



Township of Uxbridge Public Library Board Meeting Agenda

Date: Wednesday, December 5, 2019 @ 5:00 pm
Location: Uxbridge Public Library Main floor

1. Call to order:
2. Disclosure of Pecuniary Interest and the General Nature thereof.
3. Approval of Agenda
4. Approval of November minutes
5. Committees:
 - 5.1 Finance –
 - 5.2 Governance and HR Committee (Lynn)
 - Approval of the HR Committee Minutes from the sub-committee meeting on November 21st
 - 5.3 Community Committee (D. Clements)
5. New Business
6. Ongoing Business / Action items
 - 6.2 Facility update (Amanda)
7. Correspondence
8. Round Table
9. Council Connects

Work is progressing well on the Culvert project and the shoring walls north of Brock St. will be complete this week. The large drill that has been placing the concrete pilings to form the shoring will be moving off-site and in its place excavators will begin removing soil and culvert sections will be installed. Between Dec. 1st and Dec. 20th crews hope to install 37 more pieces of culvert north of Brock St. There will be an increase in truck traffic to the site during this phase of the project.

Work will be on hiatus between Dec. 20th and Jan. 6th, although the dewatering generator and pumps will run over the break. Construction will continue over the winter.

Beginning on Jan. 6th, Brock St. will be closed for 3 months. Weather may impact the construction schedule. The big drill rig will return, and crews will install shoring and the culvert sections below Brock St. over the winter. Detour routes will be in effect. Pedestrian access will be maintained along Brock St. through the construction site and all stores remain open.



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Work is scheduled to move south of Brock St. in April at which point Centennial Rd. will be closed. Brock St. and Centennial Rd. will not be closed at the same time. Work is anticipated to be completed by late fall 2020.

10. Date of Next Board Meeting: January 16, 2020 at 7 pm

11. Adjournment



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, November 21, 2019 @ 7:00 pm
Location: Uxbridge Public Library, Tower Room

Present: Dave Phillips, Gord Shreeve, Lynn Klages, Corrinne Morrison, Amanda Ferraro, Gary Ruona, Willie Popp, Agnes Croxford, Dwight Clements

Regrets: Dave Barton, Donna Condon, Martin Koolhaas,

Guests:

1. **Call to Order @ 7:00 pm**
2. **Disclosure of Pecuniary interest and the General Nature thereof.**
 - ✓ No disclosures
3. **Approval of Agenda**
 - ✓ Moved by Willie, seconded by Lynn; carried
4. **Approval of Consent Agenda: October Minutes, November Newsletter**
 - ✓ Moved by Willie seconded by Lynn; carried
5. **Committees:**
 - 5.1 **Finance –**
 - October accounts
 - ✓ Moved by Gary seconded by Dwight; carried
 - Budget drafts
 - Operating Budget
 - ✓ Moved by Lynn to forward the Operating budget to Council for approval; seconded by Dwight; carried
 - 10 – 15 year draft Operating / Capital forecast showed an in depth view of all the large projects that will need to be address. Included in this forecast was
 - 2020 - New compressor for the Chiller, additional Heat and Air upgrades, updates to the Fire alarm system and Electrical panels and a Thermograph test to determine extent of insulation voids.
 - 2021 - repairs to the inside and outside of the Tower structure
 - 2022 – Re-pointing of exterior stone and brick masonry joints.
 - 2023 – Repair damaged wood on exterior of the building including the wood framed porch, sills and louvers.
 - 5.2 **Governance and HR Committee**
 - HR Committee
 - Discussion from sub-committee meeting November 21st

The Library Board moved into In-Camera at 7:35 pm to discuss matter related to personal matters about an identifiable individual, including Municipal and Local Board employee.

The Library Board rose from In-Camera at 7:48 pm with nothing to report and will bring something forward at the next meeting.



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5.3 Community Committee (D. Clements)

- Community sub Committee
 - Meeting at 8 pm tonight (following the LB meeting) to review the strategic plan survey.
- Ontario Public Library week October 20 – 26
 - Was a great week. Raised a lot of awareness for the Library. Library stats were a lot of fun with great prizes.

5. New Business

- The Poverty Alliance – 2 staff attended. Very informative.
- Staff Insignia training on December 11th. The Library will close for a few hours in the morning so all staff can participate.
- Replacement of Red Couches to be done this winter.

6. Ongoing Business / Action items

6.2 Facility update (Amanda)

- Heat and Cooling – Still waiting on some actuators, three way valves and quote on the new compressor. Also asking Heat Air to insulate behind the Rads that have open vents on outside walls.
- Lighting retro fit – 100% done need final bill.
- Final Building audit - completed
- Children's garden –will continue work in the spring.

7. Correspondence

- OLA Super Conference: several board members and staff plan to attend.

8. Round Table

- Dwight and Dave to present to Council on January 20th. – Amanda to book.

9. Council Connects

- Willie updated on the new CAO interviews. They hope to choose in the next week or so.
- Culvert project moving well. Looking into a RED grant for downtown revitalization. AECOM hired to look at downtown accessibility upgrades

10. Date of Next Board Meeting: December 4th at 5 pm (special time).



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11. Adjournment 8:08 pm

- ✓ Moved by Dwight; seconded by Agnes; carried

Uxbridge Library Board – HR Committee Meeting

Thursday November 21, 2019 - 11:00AM

The HR Committee met today to discuss the future of the CEO position at our Library. Present at the meeting were Amanda Ferraro, Corrinne Morrison, Willie Popp, Agnes Croxford and myself. We hope to present a path forward for the CEO position both in the short term and the long term.

We have spent the past year recovering from the loss of Alex, the forming of a new Board, a brand new Operating System for the Library and a complete heating failure in the building last fall.

It has been a challenging year for everyone involved here at the Library. I feel we have now settled into a new different routine. The township gifted us Amanda Ferraro to act as our interim CEO and increased Corrine Morrison's duties to cover the essential duties of the CEO.

We have an exceptional staff here at the library and they have all stepped up over the past year to make sure our library is successful. I should point out that even though we are without a CEO with a Masters Degree in Library Science, we have 3 staff in the library with significant courses from SOLS for small library management in the Excel program.

We on the HR Committee are committed to doing a thoughtful, thorough planning process and find the best solution forward. We need to consider the needs of the Library, the staff, the building, the budget and the people that use the library. Tonight we want to present a 18 month plan finishing in May 2021.

In the short term Amanda will remain as interim CEO and Corrine as manager of the library staff and all other duties she has been doing over the past year. Corrine has suggested that delegating some of her duties to other staff will make her job more manageable in the short term. This will require about 4 hours a week to other staff or a new casual employee.

Over the next 3 months Corrine will assess the duties that can be delegated. This will be presented to us at our next committee meeting.

Over the next 6 months we are working on the details of the new CEO position and job description.

The long term solution we want to present, is a new streamlined shared co-management model, in lieu of one CEO. Here is the initial concept.

Library Manager – daily operations, website, computer system administrator, shared staff responsibilities, building maintenance

Head Librarian – programs, order books, oversee the all grant programs, shared staff responsibilities, etc.

Further discussions are planned to complete the full job descriptions.

Our committee will meet every 3 months to make sure we move forward with the plans.

We are committed to having the new model complete and implemented within the next 18 months. We will also reassess the situation every 3 months. If at any point in time we decide the current solution isn't working, we can return to the previous format. The budget for next year is set up to keep the money allocated for one CEO.

Currently the budgeted salary for 2019 has been spent on a slight staffing increase and the remainder was allocated to the necessary building maintenance and improvements. At this point there are future expenses needed and identified over the next 2 years. \$65000 in 2020 and \$50000 in 2021.

With the model we are presenting of continuing with Amanda and Corrine in their current rolls and keeping the salary budget for the CEO, we will have the money required for the building updates for the next 2 years. However, if there are more building costs required the township is committed to partner with us to assist.

We feel this is a win, win for everyone.