



# Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, January 27, 2022 @ 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 December Minutes**
5. **Committees:**
  - 5.1 **Finance – Amanda**
    - November and December accounts
    - Budget update
    - NVR Replacement – Replace defective recorder
      - Move the unit to the basement Network room.
      - Watchnet 64 channel: Equipment & Installation \$8,580 plus HST
      - Staff are requesting to sole source Phantom Security Group Inc. (By-law 2018-034, Procurement Policies and Procedures, Section 8.12 (a) i.), as they have standardized our security technology and provide support across the municipality.
        - Request a Motion THAT the Library Board agree to sole source to Phantom Security Group Inc. for the quoted price of \$8,580.00 plus HST
  - 5.2 **Governance and HR Committee**
    - COVID updates - Corrinne
      - Re-open to Browsing January 31<sup>st</sup>
      - Sundays return Feb. 6<sup>th</sup>
    - My Main Street grant – Amanda
      - Possible funding for expanded service / washrooms



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## 5.3 Community Committee

- Gerri Lynn O'Connor Children's Library ceremony update
  
- Durham College is seeking 2 new Governors, particularly those with expertise in agriculture or skilled trades, these are volunteer positions.
  - Please see the link below for details.  
<https://durhamcollege.ca/about/governance/board-of-governors/vacancies>

## 6. New Business

## 7. Ongoing Business / Action items

- Facility update

## 8. Correspondence

## 9. Round Table

## 10. Council Connects

11. Date of Next Board Meeting: Thursday February 24th @ 7 pm

## 12. Adjournment



# Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, December 2<sup>nd</sup>, 2021 @ 7:00 PM

Location: Teams Virtual meeting

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

Regrets: Dave Barton, Donna Condon, Lynn Klages,

## 1. Call to Order @ 7:05 pm.

- Note: This is a virtual meeting and public access was provided by asking for pre-register registration to this meeting by email [aferraro@uxbridge.ca](mailto:aferraro@uxbridge.ca).
- Agenda and pre-registration information was posted on Library website
- No requests were made.

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

✓ *No disclosures*

## 3. Approval of Agenda

✓ *Moved by Agnes, seconded by Willie; carried*

## 4. Approval of October Minutes

✓ *Moved by Agnes, seconded by Gary; carried*

## 5. Committees:

### 5.1 Finance – Amanda

- October accounts

✓ *Moved by Dwight, seconded by Gord; carried*

- 2022 & 2023 Operating Budget
- 2022 & 2023 Capital Budgets

✓ *Moved by Gord,*

- *That the 2022 & 2023 Operating, and Capital budget be forwarded to Council for their budget discussions for consideration.,*
- *seconded by Dwight; carried*

### 5.2 Governance and HR Committee

- COVID updates - Corrinne
  - Sundays to return in January
- Ontario Library Service Board Assembly Meeting – see attached.



# Township of Uxbridge Public Library Board Meeting Minutes

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Location: Teams Virtual meeting

- Information and resources related to **board self-evaluation & assessment** have been posted in [Year 3 of the Governance HUB](#), which focuses on Assessing & Planning for the Future. This includes the sample individual self-evaluation form developed by the Ontario Library Service, as well as forms developed by other libraries across the province.
- Ontario Library Service's sample policy on **board evaluation**.  
[https://www.olservice.ca/files/docs/develop/publications/samplepolicies/Trillium\\_policies\\_en/GovernancePolicies/GOV09BoardEvaluation-2018.docx](https://www.olservice.ca/files/docs/develop/publications/samplepolicies/Trillium_policies_en/GovernancePolicies/GOV09BoardEvaluation-2018.docx)

## 5.3 Community Committee

- Book Challenges –
  - Suggestion to review the Township's new Equality, Diversity and Inclusion policy at the January meeting.
  - Suggestion to review the Libraries Controversial Material Policy to ensure it is aligned with the EDI policy and updated if needed.
- Updates: OverDrive just under 2000 loans per month and PressReader ranges from 13,000 – 26,000 article opens per month. Currently averaging 4000 item checkouts per month in the library. Lots of use.
- Gerri Lynn O'Connor Children's Library ceremony – moving forward in the new year.
- December dinner and staff recognition night has been moved to the Arena. There is lots of space available. COVID Screening and Vaccination passport required.

## 6. New Business

## 7. Ongoing Business / Action items

- Facility update – tower is completed. It is cleaner, safer and all around better.
- Clock doctor – looking for four parts to complete the repair. An alternate solution is also being looked at.

## 8. Correspondence

9. **Round Table** – staff is amazing! Facebook comments – praise to Libraries and to our staff.

## 10. Council Connects –



## Township of Uxbridge Public Library Board Meeting Minutes

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- Gary - Zephyr Library book sale brought in \$266 – Thank you note to be sent to June.
- Willie – Thank you for getting the Tower done in time for Remembrance Day. The Santa Claus parade was a huge success. “Holly Batman it was a great parade”. Council now goes into budget next week and the Downtown revitalization committee will be wrapping up its first phase and applying for a grant for the next phase.
- Dave P. mentioned how good the International Men’s Day Event was. It was very interesting and hoping it will be done again.

**11. Date of Next Board Meeting:** Thursday January 27<sup>th</sup> @ 7 pm

**12. Adjournment** 8:09 pm

✓ *Moved by Willie, seconded by Martin; carried*

Date	Vendor ID	Vendor Name	Invoice Number	Invoice Description	Amount \$
2021-11-01	ENB001	ENBRIDGE	113542251003/OCT2021	ACTUAL-AUG 17 TO OCT 17	\$56.77
2021-11-01	DEL002	DE LAGE LANDEN	8212956	COPIER-11/15/21-12/14/21	\$254.26
2021-11-01	VER001	ELEXICON ENERGY	51001548-02/OCT2021	HYDRO-SEPT 8 TO OCT 8	\$980.67
2021-11-12	BLU001	BLUE HERON BOOKS	340243	BOOKS	\$114.17
2021-11-12	BLU001	BLUE HERON BOOKS	340920	BOOKS	\$193.02
2021-11-12	CIB003	CIBC VISA	SEPT 25 TO OCT 24/21	EXPENSES-SEPT 25 TO OCT 24	\$1,471.97
2021-11-12	CIT007	CITY OF PICKERING	90	PORTION OF VIDEO INVOICES	\$92.35
2021-11-12	LIB001	LIBRARY SERVICES CENTRE	613720	BOOKS	\$567.11
2021-11-12	TAC001	TACOMA ENGINEERS INC.	81009	CONSULTING-LIBRARY TOWERS	\$621.50
2021-11-12	CDW001	CDW CANADA INC.	M804945	COMPUTERS	\$1,545.17
2021-11-12	HEA002	HEAT-AIR MECHANICAL LTD.	34008	SERVICE	\$511.33
2021-11-12	BLU001	BLUE HERON BOOKS	340272	BOOKS	\$358.54
2021-11-12	BLU001	BLUE HERON BOOKS	340164	BOOKS	\$127.17
2021-11-12	CIT007	CITY OF PICKERING	77	SUPERSTAR STORYTELLERS-PROG	\$380.51
2021-11-12	GDL002	GDL SOLUTIONS INC.	16-1121-LIBRARY	SERVICES-NOVEMBER-LIBRARY	\$2,041.91
2021-11-12	HIS001	HISTORIC RESTORATION INC.	21465R	CLOCK TOWER RESTORATION	\$51,232.64
2021-11-12	IAN001	IAN WATSON	NOV 1 2021	TOWER CLOCK MAINTENANCE	\$520.00
2021-11-12	LAW001	LAWNSCAPE	41181-LIBRARY	GRASS CUTTING-OCT 27-LIBRARY	\$28.25
2021-11-12	LAW001	LAWNSCAPE	40998-LIBRARY	GRASS CUTTING-SEPT 27-LIBRARY	\$28.25
2021-11-12	LAW001	LAWNSCAPE	41144-LIBRARY	GRASS CUTTING-OCT 4-LIBRARY	\$28.25
2021-11-12	LIB001	LIBRARY SERVICES CENTRE	613271	BOOKS	\$67.75
2021-11-12	LIB001	LIBRARY SERVICES CENTRE	613266	BOOKS	\$696.81
2021-11-12	TRA014	TRAZ LANDSCAPING & PROPERTY SERVICE	212103-LIBRARY	GRASS CUTTING-OCT 11-LIB	\$33.90
2021-11-12	TRA014	TRAZ LANDSCAPING & PROPERTY SERVICE	212106-LIBRARY	GRASS CUTTING-OCT 22-LIBRARY	\$33.90
2021-11-12	TRA014	TRAZ LANDSCAPING & PROPERTY SERVICE	212109-LIBRARY	GRASS CUTTING-OCT 29-LIBRARY	\$33.90
2021-11-12	CDW001	CDW CANADA INC.	M552721	PARTS	\$154.39
2021-11-23	BEL001	BELL CANADA	9058529747/NOV2021	TELEPHONE-NOVEMBER	\$295.45
2021-11-23	HEA002	HEAT-AIR MECHANICAL LTD.	34701	SERVICE	\$1,231.39
2021-11-23	LAK003	LAKERIDGE HEALTH	B9357-271021-LIBRARY	PAD CERT.-LIBRARY	\$406.80
2021-11-23	PHA001	PHANTOM SECURITY GROUP	2021-545	SECURITY SERVICES-2022	\$1,048.59
2021-11-23	HYD005	HYDRO ONE NETWORKS INC.	200072033278/NOV2021	HYDRO-OCT 6 TO NOV 6	\$190.34
2021-11-23	JIM008	11158465 CANADA INC. C/O JIM NELSON	779254	CARETAKING-NOVEMBER	\$1,898.40
2021-11-23	PHA001	PHANTOM SECURITY GROUP	2021-546	SECURITY SERVICES-2022	\$1,511.12
2021-11-23	BEL001	BELL CANADA	9054732375/NOV2021	TELEPHONE-NOVEMBER	\$118.89
2021-11-23	BRU008	BRUCE CLARK & SON PLUMBING &	12735	EYE WASH STATION	\$1,559.85

2021-11-26 CWB001	CWB NATIONAL LEASING	18466677	PHONE EQUIPMENT-LEASE	\$429.86
2021-11-26 FOR002	FOREST RIDGE LANDSCAPING INC.	15331-LIBRARY	SNOW REMOVAL--NOVEMBER-LIBRARY	<u>\$2,949.30</u>
				<b><u><u>\$73,814.48</u></u></b>

2021-12-01 DE LAGE LANDEN	8246706	COPIER-12/15/21-1/14/22	\$239.51
2021-12-01 DURHAM REGION -UTILITY FINANCE	7884100000/NOV2021	WATER AND SEWER-AUG 26-OCT26	\$493.88
2021-12-01 ENBRIDGE	113542251003/NOV2021	ESTIMATE-OCT 18 TO NOV 17	\$472.46
2021-12-01 ELEXICON ENERGY	51001548-02/NOV2021	HYDRO-OCT 8 TO NOV 8	\$776.16
2021-12-08 BLUE HERON BOOKS	340910	BOOKS	\$328.07
2021-12-08 BLUE HERON BOOKS	341054	BOOKS	\$94.02
2021-12-08 BLUE HERON BOOKS	341673	BOOKS	\$147.34
2021-12-08 BLUE HERON BOOKS	341993	BOOK	\$31.50
2021-12-08 BLUE HERON BOOKS	342134	BOOKS	\$124.22
2021-12-08 BLUE HERON BOOKS	341970	BOOKS	\$84.77
2021-12-08 HEAT-AIR MECHANICAL LTD.	34692	MAINTENANCE-OCT	\$2,430.95
2021-12-08 IAN KERSHAW	2021_07	SERVICES-ROBOTS FOR SENIORS	\$187.50
2021-12-08 LESLIE NAGLE	MILEAGE-NOV 11/21	MILEAGE-NOV 11	\$37.17
2021-12-08 PRESSREADER	LIB007500	11/15/2021 TO 11/14/2022	\$5,700.85
2021-12-08 LIBRARY SERVICES CENTRE	614854	BOOKS	\$930.59
2021-12-08 LIBRARY SERVICES CENTRE	614083	BOOKS	\$905.48
2021-12-08 LIBRARY SERVICES CENTRE	614571	BOOKS	\$799.20
2021-12-08 PEGGY KENNEDY	PETTY CASH/NOV2021	PETTY CASH-SUPPLIES	\$206.66
2021-12-08 ROGERS	234-577581309/OCT21	INTERNET-OCT 22 TO NOV 21	\$135.59
2021-12-08 XEROX CANADA LTD.	85504235	COPIES-NOV	\$52.26
2021-12-15 BRUCE CLARK & SON PLUMBING &	12838	SERVICE-OUTSIDE FOUNTAIN	\$113.00
2021-12-15 NETAGEN COMMUNICATIONS AND	16-1131-LIBRARY	SERVICES-DEC-LIBRARY	\$2,041.91
2021-12-15 LIBRARY SERVICES CENTRE	615349	BOOKS	\$232.36
2021-12-15 LIBRARY SERVICES CENTRE	615323	BOOKS	\$501.11
2021-12-15 MARTY S WINDOW CLEANING	21-DEC 1/2021	WINDOW CLEANING-BOTTOM EXT	\$113.00
2021-12-20 CIBC VISA	OCT.25-NOV 24/21	EXPENSES-OCT 25 TO NOV 24/21	\$2,657.59
2021-12-20 TACOMA ENGINEERS INC.	82134	CONSULTING-LIBRARY TOWER	\$2,488.80
2021-12-22 BELL CANADA	9054732375/DEC2021	TELEPHONE-DEC	\$115.53
2021-12-22 BELL CANADA	9058529748/DEC2021	TELEPHONE-DEC	\$110.70
2021-12-22 CDW CANADA INC.	D898057	SUPPLIES	\$285.14
2021-12-22 FIBERNETICS CORPORATION	520885	TELEPHONE-DEC 1 TO JAN 1	\$189.68
2021-12-22 FOREST RIDGE LANDSCAPING INC.	15332-LIBRARY	SNOW REMOVAL-DEC-LIBRARY	\$2,949.30
2021-12-22 HISTORIC RESTORATION INC.	21537R	CLOCK TOWER RESTORATIONS	\$74,290.57
2021-12-22 HYDRO ONE NETWORKS INC.	200072033278/DEC2021	HYDRO-NOV 6 TO DEC 4	\$328.53
2021-12-22 MARY'S COUNTRY KITCHEN	297	CHRISTMAS DINNERS	\$474.60

**\$101,070.00**