



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, September 17, 2020 @ 7:00 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 July Minutes
5. Committees:
 - 6.1 Finance –
 - June, July accounts
 - August accounts
 - 6.2 Governance and HR Committee
 - Report LB- 04 / 20 – Increase service level during COVID – (Corrinne)
 - 6.3 Community Committee - Dwight
6. New Business
 - Recap Summer online programs - Corrinne
 - Inventory update - Corrinne
7. Ongoing Business / Action items
 - RED Grant update (Amanda)
 - Facility update (Amanda)
 - Sidewalk and patio
 - Tower Tender
8. Correspondence
9. Round Table
10. Council Connects
11. Date of Next Board Meeting: October 15 , 2020 7:00 PM



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, September 17, 2020 @ 7:00 pm

Location: Teams Virtual meeting

Public Access: Interested parties please pre-register for this meeting by email aferraro@uxbridge.ca

12. Adjournment



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, July 23, 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, Donna Condon

Regrets: Dave Barton, Martin Koolhaas

Guests: N/A

1. Call to Order @ 2:00 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
- No request were made.

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

- ✓ No disclosures

3. Approval of Agenda

- ✓ Moved by Lynn, seconded by Gary ; carried

4. Approval of May Minutes

- ✓ Moved by Gord, seconded by Agnes ; carried

5. Committees:

6.1 Finance – Donna gave a detailed review of 2019 Draft Financial Statement and Q2 report.

- Draft 2019 Financial Statement
- ✓ Moved by Willie to approve the 2019 Financial Statement, seconded by Lynn ; carried
- Q2 – budget report
- ✓ Moved to receive Q2 report by Gary, seconded by Gord ; carried
- Report 02-20 – Request to Sole Source
 - THAT Report LB- 02/20 from Amanda Ferraro, Director of Community Services and interim Library CEO, be received for information;
 - AND THAT the Library Board approve the Sole Sourcing for this project.
 - AND THAT Gary Brown be engaged to remove, widen and replace sidewalk and to replace the damaged block work and spalled bricks on the building for a total cost of \$12,786.78 plus HST.
- ✓ Moved by Willie, seconded by Lynn ; carried



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, July 23, 2020 @ 2:00 pm

Location: Teams Virtual meeting

- Report 03-20 – Stage 3 COVID-19 operations.
 - THAT Report LB-03/20 be received from Corrinne Morrison, Program and Outreach Coordinator for information;
 - AND THAT the Library Board approve a motion for the Uxbridge Public Library to continue with Curbside Service and Limited Computer Access until the end of August providing that there are no other changes in the Phased Reopening of Ontario.
 - AND THAT the Library Board direct staff to send an update to the Board for the next Board Meeting
 - AND THAT this report be forwarded to Council for information
 - AND THAT this information be added to the Libraries Website to inform the public.
- ✓ Moved by Lynn, seconded by Agnes ; carried

6. Council Connects

- Willie gave an update on the Culvert. It is progressing well and modification have been made to ensure access to local businesses.

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

8. Adjournment at 2:25

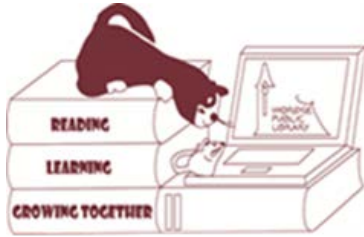
- ✓ Moved by Willie, seconded by Gary ; carried

Date	Vendor Cheque Name	Invoice Number	Invoice Description	Amount \$
6/4/2020	CIBC VISA	APRIL25-MAY24/2020	EXPENSES-APR 25 TO MAY 24/20	\$1,250.96
6/8/2020	MINISTER OF FINANCE*****	EHT-MAY/2020-LIBRA	EHT-MAY -LIBRARY	\$274.17
6/8/2020	CORPORATE EXPRESS CANADA INC.	C-357633-00611244-L	OFFICE SUPPLIES-LIBRARY	\$6.77
6/8/2020	DESJARDINS CARD SERVICES	6586030	OFFICE SUPPLIES	\$79.09
6/18/2020	SARA CARPENTIER	CAMP REFUND	CAMP REFUND	\$760.00
6/18/2020	SARA MACLACHLAN	CAMP REFUND	CAMP REFUND	\$165.00
6/18/2020	SHAUNA GROVE	CAMP REFUND	CAMP REFUND	\$570.00
6/18/2020	STEPHEN JACKSON	CAMP REFUND	CAMP REFUND	\$165.00
6/18/2020	MICHELLE LEE	CAMP REFUND	CAMP REFUND	\$330.00
6/18/2020	MAUREEN O'SHEA BROWN	CAMP REFUND	CAMP REFUND	\$165.00
6/18/2020	LISA REMMELL	CAMP REFUND	CAMP REFUND	\$660.00
6/18/2020	LISA HUTCHINSON	CAMP REFUND	CAMP REFUND	\$165.00
6/18/2020	JILL MUSTARD	CAMP REFUND	CAMP REFUND	\$495.00
6/18/2020	JENNY HOBBS	CAMP REFUND	CAMP REFUND	\$330.00
6/18/2020	JASON ALLEN	CAMP REFUND	CAMP REFUND	\$330.00
6/18/2020	HEATHER COTIE	CAMP REFUND	CAMP REFUND	\$165.00
6/18/2020	DANIELLE HAYASHI	CAMP REFUND	CAMP REFUND	\$165.00
6/18/2020	CAITLYN MILLS	CAMP REFUND	CAMP REFUND	\$165.00
6/18/2020	BRADEN HOGARTH	CAMP REFUND	CAMP REFUND	\$330.00
6/18/2020	ANDREA SMITH	CAMP REFUND	CAMP REFUND	\$495.00
6/18/2020	AMY ELLIS	CAMP REFUND	CAMP REFUND	\$165.00
6/18/2020	ALISON AYRES	CAMP REFUND	CAMP REFUND	\$330.00
6/19/2020	BELL CANADA	9058529747/JUNE202	TELEPHONE-JUNE	\$280.80
6/19/2020	BELL CANADA	9054732375/JUNE202	TELEPHONE-JUNE	\$112.16
6/19/2020	COMPTON COMMUNICATIONS	014302/JULY2020	INTERNET-JULY	\$271.18
6/19/2020	JIM NELSON	625990	CARETAKING	\$361.60
6/19/2020	LIBRARY SERVICES CENTRE	587771	BOOKS	\$620.81
6/19/2020	LIBRARY SERVICES CENTRE	587969	BOOKS	\$115.82
6/19/2020	MARTY S WINDOW CLEANING	JUNE 9/2020	WINDOW CLEANING-BOTTOM EXT	\$113.00
6/19/2020	ROCKY RIDGE DRINKING WATER LIM	343312	WATER	\$36.00
6/19/2020	XEROX CANADA LTD.	85275677	COPIES	\$4.20
6/19/2020	YORKHAM PAINTING AND DECORAT	10730	PAINTING	\$1,356.00
6/25/2020	HYDRO ONE NETWORKS INC.	200072033278/JUN20	HYDRO-MAY 6 TO JUNE 5	\$146.36

7/3/2020	DE LAGE LANDEN	7619822	COPIER-7/15-8/14	\$196.50
7/3/2020	AGNES CROXFORD	EXPENSES-JUNE2020	EXPENSES-PLANTS-CHILDREN'S GAR	\$220.30
7/3/2020	CIBC VISA	MAY 25 TO JUNE 24/2	EXPENSES-MAY25-JUNE24/20-LIB	\$1,689.85
7/3/2020	CORPORATE EXPRESS CANADA INC.	363998-006112444-LI	OFFICE SUPPLIES-LIBRARY	\$190.67
7/3/2020	GLOBAL INDUSTRIAL CANADA, INC.	500335	WATER STATIONS	\$10,525.82
7/3/2020	TODD BOWEN ENTERPRISES INC.	624202	PANEL TIGHTENING & SCAN	\$1,271.25
7/3/2020	TRAZ LANDSCAPING & PROPERTY SI	GCPB001-LIBRARY	GRASS CUTTING-MAY 2020-LIB	\$67.80
7/3/2020	TRAZ LANDSCAPING & PROPERTY SI	UXZ1-02-LIBRARY	GRASS CUTTING-JUNE 15-LIB	\$33.90
7/3/2020	TRAZ LANDSCAPING & PROPERTY SI	UXZ1-06-LIBRARY	GRASS CUTTING-JUNE 19-LIB	\$33.90
7/3/2020	TRAZ LANDSCAPING & PROPERTY SI	UXZ1-05-LIBRARY	GRASS CUTTING-JUNE 5-LIBRARY	\$33.90
7/3/2020	ELEXICON ENERGY	51001548-02/JUN2020	HYDRO-MAY 8 TO JUNE 8	\$781.09
7/3/2020	WORKPLACE SAFETY & INSURANCE	WSIB-APR-JUNE/2020	WSIB-APRIL TO JUNE/2020	\$242.04
7/3/2020	ENBRIDGE	113542251003/JUN20	ACTUAL-MAY 20 TO JUNE 17	\$201.62
7/3/2020	LAWNSCAPE	38001-LIBRARY	GRASS CUTTING-JUNE 15-LIBRARY	\$28.25
7/3/2020	MINISTER OF FINANCE*****	EHT-JUNE/2020-LIB	EHT-JUNE/2020-LIBRARY	\$345.17
7/3/2020	RICK CAUSTON	JUNE/2020	EXPENSES-PLANTS-CHILDRENS GARD	\$292.81
7/8/2020	GDL SOLUTIONS INC.	16-947	SERVICES-JULY	\$2,203.50
7/9/2020	LIBRARY SERVICES CENTRE	588358	BOOKS	\$104.77
7/9/2020	DURHAM REGION -UTILITY FINANCE	7884100000/JULY2020	WATER AND SEWER-APR24-JUNE24	\$353.75
7/23/2020	CORRINNE MORRISON	JULY 2020	EXPENSES	\$88.12
7/23/2020	BELL CANADA	9054732375/JULY2020	TELEPHONE-JULY	\$112.16
7/23/2020	BELL CANADA	9058529747/JULY2020	TELEPHONE-JULY	\$280.80
7/23/2020	BLUE HERON BOOKS	320061	BOOK	\$31.08
7/23/2020	BRODART CANADA COMPANY	049776	SUPPLIES	\$238.94
7/23/2020	BRUCE CLARK & SON PLUMBING &	11105	INSTALL DRINKING FOUNTAIN	\$1,014.74
7/23/2020	JIM NELSON	625998	CARETAKING-JULY	\$361.60
7/23/2020	LAWNSCAPE	38239-LIBRARY	GRASS CUTTING-JULY 13-LIB	\$28.25
7/23/2020	LAWNSCAPE	38112-LIBRARY	GRASS CUTTING-JUNE 29-LIB	\$28.25
7/23/2020	LAWNSCAPE	37862-LIBRARY	GRASS CUTTING-JUNE 1-LIBRARY	\$28.25
7/23/2020	LIBRARY SERVICES CENTRE	588642	BOOKS	\$2,087.62
7/23/2020	TRAZ LANDSCAPING & PROPERTY SI	UXZ1-11-LIBRARY	GRASS CUTTING-JULY 15-LIB	\$33.90
7/23/2020	WJT DISTRIBUTING INC.	0000318324	SIGNS	\$395.50
7/23/2020	XEROX CANADA LTD.	85283584	COPIES	\$3.25
7/31/2020	BRODART CANADA COMPANY	049922	SUPPLIES	\$69.19

7/31/2020	CDW CANADA INC.	ZDV6139	HARD DRIVE	\$424.83
7/31/2020	CORRINNE MORRISON		MILEAGE/EXP-JUN&JUL MILEAGE AND EXP-JUNE/JULY	\$233.65
7/31/2020	CORPORATE EXPRESS CANADA INC.	C370267-00611244-LI	OFFICE SUPPLIES-LIBRARY	\$179.56
7/31/2020	HYDRO ONE NETWORKS INC.	200072033278/JULY20	HYDRO-JUNE 5 TO JULY 8	\$93.19
7/31/2020	LIBRARY SERVICES CENTRE	80934	PROCESSING FEE	\$3,286.60
7/31/2020	LIBRARY SERVICES CENTRE	589192	BOOKS	\$494.46
7/31/2020	MINISTER OF FINANCE*****	EHT-JULY/2020-LIB	EHT-JULY/2020-LIBRARY	\$391.09
7/31/2020	PHANTOM SECURITY GROUP	2020-258	CAMERAS-SUPPLY/INSTALL	\$3,116.82
7/31/2020	TOM BUNKER	JUNE 17 2020	BOOK	\$105.00
7/31/2020	DE LAGE LANDEN	7660958	COPIER-8/15/20-9/14/20	\$196.50
7/31/2020	D & L FIRE PROTECTION LIMITED	52282	ANNUAL INSPECTION	\$798.12
7/31/2020	ENBRIDGE	113542251003/JULY20	ESTIMATE-JUNE 18 TO JULY 17	\$183.08
7/31/2020	ELEXICON ENERGY	51001548-02/JULY20	HYDRO-JUNE 8 TO JULY 8	\$1,230.96

Date	Vendor Cheque Name	Invoice Number	Invoice Description	Amount \$
8/10/2020	CIBC VISA	JUNE 25-JULY 24/2020	EXPENSES-JUNE 25 TO JULY 24	\$476.63
8/10/2020	LAWNSCAPE	38270-LIB	GRASS CUTTING-JULY 27-LIB	\$28.25
8/10/2020	TRAZ LANDSCAPING & PROPERT UXZ1-15-LIB		GRASS CUTTING-JULY 30-LIB	\$33.90
8/11/2020	LIBRARY SERVICES CENTRE	589429	BOOKS	\$12.36
8/13/2020	WILDOUT	2289	SERVICES	\$638.45
8/13/2020	DELOITTE & TOUCHE LLP	8001301925	AUDIT SERVICES-YR END-DEC31/19	\$3,164.00
8/13/2020	LIBRARY SERVICES CENTRE	589429	BOOKS	\$90.21
8/13/2020	LIBRARY SERVICES CENTRE	589751	BOOKS	\$254.25
8/13/2020	MARTY S WINDOW CLEANING	07-AUG 8/2020	WINDOW CLEANING	\$113.00
8/13/2020	LIBRARY SERVICES CENTRE	588887	BOOKS	\$1,612.38
8/13/2020	BLUE HERON BOOKS	319913	BOOKS	\$33.60
8/13/2020	WILDOUT	2725	SERVICES	\$384.20
8/13/2020	J & S VIDEO WHOLESALERS	475502	SUPPLIES	\$95.07
8/13/2020	LIBRARY SERVICES CENTRE	589428	BOOKS	\$382.55
8/13/2020	LIBRARY SERVICES CENTRE	589750	BOOKS	\$197.83
8/13/2020	RJT SOLUTIONS	1346	SUPPLIES	\$8,428.49
8/13/2020	GDL SOLUTIONS INC.	16-958	SERVICES-AUGUST	\$2,203.50
8/20/2020	BELL CANADA	9058529747/AUG2020	TELEPHONE-AUGUST	\$280.80
8/20/2020	BRUCE CLARK & SON PLUMBING 11148		MAINTENANCE	\$2,088.81
8/20/2020	JIM NELSON	798507	CARETAKING-AUGUST	\$452.00
8/20/2020	PRESSE COMMERCE	PERSO009066539	MAGAZINES	\$380.55
8/20/2020	TRAZ LANDSCAPING & PROPERT UXZ1-20-LIB		GRASS CUTTING-AUG 12-LIBRARY	\$33.90
8/20/2020	BELL CANADA	9054732375/AUG2020	TELEPHONE CHARGE-AUGUST	\$112.16
8/20/2020	HEAT-AIR MECHANICAL LTD.	31030	SERVICE	\$898.35
				<u><u>\$22,395.24</u></u>



REPORT

LIBRARY BOARD

TO: Uxbridge Public Library Board

FROM: Corrinne Morrison

DATE: September 9, 2020

REPORT: 04/20 **FILE NO.**

SUBJECT: Durham Region, Phase 3, COVID reopening, Service Increases

BACKGROUND:

Durham Region was able to move into Phase 3 starting on Friday, July 24, 2020. Public Libraries have been given permission to allow the public back into the Library buildings with the following requirements.

Libraries

- Libraries were permitted to resume limited on-site services in Stage 2.
- In addition to the services resumed in Stage 2, libraries may reopen for all on-site services, as long as materials that are circulated, returned or accessed within the library are disinfected or quarantined before being recirculated.

The FOPL has since published less stringent guidelines for materials accessed within the library which make it more feasible for us to allow some browsing.

Browsing in Public Libraries

Book and materials browsing can return. Libraries should continue to quarantine returned materials for 72 hours. Much like lightly browsing books is no different from browsing shelves at the grocery or bookstore, libraries do not need to put the books and materials into quarantine after light browsing. That said, the regulations do consider more intense use as an opportunity to disinfect or quarantine heavily used items. For example, if a user uses 5 books on a table for study for 2 hours, then these should go through a sanitization or quarantine procedure.

We would like to increase the browsing access for Uxbridge residents beginning September 22, 2020

The Uxbridge Public Library has been successfully providing Curbside Service to residents since June 2, 2020. Curbside Service is offered Tuesday through Saturday from 10 am until 4 pm. Curbside service has been very appreciated by our patrons and provides an extremely safe option for borrowing items to all resident's who are concerned with the risks of COVID.

Limited Computer Access was added on July 7, 2020 and is being used but has not been booked so heavily that patrons are being denied access.

Curbside pick up hours for **Tuesdays** were increased from 10 am until 4 pm to 10 am until 7 pm beginning Tuesday, August 25, 2020. This decision was made to give more access to residents who are working daily.

DISCUSSION:

Amanda Ferraro, Dave Phillips and current staff at the Uxbridge Public Library have all been consulted in planning for the next step in reopening.

We would like to add 10 hours per week of browsing access to the Children's Department. This access would be from Tuesday through Saturday, from 10 am until noon. Residents would be able to book a 30 minute time slot for their family to come in. The Children's Dept. is a small space and can not accommodate more than 1 family at a time while safely maintaining appropriate social distancing space. By creating appointment opportunities, we are providing the access needed while ensuring public and staff safety.

We would also like to add 15 hours per week of browsing access to the Adult Department. This access would be Tuesday through Saturday, from 1 pm until 4 pm. Given that the adult floor has a much higher square footage, we feel that this access would not need to be booked. There would be a limit of 10 patrons allowed on the floor at any given time.

Please note that additions to service were in our re-opening plan and have been budgeted for.

Much thought has gone into this plan to ensure that traffic flows would adhere to social distancing recommendations, please see attached drawings.

All patrons would enter the building via the main doors on the lower level.

1. Patrons using "Curbside" would turn to the right as the curbside desk will be relocated to the computer lab. They will exit via the emergency exit in the computer lab.
2. Patrons accessing the new "browsing" feature would turn to the left and either go to the Children's Dept. for their appointment in the morning or go up the stairs for the Adult Dept. in the afternoon. Patrons with mobility issues heading to the Adult Dept. will still be able to use the lift if needed.

3. Patrons would leave the Children's Dept via the emergency exit at the back of the room. Patrons would leave the Adult Dept. via the door on Toronto Street or the lift if needed. This ensures that traffic in the lower hallway is minimal and one-way only.

RECOMMENDATION

1. THAT Report LB-04/20 be received from Corrinne Morrison, Program and Outreach Coordinator for information;
2. AND THAT the Library Board approve a motion for the Uxbridge Public Library to continue with Curbside Service, limited computer access and increase browsing access for residents providing that there are no other changes in the Phased Reopening of Ontario.
3. AND THAT the Library Board direct staff to send an update to the Board for the next Board Meeting

Respectfully Submitted by:

Corrinne Morrison
Program and Outreach Coordinator