



Agenda  
Library Board

August 6, 2020

6:45 pm

Video Conference

Click the following link:

<https://www.youtube.com/channel/UCzuUpFqxcEI8OG-dOYKteFQ>

Pages

1. **CALL TO ORDER**

2. **DECLARATION OF PECUNIARY INTEREST**

3. **AMENDMENTS AND APPROVAL OF AGENDA**

**RECOMMENDATION**

**THAT** the August 6, 2020 Library Board meeting agenda be approved as presented.

4. **DELEGATIONS**

5. **APPROVAL OF THE PREVIOUS MINUTES**

3

**RECOMMENDATION**

**THAT** the July 9, 2020 Library Board meeting minutes be approved by the Board and signed by the Chair and the Library CEO.

6. **DISCUSSION ITEMS**

6.1 **LIB 01-2020 Phase Three Reopening Plans**

6

**RECOMMENDATION**

**THAT** the LIB 01-2020 Library Reopening Plan report be received; and

**THAT** the Library Board approve the reopening strategies outlined in the report.

**6.2 LIB 02-2020 Adult Learning Reopening Plans**

**RECOMMENDATION**

**THAT** LIB 02-2020 Adult Learning Reopening Plan be received and

**THAT** the Library Board approve the recommendation to reopen in-person services be approved.

**7. DISCUSSION ITEMS**

**8. ROUNDTABLE DISCUSSION**

**8.1 Friends of the Library Report**

**9. UPCOMING MEETINGS**

**10. ADJOURNMENT**

**RECOMMENDATION**

**THAT** this meeting be adjourned at \_\_\_\_\_ pm.



## **Minutes**

### **Library Board**

July 9, 2020

6:45 pm

Video Conference

Click the following link:

<https://www.youtube.com/channel/UCzuUpFqxcEI8OG-dOYKteFQ>

Member Present            Mayor Strathdee, Councillor Craigmile, Councillor Edney, Barbara Tuer, Cole Atlin, Lynda Hodgins, Melinda Zurbrigg, Reg Quinton, Joyce Vivian

Staff Present                Rebecca Webb, Staff Liaison, Sarah Andrews, Library CEO. L. Lawrence, Interim Library CEO.

#### **1. CALL TO ORDER**

Meeting was called to order at 6:46pm by Board Chair C. Atlin.

#### **2. DECLARATION OF PECUNIARY INTEREST**

None declared.

#### **3. AMENDMENTS AND APPROVAL OF AGENDA**

**Moved By** Barbara Tuer

**Seconded By** Lynda Hodgins

That the July 9, 2020 meeting of the St. Marys Public Library Board agenda be approved as presented.

**Carried**

**4. DELEGATIONS**

None present.

**5. ACCEPTANCE OF MINUTES**

5.1 Minutes of the Regular Meeting of the St. Marys Public Library Board, June 4th, 2020

**Moved By** Councillor Craigmile

**Seconded By** Joyce Vivian

That the minutes of the June 4, 2020 meeting of the St. Marys Public Library Board be approved.

**Carried**

**6. CEO APPOINTMENT**

**Moved By** Lynda Hodgins

**Seconded By** Barbara Tuer

That the appointment of Lisa Lawrence as Interim Library Chief Executive Officer, and Andre Morin as Treasurer be rescinded and that Sarah Andrews be appointed Chief Executive Officer, Treasurer and Secretary of the St. Marys Public Library.

**Carried**

**7. DISCUSSION ITEMS**

7.1 Curbside Pickup and Summer Reading Program Update

CEO S. Andrews gave the Board an update on the success of the curbside pick up currently taking place in the Library. Additionally, the potential to open for computer access and indoor pick up was explored and discussed.

Summer Reading Program has begun and a program coordinator will be in place in the very near future.

7.2 Friends of the Library Report

R. Quinton reported that the Friends of the Library has not met during the pandemic. Conversations have been taking place via email

communication. Sponsorship for the Library Summer Reading has been approved up to \$5000 and sponsorship for prizes for Library programs was recently approved.

**8. ROUNDTABLE DISCUSSION**

Board Chair C. Atlin reported that an Adult Learning committee meeting did take place on July 9, 2020. The Adult Learning center is considering opening at a limited capacity to allow learners into the building.

**9. UPCOMING MEETINGS**

The date of the next regular Board meeting will be August 6th, 2020 at 6:45pm.

**10. ADJOURNMENT**

**Moved By** Joyce Vivian  
**Seconded By** Reg Quinton

That the July 9th, 2020 meeting of the St. Marys Public Library Board be adjourned.

**Carried**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Board Secretary



# FORMAL REPORT

**To:** Chair and Members of the Board

**Prepared by:** Sarah Andrews, Library CEO

**Date of Meeting:** 6 August 2020

**Subject:** **LIB 01-2020 Phase Three Reopening Plans**

## PURPOSE

The purpose of this report is to provide the Board with information on a reopening strategy for the Library as the Province moves into Phase Three.

## RECOMMENDATION

**THAT** the LIB 01-2020 Library Reopening Plan report be received; and

**THAT** the Library Board approve the reopening strategies outlined in the report.

## BACKGROUND

The COVID-19 Pandemic prompted the closure of the Library. The Province has now provided direction to municipal services to resume some in-person services in their Stage Three documentation. This report proposes a Phase Three Plan for the St. Marys Public Library.

## REPORT

This report proposes a reopening of the library location to the public, effective August 4<sup>th</sup>, with the provision of the following service model:

Expand Hours of Service to include Monday, Wednesday and Fridays. The schedule would then be amended to the following: Mondays 10-2, Tuesdays 4-8 Wednesday 1-5, Thursdays 4-8, Fridays 1-5 and Saturdays 10-2.

Patrons will be asked to voluntarily wear a mask while inside the building. Masks and hand sanitizer will be provided at both entrances. Patrons will be asked to sign in at the Service Desk, as per contract tracing requirements.

The Library will allow no more than 50 people in the building at one time, in accordance with the Province's order. This will not include staff. Patrons are encouraged to physically distance as they are able within the library.

Members of the public may enter the library to pick up holds, ask to borrow materials currently on our shelves, use computers, printing services and interact with staff. Library collection shelves will be behind a rope barrier and patrons will require a staff person to open the space and accompany them to the shelves to browse, select items. Any materials "heavily browsed" and not borrowed will be quarantined as per guidelines for 72 hours.

Three library computers which meet the social distancing requirements are available to the public.

Patrons with concerns about visiting us in the Library can request a true “curbside pickup” over the phone during our hours of opening, arranging what materials they would like with a staff person who will then bring them to their parking space on Church or Queen Streets at the appointed time.

Virtual programs will increase, with the addition of Summer Reading programs by our Summer Student, Book Club meetings, and trivia will continue.

## **FINANCIAL IMPLICATIONS**

The financial implication of this report includes the additional cleaning costs of the Library. The Library will be cleaned once a day, each day that we are open. It is estimated by the Town’s Facility Supervisor that it will cost approximately \$11,000 in additional funds to clean the library. This estimate will go to Senior Management Team July 28<sup>th</sup> for consideration and will then be shared with the Board as part of their August 6<sup>th</sup> Board package.

In addition to this, hand sanitizer will be provided at both entrances as well as by the three public computers. We will provide a small amount of masks the first week and will encourage patrons to bring their own. Friends of the Library are looking at selling reusable masks as a fundraiser.

## **SUMMARY**

We look forward to inviting the public into the Library beginning August 4<sup>th</sup> with revised service provisions and appropriate safety protocols as outlined above in place.

## **STRATEGIC PLAN**

Not applicable to this report.

## **OTHERS CONSULTED**

Sarah Andrews has consulted with the other PCIN Libraries as they develop their reopening strategies, as well as The Director of HR, The CAO, and the Facilities Supervisor of the Town of St. Marys.

## **ATTACHMENTS**

## **REVIEWED BY**

### **Recommended by the Department**



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Sarah Andrews  
Library CEO



# FORMAL REPORT

**To:** Chair and Members of the Board

**Prepared by:** Sarah Andrews, Library CEO

**Date of Meeting:** 6 August 2020

**Subject:** **LIB 02-2020 Adult Learning Reopening Plans**

## PURPOSE

The purpose of this report is to provide the Board with information on a reopening strategy for the Adult Learning Staff as the Province moves into Phase Three.

## RECOMMENDATION

**THAT** LIB 02-2020 Adult Learning Reopening Plan be received and

**THAT** the Library Board approve the recommendation to reopen in-person services be approved.

## BACKGROUND

The COVID-19 Pandemic prompted the closure of the Library. The Province has now provided direction to municipal services to resume some in-person services in their Stage Three documentation. This report proposes a Phase Three Reopening Plan for the Adult Learning program beginning August 4th.

## REPORT

In conjunction with planning for the reopening of the Library, the CEO has been meeting with Adult Learning Staff to determine a reopening plan. At the current time, there are twelve (12) learners who will be returning to meeting with staff here in St. Marys and an additional nine (9) who would like to meet with staff in Stratford.

It is recommended that with some changes to appointment schedules and some additional PPE, Adult Learning Staff can meet the Provinces direction around reopening safely. These changes include the purchase of hand sanitizer and nonmedical masks, the use of a plexiglass divider for meetings where distancing is not possible, and the lengthening of appointments to include cleaning times between spaced appointments with learners will allow Adult Learning Staff to resume in-person visits here in St. Marys. Appointments will now be ninety (90) minutes long, followed by fifteen (15) minutes for administrative tasks and fifteen (15) minutes for cleaning. Therefore, each learner requires a two (2) hour block.

The COVID pandemic has resulted in the need for a temporary space in Stratford, as the space normally rented through Conestoga College is unavailable. Our partner PIE has offered space in their facility and we are going to accept a short term (6 month) lease with them. That space is available to us immediately. Adult Learning staff can meet with learners one-on-one there or is a physically distant model with two learners if appropriate, depending if their learning needs overlap.



## **FINANCIAL IMPLICATIONS**

There will be a small cost to the existing Adult Learning budget for disposable masks for the first few learners who may not have their own, and Adult Learning Staff will encourage learners to bring one with them. There is also the additional cost of hand sanitizer and, cleaning solution to wipe down surfaces and paper towels. Other cleaning services are covered by the lease agreement.

## **SUMMARY**

With the above measures in place, the Adult Learning space is ready to open to registered learners beginning August 4<sup>th</sup>.

## **STRATEGIC PLAN**

Not applicable to this report.

## **OTHERS CONSULTED**

Adam Stapleton, Adult Learning Program Coordinator

## **ATTACHMENTS**

None.

## **REVIEWED BY**

### **Recommended by the Library**



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Sarah Andrews  
Library CEO