



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, April 27, 2023 @ 7:00 PM

Location: Uxbridge Public Library

1. Call to order - Dave

- First Nations Land Acknowledgement - Dave

2. Announcements

- Staff updates - Kerri Dent
- Round table

3. Disclosure of Pecuniary Interest and the General Nature thereof.

4. Approval of Agenda

5. Approval of March Minutes

6. Committees:

6.1 Governance and HR Committee

- Library Board training – A review
- Board Training on AODA – New members

6.2 Finance – Amanda / Corrinne

- March accounts

6.3 Community Committee – Corrinne

- Summer Camps
- Battle of the Books

7. New Business

8. Ongoing Business / Action items

- Facility updates – Amanda



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, April 27, 2023 @ 7:00 PM

Location: Uxbridge Public Library

9. Correspondence

<https://www.theglobeandmail.com/life/first-person/article-librarians-have-always-been-my-superheros/>

[How Credit Suisse reached a crisis point; Canadian libraries grapple with increase in violent incidents; Texas lawsuit seeks to ban access to abortion pill; and international medical students ordered to return to Ukraine for exams | The Current with Matt Galloway | Live Radio | CBC Listen](#)

10. Date of Next Board Meeting: May 25th

11. Adjournment



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, March. 23, 2023 @ 7:00 PM

Location: Uxbridge Public Library

Present: Dave Phillips, Agnes Croxford, Cathy Peters, Sheldon Wolfson, Christine Peter, Zed Pickering, Gord Shreeve, Corrinne Morrison, Amanda Ferraro

Regrets: Dwight Clements

1. Amanda called the meeting to Order at 7:01 pm.

- First Nations Land Acknowledgement - Dave

2. Announcements

- No announcements

3. Disclosure of Pecuniary interest and the General Nature thereof.

✓ *No disclosures*

4. Approval of Agenda

- Add 10.1; In Camera - Personal matters about an identifiable individual, including Municipal and Local Board employees.

✓ *Moved by Christine, seconded by Agnes; carried.*

5. Approval of February Minutes

✓ *Moved by Dave, seconded by Sheldon; carried.*

6. Committees:

6.1 Governance and HR Committee

- The Public Library Board & the Chief Executive Officer: Who does what? – Christine / Agnes
 - The difference between Board and CEO was very informative with the importance of the board to oversee vs being directly involved.
 - The Library Board will need to do an evaluation of the CEO and the board.
- The Public Library Sector in Ontario – Sheldon / Dwight
 - The Library Board and the officers of the board are renewed every four years.



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, March. 23, 2023 @ 7:00 PM

Location: Uxbridge Public Library

- The Library building and property is owned by the Township and the general repairs and maintenance is share between the two partners. This includes some municipal services like snow clearing.
 - Day to day financials are shared between Township and Library Board. The Township performs functions like bill payments and payroll. The Library Board sets budget and monitors spending.
 - Interesting that Libraries fall under the Ontario Ministry of Tourism, Culture and Sport.
 - Conversations around our Statistic Programs and an interest in how the data is used. Also interested in how programs are evaluated. Corrinne indicated that programs are often evaluated using a scale of five smiley faces but happy to investigate or improve this process.
 - The Ministry provides a fixed grant of \$24,176.00 which is surprisingly low and unchanged for many years. The major funder for the Library's budget is the Township, through the residential tax levy. The Township is an important partner.
 - OLS – supports our e-resources (ie. Libby) and allows Libraries to purchase services/products at a bulk rate.
 - Ontario Libraries are guided by provincial legislation (PLA) and is very different than all other provinces in Canada.
- Board and Responsibilities - Dave / Cathy
 - Board responsibilities were well laid out on page one.
 - Updating Policies an important role of the Board
 - CEO is employee of the Library Board
 - Evaluation section – Board should evaluates themselves.
 - Developing a Stat Plan

Elections for the Officers of the Board

- **Chair** – Nomination Dave Phillips
- ✓ *Moved by Agnes, seconded by Cathy; carried.*
- **Vice Chair** – Nomination – Dwight Clements



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, March. 23, 2023 @ 7:00 PM
Location: Uxbridge Public Library

- ✓ *Moved by Dave, seconded by Cathy; carried.*
- **Treasurer** – Nomination – Tobi Lee
- ✓ *Moved by Agnes, seconded by Cathy; carried.*
- **Secretary** – Nomination - Amanda Ferraro, CEO
- ✓ *Moved by Cathy, seconded by Dave; carried.*
- Committees:

Governance and HR	Finance Committee	Community Committee
Agnes	Dave	Dwight
Sheldon	Christine	Cathy
Gord		Zed
*Amanda	*Amanda & Corrinne	*Corrinne

- Reminder: Library Board training – 8 people attending
 - Date: March 25
 - Time: 9:30 am to 3:00 pm
 - Great guest speakers
 - Location: Whitby Public Library, Main Branch

6.2 Finance – Corrinne / Amanda

- February accounts
- ✓ *Moved by Zed, seconded by Sheldon; carried.*

6.3 Community Committee – Corrinne / Amanda

- March Break – Slideshow
 - Program stats -273 (in person) +++
- Drag Queen Storytime
 - Durhams Children’s Aid program
 - May 27th, 2023.



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, March. 23, 2023 @ 7:00 PM

Location: Uxbridge Public Library

- Uxbridge Strategic Plan 2023-2026 – How can this link to the Library's Strategic Plan? – Assign to the Community Committee with a potential progress report in June.

7. New Business

- N/A

8. Ongoing Business / Action items

- Action items - Corrinne
 - Kudos books are now at each circulation desk.
 - PowerPoint for Council (attached)
 - A staff member will speak to the Board in April
- Facility updates – Amanda
 - Tender for stacks and flooring in progress
 - Update on new custodian.

9. Correspondence

- A very interesting interview with 3 prominent library CEOs in Ontario.
<https://www.tv.o.org/video/is-this-the-era-of-the-library>

10. IN CAMERA

10.1 - Personal matters about an identifiable individual, including Municipal and Local Board employees

- ✓ *Moved by Agnes, seconded by Zed;*
 - THAT the Library Board go into 'In Camera' at 8:04 p.m. as the matters to be discussed concern items regarding personal matters about an identifiable individual, including Municipal and Local Board employees.
 - *carried.*
- ✓ *Moved by Zed, seconded by Christine;*
 - The Library Board rose from In-camera at 8:18 p.m. with business to report.
 - *carried*
- ✓ *Moved by Sheldon, seconded by Christine;*



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, March. 23, 2023 @ 7:00 PM

Location: Uxbridge Public Library

- THAT the Library Board received an application for the Library Board
- AND THAT the Library Board sends the application to Council for potential approval and appointment to the 2023 – 2026 Library Board.
 - *carried.*

11. Date of Next Board Meeting: Thursday, April 27th at 7:00 pm

12. Adjournment 8:21 pm

- ✓ Moved by Gord, seconded by Zed; carried

Date	Vendor Check Name	Invoice Number	Invoice Description	Amount \$
2023-03-01	HEAT-AIR MECHANICAL LTD.	37364	SERVICE-NOV	\$1,360.71
2023-03-01	11158465 CANADA INC. C/O JIM NELSON	681022	CARETAKING-FEB	\$1,717.60
2023-03-01	LIBRARY SERVICES CENTRE	635545	BOOKS	\$242.77
2023-03-01	LIBRARY SERVICES CENTRE	635885	BOOKS	\$858.64
2023-03-01	PEGGY KENNEDY	1/27/23	EXPENSES	\$344.65
2023-03-01	WHITEHOTS INC	3478314	BOOKS	\$125.75
2023-03-01	XEROX CANADA LTD.	85684847	COPIES-FEB	\$105.80
2023-03-01	PRESSE COMMERCE	907260	MAGAZINES	\$365.48
2023-03-01	ROGERS	234-577581309/FEB23	INTERNET-FEB 22 TO MAR 21	\$135.59
2023-03-01	AMANDA PEARSON	1/12/23-EXP.	EXPENSES-1/12/23	\$35.53
2023-03-01	BLUE HERON BOOKS	366169	BOOK	\$26.24
2023-03-01	BLUE HERON BOOKS	365809	BOOKS	\$147.27
2023-03-01	CORPORATE EXPRESS CANADA INC.	C551526-00611244-LIB	OFFICE SUPPLIES-LIB	\$174.67
2023-03-01	DE LAGE LANDEN	8890282	COPIER-3/15-23-4/14/23	\$173.44
2023-03-01	GLOBAL INDUSTRIAL CANADA, INC.	776787	CHAIRS	\$1,292.71
2023-03-01	HYDRO ONE NETWORKS INC.	200072033278/FEB2023	HYDRO-JAN 7 TO FEB 4	\$494.42
2023-03-01	LIBRARY SERVICES CENTRE	636229	BOOKS	\$329.78
2023-03-01	ELEXICON ENERGY	51001548-02/FEB2023	HYDRO-JAN 8 TO FEB 8	\$988.03
2023-03-01	WHITEHOTS INC	3479180	BOOKS	\$175.40
2023-03-01	ROGERS	234-577581309/JAN23	INTERNET-JAN 22 TO FEB 21	\$135.59
2023-03-01	AMANDA PEARSON	FEB 1/23	EXPENSES-FEB 1/23	\$29.55
2023-03-01	BELL CANADA	9058529748/FEB2023	TELEPHONE-FEB	\$76.88
2023-03-01	BELL CANADA	9054732375/FEB2023	TELEPHONE-FEB	\$161.06
2023-03-01	BLUE HERON BOOKS	366109	BOOKS	\$125.74
2023-03-03	CIBC VISA	JAN 25 TO FEB 24/23	EXPENSES-JAN 25 TO FEB 24/23	\$2,152.89
2023-03-15	CWB NATIONAL LEASING	18589134	EQUIPMENT LEASE-APRIL	\$353.92
2023-03-15	ENBRIDGE	113542251003/FEB2023	ACTUAL-JAN 19 TO FEB 14	\$1,409.41
2023-03-15	FOREST RIDGE LANDSCAPING INC.	17016-LIBRARY	SNOW REMOVAL-MARCH-LIBRARY	\$1,993.32
2023-03-15	NETAGEN	106451-LIBRARY	SERVICES-MARCH-LIBRARY	\$2,041.91
2023-03-15	DURHAM REGION -UTILITY FINANCE	7884100000/MAR2023	WATER AND SEWER-DEC29-FEB24	\$344.28
2023-03-15	FIBERNETICS CORPORATION	625153	TELEPHONE-MAR 1 TO APR 1	\$135.54

2023-03-23 BELL CANADA	9058529748/MAR2023	TELEPHONE-MARCH	\$76.88
2023-03-23 BELL CANADA	9054732375/MAR2023	TELEPHONE-MAR 1-31	\$137.33
2023-03-23 ENBRIDGE	113542251003/MAR2023	ESTIMATE-FEB 15 TO MAR 17	\$1,156.98
2023-03-23 11158465 CANADA INC. C/O JIM NELSON	681024	CARETAKING-MARCH	\$1,627.20
2023-03-23 HYDRO ONE NETWORKS INC.	200072033278/MAR2023	HYDRO-FEB 4 TO MAR 7	\$506.57
2023-03-23 PEGGY KENNEDY	MARCH 1/2023-P.CASH	PETTY CASH-SUPPLIES	\$195.03
2023-03-29 CANUCK DOOR SYSTEMS	57538	REPAIRS	\$2,361.70
2023-03-29 CORPORATE EXPRESS CANADA INC.	C557181-00611244-LIB	OFFICE SUPPLIES	\$220.61
2023-03-29 CIBC VISA	MARCH 21/23 PMT	PAYMENT-MARCH 21/23	\$1,613.64
2023-03-29 ANDREA STEWART	MAR 22/23	EXPENSES	\$127.24
2023-03-29 FIRSTBROOK, CASSIE & ANDERSON	431474	INSURANCE	\$17.28
2023-03-29 RONA INC.	33220-13511541	SUPPLIES	\$23.03
2023-03-29 BLUE HERON BOOKS	366546	BOOKS	\$35.46
2023-03-29 BLUE HERON BOOKS	366922	BOOKS	\$50.06
2023-03-29 BRUCE CLARK & SON PLUMBING &	14474	MAINTENANCE	\$476.97
2023-03-29 DURHAM-YORK LOCK & DOOR	2370	MAINTENANCE	\$230.49
2023-03-29 LIBRARY SERVICES CENTRE	636479	BOOKS	\$150.74
2023-03-29 LIBRARY SERVICES CENTRE	636995	BOOKS	\$430.83
2023-03-29 LIBRARY SERVICES CENTRE	636996	BOOKS	\$483.29
2023-03-29 LINDA BOYD	MAR 22/23	EXPENSES	\$92.39
2023-03-29 ELEXICON ENERGY	51001548-02/LIBRARY	HYDRO-FEB 8 TO MAR 8	\$843.29
2023-03-29 BLUE HERON BOOKS	366872	BOOKS	\$14.27
2023-03-29 BLUE HERON BOOKS	366601	BOOKS	\$63.77
2023-03-29 BRODART CANADA COMPANY	077435	SUPPLIES	\$382.45
2023-03-29 LIBRARY SERVICES CENTRE	636478	BOOKS	\$675.49
2023-03-29 LIBRARY SERVICES CENTRE	637280	BOOKS	\$764.35
2023-03-29 LIBRARY SERVICES CENTRE	636799	BOOKS	\$502.55
2023-03-29 LIBRARY SERVICES CENTRE	636800	BOOKS	\$66.71
2023-03-29 THE COMPUTER MEDIA GROUP	1526894-IN	SUPPLIES	\$245.85
2023-03-29 ULINE CANADA CORPORATION	11812424-LIBRARY	SUPPLIES	\$202.27
2023-03-29 WHITEHOTS INC	3481454	BOOKS	\$265.56
2023-03-29 WHITEHOTS INC	3482132	BOOKS	\$485.58

2023-03-29 WHITEHOTS INC	3479878	BOOKS	\$370.34
2023-03-29 WHITEHOTS INC	3480593	BOOKS	\$122.76
			<u>\$33,073.53</u>