

Georgina Public Library

Library Board Meeting

Agenda

December 17, 2020 @ 7:00 p.m.

Video conference

1. Call to Order
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.”
3. Roll Call
4. Introduction of Addendum Items
5. Approval of the Agenda
6. Announcements
7. Declarations of Pecuniary Interest
8. Adoption of the Past Minutes – November 19, 2020 Board meeting minutes
9. Delegations/Speakers
 - a. None
10. Presentations
 - a. None
11. Consent Agenda
 - a. Branch Report
 - b. Work Plan Update
 - c. Financial Statement – November 2020
12. Verbal Communications

- a. CEO Update (V. Stevens)
- b. Board Chair Update (M.C. Macaluso)
- c. Friends of the Library Update (B. Sabatini)

13. Old Business

- a. Fundraising and Sponsorship Policy
- b. Operational Continuity Plan

14. New Business

- a. 2021 Board meeting dates

15. Other Business For Which No Notice Has Been Given

16. Closed Session - None

17. Next Meeting Date /Time

January 21, 2021 @ 7:00pm

18. Adjournment

**Georgina Public Library Board
Regular Board Meeting Minutes
November 19, 2020 @ 7:00p.m
Video Conference**

1. Call to Order

The meeting was called to order at 7:02 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 Chippewa's of Georgina Island First Nation as our close neighbour and friend, one with which we strive to build a cooperative and respectful relationship."

3. Roll Call

The following Board Members were present:

Mary Catherine Macaluso, Chair
Bobbi Sabatini, Vice Chair
Nancy Rodrigues
Leslie Johnstone
Rita Beechey
Naomi Davison
Adrienne McDowell
Shari Hawkins
Councillor Dave Neeson

The following staff members were in attendance:

Valerie Stevens, Director of Library Services/CEO
Serena Hamlyn, Executive Assistant (Recording Secretary)
Nikki Sutherland, Manager, Library eServices

4. Introduction of Addendum Items - None

5. Approval of the Agenda

Moved by Bobbi Sabatini, Seconded by Rita Beechey

RESOLUTION NO. GLB-2020-088

That the Georgina Public Library Board meeting Agenda of November 19, 2020 be approved as amended.

Carried.

6. Announcements - *None*

7. Declarations of Pecuniary Interest

Councillor Neeson declared a pecuniary interest in Closed Session Item concerning review of closed session meeting minutes from October 15, 2020 - ratification of CA, as he is a member of C.U.P.E. 905 through his employment with York Region Public Health and is Vice-Chair of his C.U.P.E. Bargaining Unit

8. Adoption of the Past Minutes—October 15, 2020 Board meeting minutes

Moved by Adrienne McDowell, Seconded by Leslie Johnstone

RESOLUTION NO. GLB-2020-089

That the Minutes of the October 15, 2020 Board meeting be adopted as circulated.

Carried.

9. Delegations/Speakers - *None*

10. Presentations - *None*

11. Consent Agenda

- a. Branch Report
- b. Work Plan Update
- c. Financial Statement – October 2020

Moved by Dave Neeson, Seconded by Shari Hawkins

RESOLUTION NO. GLB-2020-090

That Item 11 - Consent Agenda be received as presented.

Carried.

12. Verbal Communications

a. CEO Update (V. Stevens)

COMMUNITY CONNECTIONS

- Article in York Region Online about Fine-Free pilot project

SPACES

- We have received many positive comments from the public about the new layout and Service Desk in Sutton

PEOPLE AND LEADERSHIP

- CUPE ratified on Oct 23; contract goes to March 31, 2021
- Amy Knifton, Nikki Sutherland, and Ryan Moniz completed Supervisor Due Diligence Health & Safety Training
- Reviewing resumes for the Manager, Library Community Engagement
- The Circulation Coordinator position remains vacant; Ryan Moniz is working with HR on next steps
- eServices Technician posting closes on November 23
- Valerie Stevens attended SOLS webinar on timing of refreshing Strategic Plan

PROGRAMS

- Some BabyTime participants have made connections to go for walks outside of the program-one of the primary goals of this program is to help foster community support for new parents, and we weren't sure if the online version would be able to reach this goal.
- Bringing Home the Holidays crafting program is almost full
- Online Holiday programming for adults is coming soon

COLLECTIONS

- Collection refresh and update is in progress. There are some challenges due to publisher delays and cancellations.
- Launched Binge Boxes-sets of 4-6 DVDs on a theme

TECHNOLOGY

- Pefferlaw phone system installation is in progress; one remaining piece of hardware projected to be installed by end of November

MISCELLANEOUS

- Moved to Red Zone as of Monday, Nov 16 at 12:01am; only change for GPL is reduced capacity in all branches to 10 patrons. Possible announcement of further steps coming on Friday.
- Development Charges Study work is in process; meeting booked with Town Finance and the consultant next week
- Valerie Stevens is working on the Accessibility for Customer Service policy with the Town Facilities Department

Submitted by: Valerie Stevens
Library Director/CEO

b. Board Chair Update (M.C. Macaluso)

- The Board Chair continues to meet weekly with the CEO
- The Board Chair attended two workshops: What is Your Data (Telling You?) and Updating Your Strategic Plan in the Age of Covid-19 workshop. The recordings of both of these are available on the Learn HQ SOLS website
- The Board Chair will be attending the SOLS Trustee meeting this coming Saturday morning

c. Friends of the Library Update (B. Sabatini)

- The Friends have not held a meeting since the last Board meeting. One is planned for the near future.

Moved by Rita Beechey, Seconded by Nancy Rodrigues

RESOLUTION NO. GLB-2020-091

That items 12 a., b., and c.– Verbal Communications be received as presented.

Carried.

13. Old Business

a. Operational Continuity Plan

The Board members discussed changes and amendments to be made to the draft Operational Continuity Plan. A. McDowell will make the discussed changes and bring the amended plan back to the next Board meeting.

b. Board Holiday Gathering

The Board members discussed ideas for holding a virtual Board Holiday Gathering

Moved By Dave Neeson, Seconded by Nancy Rodrigues

RESOLUTION NO. GLB-2020-0092

That the Board be permitted to spend the budget normally allotted for the Holiday Board Gathering on a staff recognition program at the discretion of the CEO at all three branches of Georgina Public Library

Carried.

14. New Business

a. Policy Review: Fundraising and Sponsorship

Moved by Shari Hawkins, Seconded by Nancy Rodrigues

RESOLUTION NO. GLB-2020-092

That the Board table the changes to the Fundraising and Sponsorship policy until the next Board meeting where they will review the updated policy

Carried.

15. Other Business For Which No Notice Has Been Given - *None*

16. Closed Session

Moved by Naomi Davison, Seconded by Leslie Johnstone

RESOLUTION NO. GLB-2020-093

That the Board move into closed session at 8:15 p.m.

Carried.

1. Personal matters about an identifiable individual, Section 16.1(4) of the Public Library Act

- Update on a staffing matter

2. Review of Closed Session minutes

- **July 16, 2020** – review of minutes
- **July 29, 2020** - Personal matters about an identifiable individual
- **August 20, 2020** - Proposed or pending acquisition or disposition of land by the Municipality or local Board
- **October 15, 2020**– Labour relations or employee negotiations – ratification of the new CA

Moved by Bobbi Sabatini, Seconded by Adrienne McDowell

RESOLUTION NO. GLB-2020-094

That the Board reconvene into open session at 8:26 p.m.

Carried.

Moved by Naomi Davison, Seconded by Shari Hawkins

RESOLUTION NO. GLB-2020-095

That the closed session minutes of July 16, 2020, July 29, 2020, August 20, 2020, and October 15, 2020 be adopted as presented

Carried.

17. Next Meeting Date /Time

December 17, 2020 @ 7:00 p.m.

18. Adjournment

Moved by Bobbi Sabatini, Seconded by Adrienne McDowell

RESOLUTION NO. GLB-2020-096

That the Georgina Public Library Board meeting of November 19, 2020 adjourn at 8:28 pm

Carried.

JOINT BRANCH REPORT - NOVEMBER 2020

Submitted by: Amy Knifton – Manager, Library Collections
Ryan Moniz – Manager, Library Customer Experience
Nikki Sutherland – Manager, Library eServices

COMMUNITY CONNECTIONS

- Nothing to report

SPACES

- As per the direction of the Ontario Provincial Government, York Region was moved into the Red Zone as of midnight on November 16, 2020. While the library services offered to the public remain the same, the maximum capacity of each building was reduced to 10 patrons at a time. Customers will still be allowed to enter the library to browse, use a computer, and checkout material. Staff have been instructed to carefully track the total number of customers in the building to ensure we do not go over capacity.
- Town Maintenance staff were onsite to supervise the cleaning of the HVAC system by a contractor in the Sutton branch. Staff noticed a build up of dust on several of the vents that were missed during the previous cleaning in October, 2020.

PEOPLE AND LEADERSHIP

- Three of our students have returned (one in each branch), beginning November 24: Tyler Molloy in Keswick, Rheannon Dillabough in Sutton, and Sofie von Thelen-Newton in Pefferlaw. Staff are thrilled to welcome these students back.
- The position of Permanent Part Time Library Clerk, vacated due to a retirement in April 2020, has been posted internally and interviews will be conducted during the first two weeks of December. This position will be based out of the Keswick branch for the time being, and will provide additional support for frontline staff during open hours to the public.
- Final interviews for the position of Circulation Coordinator will be conducted with internal candidates. Once the interviews are complete the management team will determine next steps.
- Internal applications have been received for the eServices Technician position and interviews will be conducted in early December.
- Ryan Moniz, Manager of Library Customer Experience, has now moved his office from the Sutton branch to the Keswick branch. The move will allow Ryan to spend more time interacting with Keswick staff and better understand branch needs and the Keswick community.

- Nikki Sutherland, Manager of Library eServices, has moved her office from the Keswick branch to the Peter Gzowski (Sutton) branch. This move will allow Nikki to get to know the staff & community in Sutton, and understand the technical needs of the branch.

COLLECTION AND PROGRAMS

- Movie Binge Boxes have rolled out and are in circulation. These are themed, staff picks bundled together with the same loan period as regular DVDs. Currently, there are 22 with a few more in the works.
- Amy Knifton and Nikki Sutherland received the basic training on CollectionHQ to better learn how to assess and manage the collection. Amy has since used a few reports to place orders on items with long holds lists.
- LSC (vendor) continues to have warehousing shortages, and publishers delaying printing until 2021 as backlogs persist.
- Forest of Reading 2021 nominees were announced mid-October. Orders have been placed and have started to arrive. Blue Spruce (picture books), and White Pine (YA) are ordered in full. Red Maple (juvenile fiction/YA) is mostly complete, and Silver Birch is sparsely purchased due to schools not participating.

Dates	Program Name	Platform/format	Total views/ participants
Various dates	One-on-one technology help (Ruth)	Email, chat, phone	32
Nov 3, 10, 23, 30	Trivia Tuesdays	Kahoot	14
Nov 6, 13, 20, 27	Fun Photo Fridays	Facebook	152
November 3	Pefferlaw Book Club	Zoom	5
November 3	Sutton Book Club	Zoom	12
November 3	Postcards for Peace	Pre-recorded video	33
November 4	Lest We Forget ~ DVDs	Pre-recorded video	6
November 9	Lest We Forget ~ Books	Pre-recorded video	19
November 15	National Clean Your Fridge Day	Pre-recorded video	17
Previous uploads	All recorded videos, re-watched in November		177
		TOTAL	467

TECHNOLOGY

- Ancestry.com has extended access from home until March 31, 2021.
- WE Communicate was onsite to install a new analog line stick for the fax machine in the Sutton branch. The new stick will allow the machine to both send and receive a fax.
- The selfcheck upgrade continues to be delayed. The brackets for the monitors and scanners have been backordered all year. Bibliotheca has given us several shipping dates only to then be told, they aren't shipping. There is no current ETA from the vendor.

2020 Work Plan – December Update

Board Governance Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Succession Planning	Board Chair	Q1-2021	Q1-2021		Deferred from 2019
Emergency Preparedness	Val Stevens/ Board Chair	Q4	Q1-2021		Draft operational continuity plan prepared by Board sub-committee Oct 2020, Board review November & December
Library Advocacy	Board	Q1	n/a	On going	In support of the MURC Discovery Branch.
CEO Annual Performance Review	Board	Q1	Q3	Completed	Performance review has been completed
2019 Annual Report	Val Stevens	Q3	Q4	In Progress	
Sutton Multi-Use Transfer and Operating Agreement	Val Stevens	Q1-2019	Q4	In Progress	Development of a legal agreement for the Sutton Multi-Use Building between the School Boards, Town and Library. Currently with School lawyers.
Library & School Boards Agreement on Sutton Branch	Val Stevens	Q1-2019	Q4	In Progress	Transfer and Operating Agreement take precedent. Currently with Library/Town lawyer.
MoU between Library Board & Town	Val Stevens	Q4	Q4-2021		Memorandum of Understanding between Library Board and Town. Initial discussion (Sept. 2019) with Town CAO indicates interest in pursuing in the near future.

Capital Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
MURC Branch	Val Stevens	Q1	2021	In Progress	Tender expected in Q1 2021; prequalification meetings completed
Teen area-Keswick branch	Community Engagement Mgr.	Q2-2021	Q3-2021	Deferred to 2021	Delayed due to pandemic
Sutton Service Counter	Ryan Moniz	Q1-2019	Q3	Completed	Last components, networking & electrical completed mid-October
Pefferlaw children's area furniture	Community Engagement Mgr.	Q4	Q1-2021		Delayed due to pandemic

Upgrade Pepperlaw phone system	Nikki Sutherland	Q3	Q4		Some technical delays; still expecting Fall 2020 completion
iPad for Programming	Community Engagement Mgr.	Q4	Q4		Delayed due to pandemic
Update Accessible computer station software	Nikki Sutherland	Q1	Q3	Completed	
Update self-check units	Nikki Sutherland	Q1	Q3	In Progress	Waiting on Monitors and Scanners. Brackets currently backordered.
Cell phones for managers	Val Stevens	Q1	Q1-2021	In Progress	All current managers have cell phones; final phone will be ordered when new manager is in place

Staffing Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Summer Reading Club Assistant-grants	Community Engagement Mgr.	Q1	Q3	Completed	One grant was approved for an 8 week position.
Summer Reading Club Assistant-wage increase	Community Engagement Mgr.	Q2	Q2	Completed	SRCA wages increased to match 90% Library Clerk I.
Additional evening hours-Sutton	Val Stevens	Q1	Q1	Completed	12 hours added on weekday evenings in Sutton, starting with new staff schedule effective Feb 22, 2020.
Library Executive Assistant-increase hours	Val Stevens	Q1	Q1	Completed	Permanent hours increased as of Jan 1, 2020.
eServices Technician-new P/T position	Nikki Sutherland	Q1	Q4	In Progress	Internal Interviews being held week of Dec 7.
Adult Programming support	Community Engagement Mgr.	Q1	Q4		3 hrs/wk to provide support for adult programming; delayed due to pandemic; updated end date to reflect this

Operating Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
BlueCloud Mobile app	Nikki Sutherland	Q2-2019	Q3	Completed	Launched Sept 2020
ILLO materials & postage	Val Stevens/ Amy Knifton	Q1	ongoing	In Progress	Will be included in annual operating budget.

Telephone contracts/ maintenance agreement	Nikki Sutherland	Q2	Q4		Ongoing maintenance agreement costs in operating budget.
FanFest 5	Community Engagement Mgr.	Q2	Q4		Cancelled due to pandemic

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Financial Statement - November 2020

Date: December 1, 2020

	2020 Actuals	2020 Approved Budget	Variance	Percentage To Date	Target to Date	Notes
Revenue						
Town Grant	2,275,368.33	2,482,220	206,852	92%	92%	Pro-rated
Provincial Grants	57,383	62,600	5,217	92%	92%	Pro-rated
Misc Grants	-	9,240	9,240	0%	92%	\$4,130 Canada Summer Jobs grant recently deposited
School Board Revenue	53,625	58,500	4,875	92%	92%	Pro-rated
Donations	1,002	1,800	798	56%	92%	
Fines	5,385	27,100	21,715	20%	92%	
Misc Fees	396	3,100	2,704	13%	92%	PRESTO Commissions, Exam Proctoring, etc
Photocopying Fees	2,043	8,500	6,457	24%	92%	
Program Registrations	1,016	4,200	3,184	24%	92%	
Book Sale	343	2,400	2,057	14%	92%	
Room Rentals	936	4,100	3,164	23%	92%	
Provision from Reserve	-	-	-	100%	92%	2020 Budget of zero
Total Revenues	2,397,499	2,663,760	266,261	90%	92%	
Expenses						
Salaries & Benefits	1,246,444	1,881,360	634,916	66%	92%	
Library Board	3,160	4,800	1,640	66%	92%	
Library Operations	164,363	336,250	171,887	49%	92%	Utilities, cleaning, courier, supplies, etc.
Training	6,547	18,800	12,253	35%	92%	
Collections	134,319	228,520	94,201	59%	92%	
Telecommunications	14,239	20,040	5,801	71%	92%	
Covid-19 Expenses	8,237	-	(8,237)	N/A	N/A	No allotted budget
Misc	2,227	3,100	873	72%	92%	
Contribution to Reserve	156,649	170,890	14,241	92%	92%	Pro-rated
Total Expenses	1,736,185	2,663,760	927,575	65%	92%	
Net	661,313	-	(661,313)			

Georgina Public Library Board Policy Manual

Policy Title: Fundraising / Sponsorships

Intent

To provide guidelines to all Georgina Public Library staff and Board members, as well as any residents, businesses, and organizations, with respect to fundraising and sponsorship efforts and campaigns.

Regulations

1. **Fundraising** is defined as short-term activities or single events to solicit funds.
 - Georgina Public Library and the Library Board recognize that the Friends of the Library are responsible for fundraising on behalf of the Library in order to enhance and augment Library programming and offerings.
 - Fundraising events by the Friends of the Library must have the approval of the Director of Library Services/CEO and the Library Board.
 - Individual staff time may not be used for fundraising initiatives without the pre-approval of the Director of Library Services/CEO or designate.
2. **Sponsorship** is defined as a contribution of cash, goods, or services toward an event, project, program, or corporate asset, in return for commercial benefit (i.e. logo placement or presenting sponsorship). Sponsorships are a reciprocal arrangement benefitting both parties.
 - Georgina Public Library, under the direction of the Director of Library Services/CEO, negotiates partnerships with, and sponsorship from, the business community in ways that will benefit and recognize the supporting companies while enabling the Library to better achieve its mission without compromising its principles.
 - Georgina Public Library and the Friends of the Library actively solicit and encourage the business community, service clubs, and other organizations to become donors and/or sponsors of Library events, programs, and services.
 - Georgina Public Library at all times maintains an independent position on issues and concerns. The Library does not accept any support that implies or requires endorsements of products, and any sponsorships will not have any impact on the policies, practices, and priorities of

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the Library, including but not limited to collection development and staff recommendations.

- Any public use of the name and logo of Georgina Public Library must be approved by the Director of Library Services/CEO.
- Georgina Public Library may offer the opportunity for significant philanthropic investment in the library infrastructure to ensure the sustainability of excellent library service in the community. The Library Board has the authority to recognize significant contributions by naming library services, facilities, or segments of facilities in honour of benefactors.
- Name opportunities are subject to funding agreements that satisfy specific donation levels deemed appropriate to the project costs and arrangement of payment.
- The Library Board reserves the right to remove a donor's name should that individual or organization fail to exemplify the attributes of integrity and civic leadership expected of this honour.

3. The Library Board endorses the Canadian Library Association's Position Statement: Corporate Sponsorship agreement in Libraries as approved June 1997.

Attachments:

Canadian Library Association – Corporate Sponsorship Agreements in Libraries Position Statement

POLICY HISTORY:	
Initial Draft:	October 18, 2017
Draft Presentation Review:	October 18, 2017
Board Adoption:	November 17, 2017
Board Review:	December 17, 2020

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Canadian Library Association

Position Statements

Corporate Sponsorship Agreement in Libraries

Approved by Executive Council ~ June 21, 1997

Libraries enrich lives, provide information needed for work and daily living, and foster informed communities which are essential to a democratic society. In recognition of this important function, communities support libraries through public funding. The library's first priority is to ensure the continuation and growth of this primary relationship – public funding for the public good.

CLA encourages and supports advocacy to maintain and develop public funding as the principal source of support for public, school, academic and government libraries.

Publicly funded libraries can and do explore other sources of funding, such as grants, gifts, donations, partnerships and sponsorships, to ensure that they provide the best possible services to their communities. Corporate sponsorships are one source of additional support that allows libraries to enhance the level, extend the range, or improve the quality of library service.

To ensure that partnerships enhance the libraries image and add value to library services, libraries need to develop policies and sponsorship agreements that outline the conditions and the benefits of the sponsorship arrangement.

CLA believes that the following principles are important in developing sponsorship policies and agreements. Libraries have a responsibility to:

1. Demonstrate that sponsors further the library's mission, goals, objectives and priorities, but do not drive the library's agenda or priorities.

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2. Safeguard equity of access to library services and not allow sponsorship agreements to give unfair advantage to, or cause discrimination against, sectors of the community.
3. Protect the principle of intellectual freedom and not permit sponsors to influence the selection of materials, nor require endorsement of products or services.
4. Ensure the confidentiality of user records by not selling or providing access to library records.
5. Be sensitive to the local political and social climate and select partners who will enhance the library's image in the community.

DRAFT

Operational Continuity Plan

PURPOSE OF THE PLAN

The Operational Continuity Plan provides guidelines to aid in the continuing operation of some or all of the Library's functions should there be a major emergency, including and not limited to pandemics, natural disasters and/or extreme weather events.

DEFINITIONS

Operational Continuity means the uninterrupted availability of all key resources supporting essential business functions.

Operational Continuity Plan ("OCP") means a collection of procedures and information that directs decisions and actions in the event of a business interruption, emergency or disaster and supports an orderly return to business operations.

CEO is the Chief Executive Officer of Georgina Public Library or their designate.

Public Health Emergency is an imminent and serious threat to the public health that is posed by a dangerous disease or health hazard, as defined by the Health Protection Act.

RESPONSIBILITIES

The CEO or designate is responsible for:

1. Implementing the Operational Continuity Plan
2. Coordinating changes and communicating to the Board when certain changes require them to update their plans.
3. Assessing the impact to the Operational Continuity Plan of additions or changes to existing business functions, GPL procedures, Board Policies, equipment, and facilities requirements.
4. Keeping recovery team personnel assignments current, taking into account promotions, transfers, and terminations.
5. Ensuring all impacted parties are safe, in compliance with the Occupational Health and Safety Act.

The Georgina Public Library Board is responsible for:

1. Periodically reviewing the adequacy and appropriateness of its Operational Continuity strategy.
2. Communicating all plan changes to the CEO or designate to ensure all relevant procedures and documentation can be updated accordingly.

ACTIVATION OF THE OPERATIONAL CONTINUITY PLAN

The Operational Continuity Plan will be activated through the direction of local and regional government authorities. The CEO or designate will subsequently advise the Georgina Public Library Board accordingly.

The responsibility to activate the Operational Continuity Plan lies with:

Primary: CEO

Secondary: Georgina Public Library Board

If the above people are not available, then the CEO's designate may activate the plan.

OBJECTIVES OF THE LIBRARY'S OPERATIONAL CONTINUITY PLAN

The following criteria must be considered in the event of an emergency:

1. Employee Protection Measures
2. Library Core Services to the Public

1. EMPLOYEE PROTECTION MEASURES

Georgina Public Library is committed to the health and safety of its employees and will endeavour to take every step necessary to ensure this commitment is upheld. Depending on the circumstances and severity of the emergency, in addition to mandates communicated by local Health Authorities and/or Emergency Measures, the Library will uphold its responsibility, legislatively and humanely, to provide employees with a safe and healthy environment during a pandemic or disaster.

Other protection measures may include:

- a. The provision of items such as hand sanitizer, use of gloves and/or facemasks
- b. The reduction or cancelling of programs that involve groups of people
- c. Closures or reduction of hours

2. LIBRARY CORE SERVICES TO THE PUBLIC

During an emergency the Library must follow directives from local health organizations and the government to ensure the safety of employees and the general public, which may mean cancelling programs or closing branches. The following is a general outline of the core services, what may be cancelled, and by whom the decisions will be made.

BRANCHES AND PROGRAMS

In the event of a city, regional or province-wide Public Health Emergency, defined by the Health Protection Act as 'an imminent and serious threat to the public health that is posed by a dangerous disease or health hazard', the Library will cancel all programming.

In the event that a health authority orders the library to close immediately, the CEO or designate, after being informed by the town and/or region will inform the Board Chair. If the order allows, branch staff may still be required to report to work. The CEO or designate will assign tasks to complete while the library remains closed.

Responsibility for cancelling programs and/or closure of branches and reassignments of staff lies with the CEO or their designate. Communication of such cancellations or closures will be communicated to the Board Chair or, if unavailable, the Vice Chair, as soon as possible.

Every effort will be made to keep libraries open. Staff may be required to work in other branches due to closures and staff sickness. Location closures will be considered when there is inadequate numbers of staff available to work.

In the event of an emergency, the CEO or designate may be required to modify the deployment of staff and delivery of services.

Due to staff illness, branches may have to operate with reduced hours or be closed. Closures will be undertaken in communication with the Board Chair or, if unavailable, the Vice Chair, as soon as possible.

If staffing shortages cause the closure of branches, the priority is to keep the main Keswick branch open.



Georgina Public Library Board

2021 Meeting Schedule

Date	Time	Location
21 January 2021	7:00pm	Virtual
18 February 2021	7:00pm	Virtual / P. Nicholls Board Room - Keswick Branch
18 March 2021	7:00pm	Virtual / P. Nicholls Board Room - Keswick Branch
15 April 2021	7:00pm	Virtual / P. Nicholls Board Room - Keswick Branch
20 May 2021	7:00pm	Virtual / P. Nicholls Board Room - Keswick Branch
17 June 2021	7:00pm	Virtual / Programming Room - Pepperlaw Branch
15 July 2021	7:00pm	Virtual / Programming Room – Sutton Branch
19 August 2021	7:00pm	Virtual / P. Nicholls Board Room - Keswick Branch
16 September 2021	7:00pm	Virtual / P. Nicholls Board Room - Keswick Branch
21 October 2021	7:00pm	Virtual / P. Nicholls Board Room - Keswick Branch
18 November 2021	7:00pm	Virtual / P. Nicholls Board Room - Keswick Branch
16 December 2021	7:00pm	Virtual / P. Nicholls Board Room - Keswick Branch