

A meeting of the Chatham-Kent Public Library Board was held at 5:00 p.m. on Tuesday, February 25, 2020 in the Meeting Room of the Chatham Branch.

**Board:**

Margaret Young	Linda Campbell	Kristen Carter
Kate do Forno	Councillor Authier	Councillor Finn
Councillor Pinsonneault		

**Regrets:**

Councillor Latimer	Fannie Vavoulis	Robert Clarke
Councillor Authier		

**Staff:**

Tania Sharpe	Heidi Wyma	Cassey Beauvais
Sarah Hart Coatsworth	Kim Lachine-Caron	

**1. Administration**

**A. Disclosure of Pecuniary Interest**

There were no disclosures of pecuniary interest.

Tania Sharpe assumed the position of the Chair so that the Election of Officers could be held.

**Chatham-Kent Public Library Board Annual General Meeting for 2020:**

Election of Officers for 2020 – Tania Sharpe opened the floor for nominations for the position of Chair.

Kate do Forno nominated Linda Campbell for the position of Chair. Linda accepted the nomination.

**Motion: That the nominations for Chair be closed.**  
Councillor Pinsonneault / Margaret Young Carried.

There being no other nominations, Linda Campbell was acclaimed as Chair.

Nominations for the position of Vice-Chair were opened.  
Margaret Young nominated Kate do Forno for position of Vice-Chair. Kate accepted the nomination.

**Motion: That the nominations for Vice-Chair be closed.**  
Margaret Young / Councillor Pinsonneault Carried.

There being no other nominations, Kate do Forno was acclaimed as Vice-Chair.



**D. Minutes of Previous Meeting**

**Motion:** That the minutes of the Chatham-Kent Public Library Board meeting of November 26, 2019 be approved.  
Councillor Finn / Councillor Pinsonneault Carried.

**E. Closed Session**

None.

**F. Business Arising from the Minutes**

None.

**G. Presentations**

None.

**2. Strategic Discussion**

**H. Committee Reports**

H-1 Friends Groups

Ridgetown – No meeting held.

Dresden – No meeting held.

H-2 Policy Committee – No meeting held.

H-3 Evaluation Committee – No meeting held.

H-4 Fundraising Committee – No meeting held.

**I. New Business**

I-1 Report re: Circulation – Borrowers Report

**Motion:** That the Chatham-Kent Public Library Board receive for information the report 2019 Circulation-Borrowers Report.  
Councillor Finn / C. Mackey Carried.

I-2 Report re: Trust Fund Interest for 2020

**Motion:** That the Chatham-Kent Public Library Board receive for information the report on the Trust Fund Interest for 2020  
Councillor Authier / Councillor Finn Carried.

I-3 Report re: Marketing Initiatives for 2020

**Motion:** That the Chatham-Kent Public Library Board receive for information the report on 2020 Marketing Initiatives.  
K. Carter / C. Mackey Carried.

I-4 Report re: Circulation Review for 2019

**Motion:** That the Chatham-Kent Public Library Board receive for information the report on the 2019 Circulation Review.  
M. Young / K. Carter Carried.

I-5 Report re: Fourth Quarter Performance Metrics

**Motion:** That the Chatham-Kent Public Library Board receive for information the Fourth Quarter Performance Metrics.  
Councillor Finn / Councillor Pinsonneault Carried.

I-6 Report re: Book Bash

**Motion:** That the Chatham-Kent Public Library Board receive for information the Report on the 2019 Book Bash Festival.  
Councillor Authier / K. Carter Carried.

**J. Board Professional Development**

None.

**3. Consent Agenda**

**Motion:** That the Chatham-Kent Public Library Board approve all items on the consent agenda.  
Councillor Pinsonneault / C. Mackey Carried.

**4. Other**

**M. New Business**

None.

**N. Other Business**

N-1 Number of Meetings for 2020

The requirement of ten meetings per year is no longer relevant. There is now a minimum of seven meetings required. Chatham-Kent Public Library Board will be aiming to hold eight meetings with no meets in July and August (as usual) and no meeting in December or January.

N-2 Next Meeting

The next meeting will be held on Tuesday, March 24, 2020 at 5:00 pm in the Board Room (2<sup>nd</sup> floor) of the Chatham Branch.

**O. Adjournment**

**Motion: That the meeting adjourn.**  
Councillor Finn / K. Carter

There being no further business, the meeting adjourned at 6:00 pm.

April 3, 2020

An emergency meeting of the Chatham-Kent Public Library Board was held via SKYPE at 4:00 p.m. on Friday, April 3, 2020.

**Board:**

Margaret Young  
Kate do Forno  
Councillor Latimer  
Cecilia Mackay

Linda Campbell  
Councillor Authier  
Fannie Vavoulis

Kristen Carter  
Councillor Finn  
Robert Clarke

**Regrets:**

**Staff:**

Tania Sharpe  
Sarah Hart Coatsworth

Heidi Wyma  
Kim Lachine-Caron

April Rietdyk

**1. Administration**

**A. Disclosure of Pecuniary Interest**

There were no disclosures of pecuniary interest.

**B. Approval of the Agenda**

**Motion:** That the agenda be approved.  
K. do Forno / R. Clarke

Carried.

**C. New Business**

**C-1 Verbal Report re: Staff Layoffs due to COVID19**

Tania informed the Library Board that she, along with April Rietdyk, General Manager, Community Human Services, announced layoffs to CKPL CUPE 12.2 staff earlier this morning. April expressed that management had worked with the union to allow staff to have the possibility of redeployment – normally this is not an option. Redeployment options include Employment and Social Services, Public Health, Housing but most likely, Riverview Gardens. Job opportunities at RVG would be to assist with resident care, screening, housekeeping, etc.

April also apologized for this information being released to the media before the Library Board and staff were notified.

Non-union staff will not receive a layoff notice, but will be redeployed.

There were questions about a Business Continuity Plan and at this point – there is not one. If the virtual library fails, there is nothing we can do as this falls under unionized work.

April 3, 2020

**Motion:**      **That the Chatham-Kent Public Library Board receive for information the update on Staff Layoffs due to Covid19.**  
Councillor Latimer / M. Young Carried.

**O.      Adjournment**

**Motion:**      **That the meeting adjourn.**  
R. Clarke

There being no further business, the meeting adjourned at 4:40 pm.