

**Present**

Josie Scott  
Neil Salminen  
Bill Skinner  
Elizabeth Stewart  
Lisa McGee  
Karen DeLuca, Chief Librarian  
Carolyn Swayze, Youth Services Librarian

**Regrets**

1. The meeting was called to order at 6:03pm
2. **Motion 2020-12-05 Moved by Elizabeth Stewart, seconded by Lisa McGee the Agenda be approved as circulated - carried**
3. No conflicts of interest declared
4. **Motion 2020-12-06 Moved by Neil Salminen, seconded by Lisa McGee that the Minutes of December 16, 2020 meeting be approved as amended – carried.**
5. **Service Contract Update** – The Board reviewed the proposed resolution as response to the Township’s draft amendment to the Joint Services Agreement.  
**Motion 2020-12-07 Moved by Bill Skinner, seconded by Lisa McGee that the resolution in response to the Township’s draft amendment be deferred until usage statistics pertaining to lockdown and curbside only time periods can be accessed.**
6. **Mandated Lockdown – service / staffing levels**  
Full Curbside Service requires current staffing levels. This service model includes Curbside Printing, curated book selections and promotion of services via social media and the website. The library will also be expanding virtual programs and book selections for youth. Inventory will be completed during the shutdown and efforts will be made to use Curby to expand delivery services to individuals who may find it difficult to get to the library for Curbside Service. Part time hours will be reassessed on a regular basis.
7. No other business
8. Next meeting: Special meeting December 29, 2020
9. Adjournment: **Motion 2020-12-08 Moved by Neil Salminen, seconded by Bill Skinner that the meeting be adjourned at 6:45 pm – carried.**