

Georgina Public Library

Library Board Meeting

Agenda

September 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
 - a. Introduction of Amy Knifton, new *Manager, Library Collections*
7. Declarations of Pecuniary Interest
8. Adoption of the Past Minutes – August 20, 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 – August 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. Fine Free discussion
- 14. New Business
 - a. Representation of COVID increases in operating budget
 - b. Policy Review: Secondary School Student Volunteers Policy
 - c. Succession Planning discussion (if time allows)
- 15. Other Business For Which No Notice Has Been Given
- 16. Closed Session - None
- 17. Next Meeting Date /Time

October 15, 2020 @ 7:00pm
- 18. Adjournment

Georgina Public Library Board
Regular Board Meeting Minutes
August 20, 2020@ 7:00 p.m
Video Conference

1. Call to Order

The meeting was called to order at 7:03 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
Councillor Dave Neeson

The Following Board members were absent with notice:

Shari Hawkins

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
Lindsay Damecour, CUPE 905.13 Union Representative
Kathy Coates, CUPE 905.13 Union Representative
Lawrence Artin, Head of Special Capital Initiatives, Town of Georgina

Ryan Cronsberry, Deputy CAO, Town of Georgina
Tamara Edmunds, Capital Asset Accountant, Town of Georgina

4. Introduction of Addendum Items
 - a. Closed session added as item #8
 - b. 2021 Budget added to Old Business

5. Approval of the Agenda

Moved by Leslie Johnstone, Seconded by Nancy Rodrigues

RESOLUTION NO. GLB-2020-058

That the Georgina Public Library Board meeting Agenda of August 20, 2020 be approved as circulated.

Carried.

6. Announcements
None
7. Declarations of Pecuniary Interest
None
8. Closed Session

Moved by Dave Neeson. Seconded by Rita Beechey

RESOLUTION NO. GLB-2020-059

That the Georgina Public Library Board move into closed session at 7:05pm

Carried.

- a. Proposed or pending acquisition or disposition of land by the Municipality or local Board, Section 16.1(4) of the Public Library Act

Moved by Nancy Rodrigues. Seconded by Adrienne McDowell

RESOLUTION NO. GLB-2020-060

That the Georgina Public Library Board reconvene into open session at 8: 08pm

Carried.

9. Adoption of the Past Minutes –July 16, 2020 Georgina Public Library Board Meeting, July 27, 2020 Special Board meeting –Holiday Hours, July 29, 2020 Special Board meeting

Moved by Bobbi Sabatini, Seconded by Adrienne McDowell

RESOLUTION NO. GLB-2020-061

That the Minutes of the July 16, 2020 Georgina Public Library Board Meeting, July 27, 2020 Special Board meeting –Holiday Hours, and July 29, 2020 Special Board meeting be adopted as circulated.

Carried.

10. Delegations/Speakers
None
11. Presentations
None
12. Consent Agenda
 - a. Branch Report
 - b. Work Plan Update
 - c. Financial Statement – July 2020

Moved by Rita Beechey, Seconded by Leslie Johnstone

RESOLUTION NO. GLB-2020-062

That Item 11 - Consent Agenda be received as presented.

Carried.

13. Verbal Communications

a. CEO Update

COMMUNITY CONNECTIONS

Nothing to report

SPACES

- Peter Gzowski (Sutton) branch carpet replacement (N.B. this is technically a Facilities project, as part of BCAs): targeting installation in early September. Service Desk installation to follow.

PEOPLE AND LEADERSHIP

- CUPE 905.03 (Town) ratified their agreement in mid-August; meeting booked in mid September CUPE 905.13 (Library) and Library management to meet
- Interviews for PPT eServices Technician position started yesterday
- Manager, Library Community Engagement position was posted and closes on August 24
- The Circulation Coordinator position remains vacant; Ryan Moniz is working with HR to continue the hiring process

PROGRAMS

- All of GPL's in-person programs have been cancelled until further notice. We continue to post staff-led programs online
- Summer Reading Challenges for adults & kids wrap up on August 28
- CYS Assistants will be hosting combination of live and pre-recorded programs in the fall

COLLECTIONS

Nothing to report

TECHNOLOGY

Nothing to report

MISCELLANEOUS

- 2019 Annual Survey was submitted last week
- Last week, COVID relief funding was announced for municipalities (Safe Restart Funding, or SRF);
 - "Phase 1 of this funding will be allocated on a per household basis and I am pleased to share that the **Town of Georgina will receive a payment of \$1,164,400** to support your COVID-19 operating costs and pressures". Per Town Treasurer, this is for deficits to date; GPL is not in deficit as of August 12. Town is in significant deficit at this point.
 - The letter outlined an application process for a 2nd round of funding in October; we will continue to track our expenses and work with Finance on this process. Town Treasurer has stated that GPL will be included in this application, and is aware that

many of our expenses are occurring in August and September as we prepare for reopening to the public. Funding decisions for this portion will be made Q1 2021, as they want to see surplus or deficit for year-end.

- Recreation & Facilities department has some tentative dates for reopening, with which GPL is aiming to align. Plan for Library reopening will be ready soon; will send draft as soon as it is ready.

Submitted by: Valerie Stevens
Library Director/CEO
August 20, 2020

b. Board Chair Update

- The CEO annual performance evaluation has been completed

c. Friends of the Library Update

- The Friends are continuing with VLS deliveries
- Two new VLS patrons were welcomed during the summer

Moved by Naomi Davison, Seconded by Leslie Johnstone

RESOLUTION NO. GLB-2020-063

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

Carried.

14. Old Business

a. Pet Policy status update

The Pet Policy is on the Georgia Accessibility Committee's October agenda for their review

Moved by Nancy Rodrigues, Seconded by Rita Beechey

RESOLUTION NO. GLB-2020-064

Motion to accept the CEO's status update on the Pet Policy

Carried.

b. 2021 Budget

The Board discussed how many hot spots to request in the 2021 budget.

Moved by Dave Neeson, Seconded by Nancy Rodrigues

RESOLUTION NO. GLB-2020-065

Motion to move forward with asking for 15 hot spots from the Vendor of Record in the 2021 budget requests.

Carried.

The Board discussed the idea of requesting camera installations at each GPL branch.

Moved by Rita Beechey, Seconded by Leslie Johnstone

RESOLUTION NO. GLB-2020-066

Motion to move forward with asking for the video camera installations at each Library in the 2021 budget requests.

Carried.

15. New Business
 - a. Policy review: Bulletin Boards and Displays

The Board reviewed the suggested changes to the Bulletin Boards and Displays policy.

Moved by Bobbi Sabatini, Seconded by Leslie Johnstone

RESOLUTION NO. GLB-2020-067

Motion to adopt the Bulletin Board and Displays Policy as presented.

Carried.

- b. Draft Financials

Moved by Bobbi Sabatini, Seconded by Rita Beechey

RESOLUTION NO. GLB-2020-068

That the Library Board adopt the Audited Consolidated Financial Statements of the Corporation of the Town of Georgina – Public Library Board for the 2019 fiscal year as presented.

Carried.

16. Other Business For Which No Notice Has Been Given
None

17. Adjournment

Moved by Bobbi Sabatini, Seconded by Rita Beechey

RESOLUTION NO. GLB-2020-069

That the Georgina Public Library Board meeting of August 20, 2020 adjourn at 8:53pm

Carried.

18. Next Meeting Date /Time
September 17, 2020 @ 7:00 p.m.

JOINT BRANCH REPORT - AUGUST 2020

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

COMMUNITY CONNECTIONS

- Nothing to report.

SPACES

- Cindy Hickingbottom from Jim Clifford Moving was the final company to submit a quote for the Peter Gzowski (Sutton) Branch moving project. Their quote came in well under budget and as such was selected as the winning bid. Jim Clifford staff were on site August 31, 2020 & September 1, 2020 to pack up all library material on shelves. Staff will return once the carpet is installed and reshelve all material.
- The carpet installation at the Peter Gzowski Library is set to begin on September 8, 2020 with a tentative completion date of September 15, 2020. Once the carpet is installed the new circulation desk and plexiglass will be put in place along with all necessary electrical wiring. There will also be a HVAC technician on site prior to reopening the library to flush out the ventilation system and clean out all air ducts.
- Ryan Moniz has contacted the York Region Catholic District School Board and York Region District School Board to discuss re-opening of the Peter Gzowski Library. As a shared facility, school staff often use the library during the school year to browse and borrow material along with participating in lessons taught by the school's Teacher-Librarian. Both Boards have been notified of the library closure for renovations and will be contacted once the library opens to the public. Ryan Moniz is working on new guidelines for student use to maintain a safe environment for staff and to create clear expectations for teacher supervision.

PEOPLE AND LEADERSHIP

- Staff from all branches attended a staff meeting on August 24, via Zoom. The meeting consisted of training on the new BCMobile and PressReader apps, as well as discussion around current branch Covid protocols, curbside scheduling, and staff scheduling using Google calendar.
- Ryan Moniz successfully completed his probationary period on August 3, 2020.
- Nikki Sutherland and Ryan Moniz conducted interviews for the Part-Time E-Services position.

COLLECTION AND PROGRAMS

- The Hoopla limit was set back to 5 downloads.
- The Kids and Adults SRC programs ran from July 2 - August 28. The CYS staff did a fantastic job of revamping the entire summer reading program, on short notice, to be delivered through the Beanstack app. As expected, participation was lower than 2019, which had 652 children finish the reading program. Due to Covid restrictions, the CYS staff could not visit schools throughout June or distribute flyers at their programs, as they normally would.
 - Kids Reading Program:
 - Registrations: 240
 - Active Readers: 144
 - Books Read: 2,110
 - Minutes Read: 63,559
 - Challenge Completions: 31
 - Completed Activities: 187
 - Badges Earned: 587
 - Reviews Written: 23
 - Adult Reading Program:
 - Registrations: 54
 - Active Readers: 36
 - Books Read: 276
 - Minutes Read: 2,963
 - Challenge Completions: 4
 - Completed Activities: 26
 - Rewards Collected: 6
 - Badges Earned: 111

Dates	Program Name	Platform/format	Total views/ participants
Various dates	One-on-one technology help (Ruth)	Email, chat, phone	45
August 6, 13, 20	Library Time	Pre-recorded video	110
August 3, 10, 17	Baby Time	Pre-recorded video	34
August 5, 12, 19	Abigail's Activities	Facebook (live)	364
August 4, 11, 18	Lego Lounge	Pre-recorded video	77
August 4, 11, 18, 25	Kids Trivia Tuesdays	Kahoot	30

August 7, 14, 21	Fun Photo Fridays	Facebook	137
August 11	Pefferlaw Book Club	Zoom	4
August 18	Sutton Book Club	Zoom	8
August 4, 11, 18, 25	Trivia Tuesdays	Kahoot	60
August 19	Jo’s Zoom with Jericho’s Leadership Camp	Zoom	11
August 20	Teddy Bear Picnic	Facebook (live)	359
Previous uploads	All recorded videos, re-watched in August		111
		TOTAL	1,350

TECHNOLOGY

- The accessibility software Jaws and ZoomText has been updated at the Keswick and Sutton branches.
- We have received some headsets so that staff members who spend large parts of their shifts phoning patrons for appointments have a more ergonomic setup.
- The CYS department now has lapel microphones for recording their programs. The sound quality has greatly improved, especially for their live broadcasts.
- The CYS staff now have access to Adobe Elements and Photoshop, so it is now easier and more efficient for staff to edit their videos.
- Nikki met with SirsiDynix about their online payment module. The feature seems promising so she is setting up a demo with Finance and IT.
- The Sutton collection and branch have been hidden from patrons in the public catalogue for the duration of the carpet and desk replacement.

2020 Work Plan – September Update

Board Governance Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Succession Planning	Board Chair	Q4	Q1-2021		Deferred from 2019
Emergency Preparedness	Val Stevens/ Board Chair	Q4	Q1-2021		Deferred from 2019
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		
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/Q1 2021		Memorandum of Understanding between Library Board and Town.

Capital Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
MURC Branch	Val Stevens	Q1	2021	In Progress	Library Board delegation to MURC Steering Committee August 27; ongoing design
Teen area-Keswick branch	Community Engagement Mgr.	2021-Q2	2021-Q3	Deferred to 2021	Delayed due to pandemic; updated start and end to reflect this
Sutton Service Counter	Ryan Moniz	2019-Q1	Q3	In Progress	Projected completion by end of September
Pefferlaw children's area furniture	Community Engagement Mgr.	Q3	Q4		Delayed due to pandemic; updated start and end to reflect this
Upgrade Pefferlaw phone system	Nikki Sutherland	Q3	Q4		On pace for Fall 2020 completion

iPad for Programming	Community Engagement Mgr.	Q4	Q4		Delayed due to pandemic; updated start and end to reflect this
Update Accessible computer station software	Nikki Sutherland	Q1	Q3	Complete	
Update self-check units	Nikki Sutherland	Q1	Q3	In Progress	Waiting on Monitors and Scanners
Cell phones for managers	Val Stevens	Q1	Q4	In Progress	All current managers have cell phones; others will be ordered when new managers are 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 has been 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	Assessing
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	In Progress	Launched Sept 2020
ILLO materials & postage	Val Stevens/ Collections Mgr.	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

Georgina Public Library

Financial Statement - August 2020

Date: September 2, 2020

	2020 Actuals	2020 Approved Budget	Variance	Percentage To Date	Target to Date	Notes
Revenue						
Town Grant	1,654,813.33	2,482,220	827,407	67%	67%	Pro-rated
Provincial Grants	41,733	62,600	20,867	67%	67%	Pro-rated
Misc Grants	-	9,240	9,240	0%	67%	
School Board Revenue	39,000	58,500	19,500	67%	67%	Pro-rated
Donations	810	1,800	990	45%	67%	
Fines	4,777	27,100	22,323	18%	67%	
Misc Fees	375	3,100	2,725	12%	67%	PRESTO Commissions, Exam Proctoring, etc
Photocopying Fees	1,968	8,500	6,532	23%	67%	
Program Registrations	932	4,200	3,268	22%	67%	
Book Sale	343	2,400	2,057	14%	67%	
Room Rentals	1,026	4,100	3,074	25%	67%	
Provision from Reserve	-	-	-	100%	67%	2020 Budget of zero
Total Revenues	1,745,780	2,663,760	917,980	66%	67%	
Expenses						
Salaries & Benefits	916,133	1,881,360	965,227	49%	67%	
Library Board	2,160	4,800	2,640	45%	67%	
Library Operations	134,919	336,250	201,331	40%	67%	Utilities, cleaning, courier, supplies, etc.
Training	1,459	18,800	17,341	8%	67%	
Collections	84,742	228,520	143,778	37%	67%	
Telecommunications	10,562	20,040	9,478	53%	67%	
Covid-19 Expenses	2,473	-	(2,473)	N/A	N/A	No allotted budget
Misc	972	3,100	2,128	31%	67%	
Contribution to Reserve	113,927	170,890	56,963	67%	67%	Pro-rated
Total Expenses	1,267,347	2,663,760	1,396,413	48%	67%	
Net	478,433	-	(478,433)			

Georgina Public Library Board Policy Manual

Policy Title: Secondary School Student Volunteers

Intent

The Ontario Ministry of Education has incorporated 40 hours of mandatory community service into the secondary school curriculum. Georgina Public Library is pleased to assist students in fulfilling their voluntary requirement in the Library.

Regulations

1. Interested students may fill out our application form, and drop it off at any library branch. This form is available on the Teen page of our website, as well as in all library branches.

<http://www.georginalibrary.ca/en/kids-teens/Teen-Volunteer-andCommunity-Involvement-Hours.aspx>

- ~~2.~~ Prospective student volunteers ~~will~~ may be screened and/or interviewed by staff.

~~2.~~

3. The Library reserves the right to limit the number of student volunteers in order to provide proper instruction and supervision.

4. The Library will provide suitable instruction in Health and Safety, and Workplace Hazardous Materials Information System (WHMIS).

- ~~5. Activities available for secondary student volunteers may change from time to time. The primary role is as a Weekly Program Helper, which is activities for secondary school volunteers:~~

~~a. **Weekly Program Helpers.** A a weekly commitment in either Keswick or Peter Gzowski Branch. Volunteers will help run the program as needed including set-up and take-down, as well as working directly with children.~~

~~b. **Teen Advisory Group.** This group meets monthly from September to June and acts as a liaison between their school and the library. They also offer constructive ideas and suggestions for change and improvements for the library.~~

Georgina Public Library Board Policy Manual

These activities can be undertaken with a minimum of orientation and instruction. Most can be completed in a concentrated block of time, allowing the student to amass 5-20 hours over a short period of time. The student will, at all times, be working with library staff. No student volunteer will replace a paid staff member.

6. Jobs to be excluded:

- a. Regular library student duties such as shelving and shelf reading.
- b. Crowd control at library programs.
- c. Activities/projects involving access to the library automated system or customer records.

7. The Library ~~will~~ will provide an acknowledgement of volunteer hours worked by a student, provided a week's notice is given complete and sign any necessary school forms to confirm completion of volunteer hours, provided the volunteer hours were within the previous two (2) years.

8. Letters of reference for school or employment may also be provided for students if the following conditions are met:

- a. The student has volunteered for a minimum of 20 hours with the library.
- b. The student has volunteered at the library within the last two years.
- c. A minimum of two (2) ~~a~~ week's' notice is given.
- d. The student was never deemed unsuitable for the placement.

9. If a student is unable or unwilling to fulfil an agreed upon volunteer commitment, or is deemed unsuitable for the placement, library staff reserve the right to terminate the placement.

Procedures:

1. Interested students may log onto the Teen page on our web-site to download the application form.

Georgina Public Library Board Policy Manual

<http://www.georginalibrary.ca/en/kids-teens/Teen-Volunteerand-Community-Involvement-Hours.aspx>

2. Copies of the application form are also available at all library branches.

2.3. All records of student volunteer hours and activities will be destroyed after two (2) years.

POLICY HISTORY:	
Initial Draft	May 29, 2014
Draft Presentation Review	
Board Presentation & Adoption:	June 19, 2014
Board Review:	March 17, 2016; Sept. 15, 2016, <u>Sept. 17, 2020</u>