

Present Neil Salminen
Bill Skinner
Andrew Nellestyn
Elizabeth Stewart
Josie Scott
Lisa McGee
Karen DeLuca, Chief Librarian
Carolyn Swayze, Youth Services Librarian
Serena Fortin, Auditor

Regrets Sue Munro

1. Chair called the meeting to order at 6:02pm
2. **Motion 2020-09-01 Moved by Josie Scott, seconded by Bill Skinner that the Agenda be approved as circulated - carried**
3. No conflicts of interest declared
4. **Motion 2020-09-02 Moved by Josie Scott, seconded by Andrew Nellestyn that the minutes of the July 15, 2020 and July 22, 2020 meetings be approved as circulated – carried.**
5. **Audit** – Serena Fortin of Allan and Partners presented the 2019 draft audited financial statements with an overview of income, expenses and reserves. The bottom line included an approved deficit of \$14,219 for the purchase of architectural drawings, children’s program support and consultation for a strategic plan update.

Motion 2020-09-03 Moved by Bill Skinner, seconded by Andrew Nellestyn \$3,958 from the Scharf Family Charitable Trust cover the additional cost of programming as well as a few capital purchases for the children’s department- carried

Motion 2020-09-04 Moved by Andrew Nellestyn, seconded by Josie Scott that the Reserve for Future Development cover \$8,502 for conceptual drawings for expansion and \$1,759 for Strategic Planning consultation – carried

Motion 2020-09-05 Moved by Bill Skinner, seconded by Andrew Nellestyn that the 2019 Audit be approved as amended – carried.

6. Service Contract Update
The Chair reported there has been no formal response and recommended a separate meeting be held to determine strategy.
7. Librarian’s Report
 - 7.1. COVID Update - Library staff continue to provide Curbside Service in addition to 35 hours per week of open doors service. Uptake on the browsing appointments have been sparse with pockets of bookings at capacity. Usage statistics will continue to be monitored and adjustments made accordingly. Contact tracing information is kept for a 3 week period and then shredded. There is favourable response to new protocols (masks, hand sanitizing, distance adherence etc.) Meeting rooms are being used by library services. Main hall serves as a welcome / registration desk as well as a waiting area to manage capacity; Gaumond Room is used as resource location for juvenile book bundles. Community room bookings for the general public will be reassessed in early 2022.

- 7.2. Circulation statistics were reviewed; discussion on types of statistics that would be of interest moving forward. August and September newsletters (included in package) are reaching in excess of 1400 subscribers.
- 7.3. Curby – The library has purchased the Kajeet SmartBus Hub as the mobile WiFi hotspot. The hardware is a one-time purchase and the data is on a flexible plan with the option to rollover unused data on a monthly basis. The recreation director in McNab/Braeside will be contacted to determine the best location for the WiFi on Wheels project. The Youth Services librarian is reaching out to the schools to determine the best drop-off schedule for library materials. When all the pieces are pulled together, the library will begin its mobile curbside service.
8. Other Business
- Discussion on the recruitment of volunteers and scope of fundraising within the confines of the new COVID reality. It was agreed that policies pertaining to both volunteers and fundraising be reviewed within the next few months to best determine strategy and approach.
- CEO will be working from home for the month of October and take a few weeks' vacation during the period.
9. October 21, 2020 is the next regular meeting. The Chair will call an additional meeting to discuss the Joint Services Agreement.
10. **Motion 2020-09-06 Moved by Bill Skinner, seconded by Josie Scott that the meeting be adjourned at 6:47pm – carried.**