

**LIBRARY BOARD**  
**Regular Meeting**  
**Tuesday, May 19, 2020 – 4:30 P.M.**  
**VIRTUAL – VIA ZOOM**  
**AGENDA**



1. Call to Order
  - 1.1 Excused Absence
2. Declaration of Conflict of Interest
3. Approval of Agenda
4. Approval of the Minutes
  - 4.1 April 20, 2020 Regular Board Meeting Minutes
  - 4.2 Matters arising from the April 20, 2020 Regular Board Meeting Minutes
5. Consent Agenda
  - 5.1 Invoices Paid April 2020
  - 5.2 Friends Report – NONE
  - 5.3 Correspondence
    - 5.3.1 In-coming: NONE
    - 5.3.2 Out-going: NONE
  - 5.4 Information Items
    - 5.4.1 NONE
6. Items Removed from Consent
7. Financial Reports
  - 7.1 March
8. Business Continuity
  - 8.1 Ongoing Operations
  - 8.2 Covid-19 Statistics
  - 8.3 Recovery
  - 8.4 Operating Hours
  - 8.5 Budgetary Impact of Covid-19
9. Facilities
  - 9.1 AHU Project
  - 9.2 Sump pump Project
10. New Business
11. Closed Session

Resolved that the members of the Sault Ste. Marie Public Library Board move into Closed Session pursuant to the Public Libraries Act, Section 16.4 Closed Meetings, as the subject matter being considered is: Labour relations or employee negotiations. Further be it resolved that should the said Closed Session be adjourned, the Board may reconvene in Closed Session to continue to discuss the same matter without the need for further authorizing resolution. Be it further resolved that the following individuals be permitted to attend: M. MacDonald

12 Report of the Closed Session

13 Next Board Meeting June 22, 2020

14 Adjournment

**Sault Ste. Marie Public Library  
Library Board  
REGULAR MEETING  
Monday, April 20, 2020 – 4:30 P.M.  
Virtually – VIA ZOOM**



**Board Members Present:**

Kevin Harrison	Erin Ferlaino
Jami Van-Haaften	Wayne Greco
Frances Ryan	Ashlee Gerard
Luke Dufour	

Library: Matthew MacDonald

Media: David Helwig

Regrets: Sara McCleary, Elspeth Belair

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**1. Call to Order**

W. Greco called meeting to order at 4:35 p.m.

**1.1 Excused Absence**

**MOTION:**

Resolved that the following board members be excused from the April 20, 2020 Board meeting: Sara McCleary, Elspeth Belair

Moved: F. Ryan                      Seconded: K. Harrison                      **CARRIED**

**2. Declaration of Conflict of Interest**

No conflicts declared.

**3. Approval of Agenda**

**MOTION:**

The Sault Ste. Marie Public Library Board approves the agenda of April 20, 2020 meeting as presented:

Moved: F. Ryan                      Seconded: L. Dufour                      **CARRIED**

**4. Approval of the Minutes**

**4.1 February 24, 2020 Regular Board Meeting Minutes**

**MOTION:**

The Sault Ste. Marie Public Library Board approves the minutes of the February 24, 2020 meeting as presented:

Moved: F. Ryan

Seconded: A. Gerard

**CARRIED**

**4.2 Matters arising from the February 24, 2020 Minutes**

K. Harrison to present his Superconference report at a later meeting.

**5. Consent Agenda**

**5.1 Invoices Paid**

**5.1.1 February 2020**

**5.1.2 March 2020**

**5.2 Friends Report**

**5.3 Correspondence**

**5.3.1 In-coming: From the Office of the Mayor - Levy Board Budgets**

**5.3.2 Out-going: NONE**

**5.4 Information Items**

**5.4.1 Chamber of Commerce Award**

**5.4.2 Cut to the Chase**

**5.4.3 Vacant Management Positions**

**MOTION**

The Sault Ste. Marie Public Library Board approves the *consent agenda* of the April 20, 2020 meeting as amended:

Edit Information Item.

Removed Correspondence from the Mayor.

Moved: K. Harrison

Seconded: L. Dufour

**CARRIED**

**6. Items Removed from Consent**

**5.3.1 – From the Office of the Mayor - Levy Board Budgets**

W. Greco wanted clarification on the intent of the Mayor's letter. L. Duke indicated that council is concerned with the Ontario Government downloading costs to municipalities. The Library will need to prepare two budgets, one with and one without the Public Library Operating Grant included.

**5.4.3 – Remove from report information about the hiring process related to the Business Administrator position.**

## **MOTION**

The Sault Ste. Marie Public Library Board approves the items removed from the **consent agenda** of the April 20, 2020 meeting as amended:

Moved: F. Ryan

Seconded: A. Gerard

**CARRIED**

### **7. Financial Reports**

#### **7.1 Unavailable**

January, February and March financial reports have not yet been reconciled. The Administrative Clerk is struggling to keep up with the Business Administrator not being hired yet and the temporary administrative worker moving on to another position in early January.

M. MacDonald informed the Board that he had been contacted by Shelley Schell, regarding the financial impact of the Covid-19 pandemic on the Library. The Library may see some savings in salaries resulting from the Part-time staff being on Declared Emergency Leave. There will also be a loss of income related to fines and fees, meeting room rentals, copy services, and donations. Increased expenditures are expected related to custodial services, PPE, and service desk modifications.

### **E. Ferlaino entered the meeting at 4:53 PM.**

### **8. Business Continuity**

#### **8.1 Covid-19 Closures**

M. MacDonald updated the Board on the Library closures and preparations staff made to work from home.

#### **8.2 Business Continuity Plan**

M. MacDonald informed the Board that he could not find the Business Continuity Plan described in a Board policy or any evidence that it was created. M. MacDonald created a plan using Oshawa Public Library's as a template. The plan is to be comprehensive, providing information on what to do during different emergencies, including pandemics, fire, flooding, and civil unrest.

The Board requested several amendments including emphasis on internet and Wi-Fi services, and online resources. For notifications the CAO has been included to keep the City informed. In addition, information about the Library's servers and data recovery is to be included.

## **MOTION**

Resolved that the Sault Ste. Marie Public Library Board approve the Business Continuity Plan as amended.

### **8.3 Ongoing Operations**

M. MacDonald updated the Board on continuing library operations during the Covid-19 pandemic. Full-time staff continue to work however Part-time staff have been put on Declared Emergency Leave (DEL) and have been issued records of employment. Full-time staff continue to do collection development, acquisitions, cataloguing, circulation duties such as registering new patrons, readers advisory, indexing and virtual programming.

### **8.4 Recovery**

The management team have begun planning on when the Library will reopen. Materials will need to be handled differently. The Library may also need to have the custodians clean during operating hours at an additional expense. Services may be restored in stages, starting with lending services, followed by other services such as programming.

## **9. Facilities**

### **9.1 AHU Project**

The AHU project is continuing despite the pandemic. Using the remainder of the contingency allowance and additional funds approved from the City's Capital Asset Management Fund, AHU 3 in the lower lobby will also be replaced.

### **9.2 Sump Pump Project**

The Library is experiencing some water issues near the lower mechanical room. S&T has investigated and come up with several solutions including replacing the elevator sump pumps, which have reached their end of life, as well as installing a filter on the catch basin for the storm drain.

## **10. 2020 Board Meeting Schedule**

The Board has decided on the dates to meet in the following Motion:

### **MOTION**

Resolved that the Sault Ste. Marie Public Library Board approve the following meeting schedule:

- May 19, 2020
- June 22, 2020
- July 20, 2020 (optional)
- September 21, 2020
- October 19, 2020
- November 24, 2020
- December 21, 2020 (optional)
- January 18, 2021
- February 22, 2021

Moved: K. Harrison

Seconded: E. Ferlaino

**CARRIED**

**11. Strategic Planning**

M. MacDonald has surveyed the staff to provide information for the strategic planning process. The Strategic Plan is currently on hold until the Library returns to regular business following the pandemic.

**12. New Business**

The Board requested statistics for online resources use and new member registration during the pandemic.

**13. Closed Session**

**MOTION**

The members of the Sault Ste. Marie Public Library Board move into Closed Session pursuant to the Public Libraries Act, Section 16.4 Closed Meetings, as the subject matter being considered is: Litigation or potential litigation, including matters before administrative tribunals, affecting the board; and Labour relations or employee negotiations Further be it resolved that should the said Closed Session be adjourned, the Board may reconvene in Closed Session to continue to discuss the same matter without the need for further authorizing resolution. Be it further resolved that the following person(s) be permitted to attend: M. MacDonald.

Moved: A. Gerard

Seconded: F. Ryan

**CARRIED**

**Entered Closed Session at 5:48 p.m.**

**Returned to Open Session at 6:02 p.m.**

**14. Report of the Closed Session**

**MOTION**

Resolved that the Sault Ste. Marie Public Library Board received the report of the Closed Session of the April 20, 2020 meeting.

Resolved also that the Sault Ste. Marie Public Library Board accept the settlement with Soo Van Moving and Storage Inc.'s insurer and no further action is required in this matter.

Moved: F. Ryan

Seconded: J. Van Haaften

**CARRIED**

**15. Board Meeting**

**15.1 Next Meeting May 19, 2020**

**16. Adjournment**

**MOTION**

The Sault Ste. Marie Public Library Board move to adjourn the April 20, 2020 meeting at 6:05 p.m.

Moved: L. Dufour

Seconded: A. Gerard

**CARRIED**

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Chairperson, Library Board



April 2/2020	\$1,893.93
April 9/2020	\$20,901.68
April 16/2020	\$17,004.95
Apr 20/2020 Visa	\$1,415.51
April 23/2020	\$1,192.52
April 30/2020	\$165,848.23
	<b>\$208,256.82</b>

Moved by: \_\_\_\_\_  
 Seconded by: \_\_\_\_\_

That the cheques for the month of April, 2020, which include wages and benefits and RBC Visa in the amount of \$208,256.82 be confirmed paid.

**Carried/Denied**

\_\_\_\_\_  
 CHAIR - LIBRARY BOARD

SSM LIBRARY  
Summary of All Units  
For the Two Months Ending Saturday, February 29,  
2020

Department	Actual	Budget	Percentage to Date
<b>REVENUE</b>			
Grants	(\$706,512.00)	(\$3,231,591.00)	22%
Fines	(2,754.07)	(\$20,500.00)	13%
Concessions			0%
Sales	(8,047.29)	(\$52,250.00)	15%
Donations	(2,395.65)	(\$43,331.00)	6%
Other income	(14,661.09)	(\$36,800.00)	40%
Change in future employee benefits			0%
Surplus, prior year			0%
	<u>(734,370.10)</u>	<u>(\$3,384,472.00)</u>	<u>22%</u>
<b>EXPENDITURES</b>			
Salaries and benefits	343,674.23	\$2,521,920.00	14%
Future employee benefits			0%
Books and periodicals	57,293.18	\$203,881.00	28%
Utilities	9,776.02	\$94,000.00	10%
Office expenditures	15,223.47	\$134,200.00	11%
Operating expenditures	70,696.38	\$370,971.00	19%
Equipment purchases	34,647.35	\$59,500.00	58%
Depreciation			0%
Default			0%
	<u>531,310.63</u>	<u>\$3,384,472.00</u>	<u>16%</u>
(Surplus)/Deficit	(203,059.47)	\$0.00	0%

SSM LIBRARY  
LIBRARY ADMINISTRATION  
For the Two Months Ending Saturday, February 29,  
2020

Department	Actual	Budget	Percentage to Date
<b>REVENUE</b>			
Grants	(\$706,512.00)	(\$3,231,591.00)	22%
Fines			
Concessions			
Sales	(5,581.46)	(\$31,500.00)	18%
Donations	(2,395.65)	(\$43,331.00)	6%
Other income	(12,932.55)	(\$28,000.00)	46%
Change in future employee benefits			
Surplus, prior year			
	<u>(727,421.66)</u>	<u>(\$3,334,422.00)</u>	<u>22%</u>
<b>EXPENDITURES</b>			
Salaries and benefits	96,658.38	\$759,938.00	13%
Future employee benefits			
Books and periodicals		\$1,000.00	0%
Utilities			
Office expenditures	13,062.19	\$94,900.00	14%
Operating expenditures	1,220.02	\$18,777.00	6%
Equipment purchases	34,647.35	\$55,000.00	63%
Depreciation			
Default			
	<u>145,587.94</u>	<u>\$929,615.00</u>	<u>16%</u>
(Surplus)/Deficit	(581,833.72)	(\$2,404,807.00)	24%

SSM LIBRARY  
LIBRARY MAIN BRANCH  
For the Two Months Ending Saturday, February 29,  
2020

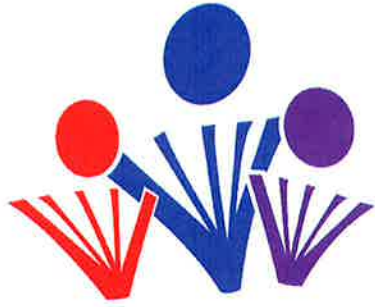
Department	Actual	Budget	Percentage to Date
<b>REVENUE</b>			
Grants			
Fines	(2,202.23)	(\$18,000.00)	12%
Concessions			
Sales	(2,114.80)	(\$18,900.00)	11%
Donations			
Other income	(873.18)	(\$6,000.00)	15%
Change in future employee benefits			
Surplus, prior year			
	<u>(5,190.21)</u>	<u>(\$42,900.00)</u>	<u>12%</u>
<b>EXPENDITURES</b>			
Salaries and benefits	207,896.11	\$1,474,091.00	14%
Future employee benefits			
Books and periodicals	42,054.80	\$134,550.00	31%
Utilities	9,776.02	\$94,000.00	10%
Office expenditures	2,161.28	\$36,600.00	6%
Operating expenditures	15,616.21	\$142,100.00	11%
Equipment purchases		\$2,500.00	0%
Depreciation			
Default			
	<u>277,504.42</u>	<u>\$1,883,841.00</u>	<u>15%</u>
(Surplus)/Deficit	272,314.21	\$1,840,941.00	15%

SSM LIBRARY  
LIBRARY NORTH BRANCH  
For the Two Months Ending Saturday, February 29,  
2020

Department	Actual	Budget	Percentage to Date
<b>REVENUE</b>			
Grants			
Fines	(551.84)	(\$2,500.00)	22%
Concessions			
Sales	(351.03)	(\$1,850.00)	19%
Donations			
Other income	(855.36)	(\$2,800.00)	31%
Change in future employee benefits			
Surplus, prior year			
	<u>(1,758.23)</u>	<u>(\$7,150.00)</u>	<u>25%</u>
<b>EXPENDITURES</b>			
Salaries and benefits	39,119.74	\$287,891.00	14%
Future employee benefits			
Books and periodicals	15,238.38	\$68,331.00	22%
Utilities			
Office expenditures		\$2,700.00	0%
Operating expenditures	54,121.90	\$208,094.00	26%
Equipment purchases		\$2,000.00	0%
Depreciation			
Default			
	<u>108,480.02</u>	<u>\$569,016.00</u>	<u>19%</u>
(Surplus)/Deficit	106,721.79	\$561,866.00	19%

SSM LIBRARY  
LIBRARY CONCESSION  
For the Two Months Ending Saturday, February 29,  
2020

Department	Actual	Budget	Percentage to Date
<b>REVENUE</b>			
Grants			
Fines			
Concessions			
Sales			
Donations			
Other income			
Change in future employee benefits			
Surplus, prior year			
		\$0.00	0%
<b>EXPENDITURES</b>			
Salaries and benefits			
Future employee benefits			
Books and periodicals			
Utilities			
Office expenditures			
Operating expenditures	(261.75)	\$2,000.00	(13%)
Equipment purchases			
Depreciation			
Default			
	(261.75)	\$2,000.00	(13%)
(Surplus)/Deficit	(261.75)	\$2,000.00	(13%)



# Sault Ste. Marie Public Library

*"One stop....endless possibilities"*

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AGENDA ITEM: 8

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**TO:** LIBRARY BOARD  
**FROM:** MATTHEW MACDONALD, CEO  
**SUBJECT:** BUSINESS CONTINUITY  
**DATE:** MAY 19, 2020

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## **PURPOSE**

To update the Board on the continuing operations of the Library during the COVID-19 pandemic, and plans to return regular business.

## **8.1 ONGOING OPERATIONS**

The Library's Full-time staff have continued to work during the pandemic. In addition to many regular ongoing tasks, they have also begun several new initiatives. The following is a list of activities the staff have been doing since the closure which demonstrates the staff's dedication and hard work to provide Library services to the community.

All Staff:

- Online Training
- Reader's Advisory bookmarks / booklists
- Writing Content and Updating website
- Participated in Strategic Planning Survey

Reference Staff:

- Sault Star indexing for Local History topics - backlog has been cleared and all indexing is caught up to date.
- Sault Star indexing for birth and death announcements
- Research and writing articles for Remember This articles for weekly SooToday column.

- Reader's Advisory video on Sourdough Baking
- Developing Virtual Book Chats
- Responding to Online Submission Questions

#### Children's Staff

- Prepping for and recording of Online Story Times (2 per week will be posted)
- Prepping for online craft segments for kids
- Online Search & Finds

#### Circulation Staff

- Responding to library card applications and renewals and general circulation inquiries
- Working on inventory

#### Branch Staff

- Video - How to Lead a Family Book Chat
- THINKHub - working on our contribution for a Chain Reaction Challenge video clip (for Science North) - draft version has been completed already.

#### Technical Services

- Acquisition duties including submitting orders for new books
- Cataloguing
- Processing material donations
- Transferring some Korah Branch records to North Branch
- Working on inventory
- Systems and authority records cleanup

#### Archive Technician

- Indexing project (Births & Deaths)
- Responding to Archive inquiries
- Working on preparing some videos on garden tips and planting.

#### Collections Librarian

- Collection development
- Reporting



#### Social Media Intern

- Community engagement
- Information services
- Answering public inquiries
- Video recording

## **8.2 COVID-19 STATISTICS**

Since the closure of the Library on March 16, 2020, the Library has registered 290 new cards remotely. This is the greatest number of online registrations in such a short period of time in the organization's history.

The Library's website saw a 35% decrease in visits in April 2020 compared to April 2019, but only an 18% decrease in pages viewed. Website traffic is down primarily because patrons are not using it to view the events calendar or as a gateway to the Library's catalogue.

The Library catalogue was accessed 33% times less in April 2020 compared to April 2019 while searches were down 69%. This is expected since material lending has been suspended and online resources such as Overdrive can be accessed without having to use the catalogue.

Overdrive eBooks circulated 5,699 times in April 2020. That is a 36% increase of April 2019 downloads. Overdrive downloadable audio books circulated 2,118 times which was a 22% increase over the previous year.

Hoopla, a new downloading service for the Library, 486 downloads in April 2020. The popularity of this service is beginning to grow. April downloads were up 26% over March downloads.

Database use decreased by 23%. Contributing factors include staff conducting fewer searches in the reader's advisory database Novelist, and the change in the Ancestry database licensing to allow for home use only being implemented in the final week of April.

The Library had 88,655 social media impressions in April 2020 over Facebook, Twitter, and Instagram. This is an increase of 9% over 2019's social media impressions. Though Facebook impressions were down, the Library saw large increases in impressions with the other two platforms.

## **8.3 RECOVERY**

On Thursday May 14, 2020, Premier Doug Ford and the Government of Ontario announced that Libraries may begin curbside pickup services on Tuesday May 19, 2020. This is the first step towards returning to normal business for the Library. Library Management has prepared a document outlining a four phase recovery plan of which curbside service is part of.

The Board is required to move to reopen the Library for curbside service and set hours for that service. To expedite the recovery process, it is also recommended that the Board Chair and CEO be empowered to move onto the next phase once permitted by the Government of Ontario and the Library is adequately prepared to do so.

**MOTION**

Resolved that the James L. McIntyre Centennial Library reopen to the public for curbside service beginning Monday May 25, 2020.

Further, resolved that the Board Chair and CEO may jointly reopen the North Branch with no need of further resolution of the Board, after the service has been assessed at the other location and is deemed ready to be expanded.

Further, resolved that the Board Chair and CEO may jointly reopen one or both locations for in-person service following government mandates, taking also into consideration the local situation of the virus, and the Library’s preparedness to safely do so, with no need of further resolution of the Board.

**8.4 OPERATING HOURS**

The Management team recommends the following operational hours for the James L. McIntyre Centennial Library during Phase 1 – Curbside Service.

	<i>Centennial Library</i>
Monday	10 am to 5 pm
Tuesday	10 am to 5 pm
Wednesday	10 am to 5 pm
Thursday	10 am to 5 pm
Friday	10 am to 5 pm
Saturday	10 am to 1 pm
Sunday	Closed

Phase 2 will be a similar opening of the North Branch with the same operational hours.

Phase 3 recommended operational hours are as follows:

	<i>Centennial Library</i>	<i>North Branch</i>
Monday	9 am to 6 pm	10 am to 6 pm
Tuesday	9 am to 6 pm	10 am to 6 pm
Wednesday	9 am to 6 pm	10 am to 6 pm
Thursday	9 am to 6 pm	10 am to 6 pm
Friday	10 am to 5 pm	10 am to 5 pm
Saturday	10 am to 5 pm	10 pm to 5 pm
Sunday	Closed	Closed

Phase 4 will be a return to regular hours.

## **8.5 BUDGETARY IMPACT OF COVID-19**

The following are estimates of the budgetary impact of the Covid-19 pandemic and the resulting closure of the Library. Weekly estimates, with the exception of enhanced custodial services, are based total amounts in the Board approved 2020 budget divided by 52 weeks. Other estimates have been provided by vendors and service providers.

The total budgetary impact of the Covid-19 pandemic cannot be tallied until the Library returns to regular business. Some services may be restored sooner than others. Also, it is expected that the time it takes to restore Library's patrons' faith in the organization as a safe environment will vary. It may therefore take some time before a budgetary item such as Fines and Fees reaches the estimated weekly amount once the Library begins charging fees again.

Lost Revenue	
Fines and Fees	\$395/week
Friends Bookstore	\$735/week
Donations	\$270/week
Meeting Room Rentals	\$140/week
Copy Services	\$218/week
Misc. Revenue	\$429/week
Increased Expenses	
Sneeze Guards	\$3,639
Enhanced Custodial Services	\$504/week
PPE and Additional Custodial Supplies (to be replaced as needed)	\$924
Public Sanitation Stations	\$488
Signage	\$2,091
Replacement Chairs for Shared Workstations	\$2,424
Decreased Expenses	
Part-time Clerk/Technician Salaries*	\$5,997/week
Page Salaries*	\$2,478/week

\*Inclusive of benefits

Respectfully submitted,  
Matthew MacDonald, CEO



## COVID-19 Recovery Procedures

### Phase 1 -

*Library is open to the public with strict limitations. Curbside service and/or holds pick up only at the James L. McIntyre Centennial Library. Library operates on reduced locations and hours.*

#### **Hours of Operation**

The James L. McIntyre Centennial Library will open first while the North Branch will remain closed.

Operating hours for the James L. McIntyre Centennial Library will be as set by the Board.

#### **Staffing**

Staff will work in the building based on a set schedule in accordance with physical distancing practices. Full-time staff not scheduled to work in one of the Library buildings will work remotely.

Staff are not permitted to use staff rooms for breaks. Breaks should be taken at their desks or outside. Shared workstations, such as a service desk, must be disinfected by the staff member prior to their replacement taking over.

Certain tasks may require the use of Personal Protective Equipment (PPE). The Library will supply necessary PPE, though staff are permitted to supply their own (i.e. masks).

Some staff may be unable to return to work because they are high risk. If they are unable to work remotely they may draw from their sick banks. If they have exhausted their sick banks they may enter into a negative balance that is not to exceed -70 hours.

Staff members who have symptoms of illness are asked not to report to work. They are to inform their supervisors.

## **Branches**

Entrance and Exit into the building:

Restrictions on those coming and going into the Library will be restricted and vary based on social distancing recommendations from Algoma Public Health and/or the Ontario government.

A temporary service desk will be placed in the lobby of the James L. McIntyre Centennial Library which will primarily be used to provide curbside service.

## **Lending Services**

Stacks will be closed to the public. The Library will provide curbside pickup which will be limited staff retrieval and holds pick up only. Holds pickup will be available just outside the front entrance of the James L. McIntyre Centennial Library (weather dependent).

Returns will be accepted only through the drop box. Patrons are to drop the material off and only a staff assigned to returns will handle the materials. Staff assigned to work the temporary service desk are not to handle returned materials. [Link](#)

Holds materials will be bagged and placed on tables. Patrons will be contacted by library staff to schedule a pickup time. Patrons who miss their scheduled appointments must reschedule.

## **Services**

Public computer stations, lending laptops and PACs will be unavailable. The public will be able to access the Library's Wi-Fi via their personal devices.

Copy services such as photocopying, scanning, printing, 3D printing, VHS to DVD conversions, and faxing services will be unavailable to the public.

The Library will not offer proctoring services at this time.

Readers' Advisory and Reference Services will be available by telephone, email and website comments only.

Room rentals will not be available.

Visiting Library Service will be unavailable.

### **Programming**

Due to gathering restrictions, all in person programming is canceled. Staff will continue to offer virtual programming.

### **Fines, Fees and Monetary Donations**

No fines will be incurred during this time.

Though patrons will still be responsible for fees for such things as replacing lost books, the Library will not accept payment for the fees at this time. Fees must be paid at a later date.

Monetary donations in the form of cash and cheques will be accepted by mail.

### **Material Handling**

All returns are to be quarantined for 72 hours prior to filling holds or reshelving. Staff must wear disposable gloves when handling returned materials. Plastic cases are to be washed. Carts are also to be washed following quarantine.

All suspensions on deliveries, including mail, will end. Items brought into the Library through mail and deliveries are to be quarantined for 72 hours before being handled.

### **Friends of the Library Bookstore**

The Friends of the Library Bookstore will remain closed during this period. The Library will not be accepting material donations.\*

\* An exception may be made for donations to the archives which may be made by appointment only after the Archive Technician has verified with the donor the content of the donation, its significance to the history of the Algoma region, and the Library's interest in preserving that material.

## Phase 2

*Library is open to the public with strict limitations. Curbside service and/or holds pick up only is now available at both locations. Library operates on reduced hours.*

After the curbside service in Phase 1 has been assessed, and improvements made if needed, the service will be scaled and offered at the North Branch. All procedures outlined in Phase 1 will continue and will apply to the North Branch.

### **Hours of Operation**

Operating hours for the North Branch will be as set by the Board.

## Phase 3

*Library is open to the public with extra precautions. Library services for the general public are provided on a limited schedule.*

### **Hours of Operation**

Operating hours for all Library locations will be as set by the Board.

### **Staffing**

All full-time staff will resume working in the Library buildings for modified hours with the exception of those with Individual Accommodation Plans requiring them to stay home. Some staff may continue to work remotely on days they are not required to work within the library buildings. Part-time staff return to work as needed in accordance with the Collective Agreement.

Staff will adhere to physical distancing practices that are still in place. Break rooms will now be available to staff except for congregating into large groups.

### **Branches**

Limit the number of patrons in the building at a time in accordance to APH recommendations.

Sneeze Guards will be installed on service desks.

Areas of the libraries will be reopened to the public. Limited public seating will be available.

### **Lending Services**

Curbside services would end and patrons will be required to check out materials at the circulation desks. Some circulation services may continue to be unavailable.

ILL services resume if permitted by SOLS. Books to be quarantined for 72 hours before being made available to the public.



## **Services**

Computer Stations will be available. Computer stations will require frequent cleaning. There will be a delay between bookings to allow for the cleaning. The number of PCs available may be reduced for physical distancing. Booking times may also be reduced.

- PAC and the PC Reservation stations will be unavailable. Patrons must make requests at the desks.
- Photocopying, scanning, and faxing services will be unavailable. Printer services will be available.

The Library will begin to offer proctoring services at this time dependent on staff availability, and in accordance with physical distancing practices.

Readers' Advisory and Reference Services will be available by telephone, email and at service desks.

Room rentals will still not be available.

## **Programming**

Some virtual programming will continue. Other in person programming may be permitted so long as they follow public health guidelines.

Large events will not be permitted at this time.

## **Fines, Fees and Monetary Donations**

Fines will not be incurred until Phase 4. When Management and the Board decide a date to reinstate fines, staff will communicate that date during their interactions with the public.

## **Material Handling**

All returns are to be quarantined for 72 hours prior to filling holds or shelving. Staff must wear disposable gloves when handling returned materials. Plastic cases are to be washed. Carts are also to be washed following quarantine.

Mail and deliveries to be quarantined for 72 hours

## **Friends of the Library Bookstore**

The Friends of the Library Bookstore will remain closed. Friends of the Library Executive may be given access to the Bookstore with approval of the CEO.

The Library will continue not to receive material donations at this time as described in Phase 1.

## **Phase 4**

*Business as usual. All library services for the general public are provided as normal and as scheduled.*

### **Hours of Operation**

Return to normal operational hours (summer or winter hours dependent on when Phase 4 begins).

### **Staffing**

All staff return to work including those with Individual Accommodation Plans. Physical distancing practices are no longer necessary.

### **Branches**

The limit of the number of patrons in the building will be based on fire codes.

Sneeze Guards will be removed from service desks.

All public seating will be returned.

Children's toys are made available.

Remove Covid-19 related signage.

### **Fines, Fees and Monetary Donations**

The regular Fines and Fees Schedule will be enforced. Cash transactions are permitted.

### **Lending Services**

Full circulation services will be restored.

ILL services will resume without quarantine.

### **Services**

The Visiting Library Service will resume.

Room Rentals will now be permitted.

All computers, and PACS will be available to the public. PC self registration will be available.

Self serve photocopying, scanning and printing will be available.

### **Programming**

Return to regular programming. Large events are now permitted.

### **Material Handling**

Return to normal handling procedures. Books may be shelved and holds filled right away. Mail and deliveries are no longer required to be quarantined.

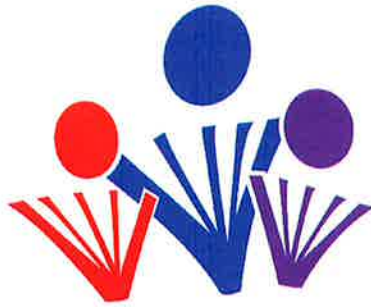
Break Rooms - Full use of break rooms permitted.

### **Material Donations**

The Library will receive material donations at the James L. McIntyre Centennial Library either at the Friends of the Library bookstore or the back receiving area.

### **Friends of the Library Bookstore**

The Bookstore will reopen.



# Sault Ste. Marie Public Library

*"One stop....endless possibilities"*

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AGENDA ITEM: 9

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**TO:** LIBRARY BOARD  
**FROM:** MATTHEW MACDONALD, CEO  
**SUBJECT:** FACILITIES  
**DATE:** MAY 19, 2020

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## **PURPOSE**

To update the Board on facility improvements at the James L. McIntyre Centennial Library.

### **9.1 AHU PROJECT**

The AHU project is proceeding on schedule. Construction continues in the penthouse for AHU 2. S&T have begun electrical work in the lower lobby mechanical room for AHU 3.

### **9.2 SUMP PUMP PROJECT**

Phases one and two of the sump pump project have been completed. Various pits within the Library and the catch basin located in the staff parking lot have been drained and cleaned. The Library is prepared to move onto phase 3, replacing the elevator sump pumps which are reaching their life expectancy. This final phase is expected to be completed by the end of May.

Respectfully submitted,  
Matthew MacDonald, CEO