



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, February 25, 2021
Cayuga Library, Program Room, 5:30 pm

Present:	Linda Van Ede, Chair	Jo Geary
	Pat MacDonald, Vice-Chair	Paul Diette, CEO
	Mary Kent	Rob Shirton, Councilor
	Malcolm Millar	

1. Call to Order

Linda Van Ede called the meeting to order at 5:31 pm.

2. Adoption of Agenda

21-05 **MOVED** by Pat MacDonald, **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

21-06 **MOVED** by Mary Kent, **SECONDED** by Pat MacDonald
THAT the Minutes of January 28, 2021 be adopted as circulated.
CARRIED.

5. Staff and Board Reports

5.1 *Cash Flow Statement, January 2021*

21-07 **MOVED** by Mary Kent, **SECONDED** by Jo Geary
THAT the Summary Cash Flow statement be accepted.
CARRIED.

5.2 *Monthly Activity Report, January 2021*

The reports were 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 *Board Member Vacancy*

Additional information on the status of the Board application received in November, 2020 has not yet been provided by the Manager of Citizen & Legislative Services. The CEO will make further inquiries in February.

6.2 *COVID-19 Province-wide Lockdown*

On Friday, February 12th, the Province announced that the region covered by the Haldimand Norfolk Health Unit could return to openings under Ontario's COVID-19 Response Framework's "Orange – Restrict" zone of public health measures, effective Tuesday, February 16th. Within the "orange" zone parameters, in-person visits to public libraries are allowed, collections can be accessed, and public computers and meeting rooms can be booked.

Organizations are required to have an updated **COVID-19 Safety Plan** in place before re-opening and a number of new topics must be addressed within this Plan, including methods for managing new risks and statements on how the organization will measure and determine the effectiveness of its Plan. The CEO compiled information from HCPL's previous re-opening plans,

re-organized that information in a format matching a *Safety Plan Preparation Guide* provided by the Province, and ensured all new topics were covered. The new plan was then submitted to the municipality's Health and Safety Coordinator for review and received approval on February 19th. Permission was granted from Haldimand County CAO to open libraries prior to the February 22nd re-opening date of the County's administration building and other facilities. The Caledonia, Dunnville, Cayuga and Jarvis branches re-opened on Friday, February 19th and the Selkirk and Hagersville branches re-opened on Saturday, February 20th.

6.3 Personnel: Branch Coordinator

Lindsay Thomas began her new position as Branch Coordinator (Dunnville, Cayuga, Selkirk) on January 25th. The CEO provided an orientation session and updates on significant events and changes over the past year, particularly those related to the library's pandemic response. Staff scheduling and timesheet submission routines were covered and various personnel policies were reviewed. A number of tasks, including coordination of sanitizer and cleaning supply stocking and distribution were downloaded from the CEO to the Branch Coordinator and Lindsay was asked to assist with numerous time-sensitive projects, such as the development of an expanded puzzle collection and preparation of a "Welcome" package for new members, highlighting library resources and services.

Over the next several months, Coordinator responsibilities will gradually be explained and delegated to Lindsay and the CEO will continue to seek her assistance with completion of priority projects.

During 2020, the Online Resource Instructor made frequent use of Lindsay's office. In order to limit the number of staff at the Cayuga branch during any given shift, schedules were reviewed and revised and it was determined that the Branch Coordinator and Online Resource Instructor would work at the Dunnville and Jarvis branches, respectively, on alternating days.

7. Standing Items

7.1 Strategic Plan

No new business.

7.2 Policies Review: HR-03 Terms and Conditions of Employment and HR-05 Compensation

Almost every winter season, the CEO is required to make closure decisions during inclement weather. Closures, whether they happen before a workday begins or part-way through a workday, inevitably involve cancelling or shortening an employee's scheduled workshift.

Policy HR-3, Terms and Conditions of Employment, Section 9: Inclement Weather states: "Occasionally, one or more branches of the library may be closed due to inclement weather. The policy and procedures for closing one or more facilities are established by **Haldimand County Policy No. 2002-05**"

Policy HR-05, Compensation, Section 2: Salary Administration, Point 8: Notice for Scheduling and/or Cancelling Shifts, also states:

“The employer shall provide the employee with a minimum of 48 hours’ notice of a shift cancellation or the employee will be entitled to three hours of pay at regular rate of earnings. Exceptions to this requirement, such as emergencies and inclement weather, will be made according to Ministry of Labour provisions.”

In Ontario, an employer is not legally obliged to pay an employee for shifts cancelled due to inclement weather; however, employment contracts and policies can be established by organizations to provide compensation in these instances.

Confusion among employees sometimes arises over whether or not they are paid for shifts cancelled during a weather-related closure (e.g. a snow or ice storm). Although the wording in **Policy HR-05** states that shift cancellations due to inclement weather are exceptions to the requirement to pay employees a minimum of three hours at regular wages when cancellations are made with less than 48 hours’ notice, **Policy HR-3** refers to a County policy within which it is stated *“on occasions whereby the Chief Administrative Officer or his/her designate closes the County offices and facilities prior to the normal work day, employees will be eligible for wages for the lost time that they would normally have worked during the closure period”*. **Haldimand County Policy No. 2002-05** also states that, when a facility is closed after the beginning of a workday, *“employees eligible for wages ... should record applicable time on the time sheet under the category “Absent with Pay”*. Haldimand County Policy No. 2002-05 is presented below as information.

21-08 **MOVED** by Pat MacDonald, **SECONDED** by Jo Geary

THAT the Library Board compensate library employees for shifts cancelled due to inclement weather.

CARRIED.

21-09 **MOVED** by Mary Kent, **SECONDED** by Rob Shirton

THAT the wording *“Exceptions to this requirement, such as emergencies and inclement weather, will be made according to Ministry of Labour provisions”* be removed from **Policy HR-05, Section 2, Point 8: Notice for Scheduling and Cancelling Shifts**

CARRIED.

21-10 **MOVED** by Mary Kent, **SECONDED** by Malcolm Millar

THAT Policy HR-05, Section 2, Point 8: Notice for Scheduling and Cancelling Shifts be appended as follows: *“Shift Cancellations due to Inclement Weather: When shifts are cancelled due to inclement weather, such as winter snow and ice-storms, the policies and procedures for compensating employees established by **Haldimand County Policy No. 2002-05** apply.*

Haldimand County Policy No. 2002-05 stipulates, in addition to other protocols, that when a closure is made prior to the start of the normal work day or at a later point during a work day which has already commenced, employees will be eligible for wages for the lost time that they would normally have worked during the closure period. The applicable time should be recorded on timesheets under the category “Absent with Pay”.

Employees previously scheduled to be on vacation are not eligible to record the time of the library closure as regular wages and should record the time, if applicable, under the appropriate category that would have been utilized if the library closure had not occurred.
CARRIED.

7.3 Reporting Requirements: Canada Summer Jobs Grant Applications

The CEO submitted two grant applications to ServiceCanada for Canada Summer Jobs funding prior to the February 3rd, 2021 deadline. Each application is for 75% funding of summer student wages, consisting of 30 hours a week for 8 weeks. One position is intended for the Caledonia Branch and the other is intended for the Dunnville Branch. The hourly wage rate to be paid to each participant is \$14.25. Postings for these positions were added to the municipality's online job listings and specified that the availability of both positions was contingent on receipt of grant funding.

8. New Business

8.1 Southern Ontario Library Service Board Assembly Appointment

In late January, the CEO received a letter from SOLS/OLS-North addressed to the Library Board Chairperson and calling for the appointment of a Board representative to our Board Assembly (population category 40,000 to 74,999). The letter was reproduced in the Board package and the CEO requested that the Board elect a representative.

21-11 MOVED by Malcolm Millar, **SECONDED** by Rob Shirton

THAT Jo Geary serve as Board representative to the SOLS/OLS-North Board Assembly and THAT Linda Van Ede serve as a secondary Board representative if and when required.

CARRIED.

8.2 KWIC Telecom Ltd. Easement Agreement, Selkirk

In late January, Haldimand County's Property Coordinator, Sandra Marsh, contacted the CEO regarding a request by KWIC Telecom Ltd. to install Internet services equipment on the southeast corner of the Selkirk Centennial Hall property. KWIC Telecom was awarded the County's contract to develop high-speed infrastructure across the municipality under its Broadband Internet Project.

The CEO clarified that while the Selkirk branch library occupies a portion of the Hall, the Library Board is not the property owner and was therefore not in a position to provide consent. The proposal was, however, reviewed, and the CEO responded that the installation of equipment in the proposed location was unlikely to in any way compromise library services, namely access to the facility's parking lot and entrance, nor obstruct the visibility of exterior library signage.

It was later confirmed that an easement agreement between KWIC and Haldimand County was required for this work to proceed and Report LSS-04-2021 KWIC Telecom Ltd., 34 Main Street

West, Selkirk has since been prepared by the Property Coordinator for Council consideration on March 2nd. The Report was reproduced in the Board package as information.

9: Date and Place of Next Meeting

The next meeting will be held in person on Thursday, March 25th, at 5:30 at the Cayuga Branch, Program Room.

10: Adjournment

21-12 **MOVED** by Malcolm Millar, **SECONDED** by Rob Shirton
THAT the meeting adjourn at 6:52 pm.
CARRIED.

Linda Van Ede, Chair

Date