



# Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, November 26, 2020 @ 7:00 pm

Location: Teams Virtual meeting

Public Access: Interested parties please pre-register for this meeting by email [aferraro@uxbridge.ca](mailto:aferraro@uxbridge.ca)

1. Call to order:
2. Disclosure of Pecuniary Interest and the General Nature thereof.
3. Approval of Agenda
4. Approval of October Minutes
5. Committees:
  - 5.1 Finance – Donna
    - October accounts
    - Q3 report
    - 2021 draft budget – COVID cost savings?
  - 5.2 Governance and HR Committee
    - COVID Building UPDATES – Corrinne
  - 5.3 Community Committee - Dwight
6. New Business
  - RED GRANT announcement
  - Christmas Cards / lunch for staff - Amanda
7. Ongoing Business / Action items
  - Zephyr Library – re-opening November 26<sup>th</sup>
  - Re-naming Children's Library - Corrinne
  - Building
    - Tower tender – Amanda
    - Fire Alarm panel
8. Correspondence
9. Round Table
10. Council Connects



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11. Date of Next Board Meeting: January 21<sup>st</sup>?

12. Adjournment



# Township of Uxbridge Public Library Board Meeting Minutes

**Date: Thursday, October 29, 2020 @ 7:00 pm**  
**Location: Teams Virtual meeting**

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

Regrets: Donna Condon

Guests: N/A

## 1. Call to Order @ 7:05 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](mailto: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. Committees:

### 6.1 Finance –

- September accounts
- ✓ Moved by Gord, seconded by Martin ; carried
- Library proposed fee schedule
- ✓ Moved by Agnes, seconded by Lynn ; carried
- Discussion on eResources for 2021
- ✓ Moved by Dwight, seconded by Agnes ; carried
- 2021,2022 Draft budget
- ✓ Moved by Martin, to leave as is and re-look at Budget in November, seconded by Lynn ; carried

### 6.2 Governance and HR Committee

- Subcommittee met on October 21<sup>st</sup> – Lynn
- Job duties review / draft suggestions
- ✓ Moved by Lynn to name Corrinne Acting Manager and continue to build new staffing model, seconded by Agnes ; carried

### 6.3 Community Committee –

- Dwight – Nothing to report



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## 5. New Business

- Zephyr Library – re-opening plan (Amanda/Corrinne)
- Staff to return November 25<sup>th</sup> and Curbside to open Nov. 26<sup>th</sup>.
- Curbside hours Tuesday & Thursday 3 – 7 pm.
- ✓ Moved by Gary, seconded by Dave ; carried

## 6. Ongoing Business / Action items

- COVID UPDATES - Corrinne
  - Positive feedback from patrons.
  - Curbside still going well and some have commented that it is their “lifeline” during this pandemic.
  - Dave P added a big Thank you to staff and noted what a great job they were doing.
- Tower tender is underway and hope to post in the New Year.

## 7. Correspondence N/A

## 8. Round Table N/A

## 9. Council Connects

- Colleen and Corrinne to coordinate signage for re-naming Children’s department.
- Brock Street Paving has started. Hoping to re-open Brock shortly
- Centennial to remain closed. Date to re-open TBC

**10. Date of Next Board Meeting:** Thursday November 26<sup>th</sup> at 7 pm.

## 11. Adjournment – 8:37

- ✓ **Moved by Lynn, seconded by Gord ; carried**

Date	Vendor Name	Invoice Number	Invoice Description	Amount \$
10/2/2020	ELEXICON ENERGY	51001548-02/SEPT2020	HYDRO-AUG 8 TO SEPT 8	\$1,264.60
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	LIBRARY SERVICES CENTRE	591715	BOOKS	\$145.47
10/2/2020	GARY BROWN MASONRY LTD.	1-SEPT 28/2020	SIDEWALK & STAIRCASE REM/REPLA	\$16,869.07
10/2/2020	TRAZ LANDSCAPING & PROPERTY SERVICE	UXZ1-28-LIBRARY	GRASS CUTTING-SEPT 28-LIB	\$33.90
10/2/2020	XEROX CANADA LTD.	85313877	COPIES	\$2.95
10/2/2020	LAWNSCAPE	38713-LIBRARY	GRASS CUTTING-SEPT 21-LIB	\$28.25
10/2/2020	LIBRARY SERVICES CENTRE	592130	BOOKS	\$552.53
10/15/2020	TRAZ LANDSCAPING & PROPERTY SERVICE	UXZ1-30-LIB	GRASS CUTTING-OCT 5-LIB	\$33.90
10/15/2020	LIBRARY SERVICES CENTRE	591378	BOOKS	\$387.96
10/15/2020	DURHAM-YORK LOCK & DOOR	2062	MAINTENANCE	\$634.94
10/15/2020	BELL CANADA	95642100	MAINTENANCE SERV. AGREE	\$421.57
10/15/2020	COMPTON COMMUNICATIONS	014302/SEPT2020	INTERNET-AUGUST TO OCTOBER	\$829.92
10/15/2020	WORKPLACE SAFETY & INSURANCE	JULY TO SEPT/2020	WSIB-JULY TO SEPT 2020-LIBRARY	\$182.95
10/15/2020	LAKERIDGE HEALTH	B9357-Q4LIBRARY20	CARDIAC SAFE PROG-JAN 1-MAR 31	\$282.50
10/15/2020	GDL SOLUTIONS INC.	16-982	SERVICES-OCTOBER	\$2,203.50
10/15/2020	LIBRARY SERVICES CENTRE	590958	BOOKS	\$291.52
10/15/2020	LIBRARY SERVICES CENTRE	592506	BOOKS	\$1,051.73
10/15/2020	DE LAGE LANDEN	7728152	COPIER-10/15/20-11/14/20	\$196.50
10/15/2020	CIBC VISA	AUG 25 TO SEPT 24/20	EXPENSES-AUG 25 TO SEPT 24/20	\$304.88
10/15/2020	RCL BR.170 POPPY FUND	WREATH-UXB.LIB-2020	WREATH-UXBRIDGE LIBRARY	\$60.00
10/15/2020	LAWNSCAPE	38905-LIBRARY	GRASS CUTTING-OCT 5-LIB	\$28.25

10/15/2020 HEAT-AIR MECHANICAL LTD.	31520	SERVICE	\$1,319.69
10/22/2020 BELL CANADA	9058529747/OCT2020	TELEPHONE-OCTOBER	\$280.80
10/22/2020 HYDRO ONE NETWORKS INC.	200072033278/OCT2020	HYDRO-SEPT 5- OCT 6	\$57.52
10/22/2020 BELL CANADA	9054732375/OCT2020	TELEPHONE-OCTOBER	\$112.16
10/22/2020 COMPTON COMMUNICATIONS	014302/OCT2020	INTERNET-NOV	\$287.78
10/29/2020 LAWNSCAPE	38961-LIBRARY	GRASS CUTTING-OCT 19-LIB	\$28.25
10/29/2020 LIBRARY SERVICES CENTRE	592854	BOOKS	\$624.83
10/29/2020 LAWNSCAPE	38672-LIB	GRASS CUTTING-SEPT 7	\$28.25
10/29/2020 LESLIE NAGLE	SEPT2020	MILEAGE	\$24.78
10/29/2020 LIBRARY SERVICES CENTRE	593215	BOOKS	\$699.04
10/29/2020 ELEXICON ENERGY	51001548-02/OCT2020	HYDRO-SEPT 8 TO OCT 8	\$884.73
10/29/2020 STANA WILSON	OCT16/20	MILEAGE	\$24.78
			<b><u><u>\$30,656.51</u></u></b>

**Township of Uxbridge  
Library Summary Report  
For the Nine Months Ending September 30, 2020**

	Current Quarter Actual	Current Quarter Budget	YTD Actual	YTD Budget	YTD Variance	2020 Budget
<b><u>Operating Expenses:</u></b>						
Library Materials Purchased	\$11,835	\$17,358	\$43,604	\$52,074	\$8,470	\$69,420
<u>Programming:</u>						
Programs	30	1,803	2,146	5,409	3,263	7,200
Promotion	356	414	375	1,242	867	1,650
<b>Total Programming</b>	<b>386</b>	<b>2,217</b>	<b>2,521</b>	<b>6,651</b>	<b>4,129</b>	<b>8,850</b>
Administrative Costs	(1,682)	4,158	12,346	12,474	128	16,632
Fundraising Expenses	0	0	0	0	0	0
Repairs and Maintenance	25,779	19,551	68,225	58,653	(9,572)	78,200
Utilities	4,938	9,900	16,277	29,700	13,423	39,620
<u>Equipment &amp; Maintenance:</u>						
Photocopying	0	750	475	2,250	1,775	3,000
Equipment Maintenance	360	750	1,871	2,250	379	3,000
Hardware and Software	1,468	2,352	2,238	7,056	4,818	9,400
Computer Maintenance	9,922	6,750	20,606	20,250	(356)	27,000
ISPN fees	275	1,050	2,442	3,150	708	4,200
Office Equipment	0	0	0	0	0	0
<b>Total Equipment</b>	<b>12,025</b>	<b>11,652</b>	<b>27,632</b>	<b>34,956</b>	<b>7,324</b>	<b>46,600</b>
Salaries, Wages & Benefits	83,383	154,212	263,997	462,636	198,639	616,855
Professional Development	0	1,926	925	5,778	4,853	7,700
Health & Safety	281	480	281	1,440	1,159	1,925
Mileage	155	300	691	900	209	1,200
Repayment to Town Reserve	25,046	6,261	25,046	18,783	(6,263)	25,046
<b>Total Expenses - Per Budget</b>	<b>162,146</b>	<b>228,015</b>	<b>461,545</b>	<b>684,045</b>	<b>222,498</b>	<b>912,048</b>
<u>Other Items:</u>						
Amortization - TCA	23,750	20,751	71,250	62,253	(8,997)	83,000
Amortization - Other	0	3,000	0	9,000	9,000	12,000
Transfer to TCA	(11,835)	0	(43,604)	0	43,604	0
Grant Expenditures (1)	0	0	0	0	0	0
	11,915	23,751	27,646	71,253	43,607	95,000
<b>Total Expenses</b>	<b>174,061</b>	<b>251,766</b>	<b>489,191</b>	<b>755,298</b>	<b>266,105</b>	<b>1,007,048</b>

**Township of Uxbridge  
Library Summary Report  
For the Nine Months Ending September 30, 2020**

	Current Quarter Actual	Current Quarter Budget	YTD Actual	YTD Budget	YTD Variance	2020 Budget
<b><u>Operating Revenues:</u></b>						
<u>Grants:</u>						
Municipal Grants	188,595	211,095	565,785	633,285	(67,500)	844,380
Provincial Grant	24,176	6,045	24,176	18,135	6,041	24,176
Student Grant	0	0	0	0	0	0
Summer Student Grant	0	2,001	0	6,003	(6,003)	8,000
CAP Grant	0	0	0	0	0	0
<b>Total Grants</b>	<b>212,771</b>	<b>219,141</b>	<b>589,961</b>	<b>657,423</b>	<b>67,462</b>	<b>876,556</b>
<u>Donations:</u>						
Specified Donations	0	0	0	0	0	0
Material Donations	115	552	433	1,656	(1,223)	2,200
Program Donations	0	0	0	0	0	0
Adopt A Book	0	0	0	0	0	0
Adopt A Magazine	0	12	0	36	(36)	50
<b>Total Donations</b>	<b>115</b>	<b>564</b>	<b>433</b>	<b>1,692</b>	<b>1,259</b>	<b>2,250</b>
<u>Fundraising:</u>						
Volumes of Giving	0	0	0	0	0	0
Sculpture Donations	57	0	57	0	57	0
125th Anniversary Fundraising	0	0	0	0	0	0
General Fundraising	0	0	5	0	5	0
<b>Total Fundraising</b>	<b>57</b>	<b>0</b>	<b>62</b>	<b>0</b>	<b>(62)</b>	<b>0</b>
<u>Other Revenue:</u>						
Discard Books	0	351	487	1,053	(566)	1,400
Programming Revenue	1	3,006	7,685	9,018	(1,333)	12,021
Room Rentals	0	750	1,121	2,250	(1,129)	3,000
Late Fines	648	2,523	2,452	7,569	(5,117)	10,100
Genealogy Income	160	126	260	378	(118)	500
Interest Income	0	573	264	1,719	(1,455)	2,301
Sundry	303	981	1,381	2,943	(1,562)	3,920
COVID-19 Revenue Cancellation	0	0	(8,755)	0	(8,755)	0
Transfer from Reserve	0	0	0	0	0	0
<b>Total Other Revenue</b>	<b>1,112</b>	<b>8,310</b>	<b>4,895</b>	<b>24,930</b>	<b>20,035</b>	<b>33,242</b>
<b>Total Revenues - Per Budget</b>	<b>214,055</b>	<b>228,015</b>	<b>595,351</b>	<b>684,045</b>	<b>88,694</b>	<b>912,048</b>
<u>Items not Budgeted:</u>						
Internship Grant	0	0	0	0	0	0
Federal Grant	0	0	0	0	0	0
Other Grants (2)	5,151	0	5,151	0	5,151	0
	5,151	0	5,151	0	(5,151)	0
<b>Total Revenues</b>	<b>219,206</b>	<b>228,015</b>	<b>600,502</b>	<b>684,045</b>	<b>83,543</b>	<b>912,048</b>
<b>Net Expenditures - Per Budget</b>	<b>(51,909)</b>	<b>0</b>	<b>(133,806)</b>	<b>0</b>	<b>133,804</b>	<b>0</b>
<b>Net Expenditures</b>	<b>(45,145)</b>	<b>23,751</b>	<b>(111,311)</b>	<b>71,253</b>	<b>182,563</b>	<b>95,000</b>