



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, February 13, 2020 @ 7:00 pm
Location: Uxbridge Public Library Tower room

1. Call to order:
2. Disclosure of Pecuniary Interest and the General Nature thereof.
3. Approval of Agenda
4. Approval of January Minutes
5. Committees:
 - 5.1 Finance –
 - December accounts
 - January accounts
 - DRAFT 2019 operating results (Donna)
 - Report LB- 01/20 RED grant (Amanda)
 - 5.2 Governance and HR Committee
 - OLA report (Dave, Agnes, Amanda)
 - 5.3 Community Committee
 - OLA report (Corrinne)
 - Staff reports at next meeting?
5. New Business
 - New eResource links (Corrinne)
6. Ongoing Business / Action items
 - 6.2 Facility update (Amanda)
 - 6.3 Tender for 2021 tower repair
7. Correspondence
8. Round Table
9. Council Connects
10. Date of Next Board Meeting: March ?? , 2020 at 7 pm
11. Adjournment



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, January 16, 2020 @ 7:00 pm
Location: Uxbridge Public Library Tower room

Present: Dave Phillips, Gord Shreeve, Lynn Klages, Corrinne Morrison, Amanda Ferraro, Willie Popp, Agnes Croxford, Martin Koolhaas, Dave Barton,

Regrets: Donna Condon, Dwight Clements, Gary Ruona,

Guests: N/A

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 November Minutes

- ✓ Moved by Lynn seconded by Agnes; carried

5 Committees:

5.1 Finance –

- November accounts
 - ✓ Moved by Dave seconded by Martin; carried
- Rates review
 - ✓ Moved by Willie to accept the room rental rates with no changes, seconded by Lynn; carried

5.2 Governance and HR Committee (Lynn)

- Room Rental Policy review
 - ✓ Moved by Dave to accepted the room rental policy changes as presented, seconded by Agnes; carried
- Ontario passes changes to Public Library Act

Suggested that we keep the library board meetings at ten per year (vs seven per year) and if meetings need to be cancelled we would not need to re-schedule.. This amendment provides more flexibility for public library boards to determine the appropriate number of meetings needed for their local circumstances.

5.3 Community Committee

- Strategic Plan survey update – next meeting (D. Clements)

5. New Business

- Corrine presented the Library model that is being donated to the library. The artist is requesting a case be built for its protection and that local businesses would be willing to



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, January 16, 2020 @ 7:00 pm

Location: Uxbridge Public Library Tower room

donate money towards this purchase. Tax receipt can be given if donated money is made directly to the Library / Township. The case will only be built once the full cost is collected.

- Willie suggested that a letter of understanding be drafted for donations that are outside of the typical cash donation. This will avoid confusion in the future.

6. Ongoing Business / Action items

6.2 Facility update (Amanda)

- RAD Units 3, 16 and 20 are now insulated
- RAD Unit # 1, 6, 13, 15, 18, 19, and 21 were repaired
- Ordered 4 more actuators RAD # 2, 8, 9, 19 and we need a plumber for RAD # 1 & 21
- Replace Compressor #2 and fuses on Chiller – Scheduled for April
- Requested quote to repair the Concrete block foundation - wall spalling along the sidewalk

7. Correspondence

- The New Zealand Genealogist article was well received. Board agreed that our Genealogy volunteers offer an exceptional service.
- Donation from Patty McCarthy is earmarked for future programming and a thank you letter was sent out.

8. Round Table

- Dave mentioned that the CBC did a ½ hour session on Library shaming. Specifically addressing the guilt people feel when they don't return an overdue book. It was very interesting.

9. Council Connects

- Culvert update – Coffee time closed due to loss of building integrity. Engineers are working on a solution. Road closure is paused for a short time while logistics are being investigated.
- Budget approval should be made on Monday January 20th at Committee
- Board Reviewed the Council presentation scheduled for January 20th. Great suggestions were made and Corrinne to make the appropriate corrections.

10. Date of Next Board Meeting: February 20th, 2020 at 7 pm. Alternate dates for the March 19th meeting will be needed. Please come with your calendars ready.

11. Adjournment at 8:07

- ✓ Moved by Martin, seconded by Lynn; carried

Date	Vendor Name	Invoice Number	Invoice Description	Amount \$
12/4/2019	AVENUE SIGNS LTD.	6084	VOLUMES OF GIVING	\$45.20
12/4/2019	BLUE HERON BOOKS	311510	BOOKS	\$172.94
12/4/2019	CORRINNE MORRISON	MILEAGE-OCT/NOV 2019	MILEAGE-OCT/NOV	\$58.00
12/4/2019	FOREST RIDGE LANDSCAPING INC.	12691-LIBRARY	SNOW REMOVAL-DEC-LIBRARY	\$824.45
12/4/2019	THE COMPUTER MEDIA GROUP	1477286-IN	INK/TONER CARTRIDGE	\$103.16
12/4/2019	LIBRARY SERVICES CENTRE	579813	BOOKS	\$1,166.77
12/4/2019	CDW CANADA INC.	VQB0591	SUPPLIES	\$395.14
12/4/2019	DE LAGE LANDEN	7368771	COPIER-12/15/19-1/14/20	\$196.50
12/4/2019	FOCUS IT SOLUTIONS	2019-40	ROBOTICS & 3D PRINTER	\$462.50
12/12/2019	CARR MCLEAN LIMITED	832307	BEAN BAGS CHAIRS/SUPPLIES	\$1,149.03
12/12/2019	CIBC VISA	OCT 25 TO NOV 24/19	EXPENSES-OCT 25 TO NOV 24/19	\$1,915.15
12/12/2019	HERITAGE RESTORATIONS INC.	1562N-01	LIGHTS AND SILLS	\$14,475.30
12/12/2019	HOBBY HORSE ARMS	12042019	CATERING-DEC 4	\$641.92
12/12/2019	MARTY S WINDOW CLEANING	43-NOV 28/2019	WINDOW CLEANING-BOTTOM EXT.	\$113.00
12/12/2019	MAUREEN O'SHEA BROWN	EXPENSES-NOV/2019	EXPENSES-NOV	\$164.93
12/12/2019	TODD BOWEN ENTERPRISES INC.	12041911	LIGHTING	\$6,436.03
12/12/2019	BLUE HERON BOOKS	311999	BOOKS	\$279.46
12/12/2019	BLUE HERON BOOKS	311683	BOOKS	\$102.25
12/12/2019	GDL SOLUTIONS INC.	16-868	SERVICES-DECEMBER	\$2,203.50
12/12/2019	LIBRARY SERVICES CENTRE	580400	BOOKS	\$1,040.15
12/12/2019	MINISTER OF FINANCE*****	EHT-NOVEMBER 2019	EHT-NOVEMBER-LIBRARY	\$536.00
12/12/2019	CWB NATIONAL LEASING	18265404	MONTHLY LEASE-#2680458	\$136.73
12/12/2019	ELEXICON ENERGY	51001548-02/NOV2019	HYDRO-OCT 8 TO NOV 8	\$830.35

12/19/2019 HEAT-AIR MECHANICAL LTD.	29065	SERVICE-OCTOBER	\$2,358.02
12/19/2019 JIM NELSON	534739	CARETAKING-DEC	\$2,079.20
12/19/2019 BRODART CANADA COMPANY	042832	SUPPLIES	\$321.49
12/19/2019 XEROX CANADA LTD.	85196296	COPIES-DEC	\$24.57
12/19/2019 CATHY REESOR	NOV/DEC 2019	EXPENSES-NOV/DEC 2019	\$96.72
12/19/2019 GDL SOLUTIONS INC.	16-870	COMPUTERS	\$3,661.20
12/19/2019 INSIGNIA SOFTWARE	2241	ONSITE TRAINING	\$565.00
			<u><u>\$42,554.66</u></u>

Date	Vendor Name	Invoice Number	Invoice Date	Invoice Description	Amount \$
1/2/2020	DESJARDINS CARD SERVICES	11245	12/19/2019	OFFICE SUPPLIES	\$70.05
1/2/2020	DESJARDINS CARD SERVICES	05278395	12/19/2019	OFFICE SUPPLIES	\$142.89
1/9/2020	BELL CANADA	9058529747/DEC2019	1/2/2020	TELEPHONE-DEC	\$338.63
1/9/2020	BLUE HERON BOOKS	312442	1/2/2020	BOOK	\$15.53
1/9/2020	LIBRARY SERVICES CENTRE	580876	1/2/2020	BOOKS	\$915.41
1/9/2020	LIBRARY SERVICES CENTRE	581532	1/2/2020	BOOKS	\$403.15
1/9/2020	CWB NATIONAL LEASING	18272376	1/8/2020	MONTHLY LEASE # 2680458	\$136.73
1/9/2020	TECHNICAL STANDARDS & SAFETY	3419013	1/2/2020	INSPECTION	\$264.99
1/9/2020	COMPTON COMMUNICATIONS	014302/DEC2019	1/6/2020	INTERNET-JAN	\$271.18
1/9/2020	CORPORATE EXPRESS CANADA INC.	C322213-00611244-LIB	1/8/2020	OFFICE SUPPLIES	\$149.10
1/9/2020	DE LAGE LANDEN	7405063	1/6/2020	COPIER-1/15/20-2/14/20	\$196.50
1/9/2020	BELL CANADA	9054732375/DEC2019	1/2/2020	TELEPHONE-DEC	\$112.16
1/9/2020	BLUE HERON BOOKS	313098	1/2/2020	BOOKS	\$14.27
1/9/2020	CANADA POST CORPORATION **	RENEWAL #279-2020	1/6/2020	POSTAL BOX RENEWAL -#279	\$349.17
1/9/2020	LIBRARY SERVICES CENTRE	580877	1/2/2020	DVD	\$30.37
1/9/2020	LIBRARY SERVICES CENTRE	581531	1/2/2020	BOOKS	\$2,044.39
1/9/2020	ONTARIO LIBRARY BOARD ASSOCIATION	ULGHA7RQS-I_INST_092	1/6/2020	OLA SUPER CONFERENCE	\$932.25
1/9/2020	ROCKY RIDGE DRINKING WATER LIMITED	337689	1/2/2020	WATER	\$64.00
1/9/2020	ELEXICON ENERGY	51001548-02/DEC2019	1/2/2020	HYDRO-NOV 8 TO DEC 8	\$902.74
1/9/2020	CORRINNE MORRISON	MILEAGE-DEC/2019	1/2/2020	MILEAGE-DEC	\$63.80
1/9/2020	ENBRIDGE	113542251003/DEC2019	1/2/2020	ACTUAL-NOV 19 TO DEC 17	\$1,021.85
1/9/2020	FOCUS IT SOLUTIONS	2019-45	1/6/2020	ROBOTICS & 3D PRINTER	\$262.50
1/9/2020	FOREST RIDGE LANDSCAPING INC.	12692-LIB	1/8/2020	SNOW REMOVAL-JAN-LIB	\$824.44

1/9/2020 HYDRO ONE NETWORKS INC.	200072033278/DEC2019	1/2/2020 HYDRO-NOV 6 TO DEC 4	\$386.81
1/9/2020 FOCUS IT SOLUTIONS	2019-43	1/6/2020 ROBOTICS & 3D PRINTER	\$450.00
1/9/2020 GDL SOLUTIONS INC.	16-879	1/6/2020 SERVICES-JANUARY	\$2,203.50
1/13/2020 MINISTER OF FINANCE*****	EHT-DEC/19-LIBRARY	1/10/2020 EHT-DECEMBER/19-LIBRARY	\$541.86
1/13/2020 CIBC VISA	NOV 25 TO DEC 24/19	1/13/2020 EXPENSES-NOV 25 TO DEC 24/19	\$1,763.14
1/13/2020 WORKPLACE SAFETY & INSURANCE	WSIB-OCT TO DEC/19	1/10/2020 WSIB-OCT TO DEC/19-LIB	\$324.78
1/23/2020 LAKERIDGE HEALTH	B9357-Q3-LIB	1/16/2020 CARDIAC SAFE PROG.-OCT TO DEC	\$282.50
1/23/2020 LIBRARY SERVICES CENTRE	582634	1/10/2020 DVD	\$32.98
1/23/2020 LIBRARY SERVICES CENTRE	583445	1/21/2020 BOOKS	\$641.90
1/23/2020 LIBRARY SERVICES CENTRE	80430	1/22/2020 PROCESSING FEE-2020 PLAN	\$3,286.61
1/23/2020 PEGGY KENNEDY	PETTY CASH-DEC/19	1/21/2020 PETTY CASH-SUPPLIES-2019	\$51.41
1/23/2020 PHANTOM SECURITY GROUP	P2010983	1/21/2020 MONITORING-2020	\$1,471.40
1/23/2020 SOUTHERN ONTARIO LIBRARY SERV.	16033	1/22/2020 2020 OVERDRIVE SHARED E-BOOK	\$5,185.01
1/23/2020 THE VERDIN COMPANY	0187094	1/23/2020 MAINTENANCE RENEWAL-2020	\$781.78
1/23/2020 BELL CANADA	9058529747/JAN2020	1/14/2020 TELEPHONE-JANUARY	\$371.17
1/23/2020 BELL CANADA	9054732375/JAN2020	1/14/2020 TELEPHONE-JANUARY	\$112.16
1/23/2020 BRODART CANADA COMPANY	044136	1/10/2020 SUPPLIES	\$200.30
1/23/2020 BRODART CANADA COMPANY	043126	1/21/2020 SUPPLIES	\$53.00
1/23/2020 COMPTON COMMUNICATIONS	014302	1/21/2020 INTERNET-FEB	\$271.18
1/23/2020 LIBRARY SERVICES CENTRE	582633	1/10/2020 BOOKS	\$522.99
1/23/2020 LIBRARY SERVICES CENTRE	583017	1/13/2020 BOOKS	\$268.75
1/23/2020 LIBRARY SERVICES CENTRE	583904	1/22/2020 BOOKS	\$504.98
1/23/2020 PHANTOM SECURITY GROUP	P2010984	1/21/2020 MONITORING-2020	\$1,021.20
1/23/2020 RONA INC.	33220-12067831	1/14/2020 PARTS	\$85.14

1/23/2020 THE COMPUTER MEDIA GROUP	1479809-IN	1/13/2020 TONER CARTRIDGES	\$154.54
1/23/2020 XEROX CANADA LTD.	85209363	1/13/2020 COPIES	\$12.77
1/23/2020 ZOOMER	2 YEAR RENEWAL-2020	1/13/2020 MAGAZINE RENEWAL-2 YEARS	\$29.95
1/23/2020 ACCESS COPYRIGHT	55031/50749	1/22/2020 LICENCE FEE	\$90.40
1/23/2020 BRODART CANADA COMPANY	043947	1/10/2020 SUPPLIES	\$116.98
1/23/2020 BRODART CANADA COMPANY	044610	1/22/2020 SUPPLIES	\$60.41
1/23/2020 CORPORATE EXPRESS CANADA INC.	C329125-00611244-LIB	1/14/2020 OFFICE SUPPLIES	\$286.63
1/23/2020 COMPUTYPE, INC.	653620	1/10/2020 SUPPLIES	\$1,098.01
1/23/2020 DURHAM REGION -UTILITY FINANCE	7884100000/JAN2020	1/14/2020 WATER AND SEWER-OCT23-JAN2	\$394.75
1/23/2020 HEAT-AIR MECHANICAL LTD.	29495	1/22/2020 SERVICE	\$764.32
1/23/2020 HYDRO ONE NETWORKS INC.	200072033278/JAN2020	1/21/2020 HYDRO-DEC 4 TO JAN 8	\$506.04
1/23/2020 JIM NELSON	625951	1/21/2020 CARETAKING-JAN	\$1,988.80
1/23/2020 DESJARDINS CARD SERVICES	12/18/2019	1/22/2020 OFFICE SUPPLIES	\$58.51
1/23/2020 HEAT-AIR MECHANICAL LTD.	29427	1/22/2020 MAINTENANCE	\$1,870.40
1/29/2020 BLUE HERON BOOKS	314446.	1/28/2020 BOOKS	\$30.19
1/29/2020 ENBRIDGE	113542251003/JAN2020	1/28/2020 ESTIMATE-DEC 18 TO JAN 17	\$692.26
1/29/2020 ELEXICON ENERGY	51001548-02/JAN2020	1/28/2020 HYDRO-DEC 8 TO JAN 8	\$909.64
1/29/2020 DE LAGE LANDEN	7446589	1/28/2020 COPIER-2/15/2020-3/14/2020	\$196.50
1/29/2020 SOUTHERN ONTARIO LIBRARY SERV.	16209	1/28/2020 2020 PROVINCIAL LICENCING	\$3,378.33
1/29/2020 THE COMPUTER MEDIA GROUP	1466002-IN	1/28/2020 TONER	\$101.14
			<u><u>\$43,081.22</u></u>

Specifically, the grant will support streetscaping, landscaping and minor capital projects that that will improve the design quality of public areas and have economic benefits.

Due to the timelines a specific budget will be forthcoming and the Library Board will be part of the process to enhance the grant.

Eligible costs:

1. Beautification
 - a. Create an Atrium (at the front of the Library) with outdoor lighting, street furniture, and free Wi-Fi
 - b. Create public space (rear entrance of the Library) with outdoor seating and tourism information
2. Wi-Fi equipment / software for public use
 - a. Create free Wi-Fi space in the new Atrium
 - b. Possible TV or media centre (rear entrance) for Tourism information.
3. Possibility of creating a small semi-private work areas to facilitate sector-based training, employee training, youth training.
4. Wayfinding signage
 - a. For the Library, washrooms and Tourism information (expand on the Tourism Ambassador program).

The above projects are supported through the Uxbridge Public Library's 2015 - 2018 strategic plan and Township of Uxbridge's 2020 – 2024 Tourism Plan.

To be successful we will be focusing on the following RED projects tangible impacts measurable by one or more of the following outcomes:

- **Jobs retained-** As part of our strategic plan for the Uxbridge Library, we are continually working to enhance and evolve the value provided to our residents and visitors. Optimizing use of the Library ensures that we can retain the current staff over the long term. This grant will help us to better service the visitor population. By expanding the use of the Library to become a site that readily welcomes visitors, we are increasing its users, and protecting the current jobs.
- **Investments attracted or retained-** Inviting not only residents, but also visitors to use the Library facilities will help with the Tourism goal of extending the length of stay in Uxbridge. If visitors can readily access service facilities (washrooms, Wi-Fi etc.) and visitor information, it is assumed they will be more likely to spend more time in our downtown, thus increasing their spend and economic impact to the Town. This will help to drive more investment of existing and new businesses.

- **Businesses attracted, retained and/or expanded-** Making minor capital improvements that beautify our downtown and improve the visitor-readiness will increase the appeal for other business investment. The Library is located in the center of Town and creates a strong impression for potential business investment.
- **Enhanced strategic economic infrastructure-** The outcomes of this grant will help our community to enhance some of the key services that both locals and visitors need when spending time in our downtown area. They will have access to public washrooms, Wi-Fi, and an outdoor seating area. All ideal for residents and visitors, but particularly cyclists and trail users (directly supporting the goals of the Active Transportation, Trails, and Tourism Committees)
- **Regional partnerships that drive growth-** Beyond the Library, the outcomes of this grant have impacts across multiple partner groups; Tourism and all of the downtown tourism-related businesses, Economic Development and the downtown revitalization efforts, the Cycling and Trail user communities, and Active Transportation. As Uxbridge continues to implement such visitor readiness initiatives, our tourism partners, (Durham Tourism and Central Counties Tourism) will be able to continue to confidently promote our community to the broader tourism market.

For budget purposes we request permission to apply for a grant in the \$20,000 - \$30,000 range.

Example: Total cost: \$26,000 (\$7,800 grant and \$18,200 Township contribution).

Funding for our portion of the grant will come from the Library's operating budget earmarked for facility improvements.

RECOMMENDATION

THAT Report LB- 01/20 from Amanda Ferraro, Director of Community Services and interim Library CEO, be received for information;

AND THAT Library Board approve the Township of Uxbridge applying for the Rural Economic Development (RED) program grant for beautification, Wi-Fi and wayfinding signage at the Uxbridge Library up to a maximum project cost of \$30,000;

AND THAT the Township's share of the project be funded through the Library's operating budget for facility improvements;

AND THAT a letter of support from the Library Board be prepared to accompany the application as part of the submission.

Respectfully Submitted by:

A handwritten signature in cursive script that reads "Amanda Ferraro". The signature is written in black ink on a white background.

Amanda Ferraro, Director of Community Services and interim Library CEO