



**GEORGINA PUBLIC LIBRARY
BOARD
MINUTES**

Thursday September 20, 2018
7:00 PM
Pefferlaw Branch

1. Call to Order

The meeting was called to order at 7:07 p.m.

2. First Nations Acknowledgement Statement

"We would like to begin today's meeting by acknowledging that the Town of Georgina is located over lands originally used and occupied by the First Peoples of the Williams Treaties First Nations and other Indigenous Peoples and thank them for sharing this land. We would also like to acknowledge the Chippewas of Georgina Island First Nation as our close neighbour and friend, one with which we strive to build a cooperative and respectful relationship."

2. Roll Call

The following Board members were present:

Lori Anderson
Bobbi Sabatini, Vice Chair
Mary Catherine Macaluso
Gabriel (Sam) Kennedy
Naomi Davison, Regional Councillor
Nancy Rodrigues

The following Board member was absent with notice:

Suzette Leeming, Chair
Charlene Biggerstaff, Councillor
Rita Beechey

The following staff members were in attendance:

Sandra Dipietrantonio, Committee Services Coordinator
David Harvie, Library Director / CEO
Becky Stark, Pefferlaw Branch Librarian
Kathy Coates, CUPE 905.13 Union Representative

3. Chair's Remarks

Bobbi welcomed the new member Nancy Rodrigues to the Georgina Library Board. Round table introductions were done by all the Board members.

4. Introduction of Addendum Items

Added - Item 15. (a) Complaint Procedures

5. Approval of the Agenda

Moved by Naomi Davison, Regional Councillor, Seconded by Gabriel (Sam) Kennedy

RESOLUTION NO. GLB-2018-0054

That the Georgina Library Board Agenda of Thursday September 20, 2018 be approved as amended.

Carried.

6. Declarations of Pecuniary Interest and General Nature Thereof

None.

7. Adoption of the Past Minutes

(1) Minutes of August 16 2018 Board Meeting

Moved by Naomi Davison, Regional Councillor, Seconded by Gabriel (Sam) Kennedy

RESOLUTION NO. GLB-2018-0055

That the minutes of August 16, 2018 be approved as presented.

Carried.

8. Delegations/Speakers

None.

9. Presentations

None.

10. Consent Agenda
 - a. Branch Reports
 - b. Library Statistics
 - c. Website Statistics
 - d. Work Plan Report
 - e. Financial Statement

Moved by Mary Catherine Macaluso, Seconded by Nancy Rodrigues

RESOLUTION NO. GLB-2018-0056

That item 11. Consent Agenda be received as presented.

- a. Branch Reports
- b. Library Statistics
- c. Website Statistics
- d. Work Plan Report
- e. Financial Statement

Carried.

11. Communications

11.1 CEO Update- Verbal

1. Sign for Pepperlaw Branch Library

Town Economic Development reports that the road sign for the Pepperlaw Branch will be erected anytime now.

2. Library Board Vacancy – Closed Next Friday.

The advertisement for the Library Board vacancy closes on September 28th.

3. Long Service Awards – Library Staff

The following Library staff were recognized by the Town at an event and reception on September 19th at the ROC. The Library CEO represented the Library Board at the event. Library staff recognized were:

- i. Ruth Berry, Estella De Souza-Annis, Celine Forrester: 5 years
- ii. Lindsay Damecour: 10 years
- iii. Kathleen Coates, Jennifer Day: 15 years

4. MURC Project Management Award

The Town awarded the project management of the MURC Project to Colliers International.

5. FOPL Ontario Public Library Operating Data 2008-2017

The Federation of Ontario Public Libraries just released their annual report and analysis of Ontario Public Libraries Statistics. Some interesting statistics were:

- 200 million visits a year
- 548,000 visits per day
- 22,831 visits per hour
- 381 visits per minute
- 6.34 visits per second

6. FOPL Local Libraries – 2018 Municipal Elections Guide and Brief

FOPL has just release the 2018 Municipal Elections Guide and Brief to assist Library Boards in advocating for libraries during the upcoming elections.

7. Library Branding and Marketing Plan Project

With the assistance of Town Purchasing, the Library awarded the Rebranding and Marketing Plan Project to Hardie and Company.

8. Executive Assistant to the Library Director/CEO Position

This position was posted by Town HR on Sept 18. The application period closes October 2.

9. Presentation to the N6 Leadership Conference – 21 Sept 2018 – Fanfest

The Library CEO will make a short presentation on Georgina Fanfest at the N6 Leadership Conference on 21 Sept as part of the Town's presentation on innovation in Georgina.

10. GPL Dress Code Policy and Ontario Human Rights Commission – Dress Code Checklist for Employers

David Harvie clarified that the Libraries Dress Code Policy complies with the Ontario Human Rights Charter.

11.2 Friends Report – Verbal

Bobbi said that the Friends had two meetings. They have provided funding for Jeremiah Brown, author of *The 4-year Olympian*, to come and speak at the Link on October 15, 2018. Tickets are free and available at all the libraries. Becky Stark is organizing this event.

The Friends will be hosting the Victorian Tea party on Sunday October 21st from 2:00 p.m. to 4:00 p.m. at the De La Salle Community Hall and said that people need to bring their parking passes.

Bobbi borrowed the button maker and purchased more supplies.

12. Old Business

a. Policy Review Discussion – Governance vs. Operations

All members were to go through all the policies on the website and agreed that all the legal policies remain due to the legal requirements.

The members agreed to leave the Pet Policy in place for now, until the patron code of conduct was revised to cover the contents of this policy.

David Harvie will revise the Patron Code of Conduct and it will be discussed when completed, at this time it will remain on the website.

The members rescinded the following policies:

1. 3D Printer Policy
2. Audio Visual Equipment
3. Information Distribution Guidelines
4. Library Board Orientation
5. Loan Renewals

David will present the Board with a revised Hours of Operation Policy and bring it to the next scheduled meeting.

Moved by Gabriel (Sam) Kennedy, Seconded by Mary Catherine Macaluso

RESOLUTION NO. GLB-2018-0057

The members rescinded the following policies:

1. 3D Printer Policy
2. Audio Visual Equipment
3. Information Distribution Guidelines
4. Library Board Orientation

5. Loan Renewals

Carried.

b. Board Self-Evaluation

Members handed in their self-evaluations to Bobbi and any that were not completed she asked that they email her so that she can present a report at the October meeting.

13. New Business

a. 2019 Business Plan for 2019 Budget – Draft

David Harvie gave an overview of the strategic directions for the 2019 Budget and advised the members of items that might be deferred. Members asked if they could discuss what the priorities are at the next board meeting. He also reminded everyone that this is just the starting process and business cases and the draft 2019 Budget will be brought to the October meeting.

b. New Policies

i. Board Self Evaluation Policy – Draft

Bobbi Sabatini, Vice Chair, provided a brief explanation on the Self Evaluation Policy.

Moved by Naomi Davison, Regional Councillor Seconded by Lori Anderson

RESOLUTION NO. GLB-2018-0058

That the Georgina Library Board adopt the Board Self Evaluation Policy.

Carried.

ii. Director/CEO Evaluation Policy – Draft

The members requested that Regulations 1. Be changed to read as:

“An evaluation of the performance of the Director/CEO shall be carried out annually, prior to the anniversary date of employment. An Ad Hoc committee shall be established at the Board meeting two

More discussion took place and the members asked for more clarification within the whole policy, David will bring this back with amendments to the next scheduled meeting.

Moved by Nancy Rodrigues, Seconded by Gabriel (Sam) Kennedy

RESOLUTION NO. GLB-2018-0059

The members requested that Regulations 1. Be changed to read as:

"An evaluation of the performance of the Director/CEO shall be carried out annually, prior to the anniversary date of employment. An Ad Hoc committee shall be established at the Board meeting two months prior to the anniversary of the CEO's date of hire, comprised of a minimum of the board Chair and Vice Chair, or their designate."

More discussion took place and the members asked for more clarification within the whole policy, David will bring this back with amendments to the next scheduled meeting.

Carried.

14. Other Business for Which No Notice Has Been Provided

15. (a) Complaint Procedures

Board would like the complaint process outlined in regards to union, non-union, CEO, Board members. Also to clarify duties of the Chair and Vice-Chair as outlined in the board by-laws.

David Harvie clarified that there are complaint processes in place for union and non-union staff which falls under the CEO's scope of responsibility.

That David Harvie investigate if a procedure exists that will identify the complaint process in regards to the CEO and the Board.

Moved by Naomi Davison, Regional Councillor, Seconded by Gabriel (Sam) Kennedy

RESOLUTION NO. GLB-2018-0060

That David Harvie investigate if a procedure exists that will identify the complaint process in regards to the CEO and the Board.

Carried.

David Harvie reminded the members that they would not be meeting on the 3rd week due to the Open House on October 18, 2018. That the next scheduled library board meeting is on October 25, 2018 at the Keswick Branch.

15. Adjournment

Moved by Mary Catherine Macaluso, Seconded by Lori Anderson

RESOLUTION N O. GLB-2018-0061

That the Georgina Public Library Board September 20, 2018 meeting adjourn at 9:05 p.m.

16. Next Meeting – October 25 @ 7:00 p.m. @ Keswick Branch



Sandra Dipietrantonio
Committee Services Coordinator



Bobbi Sabatini, Vice Chair