

May 17, 2021

Moved by Tina Van Tuyl
Seconded by Lindsay Bryan

21:080 **That the items in the Consent Agenda be as amended** Carried

6. Business Arising

N/A

7. Committee Reports

7.1 Event Planning Committee

The Chief Executive Officer reported that the Croatian National Home has been reserved (Nov 6, 2021), for an in-person trivia event. If it is not feasible to hold a gathering, staff have arranged for an optional takeaway meal for participants. Adam Crockatt has agreed to facilitate the event in-person or virtually for a price of \$200 (+ mileage if in-person).

The Niagara Woodcarvers have offered to construct a donor wall for the Library free-of-charge provided that the Library is able to cover the cost of materials. Draft content for the new donations brochure were reviewed and discussed. It is recommended that the Library utilize the services of the Niagara Woodcarvers and a local engraver to construct a new donations wall at a cost not to exceed \$2,000.

Moved by Melissa McGlashan
Seconded by Lindsay Bryan

21:081 **That the Event Planning Committee report be approved** Carried

8. Staff Reports

8.1 April Break Report

The Manager of Programming & Outreach provided an overview of virtual programs offered for children and youth during the 2021 Spring Break. Although the Library offered fewer programs, attendance was comparable to 2019.

Moved by Melissa McGlashan
Seconded by Lee Gordyn

21:082 **That April Break Report be received** Carried

9. Policies

Ministry of Labour Inspection (AD 3-3.9)

This scope of this policy was updated to remove procedural elements relating to inspections and investigations.

Moved by Melissa McGlashan
Seconded by Lee Gordyn

21:086 **That the Ministry of Labour Inspection policy (AD 3-3.9) be approved** Carried

Biological Hazards (AD 3-3.13)

This policy was updated to reflect current practices related to the cleanup of biological hazards in the workplace. Redundancies and procedural information were removed.

Moved by Lindsey Bryan
Seconded by Tina van Tuyl

21:087 **That the Biological Hazards policy (AD 3-3.13) be approved** Carried

Scented Products in the Workplace (AD 3-3.14)

It is recommended that enforcement of this policy be delegated to Management staff rather than the Employer (Library Board).

Moved by Melissa McGlashan
Seconded by Tina Van Tuyl

21:088 **Scented Products in the Workplace policy (AD 3-3.14) be approved** Carried

Donations & Sponsorships (AD 4-4.1)

To recognize donations between \$100 and \$500, a new donation level of “supporter” has been recommended. Donations received in this category will receive a personalized letter and/or a thank-you card to acknowledge receipt and express gratitude.

Moved by Lindsay Bryan
Seconded by Tina van Tuyl

21:089 **Donations & Sponsorship policy (AD 4-4.1) be approved** Carried

10. General Business Information/Question

Melissa McGlashan recently attended the first OLS Board Meeting, which is now organized by population size rather than geographic location. Melissa provided a detailed overview of the topics discussed including the new structure, agenda composition, fundraising, and Board recruitment.

11. Member Announcements

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The Chair reminded the Board that the CEO and Chair will be providing an update presentation to City Council on May 18, 2021 at 7pm via Zoom.

12. Dates to Remember

- Monday, June 21, 2021, 7:00pm Library Board Regular Meeting (Zoom)

13. Adjournment

The regular meeting was adjourned at 8:20 pm on a motion by Lee Gordyn

14. Closed Meeting

The Chair called the meeting to order at 8:24

The closed meeting was adjourned at 9:56 pm on a motion by Alan O'Neill



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Chairperson



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Secretary

