



Aurora Public Library Board

MINUTES of MEETING

Wednesday, October 21, 2020

The Aurora Public Library Board held its regular meeting on Wednesday, October 21, 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, 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 07:03 p.m.

1. Adoption of the Agenda

MOTION: **20.08.70**

Moved by: J. Clement

Seconded by: Councillor H. Kim

CARRIED

THAT the Agenda be approved

2. Disclosure of Interest

3. Approval of Minutes:

.1 Regular meeting of September 16, 2020

MOTION: **20.08.71**

Moved by: A. Mobbs

Seconded by: K .Turriff

CARRIED

THAT the Minutes of the September 16, 2020 meeting be approved

4. Reports

.1 Third Quarter Operations Report SR2020.24

A staff report was issued prior to the meeting.

MOTION: **20.08.72**
Moved by: M. Rankel
Seconded by: A. Mobbs
CARRIED

THAT the Third Quarter Operations Report dated October 21, 2020 be approved

Councillor Sandra Humfryes joined the meeting at 7:07 p.m.

It was noted that there will be some items that carryover to 2021 or that have pivoted/changed as a result of the pandemic.

.2 Third Quarter Use Indicators Report SR2020.25

A staff report was issued prior to the meeting.

MOTION: **20.08.73**
Moved by: K. Turriff
Seconded by: J. Clement
CARRIED

THAT the Aurora Public Library Board receives the Third Quarter Use Indicators DRAFT Report to September 30, 2020 as information

The COVID-19 pandemic continues to significantly impact the Library's usage statistics. The increased focus on virtual programming and social media has boosted those metrics and created new services and associated metrics that will be continue to be tracked once the Library returns to normal operations.

It is noteworthy in this environment that Library memberships are increasing, and staff have developed a virtual renewal process. The transfer from curbside to in-Library pick up has not impacted numbers, but there may be an impact once the Library Square construction project begins with the associated parking lot closure.

J. Clement noted with surprise that the streaming and downloads statistics are flat for the year or have slightly decreased. These library services were regularly promoted by staff when interacting in person with customers and may not be as well known to the majority of customers as available library services.

.3 Financial Statement for Period Ending September 30, 2020 SR2020.26

A staff report was issued prior to the meeting.

MOTION: **20.08.74**
Moved by: M. Rankel
Seconded by: A. Mobbs
CARRIED

THAT the Aurora Public Library Financial Statement for the period ending September 30, 2020 be received

As previously approved by the Board, any surplus will be returned to the Town this year.

The Library has spent approximately 59% of the approved annual budget.

5. Items for Consideration

.1 *Library Workers Day Letter from the Board Chair*

A draft letter was issued prior to the meeting.

MOTION: **20.08.75**
Moved by: K. Turriff
Seconded by: A. Mobbs
CARRIED

THAT the Library Board approve the letter to APL staff to recognize their efforts on Library Workers Day

.2 *Aurora Public Library Board Terms of Reference Report SR2020.27*

A staff report was issued prior to the meeting.

MOTION: **20.08.76**
Moved by: K. Turriff
Seconded by: M. Rankel
CARRIED

THAT the Aurora Public Library Board approves the Terms of Reference documents for the APLB Executive Committee, Finance Advisory Committee and CEO Performance Review Committee

6. Library CEO Updates

.1 *CEO Updates*

A verbal report was provided at the meeting.

MOTION: **20.08.77**
Moved by: J. Clement
Seconded: A. Mobbs
CARRIED

THAT the Library CEO Updates verbal report be received as information

The Library has introduced new procedures for daily staff screening per provincial requirements. The Library continues to regularly communicate with staff and have accommodated staff wherever possible to support them during these difficult times.

It is anticipated that the Library Square construction project will have a major impact on in-Library pick up of materials, as the parking lot will close immediately and the primary entrance/staff entrance and material drop box will no longer be accessible. We are working with the Town to ensure the Library remains operational, but there is no project schedule available at this time to confirm when the construction will begin. Temporary parking spaces on Yonge Street in front of the Library have been created for customers to pick up materials, and the door beside the café will become our main entrance. B. Gorman has requested that the Library work be frontloaded on the project since we are not fully operational at this time and this will minimize impact on our customers. The Library is working with the Library Square governance committee to avoid program

duplication. The Library continues to work with the Library Square team to ensure key developments are communicated to our customers. Signage for the project site is co-branded between the Town and APL.

B. Gorman has met with Town of Aurora staff to address accessibility concerns raised with changes to parking lot and library entrance as a result of Library Square construction. An temporary accessible parking space will be created in the upper parking lot, and staff will maintain curbside service (including collecting materials to be returned) for customers with accessibility needs.

APL is offering 42 hours per week of customer service, more than any other N6 library. The impact of the construction project and the ongoing pandemic will need to be evaluated prior to extending those hours or shifting hours to offer evening service/access. The current computer usage rates are low, and the construction impact is still unknown. Library management will continue to monitor and evaluate to determine how best to offer library services and access to the community.

As part of the three-year budget cycle, the Board approved the Library budget for 2020, 2021, and 2022 in 2019. B. Gorman will present to the Town Finance Committee in November to confirm budgetary needs for 2021 and 2022 in light of the pandemic.

7. General Business Information/Questions

.1 APL Updates

Articles and photographs were issued prior to the meeting.

MOTION: **20.08.78**
Moved by: M. Rankel
Seconded by: K. Turriff
CARRIED

THAT the APL Updates be received as information

Newspaper articles and media coverage from mid-September to mid-October were provided that highlight APL's programs and services.

8. Member Announcements

9. Resolution to Move Into Closed Session

- .1 A proposed or pending acquisition or disposition of real property by the Board
- .2 Personal matters about an identifiable individual

MOTION: **20.08.79**
Moved by: K. Turriff
Seconded by: J. Clement
CARRIED

THAT the Board move into Closed Session to discuss a proposed or pending acquisition or disposition of real property and personal matters about an identifiable individual

At 8:05 p.m., the Board moved into Closed Session.

MOTION: **20.08.80**
Moved by: Councillor H. Kim
Seconded by: J. Clement
CARRIED

THAT the Board return to Open Session

At 10:23 p.m., the Board returned to Open Session.

MOTION: **20.08.81**
Moved by: A. Mobbs
Seconded by: Councillor H. Kim
CARRIED

THAT the Board concurs with the design elements of the Growth Accommodation Study

MOTION: **20.08.82**
Moved by: A. Mobbs
Seconded by: M. Rankel
CARRIED

THAT the Library Board terminate the lease with the Library Café operators

MOTION: **20.08.83**
Moved by: K. Turriff
Seconded by: M. Rankel
CARRIED

THAT the Library Board confirms the CEO receives the recommended step increase after completing the second year of service at Aurora Public Library

10. Date of Next Meeting

The next meeting is scheduled for Wednesday, November 18, 2020 at 7:00 p.m.

11. Adjournment

MOTION: **20.08.84**
Moved by: M. Rankel
Seconded by: J. Clement
CARRIED

THAT the meeting be adjourned at 10:47 p.m.

T. Connor
Chair

B. Gorman
Chief Executive Officer