



Township of Douro-Dummer Agenda for a Public Library Board Committee Meeting

Tuesday, November 9, 2021, 3:00 p.m.

Electronic Meetings

On August 4, 2020 Council amended the Township Procedure By-Law to permit meetings to be held electronically and to allow members participating electronically to be counted towards quorum.

Until further notice, Township meetings are being held electronically. Meetings will be recorded and live-streamed on the Township YouTube channel.

Please contact the Deputy Clerk if you require an alternative method to virtually attend the meeting. martinac@dourodummer.on.ca or 705-652-8392 x210

	Pages
1. Call to Order	
2. Disclosure of any Pecuniary Interest	
3. Approval of Minutes: October 12, 2021	1
4. Business Arising from Minutes:	
4.1. Committee Reports	
4.1.1. Art Gallery	
Verbal Report	
4.1.2. Warsaw School	
Verbal Report	
4.1.3. Friends of the Library	
Verbal Report	
4.2. Vaccination Policy	4
5. Financial Report: Dated October 31, 2021	

6.	Librarian's Report: Report dated November 2, 2021	10
7.	New Business:	
7.1.	Going Fine Free Report	11
8.	Correspondence: None	
9.	Closed Session: None	
10.	Adjournment	
11.	Next Meeting: January 11, 2021 at 3:00pm	

Mission Statement: The Douro-Dummer Library is committed to providing access to resources and opportunities for reading, life-long learning, personal development and enrichment for the community.

(DRAFT)

Minutes of a Meeting of the Township of Douro-Dummer Public Library Board held on October 12th, 2021 at 3:00 p.m. at the Douro-Dummer Public Library.

Present: Vice Chair: Darla Milne
Board Member: Marian Leahy
Board Member: Sharon McKeiver
Board Member: Councillor Heather Watson

Regrets: Board Member: Clara Leahy
Board Chair: Georgia Gale-Kidd
Douro-Dummer Public Library – CEO, Anne Landry

Recording Secretary: Board Member: Marian Leahy

1. Call meeting to order: The Chair called the meeting to order at 3:32 pm.

2. Disclosure of Pecuniary Interest: The Chair reminded the Board of their obligation to declare any pecuniary interest. None were declared.

3. Adoption of the September 2021 Minutes:

Resolution Number 50-2021

Moved by: Councillor Watson

Seconded by: Sharon McKeiver

That the board accepts the September 14, 2021 library board minutes.

4. Business arising from Minutes:

a) Committee Reports

- i. Art Gallery – No report from Sharon McKeiver.
- ii. Schools – No report from Anne Landry.

b) Friends of the Library – Georgia Gale-Kidd gave a verbal report. The Friends are back meeting monthly. They are organizing an event for October 24th on the Kidd Farm, Farm Trek that involves tramping around the farm under the leadership of Bruce Kidd, learning about various plants, bushes, wildlife and birds. Eight people have registered so far. There will be a limit set on the number of participants. The Friends have postponed their annual booksale until Mother’s Day weekend next May.

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Resolution Number 51-2021

Moved by: Sharon McKeiver

Seconded by: Marian Leahy

To receive the Committee Reports presented on October 12, 2021.

Carried

c) Capital Budget – New Staff Member

Resolution Number 52-2021

Moved by: Councillor Watson

Seconded by: Marian Leahy

That the Board requests an increase in 2022 in Library staffing complement, an increase of four hours a week for the Library Assistant and the creation of the new part-time position, Library Clerk, for 21 hours per week.

Carried

d) Vaccination Policy – Deferred

6. Review of Financial Reports dated September 30, 2021.

Resolution Number 53-2021

Moved by: Sharon McKeiver

Seconded: Marian Leahy

To receive the Financial Report dated September 30, 2021.

Carried

7. Librarian's Report – Report dated October 1st, 2021.

The CEO gave a verbal report about the Librarian's Report.

Resolution Number 54-2021

Moved by: Councillor Watson

Seconded by: Sharon McKeiver

That the Library Board receives the Librarian's Report dated October 5th, 2021.

Carried

8. New Business –

a) Going Fine Free – Report dated October 5th, 2021: deferred
(Discussion was had, one suggestion was food for fines, community service.)

9. Correspondence – None

10. Adjournment:

Resolution Number 55-2020

Moved by: Councillor Watson

Seconded by: Sharon McKeiver

That the Board Meeting be adjourned at 4:55 pm.

Carried

Mission Statement: The Douro-Dummer Library is committed to providing access to resources and opportunities for reading, life-long learning, personal development and enrichment for the community.

Next Meeting: November 9, 2021 at 3:30 at the Douro-Dummer Public Library.

Georgia Gale-Kidd,
Board Chair

Anne Landry,
Recording Secretary

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Policy Title:	COVID-19 Vaccination Policy	Policy Number:	Temporary
Effective Date:	November 15, 2021	Revision Number: Replaces:	New Policy
Prepared By:	Human Resources	Approved By:	

1.0.1 Purpose and Scope

The health and safety of our employees is our top priority. The Township of Douro-Dummer is committed to taking every precaution reasonable in the circumstances for the protection of workers from the hazards of COVID-19. While current Safety Plan protocols such as masking, hygiene and social distancing have been effective, the emergence of new COVID variants has made the necessity of vaccination greater than before. Based on the unanimous advice of every Public Health Unit in the Province, vaccination remains the most effective means available for protecting ourselves and others from virus transmission, hospitalization, and death. We encourage employees who have not vaccinated, and who are medically able to do so, to consult their physician, health care provider or their local health unit to discuss options and to reconsider vaccination.

This Policy has been developed and introduced based on these imperatives, the advice of public health authorities and Ontario Government Regulation 577/21 which directs that all employers comply with the advice, recommendations and instructions issued by the Chief Medical Officer of Health and Peterborough Public Health.

Based on these directives and in the interests of workplace and public safety, we are implementing this **COVID-19 Vaccination Policy** in order to protect our employees, contractors, and visitors from the risks of COVID-19 transmission.

This Policy will go into effect on **November 15, 2021** and applies to all employees, students, contractors, and volunteers. For the purpose of this policy only, reference to “employees” or “staff” also includes council members, volunteers, contract workers and students.

This Policy is intended to address the public health crisis caused by the COVID-19 pandemic and is being implemented on an interim basis. We will review this policy on a periodic basis to

DRAFT

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reassess the need for these requirements based on the advice of public health authorities and government regulation.

1.0.2 Procedure

Based on the guidance of Public Health, effective **November 15, 2021**, employees are expected to confirm and provide proof of vaccination with a vaccine approved by Health Canada.

Vaccination information will be maintained as confidential in accordance with our privacy policies and applicable privacy legislation and will be limited to the employee's name and date of vaccination. This information will only be used to the extent necessary for implementation of this policy, for administering health and safety protocols, and for infection and prevention control measures in the workplace. This information will be strictly controlled and kept separate from your human resources file. Any questions and confirmation of your vaccination status can be submitted in confidence to Elana Arthurs, Chief Administrative Officer (CAO).
(elanaa@dourodummer.on.ca)

Workers without vaccination records will be assumed to be unvaccinated.

Paid time-off will be provided to any staff member who wishes to attend a vaccination clinic.

Newly hired employees must provide proof of being fully vaccinated as a condition of employment.

All Individuals will be required to be fully vaccinated as a condition of working or volunteering for the Township in any capacity.

Further, all individuals currently working or volunteering for the Township will be required to meet each of the deadlines set out below in order to continue doing so.

DRAFT

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Monday, November 15, 2021	<p>All individuals must submit Proof of Vaccination to the Chief Administrative Officer (CAO).</p> <p>All individuals who disclose that they are not at least Partially Vaccinated (and do not have a valid exemption), or who do not disclose their vaccination status, will be require to complete a vaccination information session. (available in the HRLive platform)</p> <p>Contract workers who miss this deadline will have 30 days to submit proof of compliance with the Policy, failing which their contracts may be voided.</p>
Monday, November 29, 2021	<p>Beginning on this date, all individuals who are not Fully Vaccinated (including anyone with incomplete vaccine documentation), or whose vaccination status is unknown, will be required to undergo rapid antigen testing every 4 days at a minimum (and provide proof of negative COVID-19 test results). This include individuals who have a valid human rights exemption.</p> <p>Individuals who are required to complete a vaccination information session must provide proof of completing the module by this date.</p> <p>Failure to complete the module by the deadline will result in the individual being prohibited from entering or using Township premises* or vehicles until such time as they</p>

DRAFT

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	satisfy the above requirement. Employees in this situation will be placed on an unpaid leave of absence.
Tuesday, January 4, 2022	<p>By this date, individuals must provide proof that they are Fully Vaccinated, or evidence of a valid human rights exemption.</p> <p>Workers who decline the COVID-19 vaccine, may be reassigned to work where the worker has less exposure to potential risks of contracting and transmitting COVID-19. If reassignment is deemed necessary, but no alternative workstation/location is available, the worker may be placed on an unpaid leave of absence for up to 30 days. Workers on unpaid leave may use personal bank time to keep pay whole.</p> <p>After 30 days, any such employee that is still not in compliance with the Policy will be subject to disciplinary action, up to an including the termination of their employment.</p>

1.0.3 Accommodation

The Township of Douro-Dummer will provide reasonable accommodation measures to staff who cannot accept vaccination due to a verified medical exemption or another reason recognized under the Ontario Human Rights Code. Any accommodation request must be made in writing and must detail specific restrictions so we can consider reasonable accommodation plans based on this input and available resources. In the case of a medical

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exemption, this information must indicate if the restrictions are temporary or permanent and must be submitted and confirmed by a licensed physician or a nurse practitioner.

In all cases, if interim measures cannot provide for an acceptable level of workplace safety, or if the staff member refuses to accept the measures offered, they may be placed on an Infectious Disease Emergency Leave (IDEL) of absence until it is deemed safe for them to return to work. Staff may also use any accrued vacation allowances in these circumstances.

1.0.4 Outbreaks

While it is hoped that the collective impact of current public health measures, including policies such as this, will greatly reduce the probability of a COVID 19 outbreak in our workplace or community, we must have measures in place to address these risks.

In the event of a COVID-19 outbreak, unvaccinated and partially vaccinated workers (who have only received one dose of a two-dose COVID-19 vaccine series) will not be permitted to work in areas affected by the outbreak.

1.0.5 Ongoing Measures

Please note that our safety plan and all other health protocols remain in place, including masking, physical distancing, and enhanced cleaning and hygiene procedures. Our existing *Communicable Diseases Risk Management Policy* continues to apply.

We remain committed to protecting and supporting the well-being of our employees and the communities we serve. We will continue to regularly review, balance and adapt this policy to reflect the needs of our workplace as well as evolving government and public health guidance. If it is determined that additional precautions are necessary, we may implement new measures

DRAFT

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(including at an individual level) to protect employees and the public from COVID-19 and may amend this policy accordingly.

We appreciate your cooperation and thank you for doing your part to help keep our workplace and community safe.

Report to: Douro-Dummer Library Board of Trustees

Subject: Monthly Report – October 2021

From: Anne Landry, CEO

Dated: November 2nd, 2021

	August 2021	September 2021	October 2021	October 2020
Books	529	408	474	417
Literacy Kits	7	4	2	N/A
Book and CD	1	0	1	0
CDs (books on CD) audiobook	4	1	2	1
DVDs	18	22	28	23
InterLibrary Loans	16	7	17	20
Magazines	17	20	21	21
Public Computer Usage	18	4	12	20
Total Resource Usage (no e-resources)	610	466	557	545
Total E-Book usage	503	517	415	347
Total resource usage	1113	983	972	892
Volunteer hours	19	15	0	57
Outreach contacts	N/A	N/A	4	0
Library Visits in Person	180	125	203	382
Overdrive users	78	73	77	51
Program Attendance	N/A	N/A	18	207
New Library Patrons	3	14	3	N/A
Library Engagement	277	227	301	490

Pandemic: We are holding on to programming for now.

Upcoming Programming: Take home craft were popular. A new one will be available for the holidays.

Library Usage Items of Note: Interlibrary loan numbers are slowly coming back up.

Volunteers' projects this month: Relabeling of the paperback section.

Upcoming holiday hours and staff holidays: None.



Report to: Library Board
From: Anne Landry
Date: October 5, 2021
Re: Going Fine Free

Synopsis of Report: As of July 2021 almost 700 Canadian municipalities have gone fine free.

Overview: In recent months, more and more public libraries are joining the fine free movement: Peterborough Public Library, Toronto Public Library, London Public Library, Guelph Public Library, Brantford Public Library, the list goes on. The number one goal is to make the library even more accessible. Many patrons simply stop using the public library when they have fines that they can no longer pay. Going fine free would not eliminate the need to pay for lost or damaged books. Below is the breakdown for revenue from fines from 2019, compared to the revenue from printing and photocopying.

	Fines	Photocopies
January	\$12.40	\$2.40
February	\$24.00	\$2.90
March	\$1.70	\$1.40
April	\$17.40	\$18.30
May	\$19.50	\$27.85
June	\$12.80	\$14.05
July	\$30.35	\$20.75
August	\$11.15	\$7.30
September	\$13.70	\$25.30
October	\$31.00	\$6.70
November	\$10.00	\$5.95
December	\$12.20	\$13.00
Total	\$196.20	\$145.90