



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, November 23, 2023 @ 7:00 PM

Location: Uxbridge Public Library

1. Call to order - Dave

- First Nations Land Acknowledgement - Dave

2. Announcements

- Round table

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

4. Approval of Agenda

5. Approval of October Minutes

6. Committees:

6.1 Governance and HR Committee

- Photography in the Library Policy (update)

6.2 Finance – Amanda / Corrinne

- October accounts

6.3 Community Committee – Corrinne

- Strategic Plan update

7. New Business

- Zephyr Community Association meeting – Dave & Gord
- Zephyr Library Community engagement - Amanda

8. Ongoing Business / Action items

- Little Library and the Scouts – update
- Dogs in the Library update
- Shelving / flooring updates
- December closure

9. Correspondence



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10. Date of Next Board Meeting: December social?

11. Adjournment



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, October 26, 2023 @ 7:00 PM

Location: Uxbridge Public Library

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

Regrets: Dwight Clements

1. Dave called the meeting to Order at 7:00 pm.

- First Nations Land Acknowledgement - Dave

2. Announcements / Round table

- CM – Tyler Riley painting being donated to the library – November 8th reception.
- CM – Is there interest in an opportunity to meet and greet other boards in Durham Region? Yes several members were interested
- CM - Fabulous attendance at our recent programs.
- CM – 3-D Printer getting a lot of action
- SW – Client centered staff!!! So calm and friendly – very impressed.

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

✓ *No disclosures*

4. Approval of Agenda

- Delete Q3 in 6.2 due to budget discussion
- ✓ *Moved by Zed, seconded by Cathy; carried.*

5. Approval of September Minutes

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

6. Committees:

6.1 Governance and HR Committee

- Photography in the Library Policy -update – group has met and a revised version to follow.

6.2 Finance – Amanda / Corrinne

- August & September accounts
- ✓ *Moved by Sheldon, seconded by Christine; carried.*



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, October 26, 2023 @ 7:00 PM

Location: Uxbridge Public Library

- Draft budget (20 minutes)
 - Discussion around % increases for collection, utilities, wages,
 - Books going up 5%
 - Discussions around Zephyr Library costs/savings.
 - Photocopier replacement - saving a little money!

6.3 Community Committee – Corrinne

- Kerri hosted an Insignia Cataloguer online meet and greet (Sept. 28)
 - Learned a few new tricks
- Uxbridge hosted an Insignia Discovery Day (Oct. 3). Both were very beneficial for all parties.
- Library Counting Week - October 15 – 21 – mandatory for grant.
- Service Canada partnership - October 25 is first date. Will come once a month to assist residents.

7. New Business

- Zephyr Library Community engagement – Hall board meeting Tuesday November 7th.
 - Comment box and vision board, key messages, large display, booths, activity stations,
 - Key messages /benefits to include – programming potential, playground, pavilion, parking, safety, washroom access for patrons, accessibility, divided sections more conducive for studying etc. (children's and adult)
 - Library Board to attend with name tags.
- Carillon is working now.

8. Ongoing Business / Action items

- PLOG application submitted Sept 28 (late opening this year)
- Strategic Plan moved to November meeting.
 - Notes / comments due next Thursday.
- Shelving / flooring updates
- December closure
 - December 2nd – last full day



Township of Uxbridge Public Library Board Meeting Minutes

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Location: Uxbridge Public Library

- Dec 3 – 9th fully closed.
- Dec 10 – 23 lower level open
- Dec. 24 – Jan. 3rd closed.
- Open Jan. 4th.
- Advertise – paper, radio, socials etc...

9. Correspondence

- LSC is going out of business, see attached letter - There is one meeting scheduled for tomorrow (October 20) at which a final decision should be made.
- Goodwood residents have expressed concern over the condition of the Little Free Library in Goodwood. It was a Library initiative in 2013 to 2016 that was funded by a grant from Uxperience.
 - Suggestion to engage the local Scouts – potential volunteers hours. – Christine will follow up
- Dogs in the Library email –
 - Most Durham Library only allow Service animals.
 - One allows support animals.
 - Consensus, that only service animals be allowed.
 - Consider including support animals.
 - Motion to create a policy.
- ✓ Moved by Christine, seconded by Sheldon; carried.
- Recommended article:
 - https://canurb.org/wp-content/uploads/CUI_Overdue_report_10.04.23.pdf
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10. Date of Next Board Meeting: Nov. 23rd

11. Adjournment at 8:18 pm

- ✓ Moved by Agnes, seconded by Gord; carried.

Date	Vendor ID	Vendor Check Name	Invoice Number	Invoice Description	Amount \$
2023-10-10	CIB003	CIBC VISA	AUG 25 TO SEPT 24/23	AUGUST 25 TO SEPT 24/23	\$1,799.10
2023-10-12	PEG001	PEGGY KENNEDY	PETTY CASH-9/26/23	PETTY CASH-SUPPLIES	\$208.27
2023-10-12	BLU001	BLUE HERON BOOKS	374934	BOOKS	\$126.71
2023-10-12	FIB003	FIBERNETICS CORPORATION	657743	TELEPHONE-OCT 1 TO NOV 1	\$135.54
2023-10-12	BLU001	BLUE HERON BOOKS	374912	BOOKS	\$7.55
2023-10-12	LIB001	LIBRARY SERVICES CENTRE	642722	BOOKS	\$52.16
2023-10-12	BLU001	BLUE HERON BOOKS	374263	BOOKS	\$3.35
2023-10-12	BLU001	BLUE HERON BOOKS	375559	BOOKS	\$209.00
2023-10-12	LIB001	LIBRARY SERVICES CENTRE	642905	BOOKS	\$29.29
2023-10-12	LIB001	LIBRARY SERVICES CENTRE	642904	BOOKS	\$68.98
2023-10-12	THE005	THE COMPUTER MEDIA GROUP	1534406-IN	SUPPLIES	\$162.92
2023-10-12	BEL001	BELL CANADA	9054732375/OCT2023	TELEPHONE-OCT	\$125.80
2023-10-12	BLU001	BLUE HERON BOOKS	373265	373265	\$115.79
2023-10-12	BLU001	BLUE HERON BOOKS	373172	BOOKS	\$29.38
2023-10-12	CWB001	CWB NATIONAL LEASING	18646640	EQUIPMENT LEASE-NOV	\$353.92
2023-10-12	VER001	ELEXICON ENERGY	51001548-02/SEPT2023	HYDRO-AUG 8 TO SEPT 8	\$1,485.47
2023-10-19	DEL002	DE LAGE LANDEN	9248918	COPIER-11/15/23-12/14/2023	\$177.74
2023-10-19	DEL002	DE LAGE LANDEN	9223779	COPIER-10/15/23-11/14/23	\$177.74
2023-10-19	HYD005	HYDRO ONE NETWORKS INC.	200072033278/OCT2023	HYDRO-SEPT 7 TO OCT 5	\$90.63
2023-10-25	CDW001	CDW CANADA INC.	MG63029	SUPPLIES	\$452.72
2023-10-25	IAN002	I.R. KERSHAW	UXLIB-002	3D SESSIONS	\$193.75
2023-10-25	BLU001	BLUE HERON BOOKS	376180	BOOKS	\$19.28
2023-10-25	CET001	C.E.T. PROPERTY MAINTENANCE INC.	1843-LIBRARY	GRASS CUTTING-SEPT18&25-LIB	\$119.78
2023-10-25	PRO010	PRO-TECH FIRE CONTROL INC.	00464	SERVICE	\$5.09

2023-10-25 WHI007	WHITEHOTS INC	3505001	BOOKS	\$601.55
2023-10-25 CDW001	CDW CANADA INC.	MG36366	SUPPLIES	\$200.94
2023-10-25 IAN002	I.R. KERSHAW	UXLIB-003	ROBOTICS FOR SENIORS	\$218.75
2023-10-25 CET001	C.E.T. PROPERTY MAINTENANCE INC.	1846-LIB	GRASS CUTTING-OCT 2 &9-LIB	\$119.78
2023-10-25 LAW001	LAWNSCAPE	46185-LIBRARY	GRASS CUTTING-SEPT 18&25-LIB	\$56.50
2023-10-25 LAW001	LAWNSCAPE	46409-LIBRARY	GRASS CUTTING-OCT 2 & 10-LIB	\$56.50
2023-10-25 NET001	NETAGEN	120976-LIBRARY	SERVICE-OCT	\$2,041.91
2023-10-25 WHI007	WHITEHOTS INC	3504223	BOOKS	\$893.31
2023-10-25 PRO010	PRO-TECH FIRE CONTROL INC.	00463	SERVICE	\$216.40
2023-10-25 RCL002	RCL BR.170 POPPY FUND	DONATION-LIBRARY/23	DONATION-REMEMBRANCE DAY/23	\$75.00
2023-10-30 MIN003	MINISTER OF FINANCE	EHT-LIBRARY-OCT	EHT-LIBRARY-OCT	\$758.11
				<u><u>\$11,388.71</u></u>