

**Selwyn Public Library Board  
Regular Meeting  
Tuesday, February 23, 2021 – 3:00 P.M.**

The regular meeting of the Selwyn Public Library Board was held on Tuesday, February 23, 2021. The Board made use of remote meeting video software which was hosted by the CEO/Chief Librarian.

Present: Councillor and Board Member Donna Ballantyne (left at 4:32)  
Chairperson Julie Dillon  
Board Member Rosellen Hickey  
Board Member Judy Hyland  
Board Member Barb Jinkerson  
Mayor and Board Member Andy Mitchell (left at 4:32)  
Board Member Anna Thompson  
Board Member Kathie Whiteley

Staff Present: CEO/Chief Librarian, Sarah Hennessey  
Treasurer/Recording Secretary, R. Lane Vance

Regrets: Vice Chairperson Kerri Davies

**Declaration of Pecuniary Interest**

None.

**1. Call to Order**

The meeting was called to order by the J.Dillon at 3:02 p.m.

**2. Minutes**

**Resolution No. 2021.010**

Moved by R. Hickey: seconded by D. Ballantyne

That the minutes of the regular meeting held on January 19, 2021 be deferred until circulated at the next meeting.

Carried.

**3. Deputations/Invited Persons**

None.

**4. Staff & Committee Reports**

**Resolution No. 2021.011**

Moved by J. Hyland: seconded by B. Jinkerson

That the following staff reports be received for information:

- a) Financial Statements January 2021 – R. Lane Vance
- b) Activity Reports
  - i. Circulation Statistics (January 2021) – S.Hennessey
  - ii. Cloud Library (January 2021) – H.Eshikaty
  - iii. Hoopla (January 2021) – H.Eshikaty
- c) CEO/Librarian – S.Hennessey

Carried.

## 5. Correspondence

### **Resolution No. 2021.012**

Moved by R. Hickey: seconded by A. Mitchell

That the correspondence related to the FOPL AGM be received for information.

Carried.

### **Resolution No. 2021.013**

Moved by R. Hickey: seconded by D. Ballantyne

That the correspondence related to the Ontario Volunteer Service Awards be received for information.

Carried.

## 6. Other, New & Unfinished Business

### a) Policies

#### i) Health & Safety 7.0 (Final)

### **Resolution No. 2021.014**

Moved by R. Hickey: seconded by A. Thompson

That the Selwyn Public Library Health & Safety Policy Statement 7.0 be received; and

That the Library Board reviews the Working Alone Safety Plan and the Working Alone Hazard Assessment (attachments); and

That the Library Board adopts the Township Health & Safety Policies 7.1 - 7.19, with minor edits as discussed; and

That the policy binders be updated as required.

Carried.

#### ii) Customer Code of Conduct

### **Resolution No. 2021.015**

Moved by K. Whiteley: seconded by J. Hyland

That the Customer Code of Conduct Policy 4.1.5 (Final) be received; and

That the Board approve the policy as amended; and

That the policy binders be updated as required.

Carried.

#### iii) Board Code of Conduct

### **Resolution No. 2021.016**

Moved by A. Thompson: seconded by R. Hickey

That the Board Code of Conduct Policy 1.1.6 (Final)

That the Board approve the policy as amended; and

That the policy binders be updated as required.

Carried.

iv) Scent Free Policy (Draft)

**Resolution No. 2021.017**

Moved by K. Whiteley: seconded by J. Hyland

That Board Members review the Scent Free Policy (Draft) and submit recommendations to the CEO/Chief Librarian prior to the next Board meeting; and That Public Space related policies be brought to the next Board meeting for reference; and

That the Final policy be considered at the next regular meeting.

Carried.

b) OLA Super Conference Summaries

**Resolution No. 2021.018**

Moved by D. Ballantyne: seconded by R. Hickey

That the OLA Super Conference Summaries report be received for information.

Carried.

c) Volunteer Dinner and Awards

**Resolution No. 2021.019**

Moved by D. Ballantyne: seconded by R. Hickey

That the Board accepts the volunteer recognition plans for 2021 as outlined in the report in lieu of the June Volunteer Dinner and Awards ceremony.

Carried.

d) Fundraising Update

**Resolution No. 2021.020**

Moved by B. Jinkerson: seconded by R. Hickey

That the report in regard to fundraising be received for information; and That the Board establishes an Ad Hoc Fundraising Sub-Committee with the following members: J. Hyland, K. Whiteley, J. Dillon, Sarah Hennessey and option of one additional staff resource.

Carried.

e) Board Assembly Appointment

**Resolution No. 2021.021**

Moved by B. Jinkerson: seconded by J. Hyland

That the letter in regard to the OLS Board Assembly Appointment be received for information; and

That the Board appoints A. Thompson to the OLS Board Assembly.

Carried.

f) Land Acknowledgement

**Resolution No. 2021.022**

Moved by R. Hickey: seconded by K. Whiteley

That the Land Acknowledgement information report be received; and That the Board welcomes the opportunity for some training from representatives of the Curve Lake First Nation in order to properly use the attached Land Acknowledgment that has been provided.

Carried.

g) 2021 Approved Charges

**Resolution No. 2021.023**

Moved by J. Hyland : seconded by A. Thompson  
That the 2021 Fees and Charges be received for information; and  
That the approved charges for Selwyn Public Library as noted on the chart dated  
February, 2021.

Carried.

**7. Next Meeting**

The next regular Library Board meeting was confirmed for Tuesday, March 23, 2021, at 3:00 p.m. using remote meeting video software to be hosted by the CEO/Chief Librarian.

**8. Adjournment**

**Resolution No. 2021.024**

Moved by R. Hickey: seconded by B. Jinkerson  
That the meeting be adjourned. (4:39 p.m.)

Carried.

Respectfully submitted by: R. Lane Vance, Recording Secretary

Chair Person  \_\_\_\_\_

Secretary  \_\_\_\_\_

Approval Date \_\_\_\_\_ March 24, 2021 \_\_\_\_\_