



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, January 21, 2021 @ 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 November Minutes
5. Committees:
 - 6.1 Finance –
 - November accounts
 - December accounts
 - COVID cuts – budget implications
 - 6.2 Governance and HR Committee
 - Library Visa - Amanda
 - 6.3 Community Committee – Dwight
 - Activity Bags for circulation (Cathy)
6. New Business
 - December Story times and carry forward to 2021 (Corrinne)
7. Ongoing Business / Action items
 - Inventory update – Corrinne
 - Zephyr update - Corrinne
 - COVID protocols during shut down
 - Facility update (Amanda)
 - Tower Tender
8. Correspondence
9. Round Table
10. Council Connects



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11. Date of Next Board Meeting: Feb 18, 2021 7:00 PM

12. Adjournment



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, November 26, 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, Donna Condon

Regrets: Martin Koolhaas

Guests: N/A

1. Call to Order @ 7:02 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 Willie, seconded by Gary ; carried

4. Approval of October Minutes

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

5. Committees:

5.1 Finance – Donna

- October accounts
 - ✓ Moved by Willie, seconded by Dave B ; carried
- Q3 report - tracking under budget; no issues at this time
 - ✓ Moved by Dwight, seconded by Gary ; carried
- 2021 budget – COVID cost savings
 - Moved that the Library Operating Budget be passed as amended showing a reduction in wages by \$24,643.00 to reflect the COVID environment for 2021.
 - ✓ Moved by Dwight, seconded by Lynn ; carried
 - Moved that the Library Capital Budget be passed as amended showing Option A; That the Tower cost be offset by savings from a vacant position in 2021.
 - ✓ Moved by Gord, seconded by Lynn ; carried

5.2 Governance and HR Committee

- COVID Building UPDATES – COVID safety Plan
The plan has been developed in accordance with the Province of Ontario COVID-19 Response Framework: Keeping Ontario Safe and Open, dated November 3, 2020; Ontario Regulation 364/20: Rules for Areas in Stage 3, as amended by Ontario Regulation 642/20 (November 6, 2020); and Ontario Regulation 263/20: Rules for Areas in Stage 2, as amended by Ontario Regulation 642/20 (November 6, 2020).



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- Moved that the Uxbridge Public Library **COVID-19 Safety Plan** be approved
- ✓ Moved by Agnes, seconded by Dave B; carried

5.3 Community Committee

- Dwight expressed the need to get out into the community in a safe way.
- Suggestion to post the Library Boards current reads
- A screen shot was taken for promotional purposes
- **Press Reader** is off to a successful start: Stats shows that this will be popular
 - Article Opens: 2844
 - Uniques Users: 17
 - Sessions: 97
 - Issue Opens: 211
 - Averages session length: 24 minutes
 - Suggestion is to promote this on the radio as well as social media

6. New Business

- The RED GRANT announcement will take place December 4th at 1 pm. Due to COVID a limited guest list will be sent out.
 - i. *The Township of Uxbridge welcomed two special out-of-town visitors to the recently opened Visitor Welcome Centre at the Uxbridge Public Library in downtown Uxbridge. Mr. and Mrs. Claus joined the Hon. MPP Peter Bethlenfalvy and Mayor Dave Barton to officially open two tourist-friendly spaces at the Library.*
 - ii. *MPP Bethlenfalvy announced that the Township received an Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) Rural Economic Development (RED) grant to help beautify the downtown and improve visitor experience. The grant for \$8,317.50 paid for 30% of the project costs.*
 - iii. *Additional Durham Region Tourism contributed \$5,000 to this project.*
- **Christmas Cards / lunch for staff**
 - i. Amanda gave an update that each Adult staff will be invited to a staff virtual lunch on December 17th. They will receive a personalize Christmas card with \$20 to go towards their lunch, compliments of the Township / Library Board.

7. Ongoing Business / Action items

- Zephyr Library – re-opened November 26th and the first day went really well.
- Plans to re-name the Children’s Library are underway. More details to follow.
- Building
 - Tower tender is being prepared and set to go out in January or February.



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- Fire Alarm panel is being replaced before year end. This was identified in our Building Assessment study and was at the end of its lifespan.

8. Correspondence N/A

9. Round Table

- Dave P talked about attending the Toronto International Authors event Virtually. It was very well done and Dave won a door prize of 19 books.
- Dwight commented on how well used the public Little Libraries have been during COVID. Corrinne confirmed that staff were seeing an uptake of use and have been filling the Little Libraries as needed.

10. Council Connects

- Willie gave an update on the Culvert. Currently it is paused but hoped to get on track again shortly. Centennial will remain closed and a date to re-open was not available.
- Gary updated that the people in Zephyr are very happy that the Zephyr Library has re-opened for curbside pick up two days a week.
- Willie and Dave B wanted to congratulate the Library staff on behalf of the Library Board. We are very proud of how the staff pivoted during COVID and were still able to deliver service with a smile.

11. Date of Next Board Meeting: January 21st at 7 pm

12. Adjournment 8:20 pm

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

Date	Vendor Name	Invoice Number	Invoice Description	Amount \$
11/3/2020	THE VERDIN COMPANY	194547	PMT FOR 2020 AGREEMENT	\$103.71
11/3/2020	JIM NELSON	798528	CARETAKING-OCT	\$2,079.20
11/9/2020	CORPORATE EXPRESS CANA	C388836-00611244-LIB	OFFICE SUPPLIES-LIB	\$206.70
11/9/2020	ENBRIDGE	113542251003/OCT2020	ACTUAL-AUG 18 TO OCT 19	\$80.80
11/9/2020	IAN WATSON	CLOCK MAINT/2020	CLOCK MAINTENANCE	\$740.00
11/9/2020	CIBC VISA	SEPT 25 TO OCT 24/20	EXPENSES-SEPT 25 TO OCT 24/20	\$1,335.57
11/9/2020	CLASSIC FIRE PROTECTION	AW20622	ANNUAL INSPECTION	\$156.36
11/9/2020	XEROX CANADA LTD.	85326915	COPIES	\$6.57
11/9/2020	CORRINNE MORRISON	MILEAGE-JULY TO OCT	MILEAGE-JULY TO OCT	\$123.90
11/9/2020	DE LAGE LANDEN	7772014	COPIER-11/15/20-12/14/20	\$196.50
11/9/2020	ENVY IRRIGATION INC.	21509	SPRINKLER WINTERIZATION	\$339.00
11/9/2020	GDL SOLUTIONS INC.	16-993	SUPPORT-NOV	\$2,203.50
11/9/2020	MARTY S WINDOW CLEANING	31-2020	WINDOW CLEANING-BOTTOM EXT.	\$113.00
11/9/2020	BELL CANADA	95641799	MAINTENANCE	\$119.78
11/9/2020	CLASSIC FIRE PROTECTION	AW20621	ANNUAL INSPECTION	\$6.85
11/9/2020	CORRINNE MORRISON	EXPENSES-10/23/20	EXPENSES	\$112.86
11/9/2020	TRAZ LANDSCAPING & PRO	UXZ1-35-LIBRARY	GRASS CUTTING-OCT 20-LIB	\$33.90
11/9/2020	YORKHAM PAINTING AND	10743	PAINTING	\$3,559.50
11/23/2020	BELL CANADA	9054732375/NOV2020	TELEPHONE-NOV	\$112.16
11/23/2020	BLUE HERON BOOKS	324049	BOOKS	\$32.76
11/23/2020	HYDRO ONE NETWORKS IN	200072033278/NOV2020	HYDRO-OCT 6 TO NOV 6	\$156.27
11/23/2020	LESLIE NAGLE	MILEAGE-NOV/2020	MILEAGE-NOV	\$24.89
11/23/2020	LIBRARY SERVICES CENTRE	594095	BOOKS	\$438.30
11/23/2020	LIBRARY SERVICES CENTRE	590701	BOOKS	\$25.36
11/23/2020	BELL CANADA	9058529747/NOV2020	TELEPHONE-NOV	\$280.80
11/23/2020	KERRI DENT	MILEAGE-MAR-OCT/20	MILEAGE-MARCH TO OCT	\$484.98
11/23/2020	LIBRARY SERVICES CENTRE	594259	BOOKS	\$43.18
11/23/2020	LIBRARY SERVICES CENTRE	594644	BOOKS	\$654.70
11/23/2020	WILDOUT	2728	SERVICE	\$6,630.84
11/26/2020	GZA INC.	491825-LIBRARY	SNOW REMOVAL-NOVEMBER-LIBRARY	\$2,949.30
11/30/2020	GZA INC.	491826-LIBRARY	SNOW REMOVAL-DEC-library	\$2,949.30
11/30/2020	THE UXBRIDGE HISTORICAL	NOVEMBER 1/2020	GARDENS	\$389.79
				<u>\$26,690.33</u>

Date	Vendor ID	Vendor Check Name	Invoice Number	Invoice Description	Amount \$
12/1/2020	HEA002	HEAT-AIR MECHANICAL LTD.	31978	MAINTENANCE	311.72
12/1/2020	HEA002	HEAT-AIR MECHANICAL LTD.	31979	SERVICE	432.58
12/1/2020	DEL002	DE LAGE LANDEN	7802129	COPIER-12/15/20-1/14/21	211.25
12/1/2020	HEA002	HEAT-AIR MECHANICAL LTD.	31980	SERVICE	573.25
12/1/2020	JIM008	11158465 CANADA INC. C/O JIM NEI	798537	CLEANING	1,808.00
12/3/2020	COM003	COMPTON COMMUNICATIONS	0143602/NOV2020	INTERNET-DEC	271.18
12/3/2020	TRA014	TRAZ LANDSCAPING & PROPERTY SI UXZ1-22-LIBRRARY		GRASS CUTTING-AUG 28-LIBRAF	33.90
12/3/2020	HEA002	HEAT-AIR MECHANICAL LTD.	32041	MAINTENANCE	1,134.01
12/3/2020	LIB001	LIBRARY SERVICES CENTRE	595550	BOOKS	367.09
12/3/2020	XER003	XEROX CANADA LTD.	85342220	COPIES	5.45
12/3/2020	ENB001	ENBRIDGE	113542251003/NOV2020	ESTIMATE-OCT 20 TO NOV 17	428.23
12/3/2020	LIB001	LIBRARY SERVICES CENTRE	595032	BOOKS	734.43
12/3/2020	VER001	ELEXICON ENERGY	51001548-02/NOV2020	HYDRO-OCT 8 TO NOV 8	774.29
12/15/2020	CIB003	CIBC VISA	OCT 25 TO NOV 24/20	OCTOBER 25 TO NOV 24/2020	1,355.06
12/15/2020	GDL002	GDL SOLUTIONS INC.	16-1005-LIBRARY	SERVICES-LIBRARY	2,041.91
12/15/2020	LIB001	LIBRARY SERVICES CENTRE	595939	BOOKS	259.35
12/17/2020	JIM008	11158465 CANADA INC. C/O JIM NEI	798546	CARETAKING-DECEMBER	1,898.40
12/23/2020	DEL002	DE LAGE LANDEN	7840640	COPIER 01/15/21 - 02/14/21	196.50
12/23/2020	LIB001	LIBRARY SERVICES CENTRE	593658	BOOKS	1,239.67
12/23/2020	LES001	LESLIE NAGLE	NOV.18.2020	MILEAGE	25.13
12/23/2020	XER003	XEROX CANADA LTD.	85350278	XEROX	6.94
12/23/2020	BEL001	BELL CANADA	9054732375/DEC2020	TELEPHONE-DEC	112.16
12/23/2020	BLU001	BLUE HERON BOOKS	328011	BOOKS	92.40
12/23/2020	COM003	COMPTON COMMUNICATIONS	DEC15/20	INTERNET	18.40

12/23/2020	LIB001	LIBRARY SERVICES CENTRE	596782	BOOKS	708.11
12/23/2020	HYD005	HYDRO ONE NETWORKS INC.	200072033278/DEC2020	HYDRO NOV 6 - DEC 4 - ACTUAL	244.91
12/23/2020	LAK003	LAKERIDGE HEALTH	B9357-Q2LIBRARY20	CARDIAC SAFE PROG JUL - SEPT	282.50
12/23/2020	BEL001	BELL CANADA	9058529747/DEC 20	TELEPHONE-DEC	280.80
12/23/2020	BLU001	BLUE HERON BOOKS	327986	BOOKS	790.02
12/23/2020	BRU008	BRUCE CLARK & SON PLUMBING &	11544	WINTERIZATION	113.00
12/23/2020	COR001	CORRINNE MORRISON	2020/11/14	EXPENSES	67.71
					16,818.35