

REGULAR MEETING

May 21, 2020

A regular meeting of the London Public Library Board was held on the above date as a virtual meeting via Zoom at 5:34 p.m. with the following present:

From the Board: M. Hamou, S. Clark, B. Gibson, J. Shelley, J. McCall, M. Boyce, E. Pelozza, S. Lewis

From Senior Management: M. Ciccone, C. Harris, E. Hobin, A. O'Sullivan, E. Schinbein, A. Thompson, J. McDonald, K. Travers, T. Travers, N. Collister, M. Byl

Other Staff: S. Andrews, D. Peebles, J. Richardson, K. Baldock, R. Kearns, N. Romanoff, S. Kasprzak, H. McDonald, K. Moore, J. Sadler, C. Amatruda, J. Holton, C. McLandress, B. Rhoden, L. Blackley, L. Ludke, D. Lee-Muma, C. Loffhagen, E. Stierwalt, A. de Oliveira Fogaça, M. Forte, R. van den Kerkhof, J. Kerr, S. Cahill, K. Davidson, D. Caloren, K. Caschera

Guests: C. Smith

Minutes taken by: H. Beecroft

APOLOGIES –

DISCLOSURES OF INTEREST - none

L20/38 CHANGES TO AND ADOPTION OF AGENDA

It was MOVED by S. Clark and seconded by S. Lewis that the agenda be adopted.

CARRIED

L20/39 APPROVAL OF MINUTES

It was MOVED by S. Clark and seconded by S. Lewis that the minutes of April 23, 2020 (L20/28-L20/37) be approved.

CARRIED

L20/40 BUSINESS ARISING FROM THE MINUTES

None.

L20/41 REPORTS FROM COMMITTEES, MEMBERS AND STAFF REQUIRING

ACTION

Curbside Service Report

M. Ciccone informed the group that as a result of the loosening of restrictions in Ontario, that curbside pickup is being allowed for public libraries. Staff have been working to develop a plan and have been having visits to branches to prepare to offer this service.

The board was impressed with the thoroughness of the report.

It was MOVED by B. Gibson and seconded by J. McCall the Curbside Service Report is accepted

All in favour.
CARRIED

L20/41.1 Revised 2020 Operating Budget and Financial Update as of April 30, 2020

E. Schinbein presented the 2020 Operating Budget and Financial Update as of April 30, 2020. It was explained that due to COVID-19 this report may appear slightly different than in the past; it would normally be a full revised budget overview.

Board members asked for clarifications about the rental revenue that is shown as increasing in the budget. E. Schinbein explained that as a result of COVID-19 that rental revenues for meeting rooms, rentals, room bookings are expected to decreased but that business revenue from tenants, such as the City of London, CBC etc. have maintained since the closure. The revised budget amounts shown on the report are as if COVID isn't occurring. Financial Services staff are capturing COVID related expenses and losses separately in the financial systems and amendments may be made to the budget to reflect these changes or the actual expenses will reflect the impacts of COVID.

It was moved by S. Clark and seconded by S. Lewis that the Revised 2020 Operating Budget and Financial Update as of April 30, 2020 report be approved and received.

All in favour.
CARRIED

L20/42 CONSENT ITEMS

It was MOVED by seconded by J. McCall and seconded by J. Shelley that the following consent items be received:

- a. Draft Agenda – June 25, 2020 (Not included as agenda will be COVID related)
- b. From the Media:

COVID–19 Teacher Diary: How are Public Libraries & Librarians Responding to the Crisis?

<https://49thshelf.com/Blog/2020/04/23/COVID-19-Teacher-Diary-How-are-Public-Libraries-Librarians-Responding-to-the-Crisis>

London library expands online beyond collections into programs

<https://lfpress.com/news/local-news/london-library-expands-online-beyond-collections-into-programs/>

Being stuck at home causes more London bookworms to go online

<https://www.cbc.ca/news/canada/london/london-ontario-pandemic-library-1.5566682>

Library staff help ailing London Transit pioneer's kin find perfect birthday gift

<https://lfpress.com/news/local-news/library-staff-help-ailing-london-transit-pioneers-kin-find-perfect-birthday-gift/>

CARRIED

E. Hobin stated that the great media coverage this month is a true reflection of the hard work staff have been putting in to create connections and programming in the public. Media have shown a lot of interest in curb side pick-up and staff look forward to engaging them as the process moves forward.

L20/43

INQUIRIES AND OTHER BUSINESS

E. Pelozza inquired about staffing at branches as branches re-open. Specifically, what the plan is to minimize the impact to staff if they become ill. M. Ciccone indicated this is being taken into consideration when planning staff schedules and how to minimize the impact and risk to staff. Things like pods, work teams etc. are being considered.

E. Pelozza also inquired about response time and contingency plans if things were to turn around or to get worse. M. Ciccone indicated that as the library moves forward with re-opening and preparing to have the public into branches, it is always a consideration to plan for re-closing. As the library was able to close quickly during the first round of closures, the library would be able to quickly respond and rapidly reclose or roll back openings.

E. Pelozza asked about plexi-glass at customer service counters when re-opening occurs. M. Ciccone indicated that the plexi-glass has already been purchased and plans for installation are already in place.

J. McCall inquired about the mandated closure of libraries and if the library

is mandated to be closed or reopen at this point and does the library have the authority to re-close if things went downhill. M. Ciccone stated the library is not mandated to open at this time, but it is something that we should be doing, given that curbside pick-up has been cleared by the Ontario Government and is something that public libraries have been requesting.

J. McCall asked about if there were enough masks for staff when branches reopen or if the library would be accepting donations. M. Ciccone indicated there were enough masks and gloves on-hand. The only thing that has proved difficult to source has been Clorox Wipes. The library has a lot of channels to tap into for sourcing materials. J. McCall indicated the City of London may have some stockpiled supplies that the library may be able to access.

E. Pelozza asks that city councilors are copied on any official communications as the libraries plans move forward so that they are able to help get the messaging out to their communities.

At 6:02 p.m., the meeting entered confidential session and reconvened at 6:56 p.m.

L20/44

REPORT ON MATTERS FROM THE EXECUTIVE SESSION

M. Hamou reported that a staffing issue was discussed related to COVID-19 which will remain confidential.

There was a question in closed session related to the vacant board member position, which was better suited for public session. E. Pelozza indicated that the city clerk as posted the vacancy on the City of London's website, along with a list of qualifications for anyone who is interested in applying.

S. Lewis let the board know that on June 25th, buildings around London will be lighted in gold to recognize the end of the school board, in recognition of graduations people cannot gather for. S. Lewis inquired if the library would be able to participate by showing signage, online messaging etc. M Ciccone indicated that the library is happy to participate in any way requested.

ON MOTION, the meeting adjourned at 7:04 p.m.

Chair

Secretary

DRAFT