

Regular Meeting– November 16th, 2020

A regular meeting of the Perth and District Union Public Library Board was held on Monday, November 16th at 5:30pm via video conference.

In attendance were:

E Heesen, **CEO**
C Rigby, Tay Valley, **Chair**
L Marsh, **Secretary-Treasurer**
S Murray, Drummond/North Elmsley
T Parkinson, Drummond/North Elmsley
R Rainer, Councillor, Tay Valley
D Palmer, Tay Valley
C James, Town of Perth

Regrets:

J Matheson, Councillor, Drummond/North Elmsley
L Cameron, Councillor, Town of Perth

C Rigby called the meeting to order at 5:33 p.m.

Land/Territory Acknowledgement

Action Item: Carol to add the land acknowledgement to the January agenda. R Rainer suggested adding an education or concern piece to the acknowledgement. C. Rigby to contact C. James in January regarding school board Indigenous education contacts for the Indigenous Advisory Circle.

Declaration of interest – none

**Additions and approval of agenda – addition of 10.c Possible second lockdown
20-70 The agenda was approved as amended with a motion from S Murray and seconded by T Parkinson.**

Carried.

Delegations - none

Consent Agenda

- a. Approval of Minutes of October 19, 2020
- b. Correspondence and Communications
 - i. Letter from Friends of the Library to Town Council
 - ii. News Articles/Media
- c. Committee Reports
 - i. Policy Committee minutes

20-71 The Consent agenda was accepted with a motion by D Palmer and seconded by S Murray.

Carried.

Statement of Operations

The board did a detailed review of the statement of operations, comparing budget vs actual as year-end approaches and discussed variances due to the pandemic.

20-72 The Statement of Operations report was accepted with a motion by S Murray and seconded by R Rainer.

Carried.

CEO's Report – E Heesen presented and discussed the November CEO's Report.

20-73 The CEO report was accepted with a motion by T Parkinson and seconded by S Murray.

Carried.

20-74 WHEREAS under the Procedural By-Law of the Perth & District Union Public Library Board (By-Law 1.A-1, s. 14 Attendance), regular attendance at meetings is expected of Board members unless excused by resolution, and WHEREAS the current councillor representing the Town of Perth has been absent for 8 of the 11 meetings (Board and Property Committee) scheduled during her term of service, and for the last three meetings in succession, without reason being given, MOVED that the Board declare the councillor in non-compliance with the attendance policy, and request that the Town of Perth Council replace this representative at the next possible opportunity. Motion by D Palmer and seconded by R Rainer.

Carried.

Action Item: C Rigby will inform the councillor directly of this motion.

Advocacy Reports

T Parkinson has informed friends and family of Kanopy and the new website.

D Palmer spoke to family and friends about the library's magazine collection.

R Rainer included in his Rob's report a notice of the Board's vacant position for a community member from the town of Perth.

Policy Review

- a. 2.D-08 Workplace violence and harassment
- b. 2.G-02 Access to the internet
- c. 2.G-09 Privacy and confidentiality of information
- d. 2.G-10 Children's use of the library
- e. 1.I-01 Records retention policy
- f. 3.D Technology Plan

20-75 Policies 2.D-08, 2.G-02, 2.G-09, 2.G-10, 1.I-01, and 3.D were accepted with a motion by C James and seconded by T Parkinson.

Carried.

Unfinished and New Business

- a. Staff restructuring: update and Memorandum of Agreement (in camera) - E Heesen updated the Board on the status of the staff reorganization

20-76 Motion to go in camera at to discuss an identifiable individual at 6:35pm. Moved by T Parkinson and seconded by R Rainer.

Carried.

20-78 Motion to come out of camera at 6:47pm. Moved by S Murray and seconded by R Rainer.

Carried.

b. CEO performance evaluation process

20-79 WHEREAS the CEO was on parental leave for nine months of 2020 and WHEREAS normal Library operations were significantly affected by the Coronavirus pandemic in 2020 and

WHEREAS a significant staff reorganization has taken place since the CEO's return, affecting the CEO's responsibilities and supervisory role and

WHEREAS the Library Board is responsible for updating the CEO's job description as required (policy 2.D-4, Non-unionized staff)

MOVED

1. That the CEO's performance appraisal for 2020 be reduced in scope to focus on review of the goals set for 2020 and on setting goals for 2021.

2. That the Policy Committee be directed in 2021 to review the CEO's job description and make such revisions as are required to reflect the new staffing structure, for approval by the Board.

Motion by C James and seconded by R Rainer.

Carried.

c. Possible second lockdown – the board discussed the current pandemic plans in place and are all in agreement that everything is ready in the event of a 2nd lock-down.

Upcoming Meeting dates

- a. Policy committee Monday January 11 at 5:30
- b. Board meeting Monday January 18 at 5:30
- c. Property committee Monday, February 8 at 5:00

20-80 Motion to adjourn moved by S Murray at 7:03pm.

Chairperson

Secretary-Treasurer