



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, May 14, 2020 @ 2:00 pm

Location: Teams Virtual meeting

Public Access: Please pre-register for access to this meeting
by email aferraro@uxbridge.ca

1. Call to order:
2. Disclosure of Pecuniary Interest and the General Nature thereof.
3. Approval of Agenda
4. Approval of February and March Minutes
5. Committees:
 - 5.1 Finance –
 - February accounts
 - March and April accounts
 - 5.2 Governance and HR Committee
 - Policies coordinated with the Township of Uxbridge
 - Designated Holiday Policy
 - Family Caregiver Leave Policy
 - Family Leave Policy
 - Part-Time Personal Leave Policy
 - Sick Leave Policy
 - Safety measures for Phased Reopening (Corrinne)
 - Attached Mitigating COVID-19 When Managing Paper-Based, Circulating, and Other Types of Collection's document
 - **Full webinar as well as links to important resources can be found here:** <https://www.ims.gov/coronavirus-covid-19-updates>
 - 5.3 Community Committee
 - OLA staff report (Leslie)
 - OLA report (Dwight)
 - Lynn has been invited to be on the Downtown Revitalization Steering Committee to represent the Uxbridge Public Library
5. New Business



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6. Ongoing Business / Action items

- ACTION ITEM (Feb. minutes)
 - Genealogy revenue budget \$500?
 - Lights on tower: extension to include clock
- Children's garden (Agnes)
 - Horticulture Society
- RED Grant update (Amanda)

- Facility update (Amanda)
 - Elevator repair (completed in February)
 - Cooling system repairs completed in April
 - Cooling to be activated May 12th.
 - Tacoma preparing Tender for 2021 tower repair
 - Sidewalk / Building repair
 - Library and gutter repair
- Facility update (Corrinne)
 - See attached highlights of jobs completed while closed

7. Correspondence

8. Round Table

9. Council Connects

10. Date of Next Board Meeting: June 18th, 2020 time TBD

11. Adjournment



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, February 13, 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, Donna Condon, Gary Ruona,

Regrets: Dwight Clements, Martin Koolhaas, Dave Barton,

Guests: N/A

1. Call to Order @ 7:05 pm

2. Disclosure of Pecuniary interest and the General Nature thereof.

✓ No disclosures

3. Approval of Agenda

✓ Moved by Willie, seconded by Gord ; carried

4. Approval of November Minutes

✓ Moved by Lynn, seconded by Willie ; carried

5 Committees:

5.1 Finance –

- December accounts
- January accounts
- ✓ Moved by Agnes, seconded by Lynn ; carried

• **Presentation of the DRAFT Statement of Operations for 2019 – Library Board meeting – February 13, 2020** (Donna)

→ The Library accounts for the year 2019, have not yet been audited – the audit will be conducted by Deloitte during April 6 to the 17th

- 2019 Operating Statement for the Year.....
- Note – Library accounts are not final, report was printed February 12, may still be some invoices to come, all funding has yet to be booked, final depreciation numbers have not been booked and adjustments to TCA, and deferred revenues still need to be adjusted.
- However, as you can see from the Reports - both operating expenditures and revenues are tracking favourable to budget, so no concerns
- Operating Expenses:
- total operating expenses – per budget of \$874K are under budget by \$35K
- Repairs and maintenance – of \$161K are – over budget by \$92K – but are more than offset by savings of \$100K in salaries/wages/benefits – net savings \$8K.
- Additional work done in 2019 includes –
 - lightening improvements \$4K,
 - hydronic heating/cooling \$12K,
 - window coverings \$5K,
 - garden irrigation \$5K
 - Tacoma Engineering – building assessment \$17K– fund 45% (\$7.6K) by DCs



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, February 13, 2020 @ 7:00 pm

Location: Uxbridge Public Library Tower room

- Heritage Restoration – lights and sills \$13K
- lighting retrofit project - \$37K - funded by the Municipal Modernization Funds (\$725K)
- utilities – under budget by \$14K – savings mainly due to hydro of \$9.6K – but also relate to water and gas savings
- unbudgeted fundraising Costs of approx. \$5.5K – are related to the sculpture – which are more than offset by sculpture donations
- Operating Revenues:
- total operating revenues – per budget of \$965K are over budget by \$56K and include:
 - student grants of \$6K
 - donations – includes \$11K for Senior Robotics and \$9K for donated library materials
 - fundraising revenues (sculpture) of \$7.5K
 - other revenues - room rentals – which included \$13K in Film Production revenues
- ✓ Moved by Lynn, seconded by Gary ; carried
 - ACTION ITEM: Genealogy revenue budget \$500???
- Report LB- 01/20 RED grant (Amanda)
 - 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 beatification, 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.
- ✓ Moved by Lynn, seconded by Agnes ; carried

5.2 Governance and HR Committee

- OLA report:
 - Dave's highlights
 - Reinforced interview practices and importance of conflict resolution
 - Agnes's highlights
 - Great information on HR issues – hiring, job descriptions, transparency (salary), interview questions
 - Leadership styles, coaching etc...
 - Amanda's highlights
 - Recruiting: focus on skills vs small CEO pool
 - Interview questions: team building, conflict resolution, what excites you
 - Employee empowerment: shared leadership, face time, manager's desk time, connect with staff, team building.



Township of Uxbridge Public Library Board Meeting Minutes

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

5.3 Community Committee

- OLA report Corrinne's highlights (see attached memo)
- Praise from a patron on our collection: Children's and Adult
- Staff OLA report at next meeting - 5 minutes at the beginning of meeting
- Mr. Brandon possible storybook fundraising
 - Stories of Minerva

5. New Business

- **New eResource links** (Corrinne)

6. Ongoing Business / Action items

6.2 Facility update (Amanda)

- Need to create a Tender for 2021 tower repair: Tacoma Engineering
- Heat Air – Chiller's Compressor scheduled for April
- Fire Alarm panel replacement - received 2/3 quotes
- Sidewalks and building repairs – Spring 2020
- Eaves and downspouts???
- ACTION ITEM: lights on clock tower – can they be extended?

7. Correspondence

- N/A

8. Round Table

- Dave P- received many compliments about our staff from new and old residents

9. Council Connects

- Relatively quiet
- Culvert moving slowly: waiting for an ENG report. Will receive two weeks' notice for road closure to Library and local businesses.
- Possible grant for sidewalks behind library to Bascom Street.

10. Date of Next Board Meeting: March 19, 2020 at 7 pm

11. Adjournment



Township of Uxbridge Public Library Board Special Meeting Minutes

Date: Friday March 13, 2020 @ 3:00 pm

Location: Township office, Council Chambers

Present: Dave Phillips, Dwight Clements, Martin Koolhaas, Dave Barton Corrinne Morrison, Amanda Ferraro, Willie Popp, Agnes Croxford, Donna Condon, Gary Ruona,

Regrets: Gord Shreeve, Lynn Klages,

Guests: N/A

1. **An Emergency meeting was called for Friday March 13th to discuss closing the Library due to the COVID-19 health concerns**
2. **Call to Order @ 3:00 pm**
3. **Disclosure of Pecuniary interest and the General Nature thereof.**
 - ✓ No disclosures
4. **Approval of Agenda item**
 - **Re: Possible Library Closure**
 - ✓ Moved by Willie, seconded by Dave ; carried
5. **New Business**
 - **COVID-19 health concerns and possible Library closure**
 - **Council:** After careful deliberation, the Township of Uxbridge has decided to cancel March Break programming at the Pool, Arena, and Library amidst COVID-19 concerns. This includes our **Jr Adventure, Intermediate Sports** and **Sr Creators** camps. These same facilities, alongside the Seniors Centre, Music Hall, and all Community Halls will be closed to the public beginning Sunday, March 15th and will not reopen until Monday April 6th, pending the situation at the time. Full refunds for cancelled programming will be provided.
 - **Schools are closed for three weeks**
 - **Sports leagues have ended their seasons or postponed upcoming even**
 - **Suggested that the Library close and only a drop off and pick up service be offered. Reserved materials only using our on-line system**
 - i. **This service would only be available to Uxbridge residents and existing card holders**
 - ii. **Limit hours and close all Library spaces including the washrooms.**
 - iii. **Protect staff by setting up a tables (2 meters wide) to divide public from staff.**
 - iv. **Quarantine drop off books for 3 days.**
 - v. **Limit the amount of materials that can be taken out.**



Township of Uxbridge Public Library Board Special Meeting Minutes

Date: Friday March 13, 2020 @ 3:00 pm

Location: Township office, Council Chambers

- vi. Encourage “Libby” and on line resources
- vii. Promote the Free Little Library and ensure stacks are available to re-fill.

Moved by Willie Popp

Seconded by Dwight Clements

- That staff be directed to find a solution to allow books to be taken out while the majority of the Library remains closed.
 - AND THAT the Library adopts the Township’s sick leave policy and the temporary measures to assist staff who are not working.
 - AND THAT the CEO and Library Chair can fully close the Library if deemed necessary.
6. Cancel Next Board Meeting on March 19, 2020 at 7 pm
 7. Adjournment 3:40

Date	Vendor Name	Invoice Number	Invoice Description	Amount \$
2/6/2020	MARTY S WINDOW CLEANING	JAN 28/2020-BOTTOM E	WINDOW CLEANING-BOTTOM EXT.	\$113.00
2/6/2020	NEOPOST CANADA LTD.	2466945	CONTRACT-2/2/21-1/22/22	\$297.64
2/6/2020	UPS CANADA	5121372251	SHIPPING	\$298.12
2/6/2020	BLUE HERON BOOKS	314920	BOOKS	\$150.00
2/6/2020	FOCUS IT SOLUTIONS	2020-02	ROBOTICS & 3D PRINTER	\$525.00
2/6/2020	NEOPOST CANADA LTD.	2465886	CONTRACT-2/2/20-1/2/21	\$297.64
2/6/2020	ROCKY RIDGE DRINKING WATER LIMITED	339529	WATER	\$59.50
2/6/2020	THE COMPUTER MEDIA GROUP	1481382-IN	TONER	\$162.92
2/6/2020	BLUE HERON BOOKS	315161	BOOKS	\$83.95
2/6/2020	BOOK AND PERIODICAL COUNCIL	SO20101	FTRW KITS/POSTERS	\$21.47
2/6/2020	GDL SOLUTIONS INC.	16-889	SERVICES-FEB	\$2,203.50
2/6/2020	HEAT-AIR MECHANICAL LTD.	29550	MAINTENANCE-JANUARY	\$2,358.02
2/11/2020	PEGGY KENNEDY	PETTY CASH-JAN/FEB	PETTY CASH-SUPPLIES	\$210.95
2/11/2020	CIBC VISA	DEC 25/19-JAN24/20	EXPENSES-DEC 25 TO JAN 24	\$2,519.79
2/11/2020	KATHY REID NAIMAN	PROGRAM	PROGRAM	\$1,127.80
2/11/2020	LIBRARY SERVICES CENTRE	584929	BOOKS	\$975.95
2/11/2020	TECHNICAL STANDARDS & SAFETY	6575881	LICENCE RENEW-3/16/20-3/15/21	\$103.00
2/11/2020	AMANDA PEARSON	CONF.EXP-JAN/2020	CONFERENCE EXP.	\$110.50
2/11/2020	FOREST RIDGE LANDSCAPING INC.	12693-LIBRARY	SNOW REMOVAL-FEB-LIBRARY	\$824.45
2/11/2020	LIBRARY SERVICES CENTRE	584303	BOOKS	\$935.61
2/11/2020	MINISTER OF FINANCE*****	EHT-JAN/2020-LIBRARY	EHT-JANUARY 2020-LIBRARY	\$534.37
2/13/2020	BELL CANADA	9058529747/NOV2019-R	TELEPHONE-NOV	\$338.63
2/26/2020	BLUE HERON BOOKS	315291	BOOK	\$8.39
2/26/2020	COMPTON COMMUNICATIONS	014302/FEB2020	INTERNET-MAR	\$271.18

2/26/2020 CORPORATE EXPRESS CANADA INC.	C335837-00611244-LIB	OFFICE SUPPLIES-LIBRARY	\$59.38
2/26/2020 DESJARDINS CARD SERVICES	JANUARY 17/2020	OFFICE SUPPLIES	\$65.13
2/26/2020 UXBRIDGE ON-LINE INC.	UOL-NG2605	MEMBERSHIP-2020	\$141.25
2/26/2020 JIM NELSON	625959	CARETAKING-FEB	\$1,808.00
2/26/2020 CWB NATIONAL LEASING	2680458-BUYOUT	BUYOUT	\$603.82
2/26/2020 UPS CANADA	0000F952A3060	SHIPPING	\$48.37
2/26/2020 XEROX CANADA LTD.	85218451	COPIES	\$14.59
2/26/2020 FIRSTBROOK, CASSIE & ANDERSON	390955	LIBRARY FEES-2019	\$166.21
2/26/2020 HYDRO ONE NETWORKS INC.	200072033278/FEB2020	HYDRO-JAN 8 TO FEB 6	\$499.79
2/26/2020 KATHY REID NAIMAN	PROGRAM-BALANCE	PROGRAM	\$226.75
2/28/2020 BELL CANADA	9054732375/FEB2020	TELEPHONE-FEB	\$115.52
2/28/2020 RONA INC.	33220-12101201	SUPPLIES	\$54.81
2/28/2020 BELL CANADA	9058529747/FEB2020	TELEPHONE-FEB	\$381.33
			<u>\$18,716.33</u>

Date	Vendor Check Name	Invoice Number	Invoice Date	Invoice Description	Amount \$
3/5/2020	GDL SOLUTIONS INC.	16-898	3/3/2020	SERVICES-MARCH	\$2,203.50
3/5/2020	MAUREEN O'SHEA BROWN	FEB 6/2020	2/26/2020	EXPENSES-JAN	\$137.63
3/5/2020	ELEXICON ENERGY	51001548-02/FEB2020	3/2/2020	HYDRO-JAN 8 TO FEB 8	\$953.71
3/5/2020	FOCUS IT SOLUTIONS	2020-05	3/3/2020	ROBOTICS & 3D PRINTER	\$275.00
3/5/2020	DE LAGE LANDEN	7476272	2/28/2020	COPIER-3/15/20 TO 4/14/20	\$196.50
3/5/2020	LESLIE NAGLE	EXPENSES-JAN/FEB	2/26/2020	EXPENSES-JAN/FEB	\$19.49
3/5/2020	LIBRARY SERVICES CENTRE	585714	2/26/2020	BOOKS	\$548.09
3/5/2020	MINISTER OF FINANCE*****	EHT-FEBRUARY/2020-L	3/2/2020	EHT-FEBRUARY -LIBRARY	\$542.10
3/5/2020	ENBRIDGE	113542251003/FEB2020	2/26/2020	ACTUAL-JAN 18 TO FEB 18	\$1,212.21
3/5/2020	LESLIE NAGLE	MILEAGE-JAN 29/2020	2/28/2020	MILEAGE-JAN 29	\$86.14
3/5/2020	LIBRARY SERVICES CENTRE	585317	2/26/2020	BOOKS	\$809.54
3/5/2020	LIBRARY SERVICES CENTRE	586105	3/3/2020	BOOKS	\$1,362.81
3/5/2020	PRESSE COMMERCE	PERSO009065851	3/3/2020	MAGAZINES-RENEWALS	\$395.20
3/13/2020	CORPORATE EXPRESS CANADA INC.	C342507-00611244-LIB	3/12/2020	OFFICE SUPPLIES-LIBRARY	\$237.72
3/13/2020	GLOBAL INDUSTRIAL CANADA, INC.	468230	3/10/2020	SUPPLIES	\$968.70
3/13/2020	KERRI DENT	MILEAGE-MAR 2/2020	3/10/2020	MILEAGE-MAR 2	\$41.30
3/13/2020	LESLIE NAGLE	MILEAGE-FEB 24/2020	3/10/2020	MILEAGE-FEB 24	\$40.12
3/13/2020	LIBRARY SERVICES CENTRE	581992	3/11/2020	DVD'S	\$237.08
3/13/2020	LIBRARY SERVICES CENTRE	581991	3/11/2020	BOOKS	\$1,306.93
3/13/2020	LIBRARY SERVICES CENTRE	581982	3/11/2020	BOOKS	\$113.76
3/13/2020	ROANE S PAINT & WALLPAPER	201810	3/10/2020	PAINT	\$28.24
3/13/2020	ROANE S PAINT & WALLPAPER	201658	3/10/2020	PAINT	\$25.98
3/13/2020	RONA INC.	33220-12067681	3/11/2020	SUPPLIES	\$75.43
3/13/2020	RONA INC.	33220-12114011	3/11/2020	SUPPLIES	\$19.20

3/13/2020 CIBC VISA	JAN 25 TO FEB 24/20	3/11/2020 EXPENSES-JAN 25 TO FEB 24/	\$838.78
3/13/2020 DURHAM REGION -UTILITY FINANCE	7884100000/MAR2020	3/10/2020 WATER AND SEWER-JAN 2-FE	\$301.45
3/13/2020 LIBRARY SERVICES CENTRE	576222	3/11/2020 BOOKS	\$701.13
3/13/2020 LIBRARY SERVICES CENTRE	586540	3/11/2020 BOOKS	\$938.42
3/13/2020 ROANE S PAINT & WALLPAPER	201708	3/10/2020 PAINT	\$28.24
3/13/2020 ROCKY RIDGE DRINKING WATER LIMIT	341505	3/11/2020 WATER	\$68.00
3/13/2020 RONA INC.	33220-12117481	3/11/2020 SUPPLIES	\$54.51
3/13/2020 FOREST RIDGE LANDSCAPING INC.	12694-LIBRARY	3/6/2020 SNOW REMOVAL-MARCH-LIE	\$824.45
3/13/2020 XEROX CANADA LTD.	85239769	3/11/2020 COPIES	\$37.60
3/18/2020 BELL CANADA	9058529747/MAR2020	3/17/2020 TELEPHONE CHARGE-MAR	\$240.16
3/18/2020 BELL CANADA	9054732375/MAR2020	3/17/2020 TELEPHONE CHARGE-MAR	\$112.16
3/18/2020 HYDRO ONE NETWORKS INC.	200072033278/MAR2020	3/18/2020 HYDRO-FEB 6 TO MAR 6	\$458.72
3/26/2020 LIBRARY SERVICES CENTRE	586967	3/26/2020 BOOKS	\$8.66
3/27/2020 LIBRARY SERVICES CENTRE	587434	3/26/2020 BOOKS	\$621.87
3/27/2020 ENBRIDGE	113542251003/MAR2020	3/26/2020 ESTIMATE-FEB 19 TO MAR 18	\$611.69
3/27/2020 FOCUS IT SOLUTIONS	2020-010	3/26/2020 ROBOTICS & 3D PRINTER	\$150.00
3/27/2020 LESLIE NAGLE	MILEAGE-MAR 2020	3/26/2020 MILEAGE-MAR 20	\$24.19
3/27/2020 LIBRARY SERVICES CENTRE	586967	3/26/2020 BOOKS	\$578.08
3/27/2020 LOWS FURNITURE	8933	3/26/2020 FURNITURE	\$2,926.70
3/27/2020 MAUREEN O'SHEA BROWN	EXPENSES-FEB/MAR	3/26/2020 EXPENSES-FEB/MAR	\$63.49
3/27/2020 CORRINNE MORRISON	MILEAGE & EXP.-MAR 9	3/26/2020 MILEAGE AND TRAVEL EXP.-M	\$55.07
3/27/2020 DE LAGE LANDEN	7513178	3/26/2020 COPIER-4/15/20-5/14/20	\$196.50
3/27/2020 LAKERIDGE HEALTH	B9357-LIBRARYQ4	3/26/2020 CARDIAC SAFE PROG-JAN 1-M	\$282.50
3/27/2020 UPS CANADA	0000F952A3110	3/26/2020 SHIPPING	\$2.83
3/27/2020 ELEXICON ENERGY	51001548-02/MAR2020	3/26/2020 HYDRO-FEB 8 TO MAR 8	\$853.43

3/27/2020 COMPTON COMMUNICATIONS	014302/MAR2020	3/26/2020 INTERNET-APRIL	\$271.18
3/27/2020 JIM NELSON	MARCH 2020	3/26/2020 CARETAKING-MAR	\$2,079.20
3/27/2020 KRISTINA WIERINGA	CAMP REFUND	3/26/2020 CAMP REFUND	\$480.00
4/2/2020 CDW CANADA INC.	XBM6335	4/2/2020 COMPUTER SUPPLIES	\$65.54
4/2/2020 CDW CANADA INC.	XBM6335	4/2/2020 COMPUTER SUPPLIES	\$65.54
4/8/2020 DESJARDINS CARD SERVICES	0005761684A	4/3/2020 SUPPLIES	\$67.14
4/8/2020 DESJARDINS CARD SERVICES	5807822	4/3/2020 SUPPLIES	\$248.51
4/8/2020 RUSSELL PATERSON	COURSE REFUND	4/3/2020 COURSE REFUND	\$70.00
4/8/2020 ACKLANDS-GRAINGER INC.,	9439241770-LIBRARY	4/3/2020 PARTS	\$131.24
4/8/2020 CDW CANADA INC.	XBM6335	4/2/2020 COMPUTER SUPPLIES	\$267.72
4/8/2020 DESJARDINS CARD SERVICES	000576-1684V	4/3/2020 SUPPLIES	\$99.43
4/8/2020 STANA WILSON	COURSE REFUND	4/3/2020 COURSE REFUND	\$70.00
4/8/2020 FOREST RIDGE LANDSCAPING INC.	12695-LIBRARY	4/3/2020 SNOW REMOVAL-APRIL-LIB	\$824.45
4/8/2020 HEATHER WALSH	COURSE REFUND	4/3/2020 COURSE REFUND	\$70.00
4/8/2020 INSIGNIA SOFTWARE	2304	4/3/2020 ANNUAL SOFTWARE MAY 20-	\$3,051.00
4/8/2020 KAREN LESLIE	COURSE REFUND	4/3/2020 COURSE REFUND	\$70.00
4/8/2020 PUROLATOR COURIER LTD.	444127193	4/3/2020 COURIER SERVICE	\$4.53
4/8/2020 TIFFANY BRIGLEY	COURSE REFUND	4/3/2020 COURSE REFUND	\$140.00
4/8/2020 JULIA SHIPCOTT	COURSE REFUND	4/3/2020 COURSE REFUND	\$70.00
4/8/2020 KIM SIMPSON	COURSE REFUND	4/3/2020 COURSE REFUND	\$140.00
4/8/2020 MAGGIE FERRARO	COURSE REFUND	4/3/2020 COURSE REFUND	\$70.00
4/9/2020 CIBC VISA	FEB 25 TO MAR 24/20-	4/8/2020 FEB 25 TO MAR 24/2020-LIBR	\$2,191.61
4/9/2020 MINISTER OF FINANCE*****	EHT-MARCH/2020-LIB	4/8/2020 EHT-MARCH/2020-LIBRARY	\$546.10
4/9/2020 WORKPLACE SAFETY & INSURANCE	WSIB-JAN TO MAR/2020	4/8/2020 WSIB-JAN TO MARCH 2020-L	\$249.43
4/27/2020 COMPTON COMMUNICATIONS	014302/APR2020	4/20/2020 INTERNET-MAY	\$271.18

4/27/2020 BELL CANADA	9058529747/APR2020	4/22/2020 TELEPHONE-APRIL	\$280.80
4/27/2020 ADAM LENNON	REFUND	4/20/2020 REFUND	\$50.00
4/27/2020 ALYSHA PHILLIPS	REFUND	4/20/2020 REFUND	\$50.00
4/27/2020 ASHLIE TAYLOR	REFUND	4/20/2020 REFUND	\$50.00
4/27/2020 BELL CANADA	9054732375/APR2020	4/22/2020 TELEPHONE-APRIL	\$112.16
4/27/2020 CRAIG WALLACE	REFUND	4/20/2020 REFUND	\$50.00
4/27/2020 DEENA LARSEN	REFUND	4/20/2020 REFUND	\$50.00
4/27/2020 MICHAEL ANTENBRING	REFUND	4/20/2020 REFUND	\$100.00
4/27/2020 DESJARDINS CARD SERVICES	823	4/20/2020 OFFICE SUPPLIES	\$316.39
4/27/2020 ELEVATOR ONE INC.	61495	4/20/2020 CONTRACT MAINTENANCE	\$1,271.28
4/27/2020 JULIA TESKEY	REFUND	4/20/2020 REFUND	\$50.00
4/27/2020 KAREN MARTIN	REFUND	4/20/2020 REFUND	\$50.00
4/27/2020 KRISTIN GILLER	REFUND	4/20/2020 REFUND	\$50.00
4/27/2020 LISA HERRON	REFUND	4/20/2020 REFUND	\$50.00
4/27/2020 MANDY VANDENBERG	REFUND	4/20/2020 REFUND	\$50.00
4/27/2020 MELISSA BRIGGS	REFUND	4/20/2020 REFUND	\$50.00
4/27/2020 HEO BUYOUNG	REFUND	4/20/2020 REFUND	\$50.00
4/27/2020 IAN VANDENHURK	REFUND-APR/2020	4/20/2020 REFUND	\$50.00
4/27/2020 DESJARDINS CARD SERVICES	MARCH 11/2020	4/20/2020 OFFICE SUPPLIES	\$112.99
4/27/2020 PEGGY KENNEDY	MILEAGE/TRAVEL	4/20/2020 MILEAGE AND TRAVEL EXP.	\$210.19
4/27/2020 ROISIN RYDER	REFUND	4/20/2020 REFUND	\$50.00
4/27/2020 XEROX CANADA LTD.	85242909	4/20/2020 COPIES	\$37.02
4/27/2020 DESJARDINS CARD SERVICES	MARCH 7/2020	4/20/2020 OFFICE SUPPLIES	\$564.94
4/27/2020 DESJARDINS CARD SERVICES	44370	4/20/2020 OFFICE SUPPLIES	\$28.24
4/27/2020 KARLEE MAYNARD	REFUND	4/20/2020 REFUND	\$50.00

4/27/2020 KRISTIN BIEREMA	REFUND	4/20/2020 REFUND	\$50.00
4/27/2020 HILARY TURNER	REFUND	4/20/2020 REFUND	\$50.00
4/27/2020 HYDRO ONE NETWORKS INC.	200072033278/APR2020	4/21/2020 HYDRO-MAR 6 TO APR 4	\$295.25
4/27/2020 JIM NELSON	625979	4/23/2020 CARETAKING-APRIL	\$2,298.42
4/30/2020 DE LAGE LANDEN	75555006	4/30/2020 COPIER-5/15/20-6/14/20	\$196.50
4/30/2020 ELEXICON ENERGY	51001548-02/APR2020	4/30/2020 HYDRO-MAR 8 TO APR 8	\$760.20
			<u>\$41,863.19</u>



Uxbridge Public Library Designated Holidays Policy **Coordinated with the Township of Uxbridge Designated Holiday Policy**

1. POLICY

- 1.1 The Township of Uxbridge Public Library shall observe designated holidays in accordance with legislative requirements and where applicable, shall observe additional holidays as negotiated and identified in Collective Agreements.

2. PROCEDURES – Unionized, Management and Full Time Employees

- 2.1 The Township of Uxbridge Public Library shall observe the following days as designated holidays:

New Year's Day	Labour Day
Family Day	Thanksgiving Day
Good Friday	Floater Day
Easter Monday	Half-Day Christmas Eve
Victoria Day	Christmas Day
Canada Day	Boxing Day
Civic Holiday	Half-Day New Year's Eve

- 2.2 Where a holiday falls on a non-working day for an employee, another working day shall be granted as the holiday and be taken at a time that is not later than the employee's next annual vacation subject to the approval of the employee's immediate manager and shall not be more than three months after the public holiday unless agreed to by the employee and the employer but in no circumstances should it occur more than 12 months after the public holiday.
- 2.3 Where management/non-union employees agree to work on a designated holiday, at the discretion of their Department Head, they will be entitled to:

- Premium Pay for hours worked (time and one half) on the designated holiday in accordance with the *Employment Standards Act, 2000* plus Statutory Holiday Pay; or
- Paid their regular wages for all hours worked on the Statutory Holiday and receive an additional paid day off of equal hours. This would be scheduled at a mutually agreeable time.

2.4 To be eligible for Statutory Holiday Pay, an employee must work the full scheduled shift immediately preceding the holiday and the full scheduled shift immediately following the holiday. Payment for the holiday shall be paid according to the *Employment Standards Act, 2000*. An employee who fails to work the shift immediately before and after the holiday, must have reasonable cause or the permission of his/her supervisor to be absent to receive the holiday pay. If the employee does not provide a reasonable cause or have the permission of his/her supervisor to be absent on the day either immediately preceding or immediately following the holiday, the employee will not receive Statutory Holiday Pay for that day.

Employees may be required to provide proof to verify the absence pursuant to the *Employment Standards Act, 2000* and the applicable Collective Agreement.

3. PROCEDURES- Non-Unionized Part Time Employees

3.1 The Township of Uxbridge Public Library shall observe the following as designated holidays:

New Year's Day	Labour Day
Family Day	Thanksgiving Day
Good Friday	Christmas Day
Victoria Day	Boxing Day
Canada Day	Easter Monday
Civic Holiday	

3.2 Further to 3.1, the calculation of Holiday Pay for Non-Unionized Part Time Employees will be conducted pursuant to the *Employment Standards Act, 2000*:

The total amount of regular wages earned and vacation pay payable to the employee in the four work weeks before the work week in which the public holiday occurred, divided by 20

4. APPLICATION

4.1 This policy applies to all employees.

- 4.2 Where an employee is part of a Union; the Collective Agreement shall take precedence. Please see your Supervisor/Manager for clarification. Eligibility criteria may be waived except for the requirement to be on the active payroll.
- 4.3 This policy has been drafted in accordance with the Ontario *Employment Standards Act, 2000* as amended from time to time.
- 4.4 The Uxbridge Public Library Board and the Township of Uxbridge reserves the right to modify or alter this policy at its sole discretion.
- 4.5 If there is any conflict between the terms of the policy and any statutory requirement or collective agreement requirement, the statutory or collective agreement requirement will prevail over the offending provision, but the rest of the policy will remain in force. Similarly, if any provision is found to be unenforceable, that provision will be removed, but the rest of the policy will remain in full force and effect.

5. REFERENCES

- 5.1 *Ontario Employment Standards Act, 2000*



Uxbridge Public Library Family Caregiver Leave Policy

Coordinated with the Township of Uxbridge Family Caregiver Leave Policy

1. POLICY

- 1.1 The Township of Uxbridge Public Library recognizes that there may be occasions where an employee is required to be absent from work to provide care or support to a family member who has a serious medical condition (which may be chronic or episodic in nature).
- 1.2 The Township of Uxbridge Public Library will provide an employee up to eight weeks unpaid leave per calendar year for each prescribed family member, provided a Qualified Health Practitioner issues a medical certificate stating that the employee's family member has a serious medical condition. The eight weeks can be taken consecutively or separately.
- 1.3 This policy is consistent with the Ontario *Employment Standards Act, 2000* and the *Employment Insurance Act*.

2. DEFINITIONS

- 2.1 In this policy, unless otherwise stated:

Family Member – shall include, but is not limited to:

- a) an employee's spouse;
- b) parent, step-parent, foster parent of employee or the employee's spouse;
- c) child, step-child, foster child of the employee or the employee's spouse;
- d) grandparent, step-grandparent, grandchild or step-grandchild of the employee or the employee's spouse;
- e) spouse of a child of the employee;
- f) employee's brother or sister;
- g) a relative of the employee who is dependent on the employee for care or assistance; or
- h) any other individual prescribed as a family member under section 49.3 of the *Ontario Employment Standards Act, 2000*.

Qualified Health Practitioner – a person who is qualified to practice as a physician, a registered nurse, or a psychologist pursuant to the laws of the jurisdiction in which care or treatment is provided to the family member or in the prescribed circumstance, a member of a prescribed class of health practitioners.

Week – a period of seven consecutive days beginning on a Sunday and ending on a Saturday.

3. PROCEDURES

- 3.1 An employee may request a Family Caregiver Leave as soon as the qualified health practitioner deems a family member to have a serious medical condition. The leave must end no later than the earlier of:
- a) the last day of the week in which the eight-week consecutive period expires;
 - b) the last separate day in which the eight-week entitlement expires; or
 - c) the day the family member dies.
- 3.2 An employee who wishes to take Family Caregiver Leave must advise their immediate supervisor, in writing, before taking the leave. If prior notice is not possible due to the urgency of the situation, employees must inform their supervisor, in writing, as soon as possible.
- 3.3 All requests for Family Caregiver Leave must be submitted in writing and must indicate:
- the date that the employee wishes to start their leave;
 - an outline of the dates the employee plans on taking including an expected date of return to work. (Family Caregiver Leaves can be taken in increments of less than one week to a maximum of eight weeks per calendar year with respect to each family member prescribed by legislation).

The employee may take leaves for periods less than a full week (for example, single days, at the beginning, middle or end of a week), but if they do, they are considered to have utilized one week of their eight-week entitlement. If the employee is on leave for two or more periods within the same week (for example, on leave on Monday and Thursday of the same week), only one week of the eight-week entitlement is utilized.

An employee is entitled to be on leave only when the employee is providing care or support to a specified family member. Unpaid leave will not be granted for days during the week where the employee is not providing care or support to the specified family member.

- 3.4 The employee shall also provide the employer with a copy of the medical certificate referred to in section 1.2 above as soon as possible.

- 3.5 The employee's immediate supervisor shall ensure that the completed documentation (Notification of Leave Form and supporting documents) is forwarded to the Supervisor of Accounting to advise of the impending Family Caregiver Leave of Absence.
- 3.6 Where applicable, the Township of Uxbridge Public Library will continue health, dental, accidental death and dismemberment, long-term disability and life insurance coverage for a maximum of eight weeks during a Family Caregiver Leave.
- 3.7 Employees will be contacted by the Supervisor of Accounting regarding their OMERS Pension (if applicable), upon their return.
- 3.8 The employee will continue to accrue Sick Leave credits (if applicable), seniority/service and vacation during the eight week period of Family Caregiver Leave in accordance with applicable Township of Uxbridge policies and Collective Agreements.
- 3.9 In addition to the Family Caregiver Leave, an employee may utilize other leave provisions as set out in the Ontario *Employment Standards Act, 2000*. (i.e. Sick Leave days).

4. APPLICATION

- 4.1 This policy applies to all employees. Where the employee is part of a Union, the Collective Agreement may confer a different entitlement. Please see your supervisor for clarification.
- 4.2 This policy has been drafted in accordance with the Ontario *Employment Standards Act, 2000* as amended from time to time.
- 4.3 The Uxbridge Public Library Board reserves the right to modify or alter this policy at its sole discretion.
- 4.4 If there is any conflict between the terms of the policy and any statutory requirement or collective agreement requirement, the statutory or collective agreement requirement will prevail over the offending provision, but the rest of the policy will remain in force. Similarly, if any provision is found to be unenforceable, that provision will be removed, but the rest of the policy will remain in full force and effect.



Uxbridge Public Library Family Leave Policy

Coordinated with the Township of Uxbridge Family Leave Policy

1. POLICY

- 1.1 Full-time employees of the Township of Uxbridge Public Library shall be entitled to five (5) paid days of family leave per year.

2. PROCEDURES

- 2.1 Five (5) paid family leave days will be allowed for the following reasons: doctors, dentist or medical appointments, sickness at home or in a medical facility for self or immediate family members. For the purposes of this policy, immediate family members shall include: spouse (married or unmarried, of the same or opposite genders), child, step-child, foster child, parents, step-parent, foster parent, father-in-law, mother-in-law, spouse of the employee's child, sister, brother, grandparent, step-grandparent, grandchild, step-grandchild of the employee or a relative of the employee who is dependent on the employee for care or assistance. The employee's doctor, dentist and medical appointments shall be considered family leave. Family leave can be taken in increments of one (1) hour. The Township of Uxbridge Public Library reserves the right to request evidence reasonable in the circumstances to substantiate the absence.
- 2.2 Employees are responsible for completing and submitting a Family Leave Form within forty-eight (48) hours of their return to work. This form is to be approved by their Department Head/Manager and submitted to the Supervisor of Accounting.

3. DEFINITIONS/CLARIFICATIONS

- 3.1 **Full-time Employee:** A full-time employee shall be an employee of the Township who is employed in continuous employment in a full time position for a minimum of 35 hours per week.
- 3.2 **Part-time Employee:** Part-time employees are NOT entitled to family leave benefits.

4. APPLICATION

- 4.1 This policy applies to all full-time employees. *Where the employee is part of a Union, the Collective Agreement may confer a different entitlement. Please see your supervisor for clarification.*
- 4.2 All of the terms of this policy comply with the Ontario *Employment Standards Act, 2000* (“*ESA*”).
- 4.3 The Uxbridge Public Library Board and the Township of Uxbridge reserves the right to modify or alter this policy at its sole discretion.
- 4.4 If there is any conflict between the terms of the policy and any statutory requirement or collective agreement requirement, the statutory or collective agreement requirement will prevail over the offending provision, but the rest of the policy will remain in force. Similarly, if any provision is found to be unenforceable, that provision will be removed, but the rest of the policy will remain in full force and effect.

5. INTERACTION WITH STATUTORY ENTITLEMENT TO PERSONAL LEAVE

- 5.1 As Family Leave days under this policy are directly related to the purposes of Sick Leave and Family Responsibility Leave under the *ESA*, the Township will offset the employee’s statutory entitlement to unpaid leaves pursuant to the *ESA* with their contractual entitlements under this policy.
- 5.2 By way of example, if an employee takes two (2) Family Leave days to care for a relative pursuant to this policy, the Township will offset these two (2) days against the employees’ statutory entitlement to three (3) Family Caregiver Leave days. These two (2) days will be considered, and recorded as, both Family Leave days pursuant to this policy and Family Caregiver Leave days under the *ESA*. The employee will then have three (3) paid days of Family Leave remaining under this policy and one (1) day of unpaid Family Caregiver Leave remaining in accordance with the *ESA*.

An employee may advise the Township that he or she wishes to utilize an available unpaid Family Caregiver Leave day, rather than paid Family Leave days under this policy. In such a case, the employee would not be entitled to payment for the day.

- 5.3 The example in 5.2 also applies to the interaction between a Family Leave day(s) used for an employee’s own medical needs and unpaid Sick Leave days provided under the *ESA*.
- 5.4 The Uxbridge Public Library Board may require evidence reasonable in the circumstances to support an employee’s request for Family Leave.



Uxbridge Public Library Part-Time Personal Leave Policy Coordinated with the Township of Uxbridge Part-Time Personal Leave Policy

1. POLICY

1.1 In accordance with the *Employment Standards Act, 2000* (“ESA”), part-time employees of the Township of Uxbridge Public Library shall be entitled to a leave of absence because of any of the following:

- (i) personal illness, injury or medical emergency;
- (ii) death, illness, injury, medical emergency or urgent matter relating to:
 - (A) the employee’s spouse or same-sex partner (this includes both married and unmarried couples);
 - (B) a parent, step-parent, foster parent, child, stepchild, foster child, grandparent, step-grandparent, grandchild or step-grandchild of the employee or the employee’s spouse;
 - (C) the spouse or same-sex partner of an employee's child;
 - (D) a brother or sister of the employee; or
 - (E) a relative of the employee who is dependent on the employee for care or assistance.

1.2 Part-time employees are employees in continuous employment in a regular position where the normal scheduled weekly hours of work are less than 35 hours.

2. LENGTH OF THE LEAVE

2.1 In each calendar year, a part-time employee is entitled to take 3 days of unpaid leave for personal illness, 3 days of unpaid leave for family responsibilities for

family member illness or other urgent matters and 2 days of unpaid leave for bereavement.

2.2 Part-time employees who have been employed by the Township of Uxbridge Public Library for less than one week, are not entitled to take any of the days of unpaid leave noted in 2.1.

2.3 Employees cannot carry over unused leave days to the next calendar year.

3. PROCEDURE

3.1 In order to access the leave, employees must inform their supervisor in advance that they will be taking such leave. If extenuating circumstances prevent the employee from providing such advance notice to his/her supervisor, then the employee must inform his/her supervisor as soon as possible. The supervisor may require the employee to provide evidence that is "reasonable in the circumstances" that the employee was entitled to the leave, other than a certificate from a qualified health practitioner, which includes a physician, a registered nurse or a psychologist.

3.2 If a part-time employee takes any part of a day as Personal Leave, the employee will be deemed to have taken one (1) day's leave on that day. For example, if an employee takes the afternoon off as Personal Leave, they will have one full day deducted from his/her Personal Leave allotment.

4. APPLICATION

4.1 This policy applies to all regular part-time employees as described in section 1.2. Where the employee is part of a Union, the Collective Agreement may confer a different entitlement. Please see your supervisor for clarification.

4.2 This policy has been drafted in accordance with the Ontario *Employment Standards Act, 2000* as amended from time to time.

4.3 The Uxbridge Public Library Board reserves the right to modify or alter this policy at its sole discretion.

4.4 If there is any conflict between the terms of the policy and any statutory requirement or collective agreement requirement, the statutory or collective agreement requirement will prevail over the offending provision, but the rest of the policy will remain in force. Similarly, if any provision is found to be unenforceable, that provision will be removed, but the rest of the policy will remain in full force and effect.



Uxbridge Public Library Sick Leave Policy

Coordinated with the Township of Uxbridge Sick Leave Policy

1. POLICY

1.1 Full-time employees of the Township of Uxbridge Public Library shall be entitled to five (5) days of paid sick leave per year.

2. PROCEDURES

2.1 Under this policy, a full-time employee is entitled to a maximum of five (5) paid sick days per calendar year. A Doctor's note is not required. The employee must notify their Supervisor of the sick day taken. The Supervisor must notify the Supervisor of Accounting of the absence.

2.2 Short-term disability goes into effect the day a doctor's note is written advising that the Employee will be off sick for more than five (5) days. While receiving short-term disability benefits, employees retain their paid sick days. The Doctor's note must include the employee's name, the date the employee attended the doctor's office, the expected time the employee will be away from work and must specifically state the employee is unable to work due to illness. Employees on short term disability are responsible for completing and submitting the Notification of Absence/Return to Work Form immediately upon return to the work place. Full-time employees are eligible to receive Short Term Disability ("STD") benefits for up to seventeen (17) weeks, in accordance with the Township's STD plan terms, as outlined in the current Collective Agreement. Thereafter, the employee may be eligible for Long Term Disability (LTD) benefits, for which the Employee needs to submit an application for LTD benefits and is subject to the Township's Group Benefits Providers approval of the LTD application.

2.3 The Uxbridge Public Library Board reserves the right to engage a third-party to support employees in their efforts to return to work after an illness or injury.

2.4 The Uxbridge Public Library Board and/or the Township of Uxbridge has the right to request a third party medical assessment.

3. DEFINITIONS/CLARIFICATIONS

- 3.1 **Full-time Employee:** A full-time employee shall be an employee of the Township who is employed in continuous employment in a full time position for a minimum of 35 hours per week.
- 3.2 **Part-time Employee:** Part-time employees are NOT entitled to sick leave benefits.
- 3.3 **Modified Duties:** Where an employee is assigned Modified Duties and may not be permitted to fill their employment obligations, sick credits will not be affected as the employee is under the care of a medical practitioner. The medical practitioner must provide any work restrictions prior to an employee being permitted to resume their job functions on a modified schedule or when they are cleared to return to full duties.

4. INTERACTION WITH STATUTORY ENTITLEMENT TO SICK LEAVE

- 4.1 As sick/medical leave days under this policy are directly related to the purposes of Sick Leave under the Ontario *Employment Standards Act, 2000* (“ESA”), the Township will offset the employee’s statutory entitlement to Sick Leave with their contractual entitlements to paid sick/medical days under this policy.
- 4.2 By way of example, if an employee takes two (2) paid sick/medical days pursuant to this policy, the Township will offset these two (2) days against the employees’ statutory entitlement to three (3) Sick Leave days. These two (2) days will be considered, and recorded as, both sick/medical days pursuant to this policy and Sick Leave days under the *ESA*. The employee will then have three (3) paid days of sick/medical leave remaining under this policy and one (1) day of unpaid Sick Leave remaining in accordance with the *ESA*.

An employee may advise the Township of Uxbridge Public Library that he or she wishes to utilize an available unpaid Sick Leave day, rather than paid sick/medical days under this policy. In such a case, the employee would not be entitled to payment pay for the day.

- 4.3 The Uxbridge Public Library Board will not require a medical note for any day recorded as a Personal Emergency Leave day but may require evidence reasonable in the circumstances.

5. APPLICATION

- 5.1 This policy applies to all full-time employees. *Where the employee is part of a Union, the Collective Agreement may confer a different entitlement. Please see your supervisor for clarification.*

- 5.2 This policy has been drafted in accordance with the Ontario *Employment Standards Act, 2000* as amended from time to time.
- 5.3 The Uxbridge Public Library Board and the Township of Uxbridge reserves the right to modify or alter this policy at its sole discretion.
- 5.4 If there is any conflict between the terms of the policy and any statutory requirement or collective agreement requirement, the statutory or collective agreement requirement will prevail over the offending provision, but the rest of the policy will remain in force. Similarly, if any provision is found to be unenforceable, that provision will be removed, but the rest of the policy will remain in full force and effect.

Mitigating COVID-19 When Managing Paper-Based, Circulating, and Other Types of Collections

Full webinar as well as links to important resources can be found here: <https://www.ims.gov/coronavirus-covid-19-updates>

Specific documents to reference include recommendations for community and faith-based organizations, recommendations concerning large gatherings, and recommendations for businesses.

Key takeaways:

- CDC is not concerned with virus transmission through library materials.
- Their main concern with virus spread is person to person contact, particularly with people who are symptomatic. Their secondary concern is high touch, nonporous surfaces.
- Preventative measures such as proper cough etiquette, avoiding touching your face, frequent hand washing, and social distancing are very important.
- Work closely with your state and local Boards of Health to determine further restrictions in your area depending on level of outbreak.
- Have a detailed Emergency Operations plan.

What types of cleaners and disinfectants are effective against COVID-19?

The EPA has a full list of disinfectants that have been shown to kill the COVID-19 virus (the link is on the resource page above). Most of the cleaning solutions we typically use are on the list.

- Electronics: use something with 70% alcohol and wipe frequently.
- PPE for janitorial staff should be whatever is normally recommended for the disinfectant solutions themselves. No specific recommendations for janitorial staff beyond the general recommendations for all.
- Normal vacuuming of rugs and washing of cloth surfaces is sufficient. It is likely that if a virus settles on cloth or in carpet, it will die there. It's unlikely that it will become airborne again.
- Strongly recommended that nonporous surfaces such as door handles, electronics, etc. are wiped down frequently to prevent spread.
- Shoes are not a likely source of transmission.

What about paper?

There is little concern from the CDC about the spread of the virus through paper, cardboard, etc. This was stressed several times in the webinar. If you are very concerned, you can quarantine the books for 24 hours and that will be sufficient.

What about the study that showed that the virus is capable of living on cardboard for 72 hours?

Stressed that this study was under ideal lab conditions and not enough of the virus surviving for more than 24 hours to be a concern. They also stressed that once the virus settles into paper or cardboard, there has been nothing to show that the virus has the ability to get back out of the surface and onto your hands. They are much more concerned about nonporous surfaces that are high touch.

What about DVD cases and book covers?

If you are really concerned that someone was symptomatic, you can wipe the cases and covers down with an alcohol wipe, or quarantine everything for 24 hours. If you quarantine things, they don't necessarily need to be wiped down- the virus should dry and die.

Should staff emptying book return bins wear PPE?

Nothing beyond normal recommendations. Staff can wear gloves, but don't need to. Wash hands immediately after checking books in and don't touch your face.

What about using UV light to kill any virus on materials?

The EPA list of disinfectants should be consulted. This may be effective but likely isn't necessary. Make sure you use UV light correctly and on appropriate materials if you are going to do this. Stressed again that paper is not a fear of virus transmission.

What about ILL and mail?

Not concerned, as the virus cannot live long enough to be a concern. Normal hand washing is sufficient protection.

What about leaving wifi on for outdoor use?

Remind people of social distancing guidelines by posting signs and spacing out seating. Talk to local Board of Health for location specific issues. Some guidance for homeless populations on CDC web site.

What can libraries do to protect staff and patrons once reopened?

- Work with local Board of Health for location-specific recommendations.
- Think about how to alter activities or suspend programming to encourage social distancing. Consult with Board of Health for instruction on canceling or resuming programming.
- Think about ways to alter the space to encourage social distancing- moving furniture, offering virtual speaker options, etc.
- Separate individuals who show or develop symptoms while in your facility. Discourage them from using public transportation while symptomatic.
- Disinfect high touch surfaces and electronics frequently.
- Increase distance between employees at work.
- Consider ways to provide extra accommodations for older adults and high-risk persons.
- Post signs sharing information about preventable measures (CDC has printable signs)
- If an employee is symptomatic at work, close off their workspace for 24 hours to allow droplets to settle from the air. Clean and disinfect space after 24 hours.
- For cafes, follow local food codes and cleaning procedures.
- Flush pipes and follow other recommendations for reopening after long closures- not COVID-19 specific, just good practices.

How long will COVID-19 be a concern?

It is reasonable to expect that there will be a need for continued social distancing even as places reopen to the public. Depending on spread levels in the community, different levels of precaution may need to

be enacted at different times. Please work with your local and state Board of Health to determine local threat levels and needed precautions.

What should be included in my library's Emergency Operations plan?

- Lenient sick leave policies that encourage staff to stay home when sick.
- Telework policy that encourages working from home during outbreaks.
- How you will disseminate information to your community and to your employees.
- Current employee contact information.
- Plan for cleaning and disinfecting.
- Board of Health contact information.

OLA SuperConference – January 2020

Staff who attended

Amanda Pearson	Wednesday, Thursday, Friday (mainly paid by other employer)
Sessions (highlights)	How to Start Your Own Library Repair Café Engaging Youth in Public Libraries Library Programming: A Risk Taking Adventure Programming in a Pinch Dewey Divas and Dudes: #own voices for kids and teens Doing It All On A Dime I Read Canadian Day The A-Z of LGBTQ for K-12 Forging Bonds Through Food: Bringing Communities Together
Corrinne Morrison	Wednesday
Sessions	Big to Small: Taking Big OLA Ideas to Small, Rural Libraries Online Library Card Registration: Outreaching Communities Ad/Lib Presents: The Year in Library Marketing Exploring Possibilities: A Vision for Public Libraries in ServiceOntario's Service Delivery Future
Leslie Nagle	Wednesday
Sessions	Big to Small: Taking Big OLA Ideas to Small, Rural Libraries LAC Update Not A Pipe Dream: Designing Displays that are Eye-Catching, Informative & Fun Ad/Lib Presents: The Year in Library Marketing Small But Mighty: How Ontario's Small Northern Libraries Contribute to the Provincial Library Landscape Keynote Speaker: Farrah Khan on gender equality
Amanda Ferraro	Friday
Sessions	How to hire: new approaches to Recruiting, Posting and Interviewing (Dave, Agnes and Amanda) Full Time Manager in a 24/7 World (Dave and Amanda) The Library in Context: Reasserting Relevance (Amanda)
Maureen O'Shea Brown	Friday
Sessions	Cognitive Care Kits and Collaboration for Dementia-Friendly Communities Be the Hero! Tween and Teen Live Action Roleplaying (LARPing) Games S.T.E.M.-ing Up Storytime

Board Members who attended

Agnes Croxford	Thursday
Dwight Clements	Thursday
Dave Phillips	Friday

What's been happening at the Library since we closed

- Inventory of Zephyr items
14,567 items total, 2643 scanned by April 22, 2782 by May 6
- Inventory of Uxbridge items
55,508 items total, 2306 scanned by April 22, 6671 by May 6
- Cataloging corrections resulting from the inventory
- Cancellations, Notifications and Refund Prep work for programs affected by COVID closure
- Restocking of Little Free Libraries
- Seniors Social Calls, very appreciated
- Website updates and maintenance addition of many new links to "Free Trial" digital content to website
- Facebook posts, many to highlight new digital content
- MANY password set-ups and resets for access to digital content - majority of requests via emails and phone messages, even a few deletions due to moves 😊
- Insignia fine tuning such as mass changes to due dates, hold times, events, email notification wording
- LOTS of book returns, holds and shelving
- LOTS of purging and cleaning, including outdoor spring cleaning at Zephyr
- Shifting of books, entire Large Print section switched with beginning of Adult Non-Fiction to allow for not putting Large Print books on the lowest shelves
- Re-introduction of Science Fiction and Fantasy Collections to the Adult Fiction Section
- Weeding of parts of the collection
- Ordering of items so that we are ready for reopening
- Shifting of entire Adult Fiction collection
- Shifting of Adult Audiobooks
- Catching up on many tasks that were always on the "backburner"



Although the items below were not completed by staff, staff needed to be onsite to give access.

- Backflow installation
- Painting of Meeting Room
- Bulletin Bar installation in Meeting Room (will help prevent damage to walls and paint by acting as a chair rail and a way to post items without tape)
- Heat-Air work, includes quarterly maintenance, chiller repair and switch from boilers to chiller

