



**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  
November 04, 2021  
Cayuga Library, Program Room, 10:00 am

<b>Present:</b>	Linda Van Ede, Chair	Mary Kent
	Pat MacDonald, Vice-Chair	Paul Diette, CEO
	Malcolm Millar	<b>Regrets:</b> Jo Geary
	Grace Main	<b>Absent:</b> Rob Shirton, Councillor

### 1. Call to Order

Linda Van Ede called the meeting to order at 10:04 am.

### 2. Adoption of Agenda

**21-36 MOVED** by Mary Kent, **SECONDED** by Pat MacDonald  
**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

**21-37 MOVED** by Pat MacDonald, **SECONDED** by Malcolm Millar  
**THAT** the Minutes of September 16, 2021 be adopted as circulated.  
**CARRIED.**

## 5. Staff and Board Reports

### 5.1 *Cash Flow Statement, September 2021*

The CEO manually calculated library VISA expenditures on branch materials throughout 2021 and added those totals to the Collection and Collection Enhancement projects' year-to-date balances, as presented in the Capital Projects summary. VISA expenditures had not yet been posted in the municipality's financial software programme (Paramount).

**21-38** **MOVED** by Mary Kent, **SECONDED** by Pat MacDonald  
**THAT** the Summary Cash Flow statement be accepted.  
**CARRIED.**

### 5.2 *Monthly Activity Report, September 2021*

The report was received as information.

### 5.3 *New Hagersville Branch*

The Community Capital Campaign (Fundraising) Committee met on September 28<sup>th</sup>. Both the CEO and Hagersville Branch senior staff member, Teresa Thompson, attended the meeting. Updates on fundraising efforts were provided by other Committee members and the CEO shared the Board's concerns about the required fundraising for the library component of the project and that this requirement had not been approved by the Board prior to release of report CAO-M02-2021. Assurances were provided that a number of large donors were expected to contribute to the project and that the fundraising requirement would not result in significant fundraising obligations on the part of library staff or the Board.

The Committee discussed plans for a public Open House forum on October 20<sup>th</sup>, at which Committee members will present project plans and descriptions and solicit feedback and suggestions from members of the community. The CEO will attend this evening forum.

## 6. Business Arising

### 6.1 *COVID-19 Measures and Updates*

In late October, the Province will introduce enhanced vaccine certificates, featuring a QR (Quick Response) code, which can be stored on a smartphone for presentation at venues requiring a passport. The library will assist patrons in accessing the Provincial website from which to download QR-enabled certificates and printing those certificates. The library will also offer free lamination of these passports in October.

Patrons are able to enter general library spaces without presenting COVID-19 vaccination documentation; however, documentation will be required in October to attend sessions or meetings in library program rooms for all individuals except those under the age of 12 or those with valid medical exemptions. The CEO submitted a COVID-19 purchase request to Haldimand County Senior Management for the acquisition of tablets or smartphones to be used to scan QR-enabled passports into the Province's new "Validate Ontario" vaccination verification app. The purchase was approved and the IT Division will be acquiring one smartphone per library branch to be used by library staff to scan program room attendee's passports. In addition to passports, attendees will need to provide one additional proof of identification showing their name and date-of-birth. These smartphones are expected to arrive in November.

Once the equipment is available, most library branches will resume meeting room rentals and in-person programming options will be revisited. Furniture removed from general library space to discourage long visits in the library and to adhere to social distancing rules is being stored in most branches' program rooms. This storage arrangement places constraints on room capacities and in Hagersville and Jarvis it has made the spaces unusable for meetings of any size. It is anticipated that further restrictions will be lifted by the Province in January; if and when that occurs, furniture will be repositioned and greater use of the program rooms can be made.

To date, only one library employee is known to be unvaccinated and will therefore be required to provide proof of a COVID-19 rapid antigen test prior to attending work. As per the newly adopted **Covid-19 Vaccination Policy**, if the requirements of the rapid antigen testing procedure are not followed, the employee will be placed on an unapproved and unpaid leave of absence until a valid negative test is provided. It is anticipated that this newly hired employee will resign rather than follow the testing regimen.

## **6.2 Staffing**

Branch Coordinator Roberta Chapman retired from her role on September 30<sup>th</sup> after more than 25 years of service with the Haldimand County and City of Nanticoke Public Library systems. Roberta's departure leaves a substantial void in our organization and her contributions to our success are already missed.

The position of Branch Coordinator will be gapped for several months in order to assess workflows and procedures at the Caledonia, Hagersville and Jarvis branches and to find cost savings to offset over-expenditures in several maintenance-and-repair and service accounts.

# **7. Standing Items**

## **7.1 Strategic Plan**

Library Board members will meet on October 19<sup>th</sup> at the Dunnville Branch for a special strategic planning session, at which the Library's mission and vision statements will be re-examined and re-created. Information collected during the previous two phases of the planning process will also be synthesized and key strategies will be chosen.

## **7.2 Policies Review: HR-05 Compensation, Section 3, Item 6, Part A: Benefits**

At the June 10<sup>th</sup>, 2021 Board meeting, the Board adopted a change to Human Resources Policy HR-05 (Compensation) related to employee benefits coverage, ensuring that the Library's policy mirrored that of the municipal Non-Union Policy.

**21-22 MOVED** by Grace Main, **SECONDED** by Pat MacDonald

**THAT** wording in *Policy HR-05 Compensation, Section 3, Item 6, Part A (Benefits)* be replaced with the benefit coverage statements [below]:

**CARRIED**

Benefit coverage will terminate when the employee reaches age sixty-five (65). An employee who reaches the age of 65 years, up to and including 71 years, who would otherwise be eligible for health and insured benefits will instead be eligible for:

Extended Health Care and Dental Plans identical to that provided to other Non-Union employees, or equivalent, with the following exceptions:

- The employee will no longer receive prescription drug benefits for drugs ordinarily covered by the Ontario Drug Benefit (ODB) Plan or any successor thereto;
- Any annual deductible and/or co-payment required under the ODB pay is the responsibility of the employee
- A non-taxable life insurance benefit in the amount of \$10,000.00 payable to the Employee's estate or designate, in the event that the employee dies prior to termination or retirement.

Accidental Death and Dismemberment Insurance and Long term Disability Insurance will not continue

After further review of this approved policy, Haldimand County Human Resources staff recommended one additional change: that the term "**full-time** employee" replace any instance of the term "employee" in the policy, for clarification. The CEO shares this recommendation.

**21-39 MOVED** by Grace Main, **SECONDED** by Pat MacDonald

**THAT** *Policy HR-05, Compensation, Section 3, Item 6, Part A (Benefits)* be amended with the term "full-time employee" replacing any instance of the term "employee" in the policy.

**CARRIED**

## **7.3 Reporting Requirements**

No new business.

**8. New Business**

**8.1 New Business**

No new business.

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

The next meeting is scheduled for Thursday, December 9<sup>th</sup> at 5:00pm at the Dunnville Branch. The meeting will be followed by the annual Board Christmas dinner to be held at Debb's Cuisine, Dunnville, at 6:30pm. Members decided meals will be ordered off-menu.

**10: Adjournment**

**21-40** **MOVED** by Mary Kent, **SECONDED** by Malcolm Millar  
THAT the meeting adjourn at 11:37 am.  
**CARRIED.**

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Linda Van Ede, Chair

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Date