

West Grey Public Library Board

Mission Statement: The West Grey Library offers resources and services inclusive for all.

Agenda

October 9, 2024, 6pm

1. Call to Order
2. Approval of the Agenda
 - 2.1. Moved by _____ and seconded by _____ THAT the West Grey Library Board approves the agenda as presented.
3. Declarations of Interest
4. Correspondence
 - 4.1. Closed session
5. Minutes
 - 5.1. Moved by _____ and seconded by _____ THAT the West Grey Library Board minutes of September 11, 2024, be approved as presented.
 - 5.2. Moved by _____ and seconded by _____ THAT the West Grey Library Board closed session minutes of June 12, 2024, be approved as presented.
6. Business arising from the minutes.
7. Chief Librarian's report
 - 7.1. Moved by _____ and seconded by _____ THAT the West Grey Library Board accepts the Chief Librarian's report as presented.
8. Report from Board and Council members.
9. Other business
 - 9.1. Durham expansions
 - 9.2. 2025 draft capital budget
 - 9.2.1. Moved by _____ and seconded by _____ THAT the West Grey Library Board approves the 2025 capital draft budget as presented
 - 9.3. 2025 closures
 - 9.3.1. Moved by _____ and seconded by _____ THAT the West Grey Library Board approves the 2025 closures
 - 9.4. 2025 Board meetings
 - 9.4.1. Moved by _____ and seconded by _____ THAT the West Grey Library Board approves the 2025 meeting dates
10. Open Board Discussion
11. Next Meeting - Wednesday November 13, 2024, 6pm to be held at the Durham Branch.
12. Adjournment

West Grey Public Library Board Minutes

September 11, 2024
West Grey Public Library - Durham Branch

Present: Malcolm Beddoe, Scott Foerster, Doug Townsend, Samantha Mund, Stephen Townsend, Yvonne Pelletier
Regrets: Geoffrey Shea

1. Call to Order

The Chair called the meeting to order at 6:03 pm.

2. Agenda

Moved by Stephen Townsend and seconded by Samantha Mund THAT the West Grey Library Board approve the agenda as amended.

Carried.

3. Declaration of Interest

It is recorded that there were no declarations of pecuniary or conflict of interest or the general nature thereof.

4. Correspondence

4.1 Integrity Commissioner Services for Board members

4.2 Letter from Geoffrey Shea, Board and Council member

Moved by Stephen Townsend and seconded by Smantha Mund THAT the West Grey Library Board give direction to the CEO of West Grey Public Library to seek clarification from Mr. Shea to clarify his intent. Pending the outcome, if required, the CEO has permission from the West Grey Library Board to seek another member from Municipal Council.

Carried.

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4.3 Letter of concern

Moved by Stephen Townsend and seconded by Yvonne Pelletier that the Board Chair respond to the letter of concern.

Carried.

5. Board Training

5.1. Binder items reviewed:

- 5.1.1 Library Board and Council collaboration
- 5.1.2 Relationship between Board and Council
- 5.1.3 MoU

6. Minutes of June 12, 2024

Moved by Scott Foerster and seconded by Doug Townsend THAT the West Grey Library Board minutes of June 12, 2024, be approved as presented.

Carried.

7. Business arising from the minutes.

None

8. Board information package

8.1. Financial documents dated September 3, 2024

Moved by Yvonne Pelletier and seconded by Doug Townsend THAT the West Grey Library Board accepts the financial documents as presented.

Carried.

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West Grey Public Library - Durham Branch

8.2 Statistics

Moved by Scott Foerster and seconded by Samantha Mund THAT the West Grey Library Board accepts the statistics as presented.
Carried.

9. Chief Librarian's report

Moved by Samantha Mund and seconded by Yvonne Pelletier that the West Grey Library Board approves the transfer of \$1,107.66 for children's programs from the Library's reserves.

Carried.

Moved by Stephen Townsend and seconded by Doug Townsend THAT the West Grey Library Board approves the Chief Librarian's report as presented.
Carried.

10. Policy review and updates

- 10.1 OP-01 Privacy, Access to Information and Electronic Messages
- 10.2 OP-06 Programming
- 10.3 OP-07 Internet Services Policy
- 10.4 OP-14 Information Services
- 10.5 OP-21 Working Alone Policy
- 10.6 OP-22 Work from Home Policy
- 10.7 VOL-01 Volunteer Policy

Moved by Samantha Mund and seconded by Doug Townsend THAT the West Grey Library Board accepts OP-01 through OP-22

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as approved, and VOL-01 as amended.

Carried.

11. Report from Board and Council Members

Council members reported that the new CAO had started.

12. Other Business

12.1 Grey Highlands Library contract for 2025-2027 signed and received. Board Chair to sign and then send back to Grey Highlands.

12.2 MoU with the Municipality

Moved by Samantha Mund and seconded by Yvonne Pelletier to direct CEO to propose MoU to CAO Michele Harris.

Carried.

12.3 2025 draft Operational Budget

12.4 2025 draft Capital Budget

Moved by Stephen Townsend and seconded by Yvonne Pelletier to accept 2025 draft operational and capital budgets.

Carried.

13. Open Board Discussion

Good response, with 200+ visitors to the Library's booth and activities at the Durham Fall Fair.

The Library's South Grey Reads representative is now out of the running but made it to the fourth round of public voting.

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14. **Next Meeting**

Wednesday, October 9, 2024, 6pm to be held at Durham Branch.

15. **Adjournment**

Adjourned at 8:15pm

Chair:

Date:

DRAFT

Chief Librarian/CEO Report
October 9, 2024

1. Administration

In 2023 90% of Canadian readers reported reading a print book in the *Canadian Leisure & Reading Study 2023*. At the same time, 79% of books purchased by Canadians were print books, as tracked by *Canadian Book Consumer Study 2023*. In 2023, 84% of all Canadian book borrowers borrowed print books as stated in *Turning Pages: Print books in Canada*

CanadaHelps registration is now complete and has been added to our website. A campaign will be done soon.

2024/2025 Public Library Operating, Pay Equity and First Nation Salary Supplement Grant (PLOG) grant application has been completed.

WGPL has submitted a session on *Recruiting Community Talent for In-Residence Program* to OLA for the 2025 Super Conference. We hope to hear back in November.

WGPL is doing many items that correspond with the Municipal Strategic Plan. These items were noted in the 2025 budget ask.

Board Assembly meeting – who would like to attend this meeting? The meeting will take place Tuesday November 12, 2024, 6pm-8pm virtually.

Neustadt Fall Fair - 92 kids and 59 adults visited our table at the Fair. We received many positive comments.

Chief Librarian/CEO Report
October 9, 2024

2. Operational updates

Child & Youth Programming – Kayla

In September we started our 3rd annual Costume Swap. Costumes for kids of all ages are available at the Durham branch. Patrons are encouraged to drop off their outgrown costumes and pick up something new! We've already seen some great donations and a few families have found new costumes to take home. This runs until Halloween.

We had a Taylor Swift program for tweens where we made friendship bracelets and coloured while listening to Taylor Swift music. We were happy to see five enthusiastic tweens enjoy the program!

Our regular programs have resumed with positive responses. Homeschool Group, Read to a Dog, LEGO Club, Scavenger Hunts, Grab and Go Craft Kits, and Teen Bookmark Challenges are doing well and will continue through the fall and winter seasons.

Adult Programming – Kimm

Focusing on raising awareness and innovative programs.

Our September FBI* Fix Broken Items event (the Library's version of the Repair Café), went well, with Farlow's Home Hardware donating materials and lending tools, and Earth Works providing about half of the fixers. We had 20 visits and fixed just over half the items brought in. Responses were very positive, and we have tentatively set another for March. Also offering Environmental Solutions session to build on raised awareness of reducing/reusing, etc., and will talk to the environmental rep at the Municipality to bring a presentation to the Library. We were interviewed by Blackburn Media for this event. Presented to the Silver Threads in September, and the Library was represented at the local fall fairs. We have submitted an application to present at the OLA's January super-conference, on some of our innovations in programming.

Saturday, Oct 5th was For the Love of Reading - thanks to those Board members who were able to attend.

Chief Librarian/CEO Report
October 9, 2024

3. Staff

Upcoming staff meeting Friday October 11 from 9-12pm. The Durham branch will be closed until 12pm.

Staff Anniversaries: Congratulations to Kayla, Kimm & Kathleen on their work anniversaries.

Kayla Eckhardt	Child & Youth Librarian	11 years
Kimm Culkin	Communications & Adult Programming	13 years
Kathleen Scott	Adult Services Librarian	15 years
Kim Storz	CEO	14 years

In 2016, The Durham Branch of the West grey Public Library moved from a Carnegie building in need of extensive repairs, to a former industrially focused retail space.

Now, in 2024, it is clear that the traditional physical configuration in this 3000 square-foot space(30'x100') no longer adequately meets the Library's emerging focus as a community hub with expanded programming offerings to meet the aims of learning, literacy and social opportunities; increased usage as a community meeting and learning space; and new programming needs, particularly in the digital/technological sphere.

The attached sketch offers a vision of a space that better meets these aims. This is a starting point discussion.

Elements in expansion:

- Increased programming space
- [addition of maker/studio space]
- Increased parking
- Outdoor programming space
- Dedicated staff space
- Additional storage space
- Two public exit points

Municipality of West Grey

2025 - 2035 TEN YEAR CAPITAL FORECAST

CONSOLIDATED PROJECT LISTING



draft

Project Name/Description	Total Expenditure										Comments				
	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034		2035			
DURHAM															
Shelving estimate	\$ 15,000														replace metal shelving
Expansion - construction estimate					\$ 30,000								\$ 800,000		expand DUR or move
Parking upgrade estimate				\$ 10,000											
Paint washrooms & backroom estimate	\$ 50,000														
Library Portable estimate		\$ 50,000													growth added to DCS 600sq ft for port
Library Kiosk estimate															for growth added to DCs
AYTON															
Paint whole building estimate						\$ 10,000									
NEUSTADT															
Flooring rest of building			\$ 15,000												
Ceiling remove stained and peeling ceiling	\$ 15,000														
Back door with crash bar based on front door	\$ 5,000														
SUBTOTAL - LIBRARY	\$ 65,000	\$ 70,000	\$ 15,000	\$ 10,000	\$ 30,000	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800,000	\$ -	
GRAND TOTALS	\$ 65,000	\$ 70,000	\$ 15,000	\$ 10,000	\$ 30,000	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800,000	\$ -	



Library Closures 2025

Library closes on the Saturday if the holiday falls on the Monday or Friday. Library closes over Christmas.

Date		Holiday
February 15th	Saturday	Family Day
April 18th	Friday	Good Friday
April 19th	Saturday	Easter
May 17th	Saturday	Victoria Day
July 1st	Tuesday	Canada Day
August 2nd	Saturday	Civic Holiday
August 30th	Saturday	Labour Day
October 13th	Saturday	Thanksgiving
December 23rd - December 29th	Tues-Mon	Christmas Holidays
December 31st	Wednesday	New Year's Eve
January 1st 2025	Thursday	New Year's Day



West Grey Public Library Board			
Meeting Schedule 2025			
Second Wednesday of the month			
January	8th	6PM	Virtual
February	12th	6PM	Virtual
March	12th	6PM	Durham
May	14th	6PM	Neustadt
June	11th	6PM	Ayton
September	10th	6PM	Durham
October	8th	6PM	Durham
November	12th	6PM	Durham