

**PERTH EAST PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD**

September 8, 2020 7:30pm
Perth East Public Library

MEETING AGENDA

1. **CALL TO ORDER** - M. Kipfer
2. **ADDITIONS TO and APPROVAL OF THE AGENDA**
Recommendation – THAT the Agenda be approved noting any additions, changes, or deletions.
3. **DECLARATIONS OF PECUNIARY INTEREST and the general nature thereof**
4. **MINUTES OF PREVIOUS MEETING**
Recommendation – THAT the minutes of the Board Meeting of July 14, 2020 be approved as circulated.
5. **BUSINESS ARISING FROM MINUTES OF July 14, 2020.**
6. **DELEGATIONS**
7. **CORRESPONDENCE**
 - 7.1 **Mornington Communications** – VLAN installation and ongoing monthly charge
Recommendation – to receive correspondence as information.
 - 7.2 **Community Emergency Fund** – grant of \$500 awarded to cover costs related to re-opening.
Recommendation – to receive correspondence as information.
 - 7.3 **2020-2021 PLOG Complete** – annual PLOG operating grant received.
Recommendation – to receive correspondence as information.
8. **FINANCE REPORT**
 - 8.1 **Year-to-Date Reports**
Recommendation – THAT the un-audited July and August Year-to-Date Reports be received as information.
 - 8.2 **Accounts Payable**
Recommendation – THAT the July and August informal listing of Accounts Payable be received as information.
9. **CEO's REPORTS**
 - 9.1 **CEO's Report**
Recommendation – THAT the CEO's report be received as information.
10. **COMMITTEE REPORTS**
 - 10.1 **Finance Committee**
 - 10.2 **Personnel Committee**
 - 10.3 **Strategic Planning Committee**
 - 10.4 **PCIN Board** – meeting Wednesday, Sept.9 @ 6:30pm.
 - 10.5 **SOLS Trustee Council 3**
 - 10.6 **Council Report** – verbal report from H. McDermid and J. Smith
11. **BOARD EDUCATION** – none
12. **CLOSED SESSION REPORT**
13. **NEW BUSINESS**
 - 13.1 **Program Room Rental Inquiries**
Recommendation – THAT the Board receive the report titled "Program Room Rental Inquiries" as information, AND THAT the Board approve the use of the program room to outside parties.
 - 13.2 **Policy Review: COVID-19 Computer Appointments and Browsing Policy**
Recommendation: THAT the Board receive the policy titled "COVID-10 Computer Appointments and Browsing Policy" as information, AND THAT it be accepted as official policy.
14. **ADJOURNMENT** – next meeting Tuesday, October 13th at 7:30pm at Perth East Public Library.

PERTH EAST PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD

July 14, 2020 7:30pm
Via ZOOM

MEETING MINUTES

Present: Mackenzie Kipfer, Tammy Gerber, Laura Hallahan, Hugh McDermid, Jerry Smith, Allie Fallis
Regrets: Patrick Minor, Lois Baillie

1. **CALL TO ORDER:** Chairperson Mackenzie Kipfer called the meeting to order via ZOOM at 7:40pm.
2. **ADDITIONS TO and APPROVAL OF THE AGENDA**
2020-43 Motion to accept the recommendation that the Agenda be approved noting any additions, changes, or deletions.
Forwarded by T. Gerber
Seconded by L. Hallahan
CARRIED.
3. **DECLARATIONS OF PECUNIARY INTEREST and the general nature thereof**
There were no declarations of pecuniary interest.
4. **MINUTES OF PREVIOUS MEETING**
2020-44 Motion to accept the recommendation that the minutes of the Board Meeting of June 9, 2020 be approved as circulated.
Forwarded by H. McDermid
Seconded by J. Smith
CARRIED.
5. **BUSINESS ARISING FROM MINUTES OF June 9, 2020.**
None.
6. **DELEGATIONS**
None.
7. **CORRESPONDENCE**
 - 7.1 **Health and Safety Guidance During COVID-19 for Library Employers** -- Public Services Health and Safety Association (PSHSA) Document
 - 7.2 **Re-opening Public Libraries in Ontario: Key Considerations** -- Southern Ontario Library Service (SOLS) document to receive correspondence as information.
 - 7.3 **2020-2021 PLOG Program Launch**
2020-45 Motion to receive correspondence for information.
Forwarded by H. McDermid
Seconded by J. Smith
CARRIED.
8. **FINANCE REPORT**
 - 8.1 **Year-to-Date Reports**
2020-46 Motion that the un-audited June Year-to-Date Reports be received as information.
Forwarded by T. Gerber
Seconded by H. McDermid
CARRIED.
 - 8.2 **Accounts Payable**
2020-47 Motion that the June informal listing of Accounts Payable be received as information.
Forwarded by L. Hallahan

Seconded by J. Smith
CARRIED.

9. CEO's REPORTS

9.1 CEO's Report

2020-48 Motion to receive the CEO's report as information.

Forwarded by T. Gerber
Seconded by H. McDermid
CARRIED.

10. COMMITTEE REPORTS

- 10.1 **Finance Committee** – no report.
- 10.2 **Personnel Committee** – no report.
- 10.3 **Strategic Planning Committee** – no report.
- 10.4 **PCIN Board** – no report.
- 10.5 **SOLS Trustee Council 3** – no report.
- 10.6 **Council Report** – verbal report from H. McDermid and J. Smith

11. BOARD EDUCATION

- 11.1 **Advocating for your Public Library** – infographic created by CEO, Allie Fallis
The CEO presented the infographic on Advocacy in Public Libraries and offered some examples and areas for improvement.
- 11.2 **Advocacy Resources from the Advocacy Toolkit** – Ontario Library Association, November 2019
- 11.3 **Discussion** – The CEO and the board had a discussion around talking points to advocate for PEPL both during and after the COVID-19 pandemic.

12. CLOSED SESSION REPORT

None.

13. NEW BUSINESS

13.1 Library Flowerbeds

2020-49 Motion THAT the report "Library Flowerbeds" be received as information, AND THAT the PEPL Board authorizes Perth East Township staff to perform the removal of the PEPL flowerbeds, but request for the CEO to circulate more quotes for the installation of the flowerbeds, AND THAT in the lack of quotes by July 31, 2020, the CEO will proceed with Fletcher's Landscaping to do the work.

Forwarded by T. Gerber
Seconded by H. McDermid
CARRIED.

13.2 Glass Circulation Desk Barrier

2020-50 Motion THAT the report "Circulation Desk Glass Barrier" be received as information, AND THAT the PEPL board authorizes the purchase and installation of the glass circulation desk barrier.

Forwarded by J. Smith
Seconded by H. McDermid
CARRIED.

14. ADJOURNMENT – next meeting Tuesday, September 8th at 7:30pm at Perth East Public Library.

2020-51 Motion to adjourn.

Forwarded by H. McDermid

From: Wendy McMurray <wmcmurray@pertheast.ca>
To: Allie Fallis <AFallis@pcin.on.ca>, Rhonda Fischer <rfischer@pertheast.ca>
Date: 07/13/2020 07:51 AM
Subject: FW: FW: VLAN at the Library

Hello – sorry this information is coming in after the installation.

Listed below is the installation costs and the new monthly costs for the VLAN. This is for the phone implementation and will be an ongoing month expense.

Thanks
Wendy



Wendy McMurray
Accounting Supervisor
Township of Perth East
25 Mill St. E., PO Box 455, Milverton, ON N0K 1M0
Phone: 519-595-2800 ext 247
Fax: 519-595-2801
Email: wmcmurray@pertheast.ca
Website: www.pertheast.ca

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From: sgaunt@mornington.ca [mailto:sgaunt@mornington.ca]
Sent: Wednesday, July 8, 2020 2:34 PM
To: Wendy McMurray <wmcmurray@pertheast.ca>
Subject: Re: FW: VLAN at the Library

Hi Wendy,

I finally have the pricing for you for the VLAN circuit at the Library for the phone system and apologize for the delay in providing this to you. The billing will consist of the following:

\$125.00	VLAN admin set-up charge (one time charge) plus hst
\$ 20.00	recurring monthly circuit charge
\$ 20.00	recurring monthly vlan tag charge

As per above the ongoing monthly charge will be \$40.00 plus hst.

Sue Gaunt
Billing Coordinator, Mornington Communications Co-op Ltd

From: <noreply@mail.smapply.net>
To: afallis@pcin.on.ca
Date: 07/23/2020 09:07 AM
Subject: Congratulations! | Félicitations!

CFC Portal / Portail de FCC

Hello Allie,

Congratulations! Your project - *Perth East Public Library COVID-19 Computer Use* - has been awarded a grant!

Please login to your applicant account <https://cfc-fcc.smapply.ca/> and **complete your grant agreement and payment information**. For your reference, your application is 9486593469.

At a glance:

Who reviewed:

- Stratford Perth Community Foundation

Date awarded:

- 2020/07/21

Grant amount awarded (\$s):

- 500

You may be contacted by your local community foundation or regional partner in the days/weeks to come.

Thank you,

Support Team
Emergency Community Support Fund

**Ministry of Heritage,
Sport, Tourism and
Culture Industries**

Minister

6th Floor
438 University Avenue
Toronto, ON M5G 2K8

**Ministère des Industries du
patrimoine, du sport, du
tourisme et de la culture**

Ministre

6^e étage
438, avenue University
Toronto (Ontario) M5G 2K8



August 14th, 2020

Miss. Allie Fallis
Perth East Public Library
afallis@pcin.on.ca

Dear Miss. Fallis:

Re: 2020-21 Public Library Operating, Pay Equity, and First Nation Salary Supplement Grants

I am pleased to approve \$19,614 for your public library under the Public Library Operating, Pay Equity, and First Nation Salary Supplement Grants program for the 2020-21 fiscal year.

This annual funding will support your organization to continue providing public library services and access to information this year. By investing more than \$21 million in operating grants, the government is helping people access free resources and services at over 300 public libraries and First Nations public libraries in across the province.

We acknowledge the immediate impact of COVID-19 on Ontario's heritage, sport, tourism and culture industries and on the long-term sustainable operations of organizations in the sector. We understand that this is an unprecedented event and the operations of many organizations in the sector have been disrupted.

We will work with you in the coming days, weeks and months to ensure that when this public health crisis is over, Ontario will once again be in the best position to welcome back the world to our province

Public libraries continue to provide valuable opportunities to learn and share in Ontario's diverse culture and play an important role in communities at this challenging time.

Kindest regards,

A handwritten signature in black ink, appearing to read "Lisa MacLeod".

Lisa MacLeod
Minister of Heritage, Sport, Tourism and Culture Industries

8.1 YEAR-TO-DATE REPORT



TOWNSHIP OF PERTH EAST 2020 GENERAL OPERATIONS YEAR-TO-DATE REPORT

July 2020	2020	2020	2020	2020	Comments
	Actuals	Version 6 -	Budget Remaining	Budget Used	
RECREATION & CULTURAL SERVICES					
Library Board					
REVENUE					
9-750-120-1005 Library - SOLS Grant	-3,672.00		3,672	#DIV/0!	2019 Connectivity Reimbursement for internet
9-750-120-1015 Library - Young Canada Works Summr		-5,579.00	-5,579		
9-750-120-1016 Library- Canada Summer Jobs		-4,100.00	-4,100		
9-750-120-1020 Library - Ministry of Culture Grant		-19,614.00	-19,614		
9-750-120-1035 Library - Donation Revenue	-246.00	-1,500.00	-1,254	16.40%	
9-750-120-1040 Library - Rental Income	-504.00	-2,000.00	-1,496	25.20%	
9-750-120-1046 Library - Township of Perth East Gra	-265,437.44	-265,437.44		100.00%	
9-750-120-1050 Library - Interest Earned Revenue	-2,540.87	-4,200.00	-1,659	60.50%	
9-750-120-1195 Library - Fines, Copies, Misc Revenu	-625.76	-5,100.00	-4,474	12.27%	
9-750-120-4095 Library - Used Book Sales	-164.65	-600.00	-435	27.44%	
9-750-120-7005 Library - Friends of the Library Dona	-133.85	-1,200.00	-1,066	11.15%	
9-750-120-7015 Library - Reading Programs	-314.00	-560.00	-246	56.07%	Guest speakers paid for by charging for tickets (only cost \$39.00 for Adam Shoalts)
Total REVENUE	-273,638.57	-309,890.44	-36,252	88.30%	
NET	-273,638.57	-309,890.44	-36,252	88.30%	

8.1 YEAR-TO-DATE REPORT



TOWNSHIP OF PERTH EAST 2020 GENERAL OPERATIONS YEAR-TO-DATE REPORT

July 2020	2020 Actuals	2020 Version 6 -	2020 Budget Remaining	2020 Budget Used	Comments
RECREATION & CULTURAL SERVICES					
Library Board					
EXPENSES					
9-750-035-3145 Library - Snow Removal and Grass C		662.00	662		
9-750-202-2020 Library - General Salaries	60,893.50	162,423.00	101,530	37.49%	
9-750-202-2025 Library - General Payroll Benefits	7,633.41	21,289.00	13,656	35.86%	
9-750-202-2030 Library - Staff Appreciation	60.50	100.00	40	60.50%	
9-750-202-2060 Library - Travel and Meals	13.25	800.00	787	1.66%	
9-750-210-3015 Library - Shipping and Postage	110.98	400.00	289	27.75%	
9-750-210-3020 Library - Telephone	793.62	1,460.50	667	54.34%	
9-750-210-3030 Library - Office Supplies, Copier Lea:	1,518.17	2,700.00	1,182	56.23%	
9-750-210-3050 Library - Computer Software & Servic	1,281.04	2,344.30	1,063	54.64%	
9-750-210-3055 Library - Audit Expense		1,333.00	1,333		
9-750-210-3070 Library - Insurance	9,396.60	9,410.11	14	99.86%	
9-750-210-3075 Library - Periodicals	291.75	540.00	248	54.03%	
9-750-210-3080 Library - Memberships and Educatio	809.10	900.00	91	89.90%	
9-750-210-3145 Library - PCIN Contract	13,730.00	45,419.00	31,689	30.23%	
9-750-210-3150 Library - Book Processing	5,739.26	6,800.00	1,061	84.40%	
9-750-210-3155 Library - Books and References	7,513.66	19,935.00	12,421	37.69%	Book club sets paid for by Friends of the Library fundraiser.
9-750-210-3500 Library - Automation & Connectivity	2,136.96	3,775.00	1,638	56.61%	
9-750-210-4050 Library - Videos and Audios	3,984.97	7,605.00	3,620	52.40%	
9-750-310-1570 Library - Advertising and Promotion	159.76	350.00	190	45.65%	
9-750-310-3150 Library - Fundraising		720.00	720		
9-750-310-3155 Library - Library Programs	490.83	1,020.00	529	48.12%	
9-750-310-3160 Library - PLOW		2,000.00	2,000		
9-750-500-3150 Library - Security Monitoring	881.50	1,796.00	915	49.08%	
9-750-500-4005 Library - Water and Sewage	461.65	1,000.00	538	46.17%	
9-750-500-4010 Library - Hydro	1,788.18	6,121.00	4,333	29.21%	
9-750-500-4015 Library - Propane/Natural Gas	2,513.58	4,591.00	2,077	54.75%	
9-750-500-4025 Library - Building Maintenance	27,289.41	28,016.00	727	97.41%	
9-750-500-4095 Library - Mat Rental	196.98	740.00	543	26.62%	
9-750-700-3150 Library-Health and Safety-Materials	338.46		-338		#DIV/0! COVID-19 related costs
9-750-886-3050 Library Computer Purchase		3,200.00	3,200		
9-750-887-3500 Library - Furniture and Fixtures	763.11	749.00	-14	101.88%	
Total EXPENSES	150,790.23	338,198.91	187,409	44.59%	
NET	150,790.23	338,198.91	187,409	44.59%	

8.1 YEAR-TO-DATE REPORT



TOWNSHIP OF PERTH EAST 2020 GENERAL OPERATIONS YEAR-TO-DATE REPORT

August 2020	2020 Actuals	2020 Version 6 -	2020 Budget Remaining	2020 Budget Used	Comments
RECREATION & CULTURAL SERVICES					
Library Board					
REVENUE					
9-750-120-1005 Library - SOLS Grant	-3,672.00		3,672	#DIV/0!	2019 Connectivity Reimbursement for internet
9-750-120-1015 Library - Young Canada Works Summr		-5,579.00	-5,579		
9-750-120-1016 Library- Canada Summer Jobs		-4,100.00	-4,100		
9-750-120-1020 Library - Ministry of Culture Grant		-19,614.00	-19,614		
9-750-120-1035 Library - Donation Revenue	-246.00	-1,500.00	-1,254	16.40%	
9-750-120-1040 Library - Rental Income	-504.00	-2,000.00	-1,496	25.20%	
9-750-120-1046 Library - Township of Perth East Gra	-265,437.44	-265,437.44		100.00%	
9-750-120-1050 Library - Interest Earned Revenue	-2,540.87	-4,200.00	-1,659	60.50%	
9-750-120-1195 Library - Fines, Copies, Misc Revenu	-688.72	-5,100.00	-4,411	13.50%	
9-750-120-4095 Library - Used Book Sales	-444.65	-600.00	-155	74.11%	
9-750-120-7005 Library - Friends of the Library Dona	-135.85	-1,200.00	-1,064	11.32%	
9-750-120-7015 Library - Reading Programs	-272.76	-560.00	-287	48.71%	Guest speakers paid for by charging for tickets (only cost \$39.00 for Adam Shoalts)
Total REVENUE	-273,942.29	-309,890.44	-35,948	88.40%	
NET	-273,942.29	-309,890.44	-35,948	88.40%	

8.1 YEAR-TO-DATE REPORT



TOWNSHIP OF PERTH EAST 2020 GENERAL OPERATIONS YEAR-TO-DATE REPORT

August 2020	2020 Actuals	2020 Version 6 -	2020 Budget Remaining	2020 Budget Used	Comments
RECREATION & CULTURAL SERVICES					
Library Board					
EXPENSES					
9-750-035-3145 Library - Snow Removal and Grass C		662.00	662		
9-750-202-2020 Library - General Salaries	71,550.28	162,423.00	90,873	44.05%	
9-750-202-2025 Library - General Payroll Benefits	8,948.50	21,289.00	12,341	42.03%	
9-750-202-2030 Library - Staff Appreciation	60.50	100.00	40	60.50%	
9-750-202-2060 Library - Travel and Meals	13.25	800.00	787	1.66%	
9-750-210-3015 Library - Shipping and Postage	110.98	400.00	289	27.75%	
9-750-210-3020 Library - Telephone	793.62	1,460.50	667	54.34%	
9-750-210-3030 Library - Office Supplies, Copier Lea	1,558.24	2,700.00	1,142	57.71%	
9-750-210-3050 Library - Computer Software & Servic	1,281.04	2,344.30	1,063	54.64%	
9-750-210-3055 Library - Audit Expense		1,333.00	1,333		
9-750-210-3070 Library - Insurance	9,396.60	9,410.11	14	99.86%	
9-750-210-3075 Library - Periodicals	291.75	540.00	248	54.03%	
9-750-210-3080 Library - Memberships and Educatio	929.10	900.00	-29	103.23%	
9-750-210-3145 Library - PCIN Contract	13,730.00	45,419.00	31,689	30.23%	
9-750-210-3150 Library - Book Processing	5,739.26	6,800.00	1,061	84.40%	
9-750-210-3155 Library - Books and References	7,906.80	19,935.00	12,028	39.66%	Book club sets paid for by Friends of the Library fundraiser.
9-750-210-3500 Library - Automation & Connectivity	2,136.96	3,775.00	1,638	56.61%	
9-750-210-4050 Library - Videos and Audios	4,210.32	7,605.00	3,395	55.36%	
9-750-310-1570 Library - Advertising and Promotion	159.76	350.00	190	45.65%	
9-750-310-3150 Library - Fundraising		720.00	720		
9-750-310-3155 Library - Library Programs	490.83	1,020.00	529	48.12%	
9-750-310-3160 Library - PLOW		2,000.00	2,000		
9-750-500-3150 Library - Security Monitoring	881.50	1,796.00	915	49.08%	
9-750-500-4005 Library - Water and Sewage	461.65	1,000.00	538	46.17%	
9-750-500-4010 Library - Hydro	1,788.18	6,121.00	4,333	29.21%	
9-750-500-4015 Library - Propane/Natural Gas	2,513.58	4,591.00	2,077	54.75%	
9-750-500-4025 Library - Building Maintenance	27,289.41	28,016.00	727	97.41%	
9-750-500-4095 Library - Mat Rental	196.98	740.00	543	26.62%	
9-750-700-3150 Library-Health and Safety-Materials	732.74		-733		#DIV/0! COVID-19 related costs
9-750-886-3050 Library Computer Purchase		3,200.00	3,200		
9-750-887-3500 Library - Furniture and Fixtures	1,513.05	749.00	-764	202.01%	
Total EXPENSES	164,684.88	338,198.91	173,514	48.69%	
NET	164,684.88	338,198.91	173,514	48.69%	

8.2 INFORMAL LISTINGS OF ACCOUNTS PAYABLE

July 2020

Date	Company/Description	Amount
July 6	Hydro One	196.78
	Magazine Renewal (Press Commerce)	309.77
July 9	Enbridge (natural gas)	26.56
July 13	Mornington Communications	464.70
	LSC	2,572.54
	LSC Credit	(12.80)
	LSC Credit	(9.58)
July 16	Jenny's Nail Spa (3 protective barriers)	271.20
	Dragonfly Ink (laminated curbside signage)	101.70
July 20	CCOHS (WHIMIS Training, VISA)	120.00
July 21	LSC	669.53
	Amazon (keyboard covers, VISA)	56.75
	LSC Processing Fees	3,186.60
	PBJ Cleaning Depot (office supplies)	82.47
July 22	Hydro One	178.22
	Creative Bag (VISA)	78.54
	Shoppportunities	85.88
	LSC Credit	(15.74)
	<u>TOTAL</u>	<u>8, 543.12</u>

8.2 INFORMAL LISTINGS OF ACCOUNTS PAYABLE

August 2020

Date	Company/Description	Amount
August 4	LSC	638.50
	Rohr Electric Inc. (parking lot lights)	1, 277.61
	Utilities	203.06
	Mornington Communications (security code updates)	84.75
	Gabel Electric (new HVAC unit)	26, 690.70
	Uline (shopping baskets, VISA)	164.71
August 6	LSC	539.24
	AudioCine Films License (license to show movies)	573.48
	Amazon (VISA)	50.99
August 10	LSC	219.26
	Innovative (social distancing stickers)	197.98
	Mornington Communications (includes VLAN installation)	708.40
August 11	Enbridge (natural gas)	109.40
August 13	American Eagle (sweater for Quinlyn, VISA)	51.37
August 17	Dragonfly Ink (curbside signage)	98.31
	LSC	393.87
August 18	CCOHS (new page WHIMIS training, VISA)	15.00
August 19	Amazon (VISA)	67.63
	Home Depot (cover for hole in roof)	74.56
August 24	Riverside Glass (glass barrier)	3, 842.00
	LSC	533.39
August 31	SPL (2020 Annual PCIN Membership)	33, 222.00
	Shoppportunities	50.85
	Staples	17.50
	LSC	76.76
	<u>TOTAL</u>	<u>69, 901.32</u>

9.1
REPORT TO: CEO's Report
PREPARED BY: Perth East Public Library Board
MEETING DATE: Allie Fallis
ATTACHMENTS: September 8, 2020
N/A

Programming:

- Summer program kits: 500 distributed throughout July and August.
- Bi-weekly online trivia (June-Aug): ~50 participants

CEO's Office:

- Completed and submitted Annual Survey
- Completed paperwork for Canada Summer Jobs grant
- Continue overseeing building maintenance
 - o New phone system was installed at the beginning of August. Allows us to call to and from the library to the Township office and the PERC.
 - o One toilet in the female washroom was running and not flushing. Andrew the Plumber was in to order the appropriate parts and fix. Water shut off to that toilet for the time being.
 - o Flowerbeds were successfully installed and are being regularly watered by the Milverton Beautification Committee
 - o Dallas Roth from Rohr Electric came to fix all of the parking lot lights that were burnt out.
 - o Staff cleaned and painted the library entryway.
- Staff update:
 - o Conducted interviews and hired Meghan Riddell as new page to take over for Quinlyn Ellis.
- Records Retention Project:
 - o Records Retention project was completed by staff at the end of July. The Township Clerk came to the library to pick up the boxes for disposal, and records for permanent retention which will be kept at the Township vault.
- PCIN:
 - o Worked together to re-open and offer similar services
 - o ILLO + KitKeeper resumed
 - o CollectionHQ work resumed
 - o Next PCIN board meeting: Sept 9, 2020

COVID-19 Update

- Glass barrier for circulation desk was installed August 20, 2020
- Re-opened for browsing and computer appointments Tuesday, September 1st. Traffic: ~60 people in the first two days of being open.

Coming up

- Brainstorming ideas to celebrate our 10th anniversary in October.
- Working with staff to get new website up and running.

- Continue to participate in Perth East (bi-weekly) and combined Perth County (monthly) ECG meetings regarding COVID-19 and workplace safety.

9.1 CEO'S REPORT CONTINUED

Month	# of Patrons	Last Year	% Change	Circulation	Last Year	% Change	Computer/ iPad Use	Last Year	% Change
Jul-19	3894	3700	5%	4122	4375	-5%	525*	573*	-8%
Aug-19	3902	3711	5%	3620	4581	-21%	438*	503*	-13%
Sep-19	3918	3764	4%	3341	3974	-15%	360*	387*	-7%
Oct-19	3953	3783	4%	3991	4200	-5%	321*	345*	-7%
Nov-19	3971	3818	4%	3538	4133	-14%	292*	327*	-10%
Dec-19	3989	3832	4%	2940	3694	-20%	238*	227*	4%
Jan -20	3998	3849	3%	3591	4352	-17%	293*	428*	-31%
Feb -20	4006	3849	4%	3701	4174	-11%	301*	299*	0.6%
Mar -20	4015	3862	4%	3853	4108	-6%	178*	359*	-50%
Apr -20	4010	3866	3%	0	4471	-100%	0	352*	-100%
May-20	4013	3664	9%	14	4358	-99%	0	337*	-100%
Jun-20	4014	3889	3%	983	2956	-67%	0	428*	-100%
Jul-20	4020	3894	3%	1763	4122	-57%	0	525*	-100%
Aug-20	4024	3902	3%	1423	3620	-61%	0	438*	-100%
YTD	n/a	n/a	n/a	36,520	57,118	-36%	2946	5528	-46%

Month	#of Active Patrons	Website Visits	Website Visits Last Year	% Change	Download Library Checkouts	Download Library Checkouts Last Year	% Change	Wi-Fi Use	Wi-Fi Use Last Year	% Change
Jul-19	1256	2156	2528	-14%	460	410	12%	N/A	752	
Aug-19	1269	1943	2215	-12%	503	373	34%	N/A	924	
Sep-19	1260	1832	2087	-12%	381	472	-19%	N/A	858	
Oct-19	1280	1936	2205	-12%	418	439	-4%	N/A	684	
Nov-19	1272	1924	2275	-15%	368	410	-10%	N/A	661	
Dec-19	1272	1955	2286	-14%	394	421	-6%	N/A	290	
Jan-20	1264	2170	2390	-9%	608	535	13%	N/A	820	
Feb -20	1262	2010	2049	-2%	591	496	19%	N/A	857	
Mar -20	1246	2567	1891	35%	607	574	5%	N/A	825	
Apr -20	1223	1031	1957	-47%	696	568	22%	0	818	
May-20	1198	1000	1947	-48%	100884	485	207%	0	414	
Jun-20	1184	814	1766	-54%	95459	448	212%	0	815	
Jul-20	1170	1035	2156	-52%	98341	410	239%	0	752	
Aug-20	1139	834	1943	-57%	95665	373	255%	0	924	
YTD	n/a	23,207	29,695	-25%	395,375	6414	193%	N/A	N/A	N/A

*Highlighted numbers are during closed months due to COVID-19.

Background

Due to COVID-19, PEPL had to shut down its regular complement of services including the use of its front program room for programming. Upon re-opening the CEO has received a variety of inquiries requesting to resume using the space again, for various purposes.

The following correspondence is attached:

- EarlyON – request to use the program room for Play & Learn program, historically held at PEPL
- Becky Schweitzer – request to use program room for Karate (6:30-8:30 Thursdays)
- Ashley Newbigging – request to use program room for card party (10am-12pm Wednesdays)
- Josie Scott – request to use program room for LifeLab appointments (7:30am-10am Tues + Thurs)

Comments & Recommendations

The CEO has responded to each of these inquiries indicating the need for Board approval.

The library CEO believes the use of these program rooms is fundamental to the community, particularly because the programs are less likely to run without the use of the space. The CEO recommends the Board's approval of re-instating the use of these spaces for programming, based on the following conditions:

- The program operates outside of the library's temporary "open" hours. The library only has one accessible entrance, therefore people need to enter through the program room and exit through the main entrance making the program room unusable during that time.
- The program coordinator assumes responsibility for proper cleaning and sanitizing throughout the program and after the programming by the library's standards.
- The program coordinator manages the capacity levels during the program to ensure proper social distancing can be met.
- Program participants adhere to the library's COVID protocols when in the building i.e. wearing a mask and sanitizing when entering the building.
- Program participants and the program coordinator will only have access to the program room, front entryway and one public washroom while in the building for their program.
- IF the program happens outside of regular hours and no staff are in the building, the CEO will coordinate keys to be given to the program coordinator.

From: "Patti Henhoeffter" <phenhoeffter@pcin.on.ca>
To: "Allie Fallis" <AFallis@pcin.on.ca>
Date: 08/18/2020 11:30 AM
Subject: Karate - enhanced protocols planned

From: Becky Schweitzer <becky_schweitzer@hotmail.com>
To: Patti Henhoeffter <phenhoeffter@pcin.on.ca>
Date: Mon, 3 Aug 2020 12:40:46 +0000
Subject: Re: Library

Hi Patti,

No problem at all. I completely understand. These are uncertain times and decisions aren't so easily made these days.

With new guidelines in place, I have been considering new ways of managing future classes. Some ideas include, but are not limited to:

1. Smaller classes that allow for social distancing with assigned spots marked on the floor with green tape.
2. 4-6 year olds will require an adult to attend class with them, or will have to take virtual classes, if they can't adhere to social distancing protocols.
3. Students and the instructor will have to wear masks.
4. Parents dropping off and picking up students will be required to wear a mask if entering the building.
5. Students will wash their hands before and after class, and will be provided with hand sanitizer as well.
6. Hand sanitizer will be made available in the entryway.
7. Classes will be shorter, with a 10-15 minute window in between, to discourage crowding in the entryway while leaving or arriving for class, and also to wipe down door handles and equipment between classes. Students will be encouraged to enter and leave quickly. No dawdling.
8. There will be a limit to how many people can be in the entry way at one time.
9. During class, one (possibly two) parent(s) will be permitted to sit in and watch the class. Parents will have to sign-up in advance in order to get a turn, and will be required to wear a mask while spectating. If parents are not signed up to spectate that night, they will have to leave or sit in their cars until class is over.
10. Students and spectators will be screened upon entry.
11. Signs will be posted to remind parents and students to social distance and wear a mask.
12. Students will not be permitted to attend class if sick. Virtual classes will be made available if they are feeling up to it.
13. I will not teach if I feel unwell. If I become sick, but feel well enough to teach, classes will be taught virtually until I feel better.
14. I will be keeping a record of who attended which class, which night, in the event we need the information for contact tracing.

If you can think of anything else I might need to address, or see anything flaws in the procedures listed above, please let me know so I may make improvements.

Thanks and I hope you're enjoying your long weekend!

Becky

From: Patti Henhoeffter <phenhoeffter@pcin.on.ca>
Sent: July 29, 2020 12:58 PM
To: Becky Schweitzer <becky_schweitzer@hotmail.com>
Subject: Re: Library

Hi Becky,

I'm sorry that I can't give you a definite answer right now. Can you check back mid-August?

We are working on plans now to open the library in some way by the fall so I'm hopeful you'll be able to have the classes in the library. Of course, you'll have to follow whatever guidelines apply regarding class size and we'll need to talk about how to manage the families while kids are in class. Nothing has been decided yet but we anticipate that when people are

Dear Community Partner,

We'd like to thank you for the partnerships we have had with you thus far.

2020 has been a challenge, but we were excited to receive word from the Ministry of Education, that EarlyON programs are permitted to begin offering in-person programs in September.

We are reaching out now, inquiring your thoughts on a continued partnership in allowing the EarlyON programs through Perth Care for Kids to use your space.

As you may know, Perth Care for Kids has worked diligently to create new policies in order to ensure the health and safety of our staff and the children and families who have returned to us for main site and in-home Child Care. Therefore, we have the benefit of having a solid understanding of what parameters we will want to have in place in order to facilitate safe EarlyON programs in your location.

We also expect to receive operational guidelines from the Ministry of Education in the coming weeks, detailing their expectations for the reopening of EarlyON (ie in relation to the number of participants, guidelines on the need for children to wear masks, etc). We believe we will receive continued support from Huron Perth Public Health in translating these guidelines into our operation.

At this time, we are asking:

- 1) Do you foresee EarlyON being able to return to your space to offer free programming for children birth to 6 years of age along with their parent/caregiver
- 2) Do you have any new expectations of us (ie in regards to cleaning of your space, or what entrances our participants would have access to)

Final decisions regarding the types of programs we take to various locations will certainly be dependent on the direction we receive from the Ministry, as well as our ability to meet any new expectations you may have of us. However we did feel that reaching out now to begin this conversation would be most helpful!

Thank you so much for your time.

Sincerely,

Donna Feeney & Lisa McDougall, West Perth EarlyON Operational Leads

Programs proudly operated by Perth Care For Kids:

Stratford

35 Waterloo St. N.
Stratford, ON, N5A 3H9
519-273-9082

West Perth

177 Frances St.
Mitchell, ON, N0K1N0
519-348-8618

From: Ashley Newbigging <ashley.newbigging@knollcrestlodge.com>
To: "afallis@pcin.on.ca" <afallis@pcin.on.ca>
Date: 08/25/2020 03:25 PM
Subject: Community Room

Hi Allie,

I just had a few questions about the room at the library.

We were thinking of starting our card party back with restrictions.

- everyone must wear a mask
- Max 40 people
- must pre- register
- 10am-12pm

Wondering if there are tables that can be used to some what spread out? Would the room hold max 40 people and be able to play cards? Would there be a charge and if so how much?

If it is easier give me a call tomorrow or the next time you are in.

Thanks

Ashley Newbigging

Community Outreach Services

Program Coordinator

phone: 519-595-8755

fax: 519-595-7755

ashley.newbigging@knollcrestlodge.com

From: Josie Scott <jscott@knollcrestlodge.com>
To: "AFallis@pcin.on.ca" <AFallis@pcin.on.ca>
Date: 08/27/2020 09:44 AM
Subject: Front Room Usage

Hello Allie,

As you may already know, we provided the Lifelab service as a Community Outreach Program here at Knollcrest. Since COVID hit, we are not allowed any community members or programs in the home. Lifelabs is being greatly missed and I wanted to approach you to see if we could use the front room of the library to offer lifelabs twice a week for the community members so they do not have to travel to get blood work done. This is a big need for the community and many people are finding it hard to get an appointment wherever they go.

I have reached out to Lifelabs and our lab tech to see if the library would even work as a space to provide this service. What I have heard back is as long as there is a sink in the room and bathrooms close by it should work. The only other thing is a centrifuge that the lab tech uses and would need to be stored in the library somewhere as it cannot be carried back and forth easily. Our lab tech is talking to her boss' Friday about it and I wanted to send you an email to see if its even possible. I know Lifelabs uses our space rent free and I am not sure if they would be willing to pay money to use another space. Lifelabs is usually offered Tuesday and Thursdays from 7:30-10:00am.

Let me know your thoughts on this. We are just looking for spaces to use to bring this very needed program back to Milverton.

Josie Scott

Wellness Coordinator

Milverton- Community Outreach Services

Phone: 519-595-8755 x129

Fax: 519-595-7755

jscott@knollcrestlodge.com

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PERTH EAST PUBLIC LIBRARY

POLICY TYPE: OPERATIONAL

POLICY NUMBER: OP-21

PROCEDURE: COVID-19 COMPUTER APPOINTMENTS AND BROWSING POLICY

APPROVAL DATE:

DATE OF LAST REVIEW:

DATE OF NEXT REVIEW:

STATEMENT OF PURPOSE

This policy is meant to give the public and library staff a clear description of the computer appointments and browsing services provided during the COVID-19 Pandemic. The policy helps ensure the safety for both library patrons and library staff.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Staff will be trained on proper use and have access to the following PPE while patrons are in the library building for computer appointments and browsing the stacks.

1. Face mask
 - To be worn while patrons are in the building for computer appointments, browsing or other services.
 - To be worn if social distancing can not be kept
 - Staff are permitted to remove their mask for a break when situated in the back office.
2. Gloves
 - Gloves will be made available for staff.
3. Hand sanitizer
 - Best practices are to wash hands before applying hand sanitizer
 - Staff will wash their hands and apply hand sanitizer immediately after interacting with a customer at the computers or when handling patron's materials at the circulation desk.

Staff will inform CEO when PPE supplies are running low.

Patrons will have access to the following PPE when in the library building for computer appointments and browsing:

4. Masks
 - Limited masks will be available for patrons upon entering the building for computer or browsing appointments.
 - Patrons will be required to wear masks while inside the building, especially when physical distancing can't be kept.
5. Hand sanitizer
 - Patrons will apply hand sanitizer immediately upon entering the building.
 - Patrons will apply hand sanitizer before entering the washroom.

COMPUTER APPOINTMENTS

Computers and WiFi access will be available on appointment basis only to ensure proper physical distancing can be kept in the library space.

6. Two computers will be available in 45-minute slots during curbside hours of operation. Patrons can book appointments via:
 - Phone
 - Email: pel@pcin.on.ca
7. Each computer will be limited to one user.
8. Each computer will be equipped with a plexi-glass shield, and a keyboard cover to ensure appropriate sanitary measures and easy cleaning.

COMPUTER APPOINTMENT PROCEDURE

*Disclaimer: Patrons must book an appointment before coming to use a computer at the library. Staff will fill last minute requests and walk-in appointments using their discretion based on the number of people already in the building.

When patrons arrive at the library for their computer appointment they will:

1. Wear a mask
2. Apply hand sanitizer upon entering the building
3. Proceed to the circulation desk through the program room doors (following signage) to verify their appointment.

Staff will be available for computer troubleshooting should a patron need it during their appointment time.

“GRAB AND GO” BROWSING

Browsing in the library building will be available during curbside hours to ensure proper cleaning and sanitization can be maintained.

When patrons arrive to browse at the library, they will:

1. Wear a mask
2. Apply hand sanitizer
3. Take a basket
4. Proceed to the main library area through the program room doors.

Please note: The number of baskets available indicates the capacity of people allowed in the building. If there are no baskets available at the front door, patrons will have to wait until one is available in order to enter. This will help with the flow of traffic and to ensure proper social distancing can be kept.

After browsing, patrons will:

1. Proceed to the circulation desk to check out their materials
2. Leave their basket to be sanitized on the table provided

3. Exit through the main entrance doors.

Staff will be available to assist patrons with finding materials while they're in the building. Staff will wear a mask during these interactions, and patrons will be encouraged to do the same.

Patrons will be encouraged to keep their visits to the library short, and to only visit the library with those in their "social bubble."

Toys, magazines, newspapers and public seating will remain unavailable at this time.

RETURNING MATERIALS

Patrons who come to the library for a computer appointment or browsing will continue to return materials through the drop box. Staff will not be accepting returns handed to them.

All library materials will be quarantined for 72 hours before checked in. Fines will not be incurred during this time.

WASHROOMS

One washroom will be available for patron use. To ensure the safest use of these spaces, the following precautions will be taken:

4. Signage on proper handwashing at sink
5. Soap and paper towels will always be available and be refilled frequently to ensure proper hand hygiene is practiced. Patrons are encouraged to use paper towels for drying versus the electric air dryers.
6. Hand sanitizer will be available and the entrance/exit of the washroom.
7. Due to the lack of hands-free appliances, more frequent cleaning and disinfection of frequently touched surfaces will be performed by staff.

CURBSIDE PICKUP

Curbside services will remain available by request (once the library opens for computer appointments and grab and go browsing)