



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, October 29, 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 September Minutes
5. Committees:
 - 6.1 Finance –
 - September accounts
 - Library proposed fee schedule
 - Discussion on eResources for 2021
 - 2021,2022 Draft budget
 - 6.2 Governance and HR Committee
 - Subcommittee met on October 21st – Lynn
 - Job duties review / draft suggestions
 - 6.3 Community Committee - Dwight
6. New Business
 - Zephyr Library – re-opening plan (Amanda/Corrinne)
7. Ongoing Business / Action items
 - COVID UPDATES - Corrinne
 - positive feedback from patrons.
 - Tower tender - Amanda
8. Correspondence
9. Round Table
10. Council Connects



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11. Date of Next Board Meeting: TBD

12. Adjournment



Township of Uxbridge Public Library Board Meeting Minutes

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

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

Regrets: Donna Condon

Guests: N/A

1. Call to Order @ 7:00 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 Dave, seconded by Lynn ; carried

4. Approval of July Minutes

- ✓ Moved by Willie, seconded by Gary ; carried

5. Committees:

6.1 Finance –

- June, July accounts
- August accounts
- ✓ Moved by Dave, seconded by Dwight ; carried

6.2 Governance and HR Committee

- Report LB- 04 / 20 – Increase service level during COVID – (Corrinne)
- Discussing staff safety and activation to close if needed.
- Motion to allow staff to close the Library on short notice if an active case was found internally at the Library. Recommend a 12 day closures and/or follow advice from the health department.
- ✓ Moved by Lynn, seconded by Gord ; carried

6.3 Community Committee – Dwight nothing to report

6. New Business



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- Recap Summer online programs – Corrinne
 - i. 3 student (CSJ grant) – 45 videos produced on YouTube with 282 viewings. Now archived for future use. Plus lego zoom calls
- Inventory update – Corrinne
 - i. Uxbridge Library completed including an extensive weeding of old material
 - ii. Zephyr Library on pause. 50% completed. Will resume in December.

7. Ongoing Business / Action items

- Grant update (Amanda)
 - No official announcement yet but patio furniture, free WiFi and water fountain are being received well from the public.
- Facility update (Amanda)
 - Tower Tender in progress

8. Correspondence

- N/A

9. Round Table

- Agnes indicated that the horticultural society was interested in sprucing up the garden on the patio. More information to come in the Spring.

10. Council Connects

- Gary thanked Amanda and Corrinne for doing a great job.
- Willie gave an update on the Brock Street culvert with the hopes of opening Brock road at the end of October and Centennial at the end of December.
- Dave Phillips made a motion to propose naming the Children's department after Gerry Lynn O'Connor
- ✓ Moved by Dave P, seconded by Dave B ; carried

11. Date of Next Board Meeting: September 15th, 2020 7:00 PM

12. Adjournment 8:08 pm

- ✓ Moved by Dave P, seconded by Dave B ; carried

Date	Vendor Name	Invoice Number	Invoice Description	Amount \$
9/3/2020	HEAT-AIR MECHANICAL LTD.	31208	MAINTENANCE	1,537.99
9/3/2020	HEAT-AIR MECHANICAL LTD.	31246	MAINTENANCE-JULY	2,430.95
9/3/2020	GDL SOLUTIONS INC.	16-969	SERVICES-SEPT	2,203.50
9/3/2020	GDL SOLUTIONS INC.	16-935	SERVICES-JUNE	2,203.50
9/3/2020	KIMBALL DRYWALL INC.	669336	DRYWALL	1,254.30
9/3/2020	LIBRARY SERVICES CENTRE	590096	BOOKS	489.77
9/3/2020	LIBRARY SERVICES CENTRE	590408	BOOKS	432.34
9/3/2020	ELEXICON ENERGY	51001548-02/AUG2020	HYDRO-JULY 8 TO AUG 8	1,308.52
9/3/2020	DE LAGE LANDEN	7691009	COPIER-9/15/20-10/14/20	196.50
9/3/2020	LAWNSCAPE	38453-LIBRARY	GRASS CUTTING-AUG 11-LIB	28.25
9/3/2020	LAWNSCAPE	38471-LIBRARY	GRASS CUTTING-AUG 24-LIBRARY	28.25
9/3/2020	GDL SOLUTIONS INC.	16-912	SERVICES-APRIL	2,203.50
9/3/2020	LIBRARY SERVICES CENTRE	590097	BOOKS	35.73
9/3/2020	LIBRARY SERVICES CENTRE	590409	BOOKS	40.03
9/3/2020	LIBRARY SERVICES CENTRE	590700	BOOKS	415.96
9/10/2020	CIBC VISA	JULY 25 TO AUG 24/20	EXPENSES-JULY 25 TO AUG 24/20	1,384.20
9/10/2020	MICHAEL ANTENBRING	REFUND-LIBRARY	REFUND-LIBRARY	100.00
9/11/2020	BLUE HERON BOOKS	319361	BOOKS	77.21
9/11/2020	CDW CANADA INC.	ZVQ1189	SUBSCRIPTION	448.68
9/11/2020	DURHAM REGION -UTILITY FINANCE	7884100000/SEPT2020	WATER AND SEWER-JUN24-AUG24	411.67
9/11/2020	BLUE HERON BOOKS	314999	BOOK	20.96
9/17/2020	BELL CANADA	9058529747/SEPT2020	TELEPHONE-SEPTEMBER	280.80
9/17/2020	BELL CANADA	9054732375/SEPT2020	TELEPHONE-SEPTEMBER	112.16
9/17/2020	CORPORATE EXPRESS CANADA INC.	C382711-00611244/LIB	OFFICE SUPPLIES-LIBRARY	152.46

9/17/2020	TRAZ LANDSCAPING & PROPERTY SERVICE	UXZ1-25-LIBRARY	GRASS CUTTING-SEPT 11-LIB	33.90
9/24/2020	HYDRO ONE NETWORKS INC.	200072033278/SEP2020	HYDRO-AUG 7 TO SEPT 5	51.01
9/24/2020	TIERCEL TECHNOLOGY CORP	P08670	BENCHES AND SUPPLIES	8,638.85
9/24/2020	JIM NELSON	798517	CARETAKING-SEPTEMBER	904.00
10/2/2020	GARY BROWN MASONRY LTD.	1-SEPT 28/2020	SIDEWALK & STAIRCASE REM/REPLA	16,869.07
10/2/2020	ELEXICON ENERGY	51001548-02/SEPT2020	HYDRO-AUG 8 TO SEPT 8	1,264.60
10/2/2020	XEROX CANADA LTD.	85313877	COPIES	2.95
10/2/2020	LIBRARY SERVICES CENTRE	591715	BOOKS	145.47
10/2/2020	BRUCE CLARK & SON PLUMBING &	11368	DISCONNECT DRINKING FOUNTAIN	124.30
10/2/2020	CORRINNE MORRISON	SEPT/2020	EXPENSES	185.22
10/2/2020	ENBRIDGE	113542251003/SEP2020	ESTIMATE-AUG 18 TO SEPT 17	167.49
10/2/2020	TRAZ LANDSCAPING & PROPERTY SERVICE	UXZ1-28-LIBRARY	GRASS CUTTING-SEPT 28-LIB	33.90
10/2/2020	LAWNSCAPE	38713-LIBRARY	GRASS CUTTING-SEPT 21-LIB	28.25
10/2/2020	LIBRARY SERVICES CENTRE	592130	BOOKS	552.53
				<u>46,798.77</u>

Library Fee Schedule Proposal - 2021

ITEM	CURRENT FEE	PROPOSED CHANGE
OVERDUE MATERIALS		
Adult Materials Books (not including Bestsellers) Audiobooks Magazines Kits CNIB CDs Kill A Watt Readers GPS	\$0.25 per item per day *** \$7.00 maximum per item	Delete Kill A Watt Move GPS to DVD line
DVDs Bestsellers (GPS) from above	\$1.00 per item per day \$10.00 maximum per item	
Young Adult (Teen) Materials Books (not including Bestsellers) Audiobooks Magazines	\$0.15 per item per day \$5.00 maximum per item	
DVDs Bestsellers	\$0.50 per item per day \$5.00 maximum per item	
Children's Materials Books (not including Bestsellers) Audiobooks Magazines Kits Music CDs CNIB CD's Computer Games Braille	\$0.10 per item per day \$3.00 maximum per item	
DVDs Bestsellers	\$1.00 per item per day \$5.00 maximum per item	
Library Card First Card Replacement Card Wooden Card	FREE Not previously specified Not previously specified	\$2.00 per card \$5.00 per card
Lost/Damaged Items All library items that can be borrowed	Not previously specified	Cost of item + \$5.00 processing/admin fee
Overdue Notices Overdue notices that require mailing	Not previously specified	\$1.00 per notice
Photocopying and Printing Black and White (8 ½ by 11 OR 14) Colour (8 ½ by 11 OR 14) Double Sided Copies/Prints Black and White (8 ½ by 17) Colour (8 ½ by 17)	\$0.20 per page \$0.50 per page Not previously specified Not previously specified Not previously specified	Counts as 2 copies \$0.40 per page \$1.00 per page

<u>Room Rentals</u>		
Lower Meeting or Tower Room – Non-Profit	\$15.00 per hour	
Lower Meeting or Tower Room – Profit or Commercial	\$30.00 per hour	
<u>Genealogy Research</u>		
Simple Research - involving less than 15 minutes of volunteer time and only one source of three exact date look-ups (newspaper, cemetery)	\$10.00	
Complex Research – involving more than 15 but less than 60 minutes of volunteer time	\$25.00	
Extensive Research – involving one or more hours of volunteer time	\$20.00 per hour, minimum of 2 hours	
<u>Additional Genealogy Fees</u>		
Printing/Photocopying	As above	
Copying of pictures	\$3.00 per picture	