



Haldimand County Public Library
19 Talbot Street West
Cayuga ON N0A 1E0
(905) 318 5932

MINUTES

of a meeting of the Haldimand County Public Library Board
September 21, 2023
Selkirk Library, Lower Back Meeting Room, 10:00 am.

| | | |
|-----------------|----------------------|-----------------------------------|
| Present: | Pat MacDonald, Chair | Jo Geary, Vice-Chair |
| | Linda Van Ede | Paul Diette, CEO |
| | Mary Kent | Regrets: |
| | Grace Main | <i>Adrienne Johnston</i> |
| | | <i>Shelley Ann Bentley, Mayor</i> |

1. Call to Order

Pat MacDonald called the meeting to order at 10:02 am.

2. Adoption of Agenda

23-29 **MOVED** by Grace Main, **SECONDED** by Jo Geary

THAT the Agenda be adopted with the following amendments:

- 6.1 Personnel*
- 6.3 Friends of the Dunnville Library Purchase Requests*
- 6.4 Dunnville Capital Projects: Elevator and Window Replacements*
- 8.1 Lalor Estate Inn Clock Request*
- 8.2 Branch Accessibility Reviews*
- 8.3 Christmas Closures*
- 8.4 CEO Appraisal In-camera Session*
- 8.5 Lockdown Policy*

CARRIED.

3. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

4. Approval of previous Minutes

23-30 **MOVED** by Mary Kent, **SECONDED** by Linda Van Ede

THAT the Minutes of June 22, 2023 be adopted as circulated.

CARRIED.

5. Staff and Board Reports

5.1 *Cash Flow Statement, June through August, 2023.*

23-31 **MOVED** by Mary Kent, **SECONDED** by Grace Main
THAT the Summary Cash Flow statement be accepted.
CARRIED.

5.2 *Monthly Activity Reports, June through August, 2023*

The reports were received as information.

5.3 *New Hagersville Branch*

The Project Planning Team met on June 8th to discuss two site plan options proposed by architect Curran Gacesa Slote (CGS). The first option situates the new Hagersville Library & Active Living Centre facility roughly where it was in the 2019 feasibility study. The second option repositions the building further to the left of the baseball diamond and more centrally on the site where the existing gravel parking lot is located. Maps of both options were presented in the Board package. The architect stated that both options have merits and offer panoramic views over the natural amphitheatre to the quarry beyond. The first site plan option positions the facility closer to the parking lot and allows the existing gravel parking lot to remain. However, this option would require removal of the existing berm (hill) and would necessitate extensive regrading along the northeast side of the facility. In this scenario, the building would also be “pinched” between the property line, parking lot, and new driveway.

The second site plan option positions the facility more centrally to all site elements, including an existing playground and fieldhouse, and does not require the berm’s removal. As well, this option’s positioning allows for the creation of a reading garden to the left of the facility’s entrance, an amenity which would provide a scenic foreground to the building. This plan option would, however, result in the fieldhouse being located further from the road and supervision and the OPP office will become less visible from the parking areas and main entrance.

Planning Team members chose at the meeting to proceed with the first site plan option.

In addition to site plan option selection, reductions to OPP space were also discussed at the meeting. The architect was asked to reduce this space by approximately 30%, from 49.3 square metres to 33.1 square metres. Conversely, the size of the multi-purpose (ALC) activity room was enlarged to accommodate 50 individuals seated at tables in response to suggestions received at public open house forums. Following these modifications, the architect prepared a revised Project Cost Summary. The grand total project cost was recalculated at \$13.6 million, or approximately \$700 per square foot. Mike Evers, General Manager of Community & Development Services, confirmed that the revised square footage cost was in line with the \$700 per square foot costs of a recent Caledonia fire hall building tender.

In late May, Project Manager Jessica Ignaszak shared with Team members a design precedent image package, including approximately 120 images of building exteriors and interiors, prepared by the architects. Team members and Library Board members voted on the images in June and in early July Jessica tabulated the voting results. A summary document with all images that received a “Yes” vote from at least 50% of voters was produced.

On June 26th, Archaeological Consultants Canada (ACC) submitted a *Stage 1 & 2 Archaeological Assessment Report* for the project, as required by the Ontario Ministry of Citizenship and Multiculturalism. The 37-page report covered archaeological aspects of the 1.16 hectares on which the construction will take place and concluded that no matters of archaeological significance were present. ACC’s principal archaeologist, Matthew Muttart, recommended in the report that a Stage 2 assessment also be completed on the property’s remaining 8.24 hectares but that this supplementary assessment was not required prior to the start of the project and would only be of importance for future property development. Jessica Ignaszak reviewed the report and will also forward it to neighbouring indigenous nations for their information.

Also on June 26th, Mike Evers submitted *Report CDS-05-2023 Hagersville Library and Active Living Centre – Updated Design and Budget* to Council. The report included an updated project design concept with additional gymnasium, multipurpose room, storage, office and lobby dimensions, increasing the overall building size from 13,522 square feet to 17,851 square feet and the project budget from \$10.4 million to \$15 million. The report was supported and accepted by Council.

Jaymie Nelson, Project Manager, Business Retention and Expansion, Economic Development & Tourism, received questions about the new Hagersville Library from a local businesswoman and forwarded those questions to the CEO on June 27th. The CEO responded to the questions, which regarded the inclusion of experiential and hands-on features in the new children’s area, the addition of Hoopla video streaming to the library’s online services, and the development of new, non-traditional collections, such as sewing machines for loan.

To better prepare for the transference and relocation of Hager Room exhibit items to the new facility, the CEO requested that branch staff prepare an inventory of exhibit items. During this process, staff were able to confirm that while a few items have been added to the collection over the past forty years, most items were part of the original bequest made in 1984 by Helen Livingston of Hamilton as a memorial tribute to the Hager family. In early 1984, the Town of Haldimand Council “approved in principal to allocate space in the Davison Centre for a Hager Room” to display and house Mrs. Livingston’s donation. The inventory of exhibit items was reproduced in the Board package.

The Project Planning Team met with the architect on July 24th. CGS presented updated design drawings including floor plans, the final site plan, three-dimensional renderings of the building’s exterior from various angles, and material palette sheets (potential exterior stone finishes). Several of the exterior renderings, a palette sheet, and an image of the proposed library floorplan were included in the Board package. At the July 24th meeting, architect Bill Curran stated that the building’s orientation on the site plan had been rotated so that the facility’s corners aligned to the embankment’s edge and that all major building spaces had windows facing the quarry. With the building orientation confirmed, CGS will proceed with preparing a Site Plan Approval submission package. The architect also mentioned that the canopy from the main entrance to the plaza/front courtyard had been extended and that a new pedestrian walkway from the street to the plaza had

been added. The architect recommended the team members select preferred exterior finishes and that gabion basket walls (*depicted on material palette sheet, 2nd row, 3rd column*) be used to connect the building to the landscape.

Several team members noted that the building's façade, facing town, remained uninspiring, or "blank". Bill Curran stated that more windows were to be added on that side of the building, with the potential for higher glass projection from the atrium to give the facility more prominence.

The CEO supported the concept of gabion basket walls but expressed concerns about stones being removed from the casings and being used as projectiles. CGJS provided assurance that the size and shape of stones can be tailored (longer/flatter) to prevent removal.

The CEO also expressed concerns about the proximity of parking spaces to building entrances and that seniors, caterers and delivery personnel may require a drop-off area closer to the main doors. He also insisted that the underside of the rear terrace be solid rather than open and accessible, so as to deter vandalism and behavioural issues.

Other issues addressed at this meeting included:

- *Low garden walls and plantings at the entrance should prevent automobile headlights from shining into the atrium after sundown;*
- *Fieldhouse design and exterior should match the main building;*
- *A driveway connection between the facility and the arena will allow for overflow parking during special events;*
- *A dedicated loading space near service entrance should be added;*
- *Garbage and recycling storage, including an earth bin, will be required in close proximity to the service corridor;*
- *A parking space with pad for a portable generator should be considered;*
- *Rough-ins for future electric vehicle charging stations should be added;*
- *County staff will provide indigenous plant options for exterior gardens after consulting with local groups and First Nations experts;*
- *Due to the slope of land and access challenges, the earth between the facility and embankment should be planted with wildflowers rather than grassed over;*
- *Inclusion of gypsum in building features such as light fixtures and walls to reflect local resources.*

On July 27th, Jessica Ignaszak distributed a *Room Finishes* document to Project Team members. The spreadsheet document included tabs for each of the facility's main areas (atrium, kitchen, gymnasium, library, etc.) and fields in which to specify room requirements and finish preferences. The CEO completed the forms for the general library space, youth room, children's room and library program room. Each form was reproduced in the Board package. The Room Finishes document was subsequently shared with CGS for planning purposes.

On August 16th, the Project Planning Team met once again with the architect. CGS presented updated design drawings, including interior elevations and some millwork details. Drawings revealed that all three sections of the facility - the atrium, the library, and the active living centre - will have sloping roofs and that HVAC units will be located on flat roof areas over service rooms. HVAC controls will be zoned separately for each of the three building sections.

Other topics discussed at the August 16th meeting included the following:

- *The County's Accessibility Coordinator conducted an initial, informal review of the facility designs and noted that the library washroom should be enlarged to allow for more accessibility features, particularly if it is to be used by meeting room attendees after hours. The architect confirmed that the current washroom design is not fully universal but does include an accessible vanity, grab bars and 1,700mm turning circle and that a full universal washroom would be available among the bank of washrooms serving the entire facility; final designs will still need to be studied thoroughly by the municipality's Accessibility Committee;*
- *The Library program room should provide similar amenities to those offered in the Cayuga branch meeting room: sink/fridge/garbage/cupboard; track strips, cork board or alternative system for art displays; TV screen with ScreenBeam technology for presentation purposes;*
- *Additional grommets should be added to the library circulation desk to allow for a future third workstation;*
- *The library circulation desk accessible workstation is to be relocated to face the library entrance, with the interior book return area adjacent to it;*
- *The front portion of the library circulation desk should include a glassed display area to showcase library collections, children's crafts, or other objects;*
- *Space near the circulation desk should be provided for a wall-mounted OPAC (library catalogue search station); the CEO will provide the architect with images of end-of-shelving-range and wall-mounted OPAC configurations employed by other library systems;*
- *The library-side of the program room wall should include slatwall features for display purposes;*
- *Space within the library should be allotted for a Haldimand County community hub workstation, equipped with a TV screen displaying municipal advertisements and content; electrical outlets and data drops to be added in atrium to allow for additional municipal display screens;*
- *Library furniture should have vinyl, not fabric, surfaces for ease of cleaning and disinfecting; chairs should have arms and be of a height and depth comfortable for persons with mobility issues;*
- *The design of the millworked library display unit will be similar to the unit at the Cayuga branch but will not include a lockable, bottom cabinet and will have a higher bottom shelf to render that shelf more easily accessible;*
- *Banquette-style seating will be used in the library's youth area, with café tables placed in an "L" shape for flexibility and wheelchair access (image provided below);*
- *Art exhibit space is planned for the main washroom corridor, with display equipment to be selected by County staff;*
- *Roughs-in will be provided for up to four electric vehicle charging stations with a conduit run to a single location in the parking lot;*
- *The location of garbage and recycling bins will be reconsidered so that the units are hidden from public view yet do not create blind spots conducive to public mischief and do not provide easy access to the roof;*
- *County staff will investigate any historic uses of the site which may impact subsurface conditions (e.g. old foundations);*
- *Acoustic panels will be installed on atrium walls to absorb noise;*
- *Atrium floors will be stone tile, a floor drain will be installed in the atrium for ease of cleaning, and atrium furniture will include a mix of table and chair sizes and heights to accommodate different types of use;*
- *Atrium fireplace will be electric, not gas, and will be elevated on sculpted legs with display niches incorporated;*
- *Atrium café unit should have a refrigerated cabinet that is aesthetically pleasing and the service bar should include a lockable cash drawer;*
- *Floor outlets should be installed in various atrium locations to allow for mobile device charging stations and other uses;*

- *Lockable atrium display cases will be designed similar to those at the Cayuga branch library and municipal administration building but will be deeper to allow for easier access during display setup/takedown and will be accessible from both sides; Hanging mechanisms installed on display case ceilings will be considered as will be power and data connections to enable digital/video and lighted displays within the cases;*
- *The installation of adult- and child-height ballet bars in the ALC program room for fitness class purposes was considered;*
- *ALC kitchen equipment specifications were covered, including ovens, stainless steel islands, cabinet and cupboard dimensions;*
- *The layout of the smaller OPP office has been approved and Mike Evers will determine if additional requirements, such as reinforced (or concrete) walls for security, exist;*
- *Municipal staff confirmed that the fieldhouse requires power for refrigerators and freezers; the local baseball association will be consulted to determine if other equipment needs exist.*

Following the August 16th meeting, Project Team members were asked to provide Project Manager Jessica Ignaszak with any additional feedback on the architect's design thus far. Comments submitted by the CEO addressed window placements and dimensions, exterior finishes, delivery door access to the building, engineered measures to prevent ice and snow build around skylights, plantings in the rear lawn, terrace support, exterior library book drop location, and garden walls.

Early in the project's design process, the CEO emphasized to CGS the importance of creating an impactful, memorable and unique children's area, regardless of space and budget constraints. In late August, architect Bill Curran contacted the CEO with a creative concept for the new Hagersville Library's children's area: a loft above the children's collection that can be accessed by a staircase and which would extend to the left of the children's area, making it visible from the circulation desk. After several telephone conversations about the loft concept, Bill and the CEO held a Zoom session on August 29th to review more detailed loft designs and also further discuss the layout and furniture configurations of the library's youth area. Draft sketches developed by the architect for the youth and children's area floorplans, including the proposed loft design, were reproduced in the Board package.

The proposed loft concept includes a stairway from the ground floor children's area, a hole in the loft's floor encircled by railing, and a railed balcony protruding from the loft. The balcony will extend above the ground floor comfortable seating area and will produce a highly-visible, noteworthy building feature with prominent, windowed walls as a backdrop. While the CEO embraced the loft concept enthusiastically, he did express serious reservations related to accessibility and railing safety. To address accessibility concerns, the CEO proposed that no circulating collections be placed on the loft and that if toys, colouring books, games, chairs etc. are found on the loft, equivalent items should also be found on the main floor of the children's area. Bill agreed to redesign the loft to exclude collection shelving. Ultimately, facility design reviews by Haldimand County's Accessibility Committee will determine if proceeding with the loft concept is feasible.

In late August, CGS prepared a project ***Design Synopsis*** summarizing the objectives of the proposed facility's site layout, form, use of space and room arrangements along with other key design elements. A copy of the ***Hagersville Library and Active Living Centre Design Synopsis*** was distributed at the September Board meeting.

Soil-Mat Engineers & Consultants Ltd. submitted a geotechnical report (*Project No. SM 230544-G*) on September 1st, summarizing the firm's investigation of the project's location at Grant Kett Park. After reviewing the report, Jessica Ignaszak confirmed that no unexpected geological issues were identified. Additional environmental sampling results from Soil-Mat are forthcoming.

6. Business Arising

6.1 Personnel

Student Page, Selkirk Branch

The position of student page, Selkirk Branch, was posted in June. Applications were reviewed by Branch Coordinator Cassie Charman and the CEO in mid-July and interviews were held on July 14th. Daphne Mourtzakis was offered and accepted the position. Training and orientation sessions were conducted by Cassie Charman over the next several weeks.

6.2 Haldimand County Compensation Policy Review Project

The CEO completed job document forms in June as part of the Human Resources Division's compensation review. Job descriptions for each distinct library position, except for CEO, were prepared and staff members were consulted to ensure those descriptions reflect current and true job expectations and functions. The CEO job document was completed by HR staff in consultant with Haldimand County CAO, Cathy Case.

On August 23rd, the CEO met with Human Resources Planning & Analysis Co-ordinator Mary Ann Alldis and Recruitment Specialist Yiotta Philippeos to review the submitted library job documents. No changes to the forms were deemed necessary.

6.3 Friends of the Dunnville Library Purchase Requests

At the May 5th and June 2nd meetings of the Friends of the Dunnville Library, the purchase of numerous items recommended by the CEO were approved. To-date, the following approved acquisitions have been received:

- 3-tier displayer for fiction room
- OBIE gaming system
- Two small children's chairs
- Push broom and dustpan for walnut clearance
- One-year subscription to iVOX digital children's books (40 titles)
- Garden improvements, including mulch and bindweed removal

The purchase of SenSource People Counters for each Dunnville Branch entrance has also been delayed and is subject to municipal IT review.

6.4 *Dunnville Capital Projects: Elevator and Window Replacements*

Elevator Replacement

The elevator replacement project at the Dunnville Branch, originally scheduled for 2021 and subsequently postponed, was awarded to Porteous Hardcastle Ltd. on July 27th, at a price of \$209,985 (including a \$20,000 contingency). On August 17th, the CEO met with Jessica Ignaszak, Facilities Capital and Asset Management Project Lead, Taylor Church-Lang, Facilities Capital and Asset Management Technologist, and Porteous Hardcastle personnel to discuss project details and determine project schedules.

Because of industry-wide supply chain issues, orders for elevator components are currently being processed with significant delays anticipated. The group determined that the new elevator installation will not proceed until January/February, 2024.

The project will take approximately 7 to 8 weeks to complete. The contractor will need to “hoard”, or barricade, a section of the first floor, in front of the elevator door and circulation desk, throughout the process to store parts and equipment. There will be typical construction noises throughout the process. It is expected that the library will remain open and operational throughout most of the construction with only one or two days of complete branch closure.

Access to the elevator will be unavailable for the entire period and public notifications of the service disruption will be distributed, both on site and online. Accommodations for anyone requiring materials from the second floor and unable to navigate the Alder Street staircase, which will remain open except during the brief closure period, will be planned.

Branch programming plans (Storytime, LEGO, etc.) will proceed as normal throughout Fall 2023. The CEO will discuss winter plans with the children’s programmer and explore the option of running as many events as possible in the Disher Room to allow for accessibility in January and February.

The CEO anticipates that the hoarding/barricades near the circulation desk will restrict visibility from the counter into the non-fiction wing. When the time comes, staff will have discussions about added measures to monitor activity in that space while construction occurs.

Window Replacements

On August 30th, the CEO met with Jessica Ignaszak, Facilities Capital and Asset Management Project Lead, Taylor Church-Lang, Facilities Capital and Asset Management Technologist and Stephen Doherty from Peninsula Glass to schedule window replacement work on the second floor of the Dunnville Branch. The 2023 capital budget includes \$75,000 for items identified by a prior building condition assessment report: pergola wood replacements, window replacements throughout the original 1984 structure, roof-mounted HVAC fencing and screening, brick damages, and exterior door painting. Since the budget of \$75,000 is insufficient to cover all

identified costs, Facilities staff and the CEO prioritized expenditures in 2023 to include window replacements on the second floor and exterior pergola replacements on the ground floor.

A tender for window replacements was posted in late spring and numerous potential contractors visited the site throughout the summer. In mid-August a contract to replace only those windows on the original-build section of the second floor was awarded to Peninsula Glass at an after-tax price of \$57,065. Remaining 2023 project funds will be earmarked for pergola work.

At the August 30th meeting, Stephen Doherty informed the group that a 10-week lead time for materials ordering was required and that the project could begin in November. Approximately four weeks will be required to complete the project. There will be no need for branch closure; however, there will be three- to four-hour periods throughout the project during which windows may be opened or removed, exposing spaces to exterior temperatures. Stephen stated that no work would be done if it raining or snowing in order to prevent moisture from entering the building. Additionally, in order to access second-floor windows that face the main entrance atrium, a lift will be rented and the ground floor Chestnut Street entrance will need to be cordoned off. The CEO stated that circulation activity at the front desk could still proceed despite that entrance's obstruction. Some shelves in proximity to windows being replaced will need to be dismantled or covered with tarp by library staff. The contractor will also need to occupy the library's parking space nearest the back stairwell emergency exit as this doorway will be used to move materials in and out of the facility. Use of the back stairwell should produce the fewest impediments to patron traffic.

7. Standing Items

7.1 Strategic Plan: Caledonia Non-fiction Collection Renumbering

The Library Division's 2023 capital project portfolio includes \$12,500 for interior painting and \$92,300 for carpeting and related moving expenses at the Caledonia Branch. Branch Coordinator Cassie Charman has been instrumental in meeting with painting, carpeting and moving contractors to co-ordinate and schedule this project. The project's first phase will take place between September 11th and 14th, at which time the branch's staff and meeting rooms will be painted and carpeted. Although moving company services will not be required during this phase, municipal facilities staff have agreed to shift heavy appliances, namely the staff refrigerator, to accommodate the work.

The project's second and more intricate phase will take place between October 10th and 31st (Thanksgiving through Halloween). Library staff will box all library materials and the moving contractor will first shift all shelving, furniture and boxed materials to one side of general library space. Painting and carpeting of the "emptied" side will then be completed, after which all shelving and furniture will be shifted by the moving contractor to the newly painted/carpeted side. Once painting and carpeting has been completed on the second side of the library, including the circulation desk area, the moving contractor will return for a third and final time to place shelving and furniture in their permanent locations. Following this final move, staff will unbox and reshelve all materials, performing shelf-reading tasks in the process. A three-week period has been planned to allow for all work to be performed and the branch will be closed to the public

during this period. To help patrons remember the time frame, the three weeks “*between Thanksgiving and Halloween*” were selected.

In addition to making contractor arrangements, Cassie Charman also developed a staff schedule for the three-week closure period. Several staff members from other branches, including the CEO, have been recruited for boxing tasks which must be completed within a short timeframe. Branch staff will also be scheduled during the three-week period to process interlibrary loans and interbranch deliveries and offer curbside services to fulfill pre-existing holds.

The requirement to move and reposition all of the branch’s shelving to complete this project presented an ideal opportunity to reimagine overall collection layout and reconfigure shelf locations. A final reconfiguration plan will be completed by the CEO in late September and will focus primarily on adult non-fiction shelving. The CEO hopes to arrange non-fiction shelving in a manner that encourages patron browsing and reduces the “institutional” appearance of this section of the library.

To this end, approximately 37% of the non-fiction collection has been recategorized and renumbered. Each of the new categories, which include *Art, Biography, Cooking, Crafts, History, Home & Garden, Music, Travel, and True Crime*, will be allotted its own shelf range and the ranges will be labelled accordingly. As of August 31st, 3,090 non-fiction items had been renumbered with item records modified in the database and new spine labels prepared and affixed by branch staff. The two-digit numbering systems used for each category were the same as those used at the Dunnville and Cayuga Branches. A numbering system was newly developed by the CEO for the *Travel* section and applicable items were relabelled at both the Caledonia and Dunnville Branches.

The Caledonia non-fiction renumbering project forms part of *Strategic Direction 1: Make It Easy, Action 1.2.3 Collection Re-coding and Re-location* of the Haldimand County Public Library Board’s *2022-2024 Strategic Plan*.

7.2 Policies Review

No new business.

7.3 Reporting Requirements

Charitable Registration Return

The Library’s 2022 Charitable Registration Return was submitted to Revenue Canada in June, meeting the annual deadline.

10-Year Capital Forecast

The 2024-2033 ten-year capital forecast will be prepared by the CEO in mid-September to meet Haldimand County’s September 22nd deadline. The report will be reviewed by the CAO and Finance staff in mid October, prior to submission to Council and will be included in the October Board package.

8. New Business

8.1 Lalor Estate Inn Clock Request

Stephen Cliff, new proprietor of the Lalor Estate Inn in Dunnville contacted the CEO in late August and inquired about the status of the grandfather clock at the Dunnville Branch. Mr. Cliff expressed an interest in either purchasing the unit or obtaining a temporary loan agreement between the Library and his enterprise for placement of the clock at the inn.

The CEO explained that the clock was originally bequeathed to the Town of Dunnville in the early 1980s by the Lalor family and it, along with an antique table and chair, were relocated to the current library when it opened in 1984. Originally, all three items were placed in the Lalor Room of the new library along with numerous historic and genealogical books and resources. The room was so named following a significant contribution by the family towards the facility's construction.

The CEO further stated that the antique table was in use in the *Be Creative* space (formerly the Lalor Room), that the ornate chair was in use in the children's department, and that the grandfather clock had been moved to the second floor, outside the new heritage room. The clock has not been serviced in over 15 years due to costs and has not kept time in as many years. The CEO also mentioned to Mr. Cliff that the previous owner of the Lalor Estate Inn had also approached him about acquiring the grandfather clock and that he had rejected the proposal on the grounds that the Lalor family had bequeathed the item to the municipality for public enjoyment and safekeeping.

Board members deliberated on Mr. Cliff's offers and instructed the CEO to retain the clock at the Dunnville Branch.

8.2 Branch Accessibility Reviews

On August 21st, the CEO met with Haldimand County Accessibility Coordinator Brian Grice to tour the Dunnville, Selkirk and Jarvis Branches and discuss each site's accessibility "strengths and weaknesses". Overall, Brian was very satisfied with measures taken at each location to render collections and services accessible to users with mobility or physical challenges. Topics discussed included automated entrances, spacing between shelves, wheelchair-height service counters and accessible washroom amenities. The Accessibility Coordinator did not identify any areas of concern at these three branches and will schedule visits at the Cayuga and Caledonia branches with the CEO before the end of autumn. The CEO expressed an interest in future discussions on "invisible barriers" which may exist and pose access issues for persons with challenges such as autism or deafness.

8.3 Christmas Hours

The CEO presented several options for 2023 Christmas holiday closures for discussion.

23-32 MOVED by Linda Van Ede, **SECONDED** by Jo Geary

THAT the 2023 Christmas holiday schedule for all branches be as follows:

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|------------------------------|----------------------------------|
| <i>Saturday, December 23</i> | <i>Open as per regular hours</i> |
| <i>Sunday, December 24</i> | <i>CLOSED</i> |
| <i>Monday, December 25</i> | <i>CLOSED</i> |
| <i>Tuesday, December 26</i> | <i>CLOSED</i> |

| | |
|------------------------------|----------------------------------|
| <i>Saturday, December 30</i> | <i>Open as per regular hours</i> |
| <i>Sunday, December 31</i> | <i>CLOSED</i> |
| <i>Monday, January 01</i> | <i>CLOSED</i> |

CARRIED.

8.4 CEO Appraisal In-camera Session

23-33 MOVED by Linda Van Ede, **SECONDED** by Jo Geary

THAT the meeting go in-camera at 12:52 pm to discuss the CEO's annual performance appraisal.

CARRIED.

23-34 MOVED by Jo Geary, **SECONDED** by Grace Main

THAT the meeting come out of camera at 12:58 pm.

CARRIED.

23-35 MOVED by Jo Geary, **SECONDED** by Linda Van Ede

THAT the conclusions reached during the in-camera session be accepted.

CARRIED.

8.5 Lockdown Policy

Board members discussed the need for the Library to have a lockdown policy and relevant procedures in place for violent incidents which occur at library branches or nearby facilities, including practices for OPP shelter-in-place edicts. Members Grace Main, Jo Gear, Mary Kent, Linda Van Ede and Pat MacDonald agreed to draft a lockdown policy for review at the January, 2024 meeting and will discuss initial progress at the October, 2023 meeting.

9: Date and Place of Next Meeting

The next meeting is scheduled for Thursday, October 26th, 10:00 am at the Caledonia Branch, Gertrude Haller Meeting Room.

10: Adjournment

23-36 MOVED by Linda Van Ede, **SECONDED** by Mary Kent

THAT the meeting adjourn at 1:14 p.m.

CARRIED.

Pat MacDonald, Chair

Date