



Cobourg Public Library Board

MINUTES

October 21, 2020, 7:00 p.m.

Electronic Participation

Members Present: Kevin Caldwell
Diana Cleland
Jennifer Gillard
Councillor Pat McCourt
Simon Chorley
Marian Neill

Members Absent: Councillor Adam Bureau
Joanne Hearst
Ken Williamson

Staff Present: Tammy Robinson, CEO
Kate Davis, Manager of Public Services
Heather Viscount, Manager of Access Services
Jocelyn Gard, Administrative Coordinator

1. CALL TO ORDER

The meeting was called to order at 7:02 p.m.

A quorum was established.

2. APPROVAL OF THE AGENDA

Moved by P. McCourt, seconded by D. Cleland, that the Agenda be approved with the addition of *Facilities* under *New Business*. Carried.

3. DISCLOSURE OF PECUNIARY INTEREST

None declared.

4. STANDARD AGENDA ITEMS

Moved by J. Gillard, seconded by P. McCourt, that the Standard Agenda Items be approved as presented. Carried.

4.1 Minutes from September 16, 2020 Meeting

4.2 CEO Report

4.3 September 2020 Financials

5. BUSINESS ARISING

5.1 COVID-19

T. Robinson shared a general update regarding COVID-19 and its impact.

The contactless holds service is being examined for viability and longevity into 2021.

The Computer lab is going to be moved back to the second floor, but the timing is uncertain.

The open hours at the Cobourg Branch will remain as they are at the moment to the end of 2020. This is being reevaluated regularly to ensure the viability of service while providing a safe service to the community.

P. McCourt shared that Hamilton Township will be providing \$1600 to help in offsetting with expenses related to COVID-19.

5.2 Development Charges

An update regarding Development Charges was shared from the Ontario Library Association.

5.3 Staffing - Schedule Coverage

Information was shared regarding shift coverage by the Leadership Team vs Union staff. The issue will be revisited by the Board in six months at the April meeting.

6. NEW BUSINESS

6.1 Proposed 2021 Closures

Moved by M. Neill, seconded by D. Cleland, that the proposed 2021 closures be approved as presented. Carried.

6.2 Facilities

T. Robinson presented information regarding an issue with the HVAC system in the Rotary Room. There is not currently heating or cooling in the room. The Town of Cobourg has indicated that the CEO, T. Robinson, should be putting it out to tender to have the HVAC system repaired. The situation continues to develop.

Moved by P. McCourt, seconded by D. Cleland, to have a letter sent to each member of Town of Cobourg Council outlining the position the Library is in with the heating and cooling system on behalf of the Board.
Carried.

7. CORRESPONDENCE

None.

8. CLOSED SESSION

None.

9. ADJOURNMENT

The meeting adjourned at 8:45 p.m.