



Aurora Public Library Board

MINUTES of MEETING

Wednesday, June 17, 2020

The Aurora Public Library Board held its regular meeting on Wednesday, June 17, 2020 via video conference call.

Present: John Clement, Tom Connor (Chair), Councillor Sandra Humfryes, Councillor Harold Kim, Adam Mobbs (Vice Chair), Marie Rankel, Ken Turriff

Chief Executive Officer: Bruce Gorman

Staff: Mario Baleno (Acting) Manager, IT; Reccia Mandelcorn, Manager, Community Collaboration; Jodi Marr, Manager, Customer Opportunity; Ashley Nunn-Smith, Manager, Content, Access & Innovation; Maida Rae, HR Coordinator/EA (recorder), Julie Rocca, Business Manager

The Chair called the meeting to order at 07:02 p.m.

1. Adoption of the Agenda

MOTION: **20.06.49**
Moved by: M. Rankel
Seconded by: J. Clement
CARRIED

THAT the Agenda be approved

2. Disclosure of Interest

3. Presentation

- .1 Andrea Nauss, CPA, CA, Manager BDO Canada, LLP
Re: 2019 Audited Financial Statements and SR2020.15

Tom Connor welcomed Andrea Nauss of BDO Canada and asked her to present the 2019 Audited Financial Statements.

MOTION: **20.06.50**
Moved by: A. Mobbs
Seconded by: Councillor S. Humfryes
CARRIED

THAT the Audited Financial Statements as of December 31, 2019 be approved

Completing a remote audit was challenging, and A. Nauss expressed thanks to APL

Business Manager J. Rocca for her assistance and cooperation during this new process. In light of the COVID-19 closure, the auditor recommended utilization of electronic records going forward.

Councillor H. Kim joined the meeting at 7:11 p.m.

4. Approval of Minutes:

.1 Regular meeting of May 20, 2020

MOTION: **20.06.51**
Moved by: Councillor H. Kim
Seconded by: J. Clement
CARRIED

THAT the Minutes of the May 20, 2020 meeting be approved

5. Correspondence

Copies of correspondence were circulated for information.

.1 Susan Mullin, CFRE, President and CEO May 18, 2020
Southlake Foundation
Re: Thank you for 3-D printed ear savers

MOTION: **20.06.52**
Moved by: K. Turriff
Seconded by: Councillor S. Humfryes
CARRIED

THAT the correspondence be received as information

6. Items for Consideration

.1 ***Internet Access Service Policy Report SR2020.16***
A staff report was issued prior to the meeting.

MOTION: **20.06.53**
Moved by: K. Turriff
Seconded by: J. Clement
CARRIED

THAT the revised Internet Access Service Policy dated June 17, 2020 be approved

This updated policy focuses on expanded wireless service while maintaining corporate network security, with updates to language and terminology.

.2 ***Fine Free Report SR2020.17***
A staff report was issued prior to the meeting.

MOTION: **20.06.54**
Moved by: A. Mobbs
Seconded by: K. Turriff
CARRIED

THAT Aurora Public Library waive fines for the remainder of 2020

Waiving fines for the remainder of the year will not impact service, and will help community members experiencing financial hardship at this time.

Councillor H. Kim noted that this was in keeping with Town direction to their staff to wean off penalty revenue as part of budget revenue.

B. Gorman added that there are discussions throughout the library community to eliminate fines and penalties completely. A communications strategy will be developed to communicate APL's decision to waive fines to the community, clarifying that overdue fines will be waived, but individuals would still be responsible for lost items.

7. Library CEO Updates

.1 *CEO Updates*

A verbal report was provided at the meeting.

MOTION: **20.06.55**
Moved by: M. Rankel
Seconded: K. Turriff
CARRIED

THAT the Library CEO Updates verbal report be received as information

B. Gorman updated the Board on the Library's Employee Assistance Plan (EAP), available to all staff starting in July. Previously, only full-time staff were eligible for the Library's EAP.

B. Gorman is a member of the Cultural Roundtable Group, where Aurora cultural partners meet virtually to discuss issues, concerns, stories. Minister Christine Elliott was a special guest at a recent meeting.

B. Gorman and M. Rankel attended the SOLS Board Trustee online session.

The decision to place staff on Declared Emergency Leave (DEL) was difficult, but the best option available in uncertain times. Staff that remained on salary were tasked with exploring virtual programming options and maintaining key operations. The online environment created by APL staff is second to none in the province, offering engaging and unique programming, stories, trivia etc. There has been a very positive response from the community.

The success of the 2019 Summer Reading Club (SRC) will carry forward virtually this year with the assistance of Beanstack, a tool geared to facilitating online engagement. Virtual SRC programs will roll out for children, teens and adults. There will also be curbside pick up for activities/take and make projects that include instructions from staff on how to complete the project.

APL's curbside pick up service was up and running quickly, and the model chosen is customer focused and contactless. With the introduction of this service, we have called back the majority of our employees, with some staff focused on curbside pick up and others on our virtual offerings.

A staff Reopening Team has been established to ensure that when permitted, we are

prepared to safely open Library doors to the public. The management group is highly dedicated, and we are supporting staff with regular communications and providing accommodations when needed for childcare etc.

There are meetings scheduled with CUPE to continue bargaining for the Pages/Temporary Workers unit.

Special congratulations to Tom Connor, Aurora's Citizen of the Year. After decades served helping the Library, Tom understands how libraries help communities and we are fortunate to have him as our Chair, and the Town of Aurora is fortunate to have him as a community member.

8. General Business Information/Questions

.1 *Town of Aurora General Committee Report CMS20-012 Library Square – Governance Review*

A Town of Aurora staff report was issued prior to the meeting.

MOTION: **20.06.56**
Moved by: M. Rankel
Seconded by: A. Mobbs
CARRIED

THAT the Library Square –
Governance Review Report
be received as information

This report was approved by Council last night.

.2 *APL Updates*

Articles and photographs were issued prior to the meeting.

MOTION: **20.06.57**
Moved by: K. Turriff
Seconded by: A. Mobbs
CARRIED

THAT the APL Updates be
received as information

Newspaper articles and media coverage from mid-May to early June were provided that highlight APL's programs and services.

9. Member Announcements

J. Marr informed the Board that there will be a virtual coding camp for 10 weeks this summer and encouraged participation in Summer Reading Club.

10. Date of Next Meeting

The next meeting is scheduled for Wednesday, September 16, 2020 at 7:00 p.m.

11. Adjournment

MOTION: **20.06.58**
Moved by: A. Mobbs
Seconded by: J. Clement
CARRIED

THAT the meeting be adjourned
at 8:20 p.m.

T. Connor
Chair

B. Gorman
Chief Executive Officer