

To: Chair Luke Charbonneau and Library Board Members

From: Brooke McLean, Director of Library Services

Date: October 21, 2020

Re: Report on Meeting Options

Purpose:

The Bruce County Public Library Board has been meeting virtually since the beginning of the COVID-19 Pandemic. This report provides an overview of meeting options currently available.

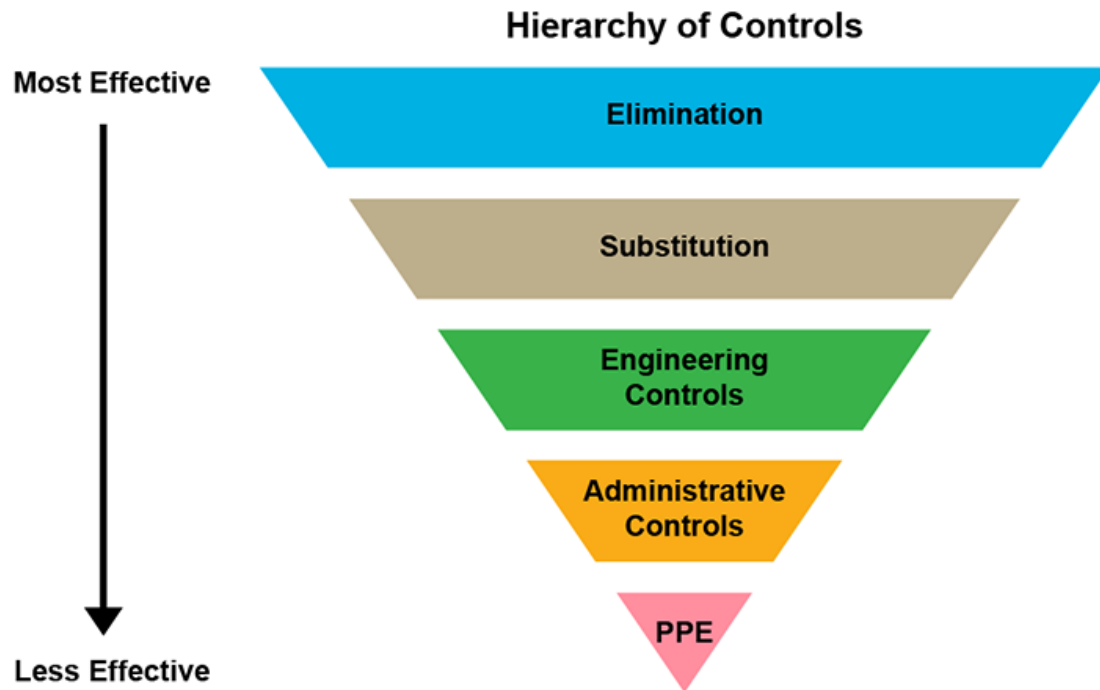
Background:

Under the Public Libraries Act, public library boards have been allowed remote participation at Board meetings for many years. Provided that Board members participating remotely are identifiable by voice or video, they count towards quorum and may vote on any issue. The Public Libraries Act specifies requirements for open meetings to ensure business is conducted transparently. Typically, this means Library Board meetings are held at a public location, the public can be in the room, and most Board members are physically in attendance. Since the advent of the COVID-19 pandemic, the Bruce County Public Library Board has been meeting entirely virtually. The public can join virtual Board Meetings by requesting the meeting link; information on this process is posted on the library website.

All Library Board meetings, including electronic, must follow existing meeting rules such as providing public notice, maintaining meeting minutes, and being open to the public. The following scenarios meet these requirements.

1. **Virtual Meetings:** The Library Board can continue to meet virtually with the public also invited to attend virtually.
2. **Hybrid Meetings:** The Library Board could meet with some members physically attending and some members attending virtually. The Lakeshore Hub Board Room can accommodate six people without face coverings; attendance can be increased to accommodate all Board members if face coverings are worn for the duration of the meeting. Staff and members of the public would continue to attend virtually.
3. **In person:** Bruce County Council Chambers can support in-person attendance of Board members and library staff and is available for remaining 2020 Library Board meeting dates. Members of the public would continue to attend virtually.

On September 19, 2020, the Province of Ontario limited indoor social gatherings to 10. While the limit does not apply to workplace gatherings, Bruce County is using this as a suitable guideline for in-person meetings when possible.



Virtual meetings eliminate the risk of exposure in the workplace; hybrid and in-person meetings will require training in the use of engineering controls and use of personal protective equipment.

Consultation:

Workplace Engagement Services Health, Safety and Wellness Specialist

Respectfully submitted,

Brooke McLean
Director, Library Services