



TOWN OF COLLINGWOOD

COLLINGWOOD PUBLIC LIBRARY BOARD

March 27, 2025, 8:30 a.m.

FreeSchools World Literacy Community Room and by Videoconference
Collingwood Public Library, First Floor, 55 Ste. Marie Street, Collingwood

Members Present: Mariane McLeod, Chair
 Donna Mansfield, Vice-Chair
 Charles Levine
 Courtney Squires
 Greg Bishop
 Steve Perry, Council Appointee

Members Absent: Allison Hunwicks

Staff Present: Jenny Haines, Administrative Coordinator
 Ashley Kulchycki, Library CEO

Others: Leah Murray, Community Care Worker

1. **Call to Order**

Chair McLeod called the meeting to order at 8:30 a.m. and Member Bishop provided recognition and acknowledgement of the traditional territory of the Indigenous peoples.

2. **Adoption of the Agenda**

LIB-014-2025

Moved by: Charles Levine

Seconded by: Greg Bishop

THAT the content of the Collingwood Public Library Board agenda for Thursday, March 27, 2025, be adopted as amended:

- Agenda Item 7.1 Introduction of Community Care Worker, L. Murray, to be addressed as Agenda Item 3.

CARRIED

3. **Introduction of Community Care Worker, L. Murray**

CEO Kulchycki welcomed Community Care Worker Leah Murray to the meeting. CEO Kulchycki noted that Leah's position is funded by a Simcoe County grant and that her position is full time at the Collingwood Public Library.

Community Care Worker Murray provided the Board with an overview of her role noting services she provides and programs she refers patrons to if they are in need of support. Community Care Worker Murray confirmed that she makes direct connections with resource coordinators and service providers in order to ensure that contact is made when she is making referrals.

Community Care Worker Murray noted that services related to housing, addiction and mental health are most common and that it is important that people are being connected to the appropriate services to help them as opposed to just being provided general information for support.

Community Care Worker Murray answered questions from the Board regarding what types of services patrons are looking for; confirmation that Community Care Worker Murray makes phone calls to service providers on behalf of the patron looking for assistance; if the patron always leaves with an appointment booked; if there is a community care network or resource group; how are people finding out that this service is being offered; are the patrons that use the service people who are typically at the Library; are patrons coming to the Library specifically for the service; are stats being kept regarding patron visits and reasons they are seeking assistance; and where are private meetings being held.

Board Members discussed how the Board and Library Staff can better advise that the Library offers this service and what can be done to assist Community Care Worker Murray in her role. Board members thanked Community Care Work Murray for her time.

Community Care Worker Murray left the meeting at this time.

4. Declarations of Pecuniary Interest

None.

5. Adoption of Minutes

LIB-015-2025

Moved by: Donna Mansfield

Seconded by: Steve Perry

THAT the minutes of the regular meeting of the Collingwood Public Library Board held on February 27, 2025 be adopted as presented and forwarded to Council for receipt at its next regular meeting.

CARRIED

6. Business Arising from the Previous Meeting

None.

7. Reports

7.1 Statistical Report

CEO Kulchycki reviewed the Statistical Report for the period ending January 31, 2025 and noted that she anticipates numbers to increase and trends to progress as we move into the second quarter. CEO Kulchycki answered questions and received comments from the Board regarding the role of the Community Care Worker and if the Library will be tracking her patron visits as a way to provide information regarding her role and its need. CEO Kulchycki answered questions regarding the County's reporting requirements and noted that although Community Care Worker Murray is on a contract, it is CEO Kulchycki's understanding that if the need exists, then funding will be available and the Library does not need to apply for the grant again in future years. The Board discussed the benefits of reviewing the report that the County obtains regarding the patrons that the Community Care Worker sees and the reasons they seek assistance.

Board members discussed the Community Care Worker and the private space she uses to meet with patrons. CEO Kulchycki answered questions from the Board regarding the current Health and Safety policy and if the Community Care Coordinator has a panic button.

CEO Kulchycki answered questions from the Board regarding shared services; clarification on the agreement the Library has with Grey Highlands; if the Library encourages reciprocity with other municipalities; and if the 'cash for service' is known among Libraries in the area.

7.2 Financial Report

CEO Kulchycki provided the Board with an overview of the Capital Budget and the Operating Financial Report. CEO Kulchycki answered questions from the Board regarding what happens to the old computers when they are upgraded; if consideration has been made to give the old computers to people in need; and confirmation that the grant money from the County for the Community Care Worker is sufficient to cover the contract.

7.3 Leadership Team Report

CEO Kulchycki provided the Board with an overview of the Leadership Team Report dated February 14, 2025. CEO Kulchycki noted that the Library may open an hour later on April 15 so Staff can attend an all-staff event that morning, if they choose. CEO Kulchycki received comments and answered questions from the Board regarding recruiting for the supervisor position and if tickets are required for the CanFilmDay event on April 16.

7.4 Approval of Reports

LIB-016-2025

Moved by: Greg Bishop

Seconded by: Courtney Squires

THAT the Collingwood Public Library Board approve the following reports as presented:

- Statistical Report
- Capital Financial Report
- Operating Financial Report
- Leadership Team Report

CARRIED

8. New Business

8.1 Policy review – Philanthropy Policy; Compressed Work Schedule (Municipal)

FR-01 -Philanthropy Policy

CEO Kulchycki provided the Board with a high-level review of the changes to the Philanthropy Policy and confirmed that once approved it will be re-circulated to Staff to ensure their awareness. CEO Kulchycki received comments and answered questions from the Board regarding what percentage of profit does Canada Help receive and that PayPal has the option to register with charitable status.

The Board discussed the current parameters set regarding requests received to name a room at the Library. Comments were brought forward regarding if consideration should be made to set dollar amounts to outline expectations; if requests should be referred to the Town's policy; if parameters should be set if consideration is made to re-name spaces in the Library; and the current names that were established in perpetuity.

The Board then discussed 'in-kind' services and if consideration could be made to update the policy regarding how 'in-kind' services are dealt with. CEO Kulchycki noted that she would have to discuss 'in-kind' service requests with the risk-management and fleet and facilities departments, suggesting that any 'in-kind' requests be dealt with on a case by case basis.

E-16 - Compressed Work Schedule (Municipal)

CEO Kulchycki noted the Compressed Work Schedule Policy is a municipal policy and that although the Board cannot make changes to the policy the Board can approve its implementation at the Library.

CEO Kulchycki answered questions and took comments from the Board regarding what percentage of Library Staff are front line workers; what percentage of Library Staff work in administrative roles; if CEO Kulchycki can identify jobs at the Library that cannot function properly on a compressed work week schedule; and if CEO Kulychycki could see this working with some departments opting in and others not.

Board members discussed the pros and cons to running the Library and all of its programming with Staff working compressed work schedules. CEO Kulchycki answered questions regarding the length of the pilot program; if the program will see less Library Staff on the floor; would the Library be impacted operationally if Staff opted into the program; does the program impact vacation time and time-off requests due to staffing levels; how many Staff can participate; and if there are Staff that cannot.

CEO Kulchycki noted that the Library plans to conduct a Service Review next year and that data obtained will provide a better understanding of Staffing levels and needs. Board members discussed the benefit of having that information available and reviewing the outcome of the Town's compressed work week pilot project before moving forward and implementing the program at the Library.

LIB-017-2025

Moved by: Charles Levine

Seconded by: Greg Bishop

THAT the Collingwood Public Library Board approve FR-01 Philanthropy Policy as amended:

- Addition: Inclusion of 'Services In-Kind'

CARRIED

LIB-018-2025

Moved by: Donna Mansfield

Seconded by: Steve Perry

THAT the Collingwood Public Library Board defer the approval of E-16 Compressed Work Schedule (Municipal) until such time that the Board is in receipt of the Library's Operational Service Review report.

CARRIED

8.2 Annual Report

CEO Kulchycki provided the Board with an overview of the annual report. CEO Kulchycki confirmed that the report will be posted on the Library's website and presented to Town Council. CEO Kulchycki showcased a Library Services video created by the Library's Technology Assistant.

8.3 Social Return on Investment

CEO Kulchycki provided the Board with an overview of the 2024 Social Return on Investment. CEO Kulchycki noted the value in building consistency in the process and streamlining the process, though she recommends only doing this process once every few years going forward.

CEO Kulchycki answered questions from the Board regarding whether this data is being shared with the Ministry of Tourism, Culture and Gaming; how much does the Library receive per resident through taxes; that the report should include the cost per resident or household; and confirmation that Town Council will be in receipt of this information.

Member Squires left the meeting at this time.

9. In-Camera

9.1 Proceed In-Camera

LIB-019-2025

Moved by: Charles Levine

Seconded by: Steve Perry

THAT the Collingwood Public Library Board proceeds in-camera in order to address a matter pertaining to:

personal matters about an identifiable individual, including municipal or local board employees; (9.2)

CARRIED

9.2 OPLA Psychological Health & Safety Survey Results

9.3 Approval of In-Camera Minutes

9.4 Rise from In-Camera

LIB-020-2025

Moved by: Greg Bishop

Seconded by: Charles Levine

THAT the Collingwood Public Library Board rise from in-camera and return to public session.

CARRIED

10. Other Business

10.1 Book Vending Machine

CEO Kulchycki provided the Board with an update on the Book Vending Machine. CEO Kulchycki confirmed that Library staff is working with the procurement department, discussing whether this would qualify for a non-standard purchasing process and that funds raised at the book fair in June will be allocated to this purchase. CEO Kulchycki noted that she would like to have the vending machine operational for Ontario Public Library week. CEO Kulchycki confirmed that a location has not been selected yet, but that the vending machine will be in a municipal facility.

CEO Kulchycki answered questions from the Board regarding if there is a municipality with a vending machine that is currently operational; if Centennial Pool is being considered as a location; that the location should be geographically far from the Library; and if the Library was successful in obtaining grant funding for this purchase.

CEO Kulchycki confirmed that the Library was unsuccessful in its grant applications and that the closest operating book vending machine is in Shelburne.

10.2 ****Addition: New Parent Book Package - City of Burlington**

A member of the Board noted that the City of Burlington provides new parents with a book package as a way to introduce new families to the Library providing them information on how to apply for a Library card and details on their programming. CEO Kulchycki noted that the Collingwood Library has a "Baby's Best Start" program in which infants who are registered for a Library card receive a free book.

11. Next Meeting

The next meeting of the Collingwood Public Library Board will take place on May 22, 2025, commencing at 8:30 a.m.

12. Adjournment

Moved by: Member Levine

THAT the meeting of the Collingwood Public Library Board be hereby adjourned at 10:16 a.m. **CARRIED.**

Chair