

# West Grey Public Library Board Minutes

March 9, 2022

West Grey Public Library – Virtual Meeting

Present: Malcolm Beddoe (Chair), Stephen Townsend, Beth Hamilton, Tyler Barlow, Boyde Colwell, Elizabeth Murray, Kim Storz (CEO)

Absent: Michele Humphrey (Vice Chair)

## Call to Order

The Chair called the meeting to order at 7:00 pm

## Agenda approval

**Moved by Liz Murray and seconded by Boyde Colwell THAT the agenda be approved.**

**Carried**

## Declaration of Interest

It is recorded that there were no declarations of pecuniary or conflict of interest or the general nature thereof.

## Delegation

N/A

## Correspondence

It was with sincere regret that the Board accepted the resignation of Michele Humphrey.

## Consent Agenda

- a. Adopt previous minutes from - 9 February 2022
- b. Accounts Payable - A/P Voucher V02 - \$10,888.15.

Charge to EBooks was queried by Stephen Townsend.

**Moved by Stephen Townsend and seconded by Liz Murray THAT the West Grey Public Library Board adopt items A and B on the Consent Agenda.**

**Carried**

Introductions and welcome to new Board Member Tyler Barlow were extended.

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### Librarian's Report

The Library has made a connection and offer of support to an Elmwood Ukrainian Group. No specific arrangements have yet been made.

For the first time, there has been no response to the Library's student summer job applications. Kim will post again.

Kim requested assistance from Councillors Hamilton and Townsend to help connect with the Homecoming committee.

Kim will meet with senior municipal staff to discuss COVID protocols now that they are being reduced by the Province.

**Motion to accept the Librarian's Report by Beth Hamilton, seconded by Liz Murray.  
Carried**

### Matters Arising from the Minutes

The RFP for the Library's first Service Review was forwarded to the Municipal staff for posting on Biddingo and the Municipal website. Kim also sent it to a few known consultants. Questions from any applicants must be delivered and responded to via Biddingo.

Kim has received two responses. One is considerably over our budget. Another, from a Library Consultant, has come in on budget, can meet our timelines and has the appropriate qualifications.

Kim will clarify a couple of items the consultant included in his proposal that were not asked for in the RFP and ask for the related budget adjustments.

**Motion by Beth Hamilton and seconded by Boyde Colwell THAT the West Grey Public Library Board award the RFP for the Strategic Service Delivery Review to Lighthouse Consulting Inc., for an agreed upon sum of \$18,000 (plus HST) to be funded from the library reserve account.  
Motion carried.**

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**Motion by Stephen Townsend and seconded by Beth Hamilton THAT the motion in the 9 February 2022 meeting “that \$6,000.00 be left in Library Board Reserves and any budget surpluses be part of Reserves” be rescinded.**

**Carried.**

## **Reports from Councillors**

Stephen provided an update on the Durham Homecoming.

Beth reported on the Policy Committee’s update. The Library utilizes many of the Municipality’s Operational Policies. The Board is reviewing policy in accordance with the Ontario Library Association’s guidelines and the Occupational Health and Safety Act including:

Health and Safety (2003), Accessibility Plan (2003), Integrated Accessibility (2013), Accessible Customer Service (2009), Respect in the Workplace (2010). The CAO has been in contact with municipal staff, seeking the most current version of these policies and is awaiting more information.

## **Other business**

Members are asked to read through the Succession Planning document in preparation for discussion. Succession Planning and Legacy will be discussed, in person, at the next (May) meeting.

Kim will email, to Board Members, her evaluation in April. Members will complete and send it to Malcolm for discussion at May meeting.

**Adjournment: Motion to adjourn the meeting at 8:40 pm by Boyde Colwell.**

**Next meeting, Wednesday 11 May, 7:00 pm, Durham Branch.**