

ORILLIA PUBLIC LIBRARY BOARD

MINUTES OF JUNE 24, 2020 MEETING

A regular meeting of the Library Board was held via Zoom commencing at 3:35 p.m.

PRESENT – BOARD – K. Seymour, Chair; C. Seiberling-Spriggs, Vice-Chair;
D. Elder; P. Hehn; G. McCorkell; R. Stevens; D. Watson

STAFF – S. Campbell, Chief Executive Officer
S. Papple, Director of Children’s & Youth Services
K. Absalom, Director of Information Services
S. Dance, Director of Technical Services
T. Chatten, Recorder

OBSERVERS – A. Lambertsen, M. Robertson

ABSENT – E. Chwilkowska; R. Greenlaw; R. Kloostra

CONVENING OF THE MEETING

Call to Order – K. Seymour called the meeting to order.

Approval of the Agenda

MOTION #2020:19

Moved by R. Stevens, seconded by D. Watson that the Orillia Public Library Board approve the agenda of the June 24, 2020 meeting. CARRIED

Disclosure of Pecuniary Interest and General Nature Thereof – None

CONSENT AGENDA

Board members continue to be impressed with the amount of work being done by staff working offsite, implementing and running programs online for all ages.

MOTION #2020:20

Moved by D. Watson, seconded by P. Hehn that the consent agenda of the June 24, 2020 meeting be adopted. CARRIED

DISCUSSION AGENDA

BUSINESS ARISING FROM THE MINUTES

Curbside Pickup - Update – S. Dance provided an update of the launch last week with demand for materials as patrons are very excited to have access to the collection in this capacity; the startup of the Farmers Market will impact Saturday service. Evening hours

review was requested by the Board, but not yet a lot of request for this time frame. The Library received good publicity in the local media regarding the curbside pickup service.

Phased Reopening - Update – The CEO prepared a report for discussion with detailed reopening procedures at each phase with Board approval. The City’s contracted cleaners have increased the cleaning levels at night, with staff adding some touchpoint cleaning during the day. Modifications to main floor washrooms may be needed to move to the next phase, as well as added safety and security measures.

MOTION #2020:21

Moved by C. Seiberling-Spriggs, seconded by R. Stevens that the Orillia Public Library Board receives the drafted Phased Library Reopening Plan. CARRIED

REPORTS OF BOARD COMMITTEES AND REPRESENTATIVES

Finance Committee – Review and discussion of monthly statements for May 2020.

MOTION #2020:22

Moved by D. Watson, seconded by P. Hehn that the Orillia Public Library Board receives the May 2020 Financial Statements as presented. CARRIED

Policy Committee – As part of a Health and Safety Policy review the CEO prepared reports for Board information and discussion, and with thanks to S. Kitchen for revising and updating to provide Library staff members a more robust Health and Safety Policy detailing the responsibility of each staff member.

MOTION #2020:23

Moved by C. Seiberling-Spriggs, seconded by G. McCorkell that the Orillia Public Library Board Policy 5.508 Health and Safety be replaced with the revised statement as presented. CARRIED

MOTION #2020:24

Moved by R. Stevens, seconded by K. Seymour that the Orillia Public Library Board approve the Joint Health and Safety Committee Policy as presented and that this policy be assigned the numerical designation of 5.508.2. CARRIED

MOTION #2020:25

Moved by P. Hehn, seconded by D. Elder that the Orillia Public Library Board Policy 5.508.1 as part of the Annual Review of the Workplace Violence, Workplace Harassment, and Workplace Sexual Harassment be revised to include the following additions to the Definitions section:

Minor Incident: An incident in which no one is physically, *and/or psychologically* harmed in any way and which is resolved through employee or supervisory mediation.

Serious Incident: An incident in which someone was physically *and/or psychologically* harmed (whether requiring medical attention or not), or which continues or escalates after supervisory mediation. CARRIED

NEW BUSINESS

Structural Racism Response – A report was prepared for Board information and discussion with much thought and consideration given to create a statement from the Board. The Community Relations Committee will meet to discuss this as well as the Aboriginal Land Acknowledgement.

Board Survey – Board members were recently asked to complete a short survey, some of the results include keeping the meeting time as is, and having a brief review of department head reports which would be more helpful than passing them as a whole with the consent agenda.

ANNOUNCEMENTS – The CEO is looking into applying for grants for seniors and was given Board approval to proceed.

Safety & Security – The CEO prepared a report for Board discussion.

MOTION #2020:26

Moved by C. Seiberling-Spriggs, seconded by P. Hehn that the Orillia Public Library Board enter an in camera session at 4:20 p.m. CARRIED

MOTION #2020:27

Moved by C. Seiberling-Spriggs, seconded by R. Stevens that the Orillia Public Library Board leave an in camera session at 4:43 p.m. without report. CARRIED

Adjournment at 4:45 p.m. moved by R. Stevens.

BOARD CHAIR

CHIEF EXECUTIVE OFFICER