



**35 Alice Street, P.O. Box 129**

**Brighton, ON K0K 1H0**

**613-475-2511**

**Minutes for the special meeting of the Brighton Public Library Board for July 22, 2020 at 7:00pm held virtually through Zoom online meeting platform (due to the COVID-19 pandemic).**

Present: Bob Burke (Chair), Parise Herbert (via Zoom telephone), Jane Baier, Heather Ratz (CEO, Treasurer, Secretary), Murray Workman, Rick Hill (arrived at 7:08)

Regrets: Councillor Tadman, Councillor Rowley, Carol French, Sandi Zwaan

1. Call to order at 7:03 pm by Bob.
2. Approval of agenda – **Moved by Murray, Seconded by Jane that the Board adopt the agenda. Carried.**
3. Heather provided an update of the Recovery Plan. We are currently in Chapter 2 and cannot move to the next chapter until the municipality is ready. We have to complete our space planning and consider scheduling needs but other than that, everything is in place. The hours of operation for the next chapter will be Mon-Sat 10-4. Mask protocols are in place as per directions from the health unit and the MOB. Heather will send an updated copy of the plan to all Board members.
4. Fine free August – Heather added this item to the agenda when it was assumed that we would be reopening in early Aug. Staff are currently backdating all check ins to the last open date (March 14) but when we open, it may be easier to check everything in under “fine free check in.” Heather noted that we do not want to punish people for over dues and/or benefit from pandemic hardships. A fine-free approach would be a good way to rebuild relationships with patrons. The Board decided that this is a CEO decision and Heather does not need Board approval to go ahead with this, as she sees fit.

5. Policy Amendments to OP-13 Safety, Security and Emergencies

Heather noted that the core of the policy has not changed but 3 appendices were added to address the mandatory mask protocols and contact tracing. Several related documents have also been added. This relates to page two, number 10.

Heather reviewed Appendix A, B and C and asked for feedback and questions. Murray asked for a definition of “contact tracing” and Heather replied that it is a way to keep track of visitors to the library so that if there is a positive case of COVID-19, those visitors can be contacted and can follow the advice of the health unit. Heather had concerns about privacy and asked the municipality if we could make our own decision on this and Rick Caddick replied that he would like to see some sort of contact tracing being done. Heather has put privacy protocols in place to ensure confidentiality is maintained and will train all staff and volunteers.

There were no further questions.

**Moved by Murray, Seconded by Rick that the Board approve policy OP-13, as revised and presented by Heather. Carried**

6. Heather gave a brief overview of the July 20 council meeting, including that there is not an established timeline for reopening.

**Next scheduled Library Board Meeting is Sept 23, 2020 at 7:00 pm. If it safe to do so, meetings will return to being held at the library, or at the discretion of the Board Chair**



Bob Burke

Board Chair



Heather Ratz

CEO/Secretary/Treasurer