

*Minutes for Shelburne Public Library Board Meeting
Tuesday, February 16, 2021*

Present: Geoff Dunlop Margaret Mercer Paul Barclay
 Mikal Archer James Hodder Gail Little
 Patricia Clark Sharon Martin

Also Present: Rose Dotten, CEO/ Head Librarian

Regrets: Shane Hall

The participants met on-line through the Zoom platform due to the COVID-19 Pandemic.

The Chair, Geoff Dunlop, called the meeting to order at 7:00 P.M. and stated some guidelines for the meeting.

- a) Participants were to mute themselves when not speaking. Rose/Geoff to stay unmuted to recognize members.
- b) Participants were to raise their hands to ask questions or comment and wait to be recognized.
- c) Participants were to raise their hands to vote on motions.

Motion 01-21 J. Hodder, P. Barclay

In accordance with a previous motion approved by the SPL Board that members can participate in a virtual meeting;

Be it resolved that the Board now hold a virtual meeting for all board members not able to be physically present due to COVID-19 restrictions.

Carried

Motion 02-21 M. Mercer, M. Archer

Be it resolved that we approve the amended Agenda of the February 16, 2021, meeting.

Carried

Motion 03-21 M. Archer, P. Barclay

Be it resolved that we approve the minutes of the board meeting dated December 15, 2020.

Carried

Motion 04-21 S. Martin, P. Clark

Be it resolved that we approve the Accounts Payable Register for December, 2020, with invoices and payments in the amount of \$32,841.28.

Be it resolved that we approve the Accounts Payable Register for January, 2021, with invoices and payments in the amount of \$23,328.20.

Carried

CEO/ Head Librarian's Report:

- **Statistics**

The statistics for active circulation are not available, as the Library has been closed since March 15, 2020. However, Rose presented a verbal report outlining Statistics relating to Curbside Pickup for January, 2021. We circulated approximately 2436 items, and additionally, approximately 1,265 more items through Overdrive and Libby (e-books and audio books).

- **Verbal/anecdotal Social Media Outreach**

Rose also presented anecdotal information about the Social Media Outreach for the library including statistics for E-Resource use which included the fact that Press Reader is very popular with over 288 issues opened. Although this is an expensive resource, we are finding it is well used.

Other statistics: Library News sent – 8789

Facebook - Total post engagement current month - 622

Instagram – 259 posts, Followers 380

Video watches (YouTube) - 231 Subscribers - 52

Ancestry.ca searches – 192 searches

Twitter – 269 followers

PebbleGo – 235

Storytime – 25-35 views

- **Programming**

- **Children's Programming**

Our children's programming continues with Story time and crafts on Friday morning. Families pick up a bag containing the craft materials for the month at curbside along with their books. In January, 2021, over 70 craft kits were distributed. We also post new Lego Challenges for children every Wednesday and encourage interaction through social media. On Thursday nights, we have Sleepy Story time and on Mondays, the Community Readers program is geared to children.

- **Teen Programming**

For the Teens, we have a weekly Make and Take Video and craft supplies to make the craft. The "Craft Supply" bags are also distributed monthly and include all the supplies needed to make the craft. Rose said to encourage everyone to watch these as the Crafts are fun and engaging.

- **Adult Programming**

Jade and Rose are featured in a Video clip every Tuesday. They outline some new aspect of the library resources and talk about two books they have read during the week. There is also a new adult reading Challenge on Beanstack for the winter months.

- **Community Readers**

Even though the Community Readers initiative is drawing a great response, due to the Lockdown that started on December 26, 2020, we had to suspend the program for the time being.

As seen in the statistics presented, we have an extensive email list (approximately 2000) of our adult Newsletter and Rose consistently has the Newspaper article in the Shelburne Free Press... thanks to their support.

Business

- **Fines**

Rose brought the issue to the Board as to whether we should continue to charge fines for various materials. The discussion was deferred to the next meeting and Rose will bring more information as to what other libraries are implementing this.

- **Ceiling Light Fixtures**

Rose explained the problems we have been facing relating to replacement of the existing light fixtures in the library. We are fortunate to have found the commercial company who will retrofit the lights with LED at 1/3 the cost of replacement fixtures since the existing fixtures suit the ambience of the library.

Motion 5-21 M. Mercer, G. Little

Resolved that the SPL Board approves the budget to replace and install all lights in the library, not to exceed \$22,000.

Carried

- **Ongoing Library Protocols**

Discussion ensued again about the logistics of opening the library for in-library browsing. With the number of active cases rising, this does not seem to be the time to do that. However, we will wait and see what the Town of Shelburne will be doing and when the town office opens, that may be a strong consideration that we do so.

Motion 6 -21 S. Martin, G. Little

Be it resolved that SPL continue to provide programming and support to its patrons to provide online service, programming, resources, support and communication, at the discretion of the CEO;

Be it further resolved that the SPL Board approve the recommendation to continue and maintain current staffing as modified by the CEO;

Be it further resolved that these recommendations be reviewed at the next scheduled Board meeting on March 16, 2021.

Carried

- **In Camera session -- Not required**

Motion 7-21 S. Martin, P. Clark

That we now adjourn at 7:55 p.m., to meet again March 16, 2021, at 7 pm., or at call of the Chair.

Carried