SOUTH ALGONQUIN PUBLIC LIBRARY (SAPL)
REGULAR MEETING OF THE BOARD
February 15th 2022 **7 pm**
AGENDA

1. Land Acknowledgement: We acknowledge that we are gathered on the unceded traditional territory of the Omaamiwininii Anishinaabeg (the Algonquin people). We acknowledge that the Algonquin people have been stewards of this land since time immemorial and as such we treat the land, its plants, animals, stories and people with honour and respect. Today, this land is home to Indigenous people from across Turtle Island, as well as many non-Indigenous peoples, and we acknowledge the shared opportunity to live and work within this beautiful territory. All my relations. Chi-miigwetch.
2. Call to Order
3. Approval of Agenda
4. Approval of Minutes: **January 18th 2022**
5. Report of the Chairperson: easing of restrictions
6. Business Arising from the Minutes
   6.1. OTF The Resilient Communities Fund: no updates
   6.2. Board Recruitment: Sarah Ennor's vsc has come back clear.
   6.3. Budget : Meeting February 23rd 9 am, Charlene Alexander will attend.
   6.4. HVAC Whitney:
   6.5. Fridge Magnets:
7. New Business:
   7.1. March Break Zoom Magic Show 2022:
   7.2. Hastings Highlands survey
8. Reports
   8.1. Finance: Approval of Outstanding Accounts
   8.2. Librarian's Reports
   8.3. Council Report
9. Governance
   9.1. Policy:
   9.2. Strategic Planning/Strategic Doing:
10. Programming:
    10.1 Author/Book Talks: Kevin Callan Speaking Tour - April 2022 Adam Shoalts - Fall 2022. Both in person events with the option of being virtual if needed.
    10.2 Frank Kuiack Documentary screening, still waiting for information.
    10.3 Other ideas/suggestions

11. Correspondence:
12. Any Other Business
13. In Camera / Out of Camera
14. Next meeting: March 15th 2022
15. Adjournment

Township of South Algonquin Public Library
Minutes of the Meeting Held
January 18th, 2022 7:00pm Virtual Zoom Meeting

Present: Elaine Hare, Councillor Dave Harper, Jeff Bowman, Rose Jessup, Carol Peterson, Sharon Florent and Vicki forward **Staff:** Charlene Alexander and Cynthia Haskin **Guest:** Sarah Ennor

1. **Land Acknowledgement**
2. **Call to Order:** 7:01pm
3. **Motion # 2022-01**

Moved by – Elaine Hare Seconded by – Rose Jessup
To approve the agenda. Carried

4. **Motion # 2022-02**

Moved by – Rose Jessup Seconded by – Elaine Hare
To approve the minutes of November 15th, 2021. Carried

6.1 OTF: The Resilient Communities Fund: Awaiting approval. It was decided that we would keep some pressure on the Township to provide an air purification solution for Whitney whether it be a HEPA filter system or a larger remediation of the space itself. Charlene will stay connected with Dave Gatley and/or Bryan Martin. Vicki made the point that if the Township is not forthcoming, we need to be sure we have all the information required for next year's Trillium Foundation application.

6.2 Occasional Staff: Charlene will speak with Brendia and Ambre regarding their continued availability/interest as occasional staff. Both will require retraining. Discussed training board members for coverage if occasional staff are unavailable. Jeff Bowman and Carol Peterson expressed interest. Training required.

6.3 Board Self Evaluation: reviewed by board members

7.1 Curbside: Charlene Alexander stated she is not comfortable with reopening to the public at this time. Curbside services will continue for another two weeks.

7.2 Board Recruitment: Welcomed Sarah Ennor who is interested in becoming a member of the Board. She has submitted her application for clearance from the OPP and will receive a response in 2 weeks.

8.1 Outstanding Accounts

Motion # 2022-03

Moved by – Sharon Florent Seconded by – Vicki Forward Carried
To approve the outstanding accounts. ($1079.72 Overdrive subscription)

8.3 Council report: Budget is being worked on. Both rinks are open, building open to change into/out of skates. Newsletter is being prepared. Mentioned the first special weather statement that was posted on Facebook.

9.1 Policy: Health & Safety policy moved for further review.

Motion # 2022-04
Moved by – Vicki Forward Seconded by – Jeff Bowman
To approve "Composition of the Board" policy. Carried

Motion # 2022-05
Moved by – Jeff Bowman Seconded by – Rose Jessup
To approve "Purpose of the Board" policy. Carried

Motion # 2022-06
Moved by – Jeff Bowman Seconded by – Carol Peterson
To approve "Planning" policy. Carried

Motion # 2022-07
Moved by – Jeff Bowman Seconded by – Elaine Hare
To approve "Statement of Authority" policy. Carried

Motion # 2022-08
Moved by – Jeff Bowman Seconded by – Carol Peterson
To approve "Policy Review" policy. Carried

10.1 Author/Book Talks: Kevin Callan Speaking Tour - April 2022 Adam Shoalts - Fall 2022. Both in person events with the option of being virtual if needed.

10.2 Frank Kuiack Documentary screening, still waiting for contact from the producer.

12. Carol Peterson shared an idea for fridge magnets to advertise library hours.

Next Meeting: February 15th 2022 @ 7:00 PM

Motion # 2022-09
Moved by – Elaine Hare Seconded by – Rose Jessup
To adjourn 9:09 pm Carried

_____Chairperson _____Secretary/CEO

Fairly straightforward meeting until Item 6.

- 6.1 It was decided that we would keep some pressure on the Township to provide an air purification solution for Whitney whether it be a HEPA filter system or a larger remediation of the space itself. Charlene will keep in touch with Dave Gatley and/or Bryan Martin. Vicki made the point that if the Township is not forthcoming we need to be sure we have all the information required for next year's Trillium Foundation application.
- 6.2 Concerns were expressed about the lack of information regarding Ambre and Brendia's interest in remaining occasional staff or whether they were too busy with other things. Charlene will talk to them about this matter.
- A second point was tabled that if the occasional staff were unavailable we will need to have two Board members trained to cover either branch if needed. Jeff and Carol volunteered to do this. Charlene will set up the training dependent on her conversations with Ambre and Brendia.
- 7.1 A discussion regarding Curbside service which began January 4th. Vicki made the very good point that the question of re-opening is a decision made by the CAO and not the Board. Charlene will make her decision at the end of the month.
- 7.2 We welcomed Sarah Ennor who is interested in becoming a member of the Board. She has submitted her application for clearance from the OPP and will receive a response in 2 weeks. Sarah certainly has a solid background which would make her an excellent member.
- 8.1 The bill for Overdrive was approved for payment.The price has increased by $100.00 to $1079.72.We suspect this is partly due to the addition of the Magazine section.
- 8.2 Librarian reports show an ongoing need to provide a vaccination receipt printing service. Usage by patrons was about average.
- 9.1 We approved 5 of the 6 Policy updates provided by Charlene. There was some discussion about the Safety and Security policy that will be brought back for the February meeting. The main point raised was to do with working alone and what is needed to ensure safe practice.
- 9.2 Charlene became the Chair of the Strategic Planning committee. She will set a date for the first meeting.
- 10.1 Author visits from Kevin Callan and Adam Shoalts are still expected to happen. All depends on Covid protocols.
- 10.2 Cahrlene awaits a phone call from the producer of the Frank Kuiack doc for potential partnership in screening.
- 10.3 We accepted a free neon 'Open' sign for the Madawaska branch. Cynthia and Carol will look after the installation.
- Carol also suggested that library opening times and other pertinent information be provided on refrigerator magnets and distributed (ways and means to be decided) to the public. Sarah, recently involved in a similar project, thought the price would be in the $250.00 to $300.00 per thousand price range depending on quantity etc. from Vistaprint. Sara offered to work with Carol as a volunteer until such time she is a Board member.

Next meeting is February 15th at 7pm.

Township of South Algonquin - Monthly Stats

January 2022 Stats

	Whitney	Madawaska	Combined
Head Count	48	20	
Circulation	47	12	
Web Opac	0	0	
WIFI_in Library	0	0	
Inter Library Loans	15	4	
New Members	2	0	
Print/fax/copy	35	6	
Reference	2	0	
Tech/media/software support	0	0	
time spent on above requests	90 min	15 min	
other requests		0	
Programs		0	
Outstanding Accounts		$0.00	
Over drive users			15
Overdrive circulation			151
Vaccine receipts	25	9	
time spent on above requests	3.5 hours	54	
non members users	18	1	

Clean and Healthy Indoor Air

Whether in a classroom, shopping mall, or a meeting room, the government is committed to helping businesses and organizations improve their ventilation and air quality and keeping Canadians safe. Proper ventilation makes indoor air healthier and safer, helping reduce the risk of COVID-19 transmission.

Small Businesses Air Quality Improvement Tax Credit

Many small businesses are on the front lines of the pandemic—enforcing vaccine mandates, installing protective barriers, and making sure workers and visitors are safe. Many want to make further improvements to their indoor air quality, but investing in equipment to improve ventilation can be costly.

- The government proposes a refundable Small Businesses Air Quality Improvement Tax Credit of 25 per cent on eligible air quality improvement expenses incurred by small businesses to make it more affordable for them to invest in safer and healthier ventilation and air filtration. Businesses would receive the credit on eligible expenses incurred between September 1, 2021, and December 31, 2022, related to the purchase or upgrade of mechanical heating, ventilation and air conditioning (HVAC) systems and the purchase of standalone devices designed to filter air using high efficiency particulate air (HEPA) filters, up to a maximum of $10,000 per location and $50,000 in total.

By helping businesses invest in better ventilation today, the government is helping to keep Canadians safe now and in the future.

Improving Ventilation in Schools and Community Buildings

The COVID-19 pandemic has been difficult for families and educators, with school closures followed by varying degrees of reopening. This fall students across the country returned to in-person learning, reuniting with teachers and friends, and allowing parents to return to the workforce more fully. To make sure the air in our schools is as clean as possible and that classrooms are as safe as possible for students, teachers, and staff, improvements to ventilation are warranted.

- The government proposes to provide up to an additional $100 million to provinces and territories through the existing Safe Return to Class Fund, as well as $10 million to First Nations for on-reserve schools. This funding continues the support provided through the original $2 billion Safe Return to Class Fund by specifically targeting ventilation-related improvement projects.

Gender and Diversity Expected Impacts
Improving ventilation is expected to particularly benefit those most vulnerable to negative air quality, including seniors, children, pregnant women, and people with chronic diseases. These measures will also indirectly benefit the construction and heating, ventilation and air conditioning industries, which tend to have workforces that predominantly employ men.

Canadians of all ages—children, seniors, young parents, amateur athletes, and more—are gradually returning to community spaces such as arenas, swimming pools, libraries, and community centres but these buildings also require ventilation improvements.

- Building on the $150 million to improve ventilation in public and community buildings announced in the 2020 Fall Economic Statement, the government is providing an additional $70 million over three years, starting in 2022-23, to Infrastructure Canada to support ventilation projects in public and community buildings like hospitals, libraries, and community centres. Funding will be delivered through the COVID-19 Resilience Stream of the Investing in Canada Infrastructure Program.

March Break Zoom Magic Show 2022

Howdy! Chief Amazement Expert Chris Pilsworth here!

The emails are coming in now for my **March Break Zoom Magic Show** (although I do have a few spots left for last minute Family Day events!), but I wanted to make sure I touched base with you...

How long is the performance? The program is 45 minutes.

How many can you perform online for? We recommend UP TO 100 screens can view the performance. That's 100 people, or families, or a combination!

What is the fee for it? The fee is $250.00.

We're all booked up for now, can we plan something for later in the year?

What do I do next? How do I get in contact with you? My ONLINE Magic show is a great way to have some fun with your communities' families ANY TIME of the year. Reach out with a phone call (**(613) 413-6290**) or an email (chris@borntoamaze.com) and we can discuss your library's needs.

SURGICALLY CLEAN AIR™

JADE2.0

AIR PURIFICATION SYSTEM

(SCA5100C)

Surgically Clean Air's JADE2.0 Air Purifier (SCA5100C) is one of the World's Most Advanced Standalone, Premium, Commercial-Grade Air Purifiers.

MOVES A LOT OF AIR

Easily cleans & purifies large workplaces.

LOW TOTAL COST

Lowest cost per cubic foot of air cleaned over a 5 year period

WHISPER QUIET

Sound engineering allows a large airflow at < 50 dB.

ROBUST TECHNOLOGY

Multiple distinct stages that filter, sterilize and re-energize indoor air.

WE DON'T JUST FILTER POLLUTANTS, WE CAPTURE THEM.

- Removes harmful particles, pollutants and airborne contaminants.*
- Removing pollutants can increase alertness & mental energy *
- Removing pollutants can Increase productivity *
- Removing pollutants can reduce absenteeism *
- Reduce staff and student anxiety
- Minimize facility odours
- Protect equipment from harmful dust build up

Protecting over

50,000+

Medical Professionals

Northeastern University · KUMON · UCONN UNIVERSITY OF CONNECTICUT

Features

Large Control Screen - PM2.5, Temperature, Humidity TVOC Display, RH Sensor

Timer Setting - The timer setting helps you run the system for a predefined time frame

Remote Control - Giving you ease of access to control the system from a distance

UV Lamp Interlock Switch - Enhanced safety feature that ensures the UV lamp is not activated w/o filters

Negative ION - On/off Function

Specifications:

Dimensions:	(D) 12.4 in x (H) 35.2 in (D) 31.6cm x (H) 89.5cm
Weight:	31.9lbs | 14.5kgs
Sound Level:	Low: <37dB (A) | Medium: <45dB (A) High: <52dB (A) | Turbo: <58dB (A)
Technologies:	
Pre-Filter	Yes
Ultrafine Particulate Filter (HEPA-Rx)	Yes
Activate Carbon Filter	Yes
UV-C+ Lamp	Yes
Hydroxyl Radical Reactivity Chamber	Yes (Permanent)
Revitalizing Chamber	Yes (Permanent)
Delivered Air Flow:	CFM: 135 | 223 | 330 | 448

SURGICALLY CLEAN AIR™

Surgically Clean Air's JADE2.0 Air Purifier can capture nearly **100%** of Air Pollutants, harmful particles and airborne present in indoor air. (Performance Guide Available)

MONITORS AIR QUALITY IN REAL TIME.

WHAT YOU SEE

WHAT YOU BREATHE

THE STAGES OF AIR PURIFICATION

CAPTURE

PRE-FILTER STAGE

The pre-filter stage catches the largest particles as room air is drawn through the intake chamber.

PROPRIETARY HEPA-Rx FILTER

The HEPA-Rx filter captures almost 100% of the ultrafine particulates down to 0.0025 microns in size.

ACTIVATED CARBON FILTER

The activated carbon filter absorbs VOCs (Volatile Organic Compounds) - noxious odours, chemicals and gases.

DESTRUCTION

UV-C+ LAMP

The high intensity UV-C+ ruptures the DNA of viruses and bacteria, effectively rendering them harmless.

TiO2 CATALYST

The Titanium Dioxide Catalyst adds more energy to the intensity of the Germicidal UV-C+ light. Electrons are then released at the catalyst surface. These electrons interact with water molecules and create Hydroxyl Radicals. This stage is sometimes referred to as photocatalytic oxidation.

RE-ENERGIZE

HYDROXYL RADICALS

Hydroxyl radicals are released in the internal chamber and further attack pollutant molecules, breaking apart their chemical bonds rendering them harmless.

REVITALIZING NEGATIVE ION CHAMBER

Before the pure, clean air is circulated back into the room, the air is revitalized with negative ions.

Studies have shown that Negative ions increase the flow of oxygen to the brain; resulting in higher alertness, decreased drowsiness and more mental energy.

SALES ENQUIRIES
sales@surgicallycleanair.com

CLIENT ENQUIRIES
customercare@surgicallycleanair.com

HEAD OFFICE
1A-6300 Viscount Rd
Toronto, Ontario
Canada L4V 1H3
1.877.440.7770

2018 Growth 500 Canada's Fastest-Growing Companies · 2019 Growth 500 Canada's Fastest-Growing Companies · 2020 Growth List Canada's Fastest-Growing Companies · 2019 Canada's Top Growing Companies Report on Business · 2020 Canada's Top Growing Companies Report on Business · FT The Americas' Fastest Growing Companies 2020 · FT The Americas' Fastest Growing Companies 2021 · The Globe and Mail · 2021 Report on Business Canada's Top Growing Companies

Good morning Charlene,

Thank you for your interest in Surgically Clean Air !

With respect to your 1333 sq ft, do you have any walls in this space?

The JADE provides coverage on average for spaces 400-1100 sq ft. If your space is partitioned, I would suggest two JADE units, therefore each JADE would change the air multiple times per hour and provide outstanding coverage. The more air changes per hour ensures the capture and destroy of all viruses, even smaller than covid with our six layers of filtration.

Alternatively you can start with one unit and add a second if you wish. The units are priced on quantities ordered.

The list price per unit is $2295.00. Similar to our pricing for the 58,000 classrooms across Ontario that we furnished, we will extend the education price of $ 1995.00 per unit. This is the discounted price for 1-4 units and a savings of $300 per unit. There is a small supply chain surcharge per unit of $39.95 and delivery of $50 for the first JADE and $35 for the second JADE.

Please let me know your thoughts on the number of units and I will send an official quote to you later today.

Your library may also be able to take advantage of the Federal Govt budget incentive of 25% credit per air purifier purchased between Sept 2021 and Dec 2022. This is an amazing offer…

I have attached two pdf's for your perusal. You will love the JADE !

Be well.
Mark

Mark Gravett
Sales Consultant
Mobile: 647-204-9020
Office: 877-440-7770 ext 723
Email: markg@surgicallycleanair.com
Website: surgicallycleanair.com

CAISSE
DESJARDINS ONTARIO
ENTREPRISES
40, ELM STREET
UNITE 166
SUDBURY, ON
P3C 1S8 (705) 674-4234

For the period	
From February 1 to February 28, 2022	
Folio 401565	Page 1 of 1

STATEMENT OF ACCOUNT

090258 SJ 829-00303-9

CORPORATION OF THE TOWNSHIP OF
PUBLIC LIBRARY BOARD
7 THIRD AVE. PO BOX 217
WHITNEY ON K0J 2M0

PCA **CHEQUING ACCOUNT (C)**

Date	Code	Description	Charges	Withdrawal	Deposit	Balance
		Balance forward				2 107.13

SAVINGS AND INVESTMENT ACCOUNT

Date	Code	Description	Charges	Withdrawal	Deposit	Balance
SHR	SHARES(A)					
		Balance forward				0.00

Notify your financial institution of any change of address.
Please check this statement and notify your financial institution of any error or omission within thirty days of its receipt.

Township of South Algonquin
Library Chequing Account
28-02-2022

Cleared Bank Balance:	$	2,107.13
Add: Outstanding Deposits	$	-
Less: Outstanding Cheques	$	-
Ending Balance:	$	2,107.13
G/L Balance:	$	2,107.13
Difference (should be $0):	$	-

Account # / Description Date	Source	Transaction Description	Account Class Sub Pd	Batch	Tr Amount	Balance Forward Balance
11-1400 - Bank Library			Asset			2,107.13

Net Change:	0.00
Annual Budget:	0.00
YTD Committed:	0.00

Accounts Printed: 1