each program if supplies, instruments, toys, games, etc. are being used;
- Items used during a program, such as craft supplies, toys, and games, and which will be re-used during a subsequent program must be quarantined for a minimum of one week;
- Registrations will be required for all programs, including those programs which formerly invited drops-in, in order to control the number of attendees;
- Registration lists will be scanned and submitted to the Branch Coordinator in the same way curbside pickup appointments were scanned to the CEO; in this way, registrants can be contacted about any program cancellations should a branch need to temporarily close;
- Registrants who miss more than two consecutive sessions without notifying library staff may have their registrations revoked in favour of another wait-list member;
- In-person programs will not commence until October in order to assess overall community pandemic conditions following school re-openings.

## CANCELLED IN-PERSON PROGRAMS

The following in-person programs have been suspended for the remainder of 2020. Rationale for suspension varies, but is typically anticipated low turnout, health risks to participants who are considered vulnerable populations, or decisions made by partnering organizations:

- **Baby StoryTime**
- **Caledonia Youth In Action**
- **Library Living**
- **Scrabble Club**
- **Neighbour Nights (Caledonia)**
- **Mohawk College City School**
- **Credit Counselling Workshops**
- **Healthy You Series**
- **Paws to Read**

## Program-Specific Considerations

*Storytimes / Tales for Twos*

- Storytimes and/or Tales for Twos will be offered with five-person limit restrictions;
- Times and frequency of storytimes will be determined on a branch-by-branch basis;
- Storytime durations will be reduced to 30 minutes from 45 minutes, recognizing that songs and crafts may be omitted or simplified and allowing the possibility of more sessions per shift;
- Wherever possible, multiple sessions will be scheduled to compensate for enrollment limits;
- Registrations will be taken for blocks of 5 storytimes (5 weeks) rather than seasonable bookings to allow for greater scheduling flexibility for the remainder of the year;
- No singing is permitted; presenters are asked to instead read or hum songs normally included as part of a session;
- Crafts will be demonstrated by presenters and instructions will be delivered verbally only; facilitators will not provide hands-on craft assistance to participants;
- Craft tables will be set up two metres apart, with one child or one child with parent per table;
- Participants will be encouraged to sit at their tables rather than on the floor to discourage “distancing faux-pas”.

### ***LEGO Clubs***

- Registrations will be taken on a monthly basis (October, November, December). Winter registrations will not be taken until December.
- Sanitization practices will vary by branch, depending on the quantity of LEGO pieces available and the frequency of LEGO sessions;
- If more than one LEGO session is held per week, LEGO pieces will be divided into sets, one for each class and will not be used between sessions, allowing for a one-week quarantine period;
- Participants will ask for LEGO bricks and the facilitator will distribute pieces using tongs or similar devices.
- No trading or exchanging pieces between participants will be permitted during a session.

### ***Ukulele Club***

Since March, the Ukulele Club has met virtually through social media and have come together at several venues including members’ residences. Groups will be invited to meet on the front lawn of the Dunnville branch in September and early October, weather permitting. Program coordinator Donna Hoedt has consulted with the Dunnville Optimist Club, which offered to rent its Hall to the Ukulele Club for \$150/month. The Friends of the Dunnville Library will fund this monthly fee. Two weekly ukulele classes rather than three will be offered, each limited in time to one hour. Class sizes of more than five individuals will be offered only if held outdoors or in a larger venue.

### ***Homeschoolers Private Tours***

Staff will investigate the feasibility of offering one-on-one tours of library branches to parents who have chosen to homeschool their children this season. These tours will highlight resources of interest to

participants (collections, interlibrary loans, online databases, etc.) and promote various ways in which library staff can provide personalized assistance to homeschoolers throughout the semester.

### **Proctoring**

The Library’s proctoring and exam invigilation services will be promoted this season. It is anticipated that more high school and college and university students will be taking online courses and will need this service where in-person examinations are required.

## **VIRTUAL PROGRAMMING**

YouTube recordings of craft demonstrations and storytime readings will continue;

New recordings are under consideration:

- Stories-on-Demand: patrons request that a story of their choice be read by staff
- Q&A With Librarians: following on-demand stories or demonstrations, Q&A sessions will allow viewers to ask questions about their favourite books or about library operations. These will typically follow storytimes and be performed by children’s programmers
- eBook Club Talks: popular book club selections (e.g. Reese Witherspoon’s book club) and available in e-format are highlighted and discussed either in recordings or through Zoom meetings
- Cursive Classes: a series of handwriting how-to demonstrations targeting younger audiences;
- Virtual tours of branches, focusing on collections and resources of interest and “bet-you-didn’t-know” facts about each branch

---

### **9: Date and Place of Next Meeting**

The next meeting will be held in person on Thursday, October 22<sup>nd</sup>, 5:30 pm at the Dunnville Branch, 2<sup>nd</sup> floor program room.

### **10: Adjournment**

**20-28** **MOVED** by Rob Shirton, **SECONDED** by Malcolm Millar  
THAT the meeting adjourn at 6:13 pm.  
**CARRIED.**

---

Linda Van Ede, Chair

---

Date