



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, April 18th, 2024 @ 4:30 PM

Location: Uxbridge Zephyr Hall

1. Call to order - Dave

- First Nations Land Acknowledgement

2. Announcements and Guest speakers

- 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

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6.2 Finance

- March accounts

6.3 Community Committee

- Tentative date for DQST, Saturday May 25th.
- Strategic Plan update

7. New Business

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8. Ongoing Business / Action items

- Zephyr Library Community Open House on April 20th, 10 am – noon.

9. Correspondence

-

10. Date of Next Board Meeting: May 16th at 7 pm

11. Adjournment



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, March 21st, 2024 @ 7:00 PM
Location: Uxbridge Public Library

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

Guests: Janet Betts, Marlene Riddle.

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

- First Nations Land Acknowledgement - Dave

2. Announcements / Guest speakers / Round table

- Corrinne mentioned that an out of town visitor was so moved by the clock tower song that played while he was here that he came in to ask about it

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

✓ *No disclosures*

4. Approval of Agenda

- Add Correspondence from Brock Township Re: request to the province for increase to Annual Provincial Library Grant (PLOG)

✓ *Agenda Moved with amendment by Sheldon, seconded by Cathy; carried.*

5. Approval of November Minutes

- Questions again about cyber security. Sheldon communicated concerns for Cybersecurity based on news of Hamilton's issues. Amanda, Zed and Corrinne talked about the additional training that the Township of Uxbridge will be undertaking.

✓ *Minutes Moved by Zed, seconded by Sheldon; carried.*

6. Committees:

6.1 Governance and HR Committee

- Staff Market value assessment completed.
 - Amanda explained how our Library's wages were compared to 10 other municipalities of similar size and that some small modifications for most positions were made to ensure we stay competitive.



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- Asset Management Plan / Levels of Service
 - Corrinne explained that there is a New Ontario Regulation that mandates Townships and Libraries to create an Asset Management Plan and a Levels of Service Plan. Amanda and Corrinne are working with the Treasury department / consultant (Hemson) to come up with this plan. Initially, much of the information is already captured in the Annual Public Library Survey so minimal work will be required to get this done.
- All Staff 2023 Staff Performance Reviews have been completed.

6.2 Finance

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

6.3 Community Committee

- March Break Summary: Lots of programs and activities all week, all with a Dragon Theme.
 - Family Scavenger Hunt
 - Family Escape Room
 - Potions Class
 - Dungeons and Dragons
 - Weeklong Photo Contest
 - Stay Safe @ Home Alone course (16 registered, 15 attended)
 - Participation Numbers: 114 children, 22 teens/tweens, 58 adults
- Currently we have two student Co-op placements.
 - Doing a bit of everything which is beneficial to both the student and to our Library.
- Sunday stats – see handout.
 - Question from Dwight: How does Sunday compare to other days of the week?
 - Corrinne will bring a comparison report to the next Board Meeting.



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- Tentative date for DQST, Saturday May 25th.
- Strategic Plan update- formatting pending. Now staff are using it and goal setting using the plan. Final version will come to the Board in May.

7. New Business

- Building maintenance update
 - Water issues (leaks)
 - 3 different, unrelated leaks. All fixed and being monitored. Now repairing some of the ceiling damage.
 - Fire inspection and fire plan updated– Passed!

8. Ongoing Business / Action items

- Zephyr Library Community engagement planning
 - Open House on April 20th, 10 am – noon.
 - Reminder that this is to gain all residents' thoughts, ideas and to collect as much information as possible. The information collected from this meeting will lead to the next steps which will be a resident's survey.
 - A material's list was created for the event and a suggestion to have the next meeting at the Zephyr Hall.
 - Amanda to send out new calendar invites and to confirm who will be attending on Saturday.
 - Suggested 5 stations:
 1. How could the Zephyr Library be improved?
 2. How could the Zephyr Hall be improved?
 3. How could the Zephyr Playground be improved?
 4. Pros of Hall and Library in one building?
 5. Cons of Hall and Library in one building?
 - Zed Suggestion a landing page for post meeting and a suggestion box at the Zephyr Library for those who could not attend.
 - Suggested that we should identify our current risks.
 1. The Church beside the current Library is being sold.
 - a. AND THAT the Zephyr Library shares a well and the Parking lot with the church.



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2. Suggested that we display some pictures of the current building as well as the lot lines. AND we provide a list of upgrades / challenges for the current building
- Shelving / flooring updates – everything done except for the Genealogy flooring. Date TBC and no closures are expected for this renovation.
 - Clock and Carillon update- one quote, waiting for a second and third quote.
 - Related Party Transactions and Related Party Disclosures due.

9. Correspondence

- Re: Brock Township letter to Honourable Neil Lumsden, Minister of Tourism, Culture and Sport; Re: Increased Provincial Contribution to Public Libraries
 - Motion of support for Brock Township's letter; Re: Increased Provincial Contribution to Public Libraries
 - And that the Library Board ask that the Township of Uxbridge to write a similar letter also requesting the Province of Ontario to increase its existing funding by at least the rate of inflation for Ontario's public libraries, and
- ✓ Moved by Sheldon, seconded by Dwight; carried unanimously.

10. Date of Next Board Meeting: April 18th at the Zephyr Hall at 4:30 pm

11. Adjournment: 7:58 pm

- ✓ Moved by Sheldon, seconded by Dwight; carried unanimously.

Date	Vendor ID	Vendor Check Name	Invoice Number	Invoice Description	Amount Paid
2024-03-13	BRO001	BRODART CANADA COMPANY	89406	SUPPLIES	\$172.67
2024-03-13	WHI007	WHITEHOTS INC	3524103	BOOKS	\$489.87
2024-03-13	TAG001	TAGONA PRESS	45444	SUPPLIES	\$32.50
2024-03-13	XER001	XEROX CANADA LTD.	P61941971	COPIES-JAN 26 TO FEB 26	\$68.68
2024-03-13	WHI007	WHITEHOTS INC	3523285	BOOKS	\$341.06
2024-03-13	WHI007	WHITEHOTS INC	3525018	BOOKS	\$646.99
2024-03-13	BLU001	BLUE HERON BOOKS	386198	BOOKS	\$44.48
2024-03-13	CWB001	CWB NATIONAL LEASING	18679258	EQUIPMENT LEASE-APR	\$353.92
2024-03-13	WHI007	WHITEHOTS INC	3525138	BOOKS	\$557.06
2024-03-13	FIB003	FIBERNETICS CORPORATION	679158	TELEPHONE-MAR 1 TO APR 1	\$135.54
2024-03-13	ACC004	ACCESS COPYRIGHT	61102/57709	LICENCE FEE-2024	\$90.40
2024-03-13	BEL001	BELL CANADA	9058529748/MAR2024	TELEPHONE-MAR	\$76.87
2024-03-13	WHI007	WHITEHOTS INC	3524550	BOOKS	\$1,418.81
2024-03-13	BEL001	BELL CANADA	9054732375/MAR2024	TELEPHONE-MAR	\$131.44
2024-03-13	VER001	ELEXICON ENERGY INC.	51001548-02/FEB2024	HYDRO-JAN 8 TO FEB 8	\$1,004.11
2024-03-27	BRU008	BRUCE CLARK & SON PLUMBING &	15709	REPAIRS	\$144.98
2024-03-27	FOR002	FOREST RIDGE LANDSCAPING INC.	INV0000123-LIBRARY	SNOW REMOVAL-MARCH-LIBRARY	\$2,023.22
2024-03-27	WHI007	WHITEHOTS INC	3525895	BOOKS	\$688.33
2024-03-27	IAN002	I.R. KERSHAW	UXLIB-007	JAN-ROBOTS FOR SENIORS	\$93.75
2024-03-27	HYD005	HYDRO ONE NETWORKS INC.	200072033278/MAR2024	HYDRO-FEB 3 TO MAR 5	\$464.42
2024-03-27	NET001	NETAGEN	128890-LIBRARY	SERVICES-MARCH-LIB	\$2,796.75
2024-03-27	DUR013	DURHAM REGION -UTILITY FINANCE	7884100000/MAR2024	WATER AND SEWER-JAN 2-FEB 27	\$362.69
2024-03-27	AND023	ANDREA STEWART	45349	EXPENSES-2/27	\$68.23
2024-03-27	DEL002	DE LAGE LANDEN	9410045	COPIER-3/1/24 TO 3/31/24	\$202.29
2024-03-27	CAR011	CARTCON GENERAL CONTRACTING	3106	MAINTENANCE-WATER LEAK	\$6,424.05
2024-03-27	HEA002	HEAT-AIR MECHANICAL LTD.	40273	SERVICE	\$850.33
2024-03-27	WHI007	WHITEHOTS INC	3527312	BOOKS	\$1,522.76
2024-03-27	ENB001	ENBRIDGE	113542251003/MAR2024	ESTIMATE-FEB 15 TO MAR 15	\$1,059.06
2024-03-27	XER001	XEROX CANADA LTD.	P61818225	COPIES-DEC 25 TO JAN 26	\$48.62
2024-03-28	MIN003	MINISTER OF FINANCE	EHT-LIBRARY-MAR/24	EHT-LIBRARY-MAR/2024	\$808.80
					\$23,122.68