



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, June 18, 2020 @ 2:00 pm

Location: Teams Virtual meeting

Public Access: Interested parties please pre-register for 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 May Minutes
5. Introduction of our new Township of Uxbridge CAO, Kristi Honey
6. Committees:
 - 6.1 Finance – Donna
 - May accounts
 - YTD Summary for Jan to April.
 - 6.2 Governance and HR Committee
 - Update on future restructuring - Lynn
 - 6.3 Community Committee - Dwight
7. New Business
 - Traditional camp cancelled replace with online programs - Corrinne
 - Inventory update - Corrinne
8. Ongoing Business / Action items
 - Children's garden (Agnes)
 - Horticulture Society
 - RED Grant update (Amanda)

 - Facility update (Corrinne)
 - Curbside pick up
 - Next steps
9. Correspondence



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10. Round Table

11. Council Connects

12. Date of Next Board Meeting: September 18 , 2020 time TBD

13. Adjournment



Township of Uxbridge Public Library Board Meeting Meeting

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

Location: Teams Virtual meeting

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

Regrets: Donna Condon

Guests: N/A

- **Call to Order @ 2:05 pm.**
 - ✓ Note: This is a virtual meeting and public access was provided by asking for pre-register to this meeting by email aferraro@uxbridge.ca.
 - ✓ Agenda and pre-registration information was posted on Library website on May 7th.
 - ✓ No request were made.

- **Disclosure of Pecuniary interest and the General Nature thereof.**
 - ✓ No disclosures

- **Approval of Agenda**
 - ✓ Moved by Willie, seconded by Dave B ; carried

- **Approval of February Minutes**
 - ✓ Moved by Agnes, seconded by Willie ; carried

Approval of March Minutes

- ✓ Moved by Willie, seconded by Dwight ; carried

5 Committees:

5.1 Finance –

- February accounts
- March and April accounts

Approval of accounts

- ✓ Moved by Dwight, seconded by Lynn ; carried

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

Approval of the five (5) above policies

- ✓ Moved by Lynn, seconded by Agnes ; carried

- Agnes requested that the HR committee meet virtually before June meeting
 - Amanda to set up



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- Safety measures for Phased Reopening (Corrinne)
 - Following Provincial direction
 - LIVE UPDATE: Libraries can open for curbside pickup on May 19th
 - Discussion – delay until June 1st.
Motion:
That the Library Board supports a phased opening approach with a tentative start date of June 1st.
AND THAT consideration for patron and staff safety be a priority
AND THAT coordination with other Durham Region Public libraries be considered.
- ✓ Moved by Lynn, seconded by Gord ; carried

5.3 Community Committee

- OLA staff report
- OLA report (Dwight)
 - Suggestion to look into Policies involving controversial issues / programs / renters.
- Lynn has been invited to be on the Downtown Revitalization Steering Committee to represent the Uxbridge Public Library. Nothing to report at this time

• New Business

N/A

• Ongoing Business / Action items

- ACTION ITEM (Feb. minutes)
 - Genealogy revenue budget of \$500 is for service charges. We will need to re-evaluate for 2021 budget. Seems unrealistic.
 - Lights on tower to include clock should be looked at when we do the tower work in 2021.
- Children's garden (Agnes)
 - Horticulture Society is doing front garden and may delay back garden due to physical distancing rules. Will continue to re-access.
 - FYI - Township is scaling back on planting flowers due to cut backs in staff and in efforts to save some funds during COVID- 19
- RED Grant update (Amanda)
 - Moved to a 30% capital funding project; still pending.
- 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



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- Sidewalk / Building repair still planned for 2020
- Library and gutter repair investigation underway.
- Facility update (Corrinne)
 - See attached highlights of jobs completed while closed
- **Correspondence**
 - Other Durham Libraries are also discussing delaying their opening; June 1st and June 8th are a few dates being discussed. None feel they are ready to open May 19th.
- **Round Table**
 - N/A
- **Council Connects**
 - Willie gave a quick update on the culvert. It is moving forward and the road closure will happen soon. More information to follow.
- **Date of Next Board Meeting:** June 18th , 2020 time TBD
- **Adjournment at 3:08 pm**
- ✓ Moved by Willie, seconded by Dwight ; carried

Date	Vendor Check Name	Invoice Number	Invoice Date	Invoice Description	Amount \$
5/4/2020	CLIONA FUREY	REFUND	4/28/2020	REFUND	\$15.00
5/4/2020	JASON MADIGAN	REFUND	4/28/2020	REFUND	\$15.00
5/4/2020	MARIA ORSI-GIOVANETTI	REFUND	4/28/2020	REFUND	\$30.00
5/4/2020	MICHAEL GOODYEAR	REFUND	4/28/2020	REFUND	\$30.00
5/4/2020	MINISTER OF FINANCE*****	EHT-APRIL/2020	5/1/2020	EHT-APRIL-LIBRARY	\$458.29
5/4/2020	RACHAEL HARRISON	REFUND	4/28/2020	REFUND	\$30.00
5/4/2020	TARA DRURY	REFUND	4/28/2020	REFUND	\$15.00
5/4/2020	ALANA BEGGS	REFUND	4/24/2020	REFUND	\$330.00
5/4/2020	ANDREA ARKELL	REFUND	4/28/2020	REFUND	\$15.00
5/4/2020	BRODART CANADA COMPANY	047922	4/24/2020	SUPPLIES	\$58.39
5/4/2020	CRYSTAL LISS	REFUND	4/28/2020	REFUND	\$30.00
5/4/2020	GILLIAN MEAGHER	REFUND	4/28/2020	REFUND	\$30.00
5/4/2020	ENBRIDGE	113542251003/APR2020	4/28/2020	ACTUAL-MAR 19 TO APR 17	\$746.38
5/4/2020	JACQUELINE SCOTT	REFUND	4/28/2020	REFUND	\$15.00
5/4/2020	MICHELLE STECKLEY	REFUND	4/28/2020	REFUND	\$15.00
5/4/2020	PATTI GREEN	REFUND	4/28/2020	REFUND	\$30.00
5/4/2020	RACHAEL HARRISON	REFUND-APR/20	4/28/2020	REFUND	\$15.00
5/4/2020	ROBIN SUH	REFUND	4/28/2020	REFUND	\$15.00
5/4/2020	ALANA BEGGS	REFUND-APR 2020	4/28/2020	REFUND	\$30.00
5/4/2020	BRODART CANADA COMPANY	047835	4/24/2020	SUPPLIES	\$308.49
5/7/2020	CIBC VISA	MARCH 25 TO APR 24	5/6/2020	EXPENSES-MAR 25 TO APR 24	\$1,023.72
5/11/2020	BRUCE CLARK & SON PLUMBING & 10891		5/1/2020	MAINTENANCE	\$1,859.53
5/19/2020	CORPORATE EXPRESS CANADA INC C349060-00611244-LIB		5/6/2020	OFFICE SUPPLIES-LIBRARY	\$159.52
5/19/2020	DURHAM REGION -UTILITY FINANC 7884100000/MAY2020		5/8/2020	WATER AND SEWER-FEB 24-AP	\$341.26

5/19/2020 GDL SOLUTIONS INC.	16-925	5/8/2020 SERVICES-MAY	\$2,203.50
5/19/2020 LAWNSCAPE	37756-LIBRARY	5/13/2020 GRASS CUTTING-MAY 4-LIB	\$28.25
5/25/2020 AMPLO	2020 MEMBERSHIP	5/15/2020 2020 MEMBERSHIP	\$100.00
5/25/2020 BELL CANADA	9058529747/MAY2020	5/20/2020 TELEPHONE-MAY	\$280.80
5/25/2020 HEAT-AIR MECHANICAL LTD.	30416	5/15/2020 SERVICE-APRIL	\$2,430.95
5/25/2020 HYDRO ONE NETWORKS INC.	200072033278/MAY2020	5/20/2020 HYDRO-APR 4 TO MAY 6	\$248.37
5/25/2020 MCNAUGHTON	M175402	5/15/2020 SERVICE-MARCH 2020-FEB 2020	\$5,455.80
5/25/2020 BELL CANADA	9054732375/MAY2020	5/20/2020 TELEPHONE-MAY	\$112.16
5/25/2020 COMPTON COMMUNICATIONS	014302/MAY2020	5/20/2020 INTERNET-JUNE	\$271.18
5/31/2020 DE LAGE LANDEN	7584295	5/28/2020 COPIER-6/15/20-7/14/20	\$196.50
5/31/2020 ENBRIDGE	113542251003/MAY2020	5/28/2020 ESTIMATE-APR 18 TO MAY 19	\$403.81
5/31/2020 HEAT-AIR MECHANICAL LTD.	30509	5/28/2020 MAINTENANCE	\$15,248.71
5/31/2020 LAWNSCAPE	37789-LIB	5/27/2020 GRASS CUTTING-MAY 18-LIB	\$28.25
5/31/2020 JIM NELSON	625985	5/28/2020 CARETAKING-MAY	\$576.30
5/31/2020 SESCO	3428018-01	5/28/2020 BATTERY	\$131.78
5/31/2020 ELEXICON ENERGY	51001548-02/MAY2020	5/28/2020 HYDRO-APR 8 TO MAY 8	\$551.18
			<u>\$33,883.12</u>

**Township of Uxbridge
Library Summary Report
For the Four Months Ending April 30, 2020**

	YTD Actual	YTD Budget	YTD Variance	2020 Budget
<u>Operating Expenses:</u>				
Library Materials Purchased	\$25,063	\$23,144	(\$1,919)	\$69,420
<u>Programming:</u>				
Programs	2,113	2,404	291	7,200
Promotion	19	552	533	1,650
Total Programming	2,132	2,956	823	8,850
Administrative Costs	5,334	5,544	210	16,632
Fundraising Expenses	0	0	0	0
Repairs and Maintenance	19,683	26,068	6,385	78,200
Utilities	8,219	13,200	4,981	39,620
<u>Equipment & Maintenance:</u>				
Photocopying	404	1,000	596	3,000
Equipment Maintenance	1,154	1,000	(154)	3,000
Hardware and Software	717	3,136	2,419	9,400
Computer Maintenance	8,700	9,000	300	27,000
ISPN fees	1,496	1,400	(96)	4,200
Office Equipment	0	0	0	0
Total Equipment	12,471	15,536	3,065	46,600
Salaries, Wages & Benefits	133,314	205,616	72,302	616,855
Professional Development	925	2,568	1,643	7,700
Health & Safety	0	640	640	1,925
Mileage	537	400	(137)	1,200
Repayment to Town Reserve	0	8,348	8,348	25,046
Total Expenses - Per Budget	207,678	304,020	96,341	912,048
<u>Other Items:</u>				
Amortization - TCA	23,750	27,668	3,918	83,000
Amortization - Other	0	4,000	4,000	12,000
Transfer to TCA	(23,302)	0	23,302	0
Grant Expenditures (1)	0	0	0	0
	448	31,668	31,220	95,000
Total Expenses	208,126	335,688	127,561	1,007,048

**Township of Uxbridge
Library Summary Report
For the Four Months Ending April 30, 2020**

	YTD Actual	YTD Budget	YTD Variance	2020 Budget
<u>Operating Revenues:</u>				
<u>Grants:</u>				
Municipal Grants	188,595	281,460	(92,865)	844,380
Provincial Grant	0	8,060	(8,060)	24,176
Student Grant	0	0	0	0
Summer Student Grant	0	2,668	(2,668)	8,000
CAP Grant	0	0	0	0
Total Grants	188,595	292,188	103,593	876,556
<u>Donations:</u>				
Specified Donations	0	0	0	0
Material Donations	119	736	(617)	2,200
Program Donations	0	0	0	0
Adopt A Book	0	0	0	0
Adopt A Magazine	0	16	(16)	50
Total Donations	119	752	633	2,250
<u>Fundraising:</u>				
Volumes of Giving	0	0	0	0
Sculpture Donations	0	0	0	0
125th Anniversary Fundraising	0	0	0	0
General Fundraising	5	0	5	0
Total Fundraising	5	0	(5)	0
<u>Other Revenue:</u>				
Discard Books	487	468	19	1,400
Programming Revenue	7,189	4,008	3,181	12,021
Room Rentals	1,121	1,000	121	3,000
Late Fines	1,770	3,364	(1,594)	10,100
Genealogy Income	80	168	(88)	500
Interest Income	80	764	(684)	2,301
Sundry	1,036	1,308	(272)	3,920
COVID-19 Revenue Cancellation	(2,310)	0	(2,310)	0
Transfer from Reserve	0	0	0	0
Total Other Revenue	9,453	11,080	1,627	33,242
Total Revenues - Per Budget	198,172	304,020	105,848	912,048
<u>Items not Budgeted:</u>				
Internship Grant	0	0	0	0
Federal Grant	0	0	0	0
Other Grants (2)	0	0	0	0
	0	0	0	0
Total Revenues	198,172	304,020	105,848	912,048
Net Expenditures - Per Budget	9,506	0	(9,507)	0
Net Expenditures	9,954	31,668	21,713	95,000