



Aurora Public Library Board

MINUTES of MEETING

Wednesday, May 20, 2020

The Aurora Public Library Board held its regular meeting on Wednesday, May 20, 2020 via video conference call.

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

Regrets: Councillor Sandra Humfryes

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 07:07 p.m.

Adam Mobbs joined the meeting at 7:08 p.m.

1. Adoption of the Agenda

MOTION: **20.05.34**
Moved by: K. Turriff
Seconded by: J. Clement
CARRIED

THAT the Agenda be approved

2. Disclosure of Interest

3. Approval of Minutes:

.1 Regular meeting of February 19, 2020

MOTION: **20.05.35**
Moved by: M. Rankel
Seconded by: K. Turriff
CARRIED

THAT the Minutes of the February 19, 2020 meeting be approved

.2 Special Meeting of April 2, 2020

MOTION: **20.05.36**
Moved by: J. Clement
Seconded by: Councillor H. Kim
CARRIED

THAT the Minutes of the April 2, 2020 Special Meeting be approved

.3 Special Meeting of April 24, 2020

MOTION: **20.05.37**
Moved by: K. Turriff
Seconded by: M. Rankel
CARRIED

THAT the Minutes of the April 24, 2020 Special Meeting be approved

4. REPORTS

.1 **2019 Year End Financial Report SR2020.08**

A staff report was issued prior to the meeting.

MOTION: **20.05.38**
Moved by: J. Clement
Seconded by: Councillor H. Kim
CARRIED

THAT the Aurora Public Library Financial Statement for the year ended December 31, 2019 be received

.2 **First Quarter Operations Report SR2020.09**

A staff report was issued prior to the meeting.

MOTION: **20.05.39**
Moved by: Councillor H. Kim
Seconded by: M. Rankel
CARRIED

THAT the First Quarter Operations Report to March 31, 2020 be approved

The previously approved 2020 Goals and Objectives have been adjusted to account for COVID-19 pivots (new directions or identified opportunities). The purpose of this report is for the Board to approve these new goals and review progress to date.

.3 **First Quarter Use Indicators DRAFT Report SR2020.10**

A staff report was issued prior to the meeting.

MOTION: **20.05.40**
Moved by: K. Turriff
Seconded by: J. Clement
CARRIED

THAT the Aurora Public Library Board receives the First Quarter Use Indicators DRAFT Report to March 31, 2020 as information

.4 Financial Statement for Period Ending March 31, 2020 SR2020.11

A staff report was issued prior to the meeting.

MOTION: **20.05.41**

Moved by: J. Clement

Seconded by: A. Mobbs

CARRIED

THAT the Aurora Public Library Financial Statement for the period ending March 31, 2020 be received

.5 Finance Sub-committee Terms of Reference Report SR2020.12

A staff report was issued prior to the meeting.

MOTION: **20.05.42**

Moved by: J. Clement

Seconded by: M. Rankel

DEFEATED

THAT the Finance Sub-committee Terms of Reference Report dated May 20, 2020 be received as information, and

THAT the Terms of Reference and Membership of the Financial Sub-committee be reviewed, and

THAT elections for the Finance Sub-committee be conducted at Library Board meeting of May 20, 2020

MOTION: **20.05.43**

Moved by: A. Mobbs

Seconded by: K. Turriff

CARRIED

THAT Library staff review all Aurora Public Library Board committees and bring forward a report for consideration at a future meeting.

The Board elected for Library staff to review all Library Board sub-committees (Finance, CEO Performance Review, and Executive Committee) and report back regarding Terms of Reference for each.

5. Library CEO Updates

.1 CEO Updates

A verbal report was provided at the meeting.

MOTION: **20.05.44**

Moved by: J. Clement

Seconded: K. Turriff

CARRIED

THAT the Library CEO Updates verbal report be received as information

B. Gorman advised that APL will begin offering curbside pick-up service starting Monday,

May 25, 2020. Safety of staff and customers will remain a priority. Six employees returned to work on Tuesday to expand virtual library programming, and to prepare for curbside pick-up service and the eventual reopening of the Library facility.

B. Gorman is also participating in a Cultural Partners group to work together and support other cultural organizations during the COVID-19 pandemic.

He continues to work with Town staff regarding Library Square governance issues and how to mitigate the impact on the Library once construction begins.

It was also noted that the federal government recently announced that it will not permit a top up from the employer to employees receiving the Canada Emergency Response Benefit (CERB) payment. B. Gorman will communicate this to Library staff on Declared Emergency Leave.

.2 APL Activities and SOLS COVID-19 Suggestions SR2020.13

A staff summary was issued prior to the meeting.

MOTION: **20.05.45**
Moved by: J. Clement
Seconded by: K. Turriff
CARRIED

THAT the APL Activities and SOLS COVID-19 Suggestions be received as information

.3 APL Graduated Reopening Plan SR2020.14

A staff report was issued prior to the meeting.

MOTION: **20.05.46**
Moved by: J. Clement
Seconded by: K. Turriff
CARRIED

THAT the APL Graduated Reopening Plan be received as information

A staff team has been established to work with Library management on a graduated reopening plan. The first meeting was held May 15th, 2020.

6. General Business Information/Questions

.1 APL Updates

Articles and photographs were issued prior to the meeting.

MOTION: **20.05.47**
Moved by: J. Clement
Seconded by: K. Turriff
CARRIED

THAT the APL Updates be received as information

Newspaper articles and media coverage from March to mid-May were provided that highlight APL’s programs and services.

7. Member Announcements

M. Rankel will attend the upcoming virtual webinar from SOLS re: COVID-19 and will share key information with the Board at the next meeting.

8. Date of Next Meeting

The next meeting is scheduled for Wednesday, June 17, 2020 at 7:00 p.m.

9. Adjournment

MOTION: **20.05.48**

Moved by: A. Mobbs

Seconded by: Councillor H. Kim

CARRIED

THAT the meeting be adjourned
at 8:41 p.m.

T. Connor
Chair

B. Gorman
Chief Executive Officer