

Cobourg Public Library Board

MINUTES

January 20, 2021, 7:00 p.m.

Electronic Participation

Members Present: Kevin Caldwell
Jennifer Gillard
Councillor Pat McCourt
Councillor Adam Bureau
Joanne Hearst
Simon Chorley
Marian Neill
Ken Williamson

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

1. **CALL TO ORDER**

The meeting was called to order at 7:00 p.m. A quorum was established.

2. **TRADITIONAL LAND ACKNOWLEDGEMENT**

3. **APPROVAL OF THE AGENDA**

Moved by A. Bureau, seconded by K. Caldwell, that the Agenda be approved as presented. Carried.

4. **ELECTION OF BOARD OFFICERS**

CEO PRESIDED

P. McCourt nominated K. Caldwell for the position of Chair.

Seconded by M. Neill.

P. McCourt nominated S. Caldwell for the position of Vice Chair.

Seconded by K. Caldwell.

No other nominations were made.

K. Caldwell and S. Chorley accepted the nominations of Chair and Vice Chair, respectively.

T. Robinson declared K. Caldwell the Chair of the Board, and S. Chorley as Vice Chair of the Board for 2021.

The Policy Committee is J. Hearst, K. Williamson, and P. McCourt.

P. McCourt and M. Neill will share the role and responsibility of SOLS Trustee Committee Representative.

5. DISCLOSURE OF PECUNIARY INTEREST

None declared.

6. STANDARD AGENDA ITEMS

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

6.1 Minutes from November 18, 2020 and December 16, 2020 Meetings

6.2 CEO Report

6.3 November and December 2020 Financials

7. BUSINESS ARISING

7.1 Vacant Trustee Position

A vacancy on the Board has been made by the retirement of D. Cleland.

At this time the Board has decided to not fill the vacancy, and revisit the topic again in the future. The challenges of COVID-19, as well as the learning curve for new board members during a time where the Board is only able to meet virtually were identified as reasons for the decision. Mentorship opportunities for new members from current members are limited by COVID-19 considerations.

7.2 Updates to Cyclical Agenda

No changes will be made to the Cyclical Agenda, however T. Robinson will ensure that the MOU will be brought forward each year in June, along with comments and recommendations from the Library administrative team.

7.3 CEO Performance Review Committee

K. Caldwell, S. Chorley, and K. Williamson, will comprise the CEO Performance Review Committee.

7.4 COVID-19

With one COVID-19 positive case among Library employees, Public Health has confirmed that the Library is doing all it can to protect its employees and patrons.

Consultation with the Emergency Control Group at the Town of Cobourg went very well, and the Group has been supportive of the Library's efforts.

The support from the community has been overwhelming during this time, and this has helped in maintaining staff morale during this difficult period.

8. NEW BUSINESS

8.1 2019 Outstanding Policies

Moved by K. Williamson, seconded by M. Neill, that Policies: 1.5 Financial Planning/Budgeting, 1.6 Financial Condition, 3.1 Board CEO Linkage, 3.2 Unity of Control, 6.2 Occupational Health and Safety Policy, be approved as presented. Carried.

Policy 1.4 Treatment of Patrons will be reviewed again by the Policy Committee and brought to a future Board meeting.

8.2 2020 Policy: 3.3 Accountability of the CEO

Moved by P. McCourt, seconded by J. Gillard, that the policy 3.3 Accountability of the CEO be accepted as presented. Carried.

9. CORRESPONDENCE

None.

10. CLOSED SESSION

None.

11. ADJOURNMENT

The meeting adjourned at 8:20 p.m.