

**MINUTES OF THE EIGHTEENTH MEETING OF
THE GREATER SUDBURY PUBLIC LIBRARY BOARD**

November 26th, 2020
Zoom Meeting

Commencement: 4:35 p.m.
Adjournment: 5:57 p.m.

PRESENT

M. Bellmore (Chair), S. Belanger, K. Bowman, B. Brockerhoff-Macdonald, L. McGauley, Councillor M. Signoretti, S. Townend

REGRETS

None

CITY STAFF

Mette Krüger – Interim CEO
Ian Wood – Executive Director of Strategic Initiatives, Communications and Citizen Services
Rebecca Brooks – Administrative Assistant to the Director, Economic Development
Rick Clouthier – Manager of Citizen Services

Meeting was called to order.

AGENDA

The following motion was presented:

2020 - 41- Councillor M. Signoretti / B. Brockerhoff-Macdonald

THAT the agenda of the EIGHTEENTH meeting of the Greater Sudbury Public Library Board be adopted.

CARRIED

**DECLARATIONS OF
CONFLICT OF INTEREST
AND GENERAL NATURE
THEREOF**

None declared

MINUTES

The following motion was presented:

2020 – 042 - S. Townend / Councillor M. Signoretti

THAT the minutes of the SEVENTEENTH meeting of the Greater Sudbury Public Library Board held on October 22nd, 2020 be adopted.

CARRIED

2020 – 043 - S. Belanger / Councillor M. Signoretti

THAT the minutes of the SECOND SPECIAL meeting of the Greater Sudbury Public Library Board held on November 5th, 2020 be adopted.

CARRIED

BOARD ORIENTATION

No items were brought forward at this time.

PRESENTATION

Junction East Update

Ian Wood, Executive Director, Strategic Initiatives, Communications and Citizen Services advised the Board on Junction East Project updates. A site visit with was conducted on November 6th which hosted several staff and architects.

Working meetings have been held to discuss citizen engagement. The public introduction of consultants and engagement campaign launch will be postponed to January as it was decided that December was occupied by holiday activities. City staff continues to finalize coordination of the Indigenous aspect of community engagement which will be an integral part of the launch. A further update is expected in December.

Clarification regarding final selection process for the chosen design (WZMH) was requested. It was explained that all proponents were in consortia and not a single entity. Consultants have been employed by the firm to assist with their library and art gallery expertise. Further assessment was based on technical ability. The combination of these factors determined WZMH to be the successful proponent.

M. Krüger added to the update, further detailing the November site visit with Library Subconsultant DPAI. The consultant expressed his interest in meeting and working with members of the Greater Sudbury Public Library Board. Though there is no set meeting date, the expectation is that initial introductions be made in early 2021.

For edification of Board members, I. Wood clarified staff roles and responsibilities in the Junction East Project. An internal technical team including Planning Services, Infrastructure Services and other key departments are assigned to a Technical Team to assist in addition to a Collaboration Working Group, comprised of several key stakeholders, including pertinent boards and City Council.

Multiple funding applications have been filed at both federal and provincial levels. Submissions have been made to the Investing in Canada Infrastructure Program and Creative Spaces Canada fund in conjunction with a draft application being finalized for FCM Green Fund for support. Applications are made based on the phase the project is in (design, construction, etc.).

REPORTS

Chair's Report

M. Bellmore noted that he has engaged with the Mayor's Office in relation to the potential interest of a community group to rename the Main Branch after Sudburian Alex Trebek, who recently passed away.

M. Bellmore provided the background to the request and identified several areas of discussion for consideration including respect for Mr. Trebek's family, policy and governance uncertainties, precedence, financial implications and other possible advocacy efforts pursued by the Trebek family.

The City of Greater Sudbury's policy on the naming of assets was outlined by I. Wood. Several supporting documents were included in the distributed agenda package demonstrating policies used by various comparable libraries when addressing similar situations and requests.

A draft policy will be circulated to the board in advance of December meeting for discussion. Caution was recommended before moving ahead with the idea based on good intention rather than due diligence.

Suggestion was put forward that it may be more prudent to name an associated space, such as a particular room, after an individual, rather than the entire building. A history of past branch naming and their respective associations was provided by R. Clouthier for context.

Positive implications of the request were discussed including benefit and inclusiveness within the community, encouragement to visit and utilize library services and wide-spread recognition of the new library/art gallery.

Appreciation was expressed for opinions discussed; more information will follow once available.

CEO's Report

M. Krüger advised the Library Board of the use of licensed social workers to assist in the identification of patron needs. Starting January 2021, a Master of Social Work student will be starting a placement with the Main Library to parallel this process, providing cross-training and staff capacity building opportunities.

To celebrate the holiday season, an initiative was proposed wherein children create a parade float using a tissue box. In partnership with the Santa Claus Parade Committee, the decorated boxes will be presented on the Eastlink live stream virtual parade on November 29th at 4:00 p.m. The event will also be presented on the Greater Sudbury Public Library (GSPL) and Sudbury Santa Claus Parade Facebook pages. Over one hundred video entries have been submitted to date.

Effective January 2021, new legislation comes into effect around the accessibility of websites. At this time, the GSPL website is not fully accessible. The Virtual Librarian position has recently been filled; this

role will be instrumental in the accessibility plan rollout as well as responding to inquiries into project updates.

WIFI hotspot lending is expected to be ready to move ahead in January.

November 16th – 22nd was a one week period where statistics were gathered from all branches, ranging from WIFI usage and material circulation, to the number of physical visits. These statistics are then included in the general report to the Ministry of Heritage, Sport, Tourism and Cultural Industries which serves as the annual survey of public libraries.

An increase of requests has been noted in areas such as library accounts, reference questions and technology use. Online engagement with library services has markedly increased. Over fifty virtual programs have been run and social engagement has been trending in a positive direction.

Report on Recruitment (for information only)

M. Krüger provided a brief report on current vacancies, recruitment and staffing. A fulsome report was included in the agenda package.

Report on Phased Reopening Plan

M. Krüger provided details on the phased re-opening plan. With the introduction of the Province's latest COVID-19 Response Framework, staff are planning for an adjustment of service levels accordingly. These service levels will be drafted in consultation with Public Health Sudbury and Districts and the City of Greater Sudbury's Health and Safety Section.

Library staff have now returned to their home positions from COVID redeployment measures.

Report on Fines Amnesty Program for December 2020

A report was circulated to board members earlier, outlining the background to the amnesty program along with a proposed plan which accounts for COVID-19 precautions.

In past years, a resolution is presented in December requesting support for a "food for fines" program, whereby patrons are welcome to donate canned goods or non-perishable food items in exchange for the waiving of account fees. The food items are, in turn, donated to the Sudbury Food Bank.

This program is considered to be an essential incentive tool, by way of encouraging patrons to return library materials. The challenge surrounding this program in 2020 is the COVID-19 pandemic and the subsequent need to quarantine all donations received.

Because of this, a “Clear the Card” campaign is proposed as a substitution. The desired outcome of the program would be to spread much needed generosity at this time, with the additional benefit of removing the obstacle of fines, up to \$80.00 for all patrons who do not currently have access to materials due to the standing of their account.

2020 – 44 – L. McGauley / B. Brockerhoff-Macdonald

THAT the Greater Sudbury Public Library Board approves a Clear the Card campaign for the month of December.

CARRIED

Social media will be implemented to create awareness. The Edgar Burton Food Drive is still in operation for those interested in donating. Library staff are interested in hosting community drives in the new year to help alleviate social concerns such as a warm clothing drive.

STRATEGIC PLANNING

None

CORRESPONDENCE

Conflict of Interest

Included in the agenda package is correspondence discussing conflict of interest in response to a board member’s request.

OLS Announcement Regarding Board Governance

Included in the agenda package is an announcement regarding the newly-amalgamated Ontario Library Service and the need for Board Members.

Renaming Greater Sudbury Public Library’s Main Branch

Included in the agenda package was citizen correspondence discussing the proposal to rename the Main Branch in honour of Alex Trebek. The topic was covered extensively during the Chair’s Report and no further details were requested.

OTHER BUSINESS

Governance Transition

No new information is currently available.

Operating Budget 2021

As previously indicated, the 2021 operating budget is a fluid situation. The original strategy of creating a business case to be presented by staff has reexamined. In consultation with the CAO, Ed Archer, it was determined that because the intention is to move the Greater Sudbury Library Board to an independent, outside board structure, it would be in the best interest of the board to move the budget from the Strategic Initiatives, Communications and Citizen Services Department of the City, to a standalone budget item. It will then be at the board's prevue to decide budgetary increases and present them to City Council for consideration and approval.

Naming Policy

As discusses earlier, a document was included in the agenda package which outlined several preliminary findings of other library best practices for discussion. A naming policy will be drafted by staff and circulated before the December meeting. Feedback is welcome and encouraged.

ADJOURNMENT

The following motion was presented:

2020 – 45 - K. Bowman / Councillor M. Signoretti

THAT this meeting does now adjourn. Time: 5:57 p.m.

CARRIED

Mette Krüger, Secretary

Michael Bellmore, Chair