

**Selwyn Public Library Board  
Regular Meeting  
Tuesday, January 19, 2021 – 3:00 P.M.**

The regular meeting of the Selwyn Public Library Board was held on Tuesday, January 19, 2021. The Board made use of remote meeting video software which was hosted by the CEO/Chief Librarian.

Present: Councillor and Board Member Donna Ballantyne  
Vice Chairperson Kerri Davies  
Chairperson Julie Dillon  
Board Member Rosellen Hickey  
Board Member Judy Hyland  
Board Member Barb Jinkerson  
Mayor and Board Member Andy Mitchell  
Board Member Anna Thompson  
Board Member Kathie Whiteley

Staff Present: CEO/Chief Librarian, Sarah Hennessey  
Treasurer/Recording Secretary, R. Lane Vance

**Declaration of Pecuniary Interest**

None.

**1. Call to Order**

The meeting was called to order by the J.Dillon at 3:01 p.m.

**2. Minutes**

**Resolution No. 2021.001**

Moved by R. Hickey: seconded by K. Whiteley

That the minutes of the regular meeting held on December 15, 2020 be received and approved as presented.

Carried.

**3. Deputations/Invited Persons**

None.

**4. Staff & Committee Reports**

**Resolution No. 2021.002**

Moved by B. Jinkerson: seconded by D. Ballantyne

That the following staff reports be received for information:

- a) December 2020 Preliminary Yearend – R. Lane Vance
- b) Activity Reports
  - i. Circulation Statistics (December 2020)

- ii. Circulation 2020
- iii. Overdrive & Interlibrary Loans 2020
- iv. 2020 Activity report
- v. 2020 Volunteer Hours
- vi. 2020 New to You Stores
- c) CEO/Librarian – S.Hennessey

Carried.

## 5. Correspondence

None.

## 6. Other, New & Unfinished Business

### a) Policies

#### i) Health & Safety

#### **Resolution No. 2021.003**

Moved by K. Davies: seconded by A. Thompson

That the Selwyn Public Library Health & Safety Policy Statement 7.0 be reviewed; and

That the Library Board adopts the Township Health & Safety Policies 7.1 - 7.19, with minor edits as discussed; and

That the policy binders be updated as required.

Carried.

#### ii) Customer Code of Conduct

#### **Resolution No. 2021.004**

Moved by R. Hickey: seconded by D. Ballantyne

That the Board Members reviews the Customer Code of Conduct Policy 4.1.5 and submit any feedback in advance of the next regular Council meeting; and

That the Final policy be considered at the next regular meeting.

Carried.

#### iii) Board Code of Conduct

#### **Resolution No. 2021.005**

Moved by R. Hickey: seconded by A. Thompson

That Board Members review the attached Board Code of Conduct Policy 1.1.6 and submit recommendations to the CEO/Chief Librarian prior to the next Board meeting; and

That the Final policy be considered at the next regular meeting

Carried.

### b) COVID Update

#### **Resolution No. 2021.006**

Moved by D. Ballantyne: seconded by K. Davies

That the COVID Update report be received for information.

Carried.

c) Policy Review Timeline

**Resolution No. 2021.007**

Moved by R. Hickey: seconded by D. Ballantyne  
That the Policy Review and Timeline 2021 report be received for information; and  
That the proposed timeline for policy development in 2021 be approved as presented in the chart dated January 19<sup>th</sup> 2021; and  
That the policy sub-committee remains in place to assist with the volunteer policies and policy binder updates.

Carried.

d) 2021 Fees and Charges

**Resolution No. 2021.008**

Moved by J. Hyland: seconded by K. Davies  
That the 2021 Fees and Charges be received for information; and  
That the approved charges for Selwyn Public Library as noted on the chart dated January, 2021.

Carried.

**7. Next Meeting**

The next regular Library Board meeting was confirmed for Tuesday, February 23, 2021, at 3:00 p.m. using remote meeting video software to be hosted by the CEO/Chief Librarian.

**8. Adjournment**

**Resolution No. 2021.009**

Moved by R. Hickey: seconded by B. Jinkerson  
That the meeting be adjourned. (4:17 p.m.)

Carried.

Respectfully submitted by: R. Lane Vance, Recording Secretary

Chair Person 

Secretary 

Approval Date March 24, 2021