

GRAND VALLEY PUBLIC LIBRARY BOARD

Minutes Wednesday June 24, 2020

**PRESENT:** Chair: Carol Hall  
Board members: Rahmatu Etti-Balogun  
Julie vanAlstine  
Town of Grand Valley rep.: Philip Rentsch  
Amaranth rep.: Mark Tijssen  
East Garafaraxa rep.: Fran Pinkney  
CEO Joanne Stevenson

**REGRETS:** Board members: Shane di Benedetto

1. **Call to order.** 7:17pm
2. We [I] would like to acknowledge that we are on the the Haldimand Tract, land promised to the Haudenosaunee (**HOE day na shun ay**) people of Six Nations, which includes six miles on each side of the Grand River. This territory is the traditional territory of the Neutral, Anishnaabeg (**On ish KNOB eck**), and Haudenosaunee (**HOE day na shun ay**)Peoples.
3. **Approval of the agenda.**  
**MOTION #1:** Moved by J.vanAlstine, seconded by F. Pinkney, that the agenda be approved.
4. **No declaration of any conflicts of interest at this time.**
5. **Minutes of the February 12, 2020 meeting.**  
**MOTION #2:** Moved by J. vanAstine, seconded by R. Etti-Balogun, that the minutes of the February 12, 2020 meeting, be approved.
6. **Business arising from the minutes.**  
Carpets were not cleaned, only the chairs and mat have been cleaned
7. **Correspondence.**  
Donation from Orica Canada for \$2,500 received, on behalf of the Grand Valley & District School council.  
**MOTION #3:** Moved by P. Rentsch, seconded by R. Etti-Balogun that the correspondence be received
8. **Financial Report.**
  - 8.1 **Operating.**  
**MOTION #4:** Moved by R. Etti-Balogun, seconded by M. Tijssen, to ratify payment of operating expenses for March (\$25,7773.40), April (\$17,928.79) and May (\$12,238.64).

**MOTION #5:** Moved by P. Rentsch, seconded by J. VanAlstine to accept the 1<sup>st</sup> quarterly report for 2020.

8.2 **Capital.** No Expenses to report

9. **Committee Reports.**

9.1 **Finance.** Auditor's Report

**MOTION #6:** Moved by F. Pinkney, seconded by R. Etti-Balogun to accept the 2019 Auditor's report

9.2 **Personnel, Administration and By-laws.**

Staff will be receiving the cost of living increase of 1.9%, starting July 1<sup>st</sup>, in accordance to the Town of Grand Valley Pay Equity Grid

**MOTION #7:** Moved by F. Pinkney, seconded by J. VanAlstine to approve the reviewed Emergency Preparedness Plan as amended

**MOTION #8:** Moved by J. VanAlstine, seconded by F. Pinkney to approve the reviewed Succession Plan

**MOTION #9:** Moved by F. Pinkney, seconded by R. Etti-Balogun adopt and approve the Pandemic Preparedness Plan

Access to Information and Protection of Privacy and Electronic messages under CASL, further research will be completed by the CEO before approval.

9.3 **Advocacy.**

Annual Silent Auction will be decided on at a later date whether to hold this year.

9.4 **Strategic Planning.**

9.5 **Information Technology/Communications.**

Discussion on Useful 1year,3year and 5year Support Service Plan. Decision will be made at a later date.

10. **Chair Report.**

Welcomed all the board members back and complimented the CEO on the decisions that have been made during the COVID-19 Pandemic.

11. **CEO Report.**

COVID-19 report

The library was closed as of March 17 and remains closed at this time, curbside pickup has been available as of May 20, special requests for computer usage can be made at this time but it is not open to the general public for walk ins

Hours of Operation have been modified for curbside pickup, hours will be modified as needed.

Inventory has been completed, approximately 63 books are missing

Procedures & cleaning protocols have been updated

Created a new temporary procedure for check in/ check out, all material is quarantined for 72 hours before added into the collection for circulation. This has been determined by research on COVID -19.

The library received donations of face masks from Christine Taylor of Christine Taylor Designs in Grand Valley

Front Desk Barrier and Hand Sanitizer have been installed.

Reduced cleaner's hours, Newspaper is temporarily cancelled, mat service has been reduced.

Generous donation of craft supplies from Stephany St. Louis from 21 Main business closure

Joined HRNOL – Human Resources Network of Ontario Libraries

Attended many meetings through virtual platforms: AMPLO, APLL, HRNOL

Webinar: The New Reality: Stabilizing and Restoring your workplace from COVID-19 by  
Williams HR Law and Consulting

Received Canada Summer Jobs Grant for a summer student for 9 weeks (30hrs/wk), the student started June 22. Summer programs revamped to provide kits for curbside pickup with tutorial videos. Storytime videos will also be available.

12. **New business.**

Discussion on removing brick retaining wall, if removed a railing would need to be installed on the east side for safety reasons.

EAF Grant (Enabling Accessibility Fund) has become available. Deadline July 13, 2020.

The Grant application will be to upgrade washrooms, accessible doors, barrier free toilets and the Front Service Desk. CEO waiting for quote for desk from a library supplier.

13. **Next meeting.** Wednesday September 9, 2020. 7:15 p.m. McGinnis Room.

14. **Motion to adjourn.** 8:15 p.m. J. VanAlstine.