



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, February 25, 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 July Minutes
5. Committees:
 - 6.1 Finance –
 - January accounts
 - January summary
 - Re-open in Red (browsing by appointment) March 2?
 - 6.2 Governance and HR Committee
 - 6.3 Community Committee - Dwight
 - Update on new lending programs (Seniors and Youth)
6. New Business
 - Inventory update - Corrinne
7. Ongoing Business / Action items
 - Facility update (Amanda)
 - Tower Tender now posted closed March 30th.
 - Smaller building cracks in lower level – Tacoma to review
8. Correspondence
9. Round Table
10. Council Connects
11. Date of Next Board Meeting: March 25th ? 7:00 PM
12. Adjournment



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, January 21, 2021 @ 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 @ 7:03 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 Lynn ; carried

4. Approval of November Minutes

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

5. Committees:

5.1 Finance –

- November accounts and December accounts
- ✓ Moved by Gary, seconded by Lynn ; carried
- COVID cuts – budget implications
 - Council asked that all departments make new COVID budget assumptions based on the current increase in COVID cases.
 1. Lockdown or grey until end of March vs previous budget of remaining in RED.
 2. Red until the end of June vs our assumption of going back to almost normal operations.
 - Service implications include maintaining curbside pick up at both Zephyr and Uxbridge and appointment only after April 1st.
- Motion to approve the following reductions from the draft original approved Library budget as presented resulting in a decrease in the following operating expenses in the total amount of \$40,700 – cost savings due to COVID-19.



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- ✓ Moved by Gord, seconded by Dwight ; carried

5.2 Governance and HR Committee

- Library Visa
 - In 2018 the Library had three cards. Total value \$5,000
 - Currently the Library has two cards. Total Value \$3,000
 - Motion to increase value to \$6,000 divided by two cards.
- ✓ Moved by Agnes, seconded by Willie ; carried

5.3 Community Committee – Dwight

- Cathy has been developing Activity Bags for circulation.
 - Baby bundles
 - Boxed Activities ie. Coding
- Dwight has secured space in the Uxbridge Cosmos. Need people to write.
 - Book reviews – Agnes, Dave P and more volunteers needed.
 - Book Club set – Corrinne
 - Library Board Structure – Dave P
 - Other ideas welcome

6. New Business

- December Storytime a big success! Averaging over 500 Facebook views.
- Curbside is going well and on announcement days has seen spikes of over 300 items in a day.

7. Ongoing Business / Action items

- Inventory update
 - i. Uxbridge done
 - ii. Zephyr in the weeding process
- COVID protocols during shut down
 - i. Moved towards contactless bags.
 - ii. 1 hour window to pick up your order
- Facility update
 - Tower Tender to be on-line in February
 - Mandatory site meeting “by appointment only”.



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8. Correspondence

- SOLS letter – Dave P to get more clarification and follow up at next meeting

9. Round Table - N/A

10. Council Connects

- Township Budget close to being finalized Feb 1st and Feb. 8th.
- Culvert moving slow this Winter. Centennial to hopefully be open this Spring.
- Downtown Revitalization Committee has kicked off.
 - i. Looking for ideas and moving forward.

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

12. Adjournment 8:00 pm

- ✓ Moved by Agnes, seconded by Lynn ; carried

Date	Vendor Name	Invoice Number	Invoice Description	Amount \$
2021-01-07	ENBRIDGE	113542251003/DEC2020	ESTIMATE-NOV 18 TO DEC 16	669.54
2021-01-07	CIBC VISA	NOV 25 TO DEC 24/20	EXPENSES-NOV 25 TO DEC 24/20	1,811.75
2021-01-07	HEAT-AIR MECHANICAL LTD.	32258	MAINTENANCE	525.79
2021-01-07	WORKPLACE SAFETY & INSURANCE	WSIB-2020	WSIB-2020	26.33
2021-01-07	HEAT-AIR MECHANICAL LTD.	32271	SERVICE	288.15
2021-01-07	ELEXICON ENERGY	51001548-02/DEC2020	HYDRO-NOV 8 TO DEC 8	814.18
2021-01-14	PRESSREADER	LIB007052	1/1/2021-11/14/2021	4,237.80
2021-01-14	ACCESS COPYRIGHT	56350/52163	LICENCE FEE-RENEWAL 2021	90.40
2021-01-14	CANADA POST CORPORATION **	BOX # 279-2021 RENEW	POSTAL BOX RENEWAL-2021	349.17
2021-01-14	PEGGY KENNEDY	PETTY CASH-DEC/2020	PETTY CASH-SUPPLIES	58.19
2021-01-14	2601698 ONT INC.	6669	FIRE PANEL UPGRADE	3,874.77
2021-01-14	CORPORATE EXPRESS CANADA INC.	C400962-00611244-LIB	OFFICE SUPPLIES	407.97
2021-01-14	BLUE HERON BOOKS	329128	BOOK	20.15
2021-01-14	GZA INC.	491827-LIBRARY	SNOW REMOVAL-JAN-LIBRARY	2,949.30
2021-01-14	HEAT-AIR MECHANICAL LTD.	32328	SERVICE	288.15
2021-01-25	COMPTON COMMUNICATIONS	014302-JAN15/21	INTERNET-LIBRARY	141.24
2021-01-25	HEAT-AIR MECHANICAL LTD.	32402	HVAC LABOUR	947.62
2021-01-25	PHANTOM SECURITY GROUP	2021-12	SECURITY SERVICE JAN-DEC 2021	1,021.20
2021-01-25	THE COMPUTER MEDIA GROUP	1496761-IN	PRINTER INK	301.53
2021-01-25	WILDOUT	2759	PIGEON REMEDIATION	3,700.00
2021-01-25	11158465 CANADA INC. C/O JIM NELSON	779205	CARETAKING - JANUARY	723.20
2021-01-25	LIBRARY SERVICES CENTRE	597268	LIBRARY BOOKS	765.03
2021-01-25	LIBRARY SERVICES CENTRE	597651	LIBRARY BOOKS	779.10
2021-01-25	PHANTOM SECURITY GROUP	2021-11	SECURITY SERVICE DEC-JAN 2021	1,471.39
2021-01-25	XEROX CANADA LTD.	85358557	COPIES	14.14
2021-01-25	LIBRARY SERVICES CENTRE	597301	LIBRARY BOOKS	328.29
2021-01-25	LIBRARY SERVICES CENTRE	598278	LIBRARY BOOKS	1,010.33
2021-01-28	DURHAM REGION -UTILITY FINANCE	7884100000/JAN2021	WATER AND SEWER-OCT22-DEC2	393.48
2021-01-28	GARY BROWN MASONRY LTD.	DECEMBER2020	LIBRARY STEPS	22,600.00
2021-01-28	KERRI DENT	DEC2020	BOOKS	80.37
2021-01-28	LIBRARY SERVICES CENTRE	81684	LIBRARY BOOKS	2,398.43
2021-01-28	LIBRARY SERVICES CENTRE	596374	BOOKS	130.58
2021-01-28	LIBRARY SERVICES CENTRE	598662	BOOKS	536.17
2021-01-28	MARTY S WINDOW CLEANING	12	WINDOW CLEANING	113.00
2021-01-28	AMPLO	202101	AMPLO 2021 MEMBERSHIP	100.00
2021-01-28	COMPTON COMMUNICATIONS	014302/JAN21	CABLE-JANUARY	141.24
2021-01-28	CORPORATE EXPRESS CANADA INC.	C406959-00611244-LIB	OFFICE SUPPLIES	44.06
2021-01-28	HYDRO ONE NETWORKS INC.	200072033278/JAN2021	HYDRO-DEC 4 TO JAN 7	464.82
2021-01-28	KERRI DENT	18-DEC-20	BOOKS	453.28

2021-01-28 LIBRARY SERVICES CENTRE	597851	LIBRARY BOOKS	636.46
2021-01-28 LIBRARY SERVICES CENTRE	597852	DVD	41.06
2021-01-28 TECHNICAL STANDARDS & SAFETY	6720350	ELEVATOR LICENSE 2021	105.00
2021-01-28 ELEXICON ENERGY	51001548-02/JAN2021	HYDRO-DEC 8 TO JAN 8	848.10
2021-01-28 BELL CANADA	9058529747/JAN21	TELEPHONE-JAN	280.80
			<u>56,981.56</u>

**Township of Uxbridge
Library Summary Report
For the One Month Ending Sunday, January 31, 2021**

	YTD Actual	YTD Budget	YTD Variance	2021 Budget
<u>Operating Expenses:</u>				
Library Materials Purchased	8,274	5,548	-2,726	66,770
<u>Programming:</u>				
Programs	0	356	356	4,300
Promotion	0	32	32	400
Total Programming	0	388	388	4,700
Administrative Costs	460	1,293	833	15,550
Repairs and Maintenance	5,617	8,187	2,570	98,300
Utilities	253	2,704	2,451	32,475
<u>Equipment & Maintenance:</u>				
Photocopying	353	149	-204	1,805
Equipment Maintenance	13	208	195	2,500
Hardware and Software	0	849	849	10,200
Computer Maintenance	0	2,316	2,316	27,800
ISPN fees	254	378	124	4,550
Total Equipment	620	3,900	3,280	46,855
Salaries, Wages & Benefits	19,057	48,611	29,554	583,402
Professional Development	0	341	341	4,100
Health & Safety	0	160	160	1,925
Mileage	0	91	91	1,100
Repayment to Town Reserve	0	2,128	2,128	25,547
COVID-19 Cost Savings	0	-3,391	-3,391	-40,700
Total Expenses - Per Budget	34,281	69,960	35,679	840,024
<u>Other Items:</u>				
Amortization - TCA	0	6,916	6,916	83,000
Amortization - Other	0	1,000	1,000	12,000
	0	7,916	7,916	95,000
Total Expenses	34,281	77,876	43,595	935,024

**Township of Uxbridge
Library Summary Report
For the One Month Ending Sunday, January 31, 2021**

	YTD Actual	YTD Budget	YTD Variance	2021 Budget
<u>Operating Revenues:</u>				
<u>Grants:</u>				
Municipal Grants	0	65,595	-65,595	787,147
Provincial Grant	0	2,014	-2,014	24,176
Summer Student Grant	0	666	-666	8,000
Total Grants	0	68,275	68,275	819,323
<u>Donations:</u>				
Material Donations	505	166	339	2,000
Total Donations	505	166	-339	2,000
<u>Fundraising:</u>				
<u>Other Revenue:</u>				
Discard Books	0	75	-75	900
Programming Revenue	0	583	-583	7,000
Room Rentals	0	116	-116	1,400
Late Fines	287	333	-46	4,000
Genealogy Income	0	25	-25	300
Interest Income	0	191	-191	2,301
Sundry	67	232	-165	2,800
Total Other Revenue	354	1,555	1,202	18,701
Total Revenues - Per Budget	859	69,996	69,138	840,024
<u>Items not Budgeted:</u>				
Total Revenues	859	69,996	69,138	840,024
Net Expenditures - Per Budget	33,422	-36	-33,459	0
Net Expenditures	33,422	7,880	-25,543	95,000