

Georgina Public Library
Library Board Meeting
Agenda
April 23, 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 – February 20, 2020
9. Delegations/Speakers
 - a. None
10. Presentations
 - a. None
11. Consent Agenda
 - a. Branch & CYS Report
 - b. Statistics

- c. Work Plan Update
 - d. Financial Statement – March 2020
- 12. Verbal Communications
 - a. CEO Update (V. Stevens)
 - b. SOLS meeting update (N. Rodrigues)
 - c. Board Chair Update (M.C. Macaluso)
 - d. Friends of the Library Update (B. Sabatini)
- 13. Old Business
 - a. None
- 14. New Business
 - a. Policy Review: Board Structure Bylaw
- 15. Other Business For Which No Notice Has Been Given
- 16. Closed Session

i. Recommendation:

That the Georgina Public Library Board move into closed session at _____

- 1. Personal matters about an identifiable individual
 - a. Discussion regarding a staffing matter

ii. Recommendation:

That the Georgina Public Library Board reconvene into open session at _____

- 17. Next Meeting Date /Time

May 21st, 2020 @ 7:00pm
- 18. Adjournment

Georgina Public Library Board
Regular Board Meeting Minutes
February 20th, 2020 @ 7:00 p.m

P. Nicholls Board Room, Keswick Branch

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 (arrived at 7:22pm)
Shari Hawkins

The Following Board members were absent with notice:

Councillor Dave Neeson
Adrienne McDowell

The following staff members were in attendance:

Valerie Stevens, Director of Library Services/CEO
Serena Hamlyn, Executive Assistant (Recording Secretary)
Lindsay Damecour, CUPE 905.13 Union Representative
Ryan Moniz, Manager, Library Customer Experience

4. Introduction of new Customer Experience Manager

The CEO introduced the new Library Customer Experience Manager, Ryan Moniz, to the Library Board members. Ryan spoke briefly of the experience he brings with him to GPL. Each Board member introduced themselves, and welcomed Ryan to Georgina Public Library.

5. Chair's Remarks
None

6. Introduction of Addendum Items
a. Regular Board meetings – Board Structure Bylaw Policy update

7. Approval of the Agenda

Moved by Nancy Rodrigues, Seconded by Shari Hawkins

RESOLUTION NO. GLB-2020-007

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

Carried.

8. Declarations of Pecuniary Interest
None

9. Adoption of the Past Minutes - Minutes of January 16th, 2020 Georgina Public Library Board Meeting

The Vice Chair, B. Sabatini noted that, at the previous Board meeting it was stated that the CEO was due for a 6 month (interim) review, however, that is inaccurate. The CEO review is completed annually. The Board members would like this note added to the January meeting minutes.

Moved by Leslie Johnstone, Seconded by Bobbi Sabatini

RESOLUTION NO. GLB-2020-008

That the Minutes of the January 16th, 2020 Library Board meeting be adopted as amended.

Carried.

10. Delegations/Speakers
None
11. Presentations
12. Consent Agenda
 - a. Branch Reports
 - b. Work Plan Update
 - c. Financial Statement – 2019 Year End (As of Feb 11)

Moved by Rita Beechey, Seconded by Shari Hawkins

RESOLUTION NO. GLB-2020-009

That Item 11 - Consent Agenda be received as presented.

Carried.

13. Verbal Communications
 - a. CEO Update

Community Connections

- Becky Stark met with Jericho to discuss further opportunities to partner on programming; no definite outcomes at this point

Spaces

- The fire alarm went off in Keswick on January 24. The Ice Palace & Keswick Branch were evacuated in January 24 due to a fire alarm. The alarm was triggered by the work on the new network tower at the Ice Palace.
- GPL Management team met with project team for the MURC to do detailed planning work for the MURC Discovery Branch. Project team is scheduled to present at the March GPL Board meeting.

(Naomi Davison arrived)

People and Leadership

- Ryan Moniz (Manager, Library Customer Experience) started on February 3
- Ryan is working on interview process for Circulation Coordinator
- Manager, Library Collections interviews will take place next week
- Val, Becky, and Nikki attended various sessions at OLA SuperConference

- Town HR is updating all of their policies; we may need to re-adopt some policies and/or re-modify some policies over the course of 2020. Many of these will be operational and won't require approval by the Board.

Collections & Programs

- Craft swap at Peter Gzowski branch was successful, and many participants suggested having another one in the spring
- Valentines for Vets, spearheaded by Lori Puckett, saw 184 valentines sent to Veterans Affairs for distributions to vets living in long-term care
- Other upcoming notable programs: Oscar nominees movies in Sutton on Tuesday evenings; a couple of tax-related programs; Downsizing Diva back for sessions in both Keswick & Sutton; FanFest5 on April 4

Technology

- Pepperlaw branch continues to periodically experience dropped connections; Nikki and Ruth are working diligently with Town IT to improve things. Seamless connectivity will likely not be available until the Pepperlaw fire hall (and the new tower) is complete.

b. Board Chair Update

- L. Johnstone and the Board Chair attended the Super Conference. The Board Chair found the conference to be very enjoyable and informative.

c. Friends of the Library Update

- The Friends held a meeting in January, with their next meeting scheduled for this coming Monday.
- The Euchre Tournament is being held at the Sutton Branch on March 8th
- The Friends are discussing hosting a Games Night in the Keswick Branch
- The Friends will be hosting an acoustic concert with Connors Music students on Saturday, March 28th for Earth Hour. Connors has invited their music students to perform, after hours, in the Keswick Branch on the Saturday evening.
- The Grate Groan-Up Spelling Bee is April 24th, at Udora Hall.

Moved by Nancy Rodrigues, Seconded by Leslie Johnstone

RESOLUTION NO. GLB-2020-010

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

Carried.

14. Old Business

- a. Regular Board Meetings – Board Structure Bylaw Policy update

The Board members reviewed the updates to the Board Structure Policy. The PLA changed its minimum number of required meetings from ten, to seven meetings per year. The GPL Board members updated the GPL policy to reflect that change in The Act.

Moved by Shari Hawkins, Seconded by Naomi Davison

RESOLUTION NO. GLB-2020-011

Motion to accept the Board Structure Bylaw Policy as presented.

Carried.

15. New Business

- a. Policy Review: Adopt Town Violence/Harassment/Respectful Workplace Policies & Statements.

The Board members reviewed the Town's Policies and Statements on Violence, Harassment and Respectful Workplace.

Moved By Nancy Rodrigues, Seconded by Shari Hawkins

RESOLUTION NO. GLB-2020-012

Motion to update and amend the Georgina Public Library Violence and Harassment Policy to reflect the current Town of Georgina Policy titles in the bulleted information, including sub-bullets for the statements.

Carried.

Moved by Nancy Rodrigues, Seconded by Naomi Davison

RESOLUTION NO. GLB-2020-013

Motion to adopt the Town of Georgina's Respectful Workplace Policies and Procedures, Health and Safety Policy, Harassment-

Free Workplace Policy Statement, and Violence-Free Workplace Policy Statement.

Carried.

b. June meeting date

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

17. Closed Session

Moved By Mary Catherine Macaluso, Seconded by Naomi Davison

RESOLUTION NO. GLB-2020-0014

That the Georgina Public Library Board move into closed session at 7:58pm.

Carried.

(i) Personal matters about an identifiable individual

-Discussion about the CEO evaluation process.

Moved by Rita Beechey, Seconded by Nancy Rodrigues

RESOLUTION NO. GLB-2020-0015

Motion to reconvene into open session at 8:25pm.

Carried.

18. Adjournment

Moved by Bobbi Sabatini, Seconded by Rita Beechey

RESOLUTION NO. GLB-2020-016

That the Georgina Public Library Board meeting of February 20th, 2020 adjourn at 8:25 pm

Carried.

19. Next Meeting Date /Time

March 19th, 2020 @ 7:00 p.m. @ Keswick Branch

DRAFT

JOINT BRANCH REPORT – MARCH 2020

Submitted by: Ryan Moniz – Manager, Library Customer Experience
Becky Stark – Manager, Library Community Engagement
Nikki Sutherland – Manager, Library eServices

COMMUNITY CONNECTIONS

- Becky Stark exchanged donated books with Rixon Manor on March 4.
- Becky Stark attended the Women in Business conference at the Link, on behalf of GPL, on March 5. This event, co-hosted by the Georgina and East Gwillimbury Chambers of Commerce, was the first of its kind in our municipalities, and it included special guest speakers, break-out workshops on a variety of topics, networking opportunities, and the opportunity to display library materials and resources. Becky worked alongside Stephanie Clare from East Gwillimbury Public Library to put together a shared table of information and resources from both libraries, as well as a prize draw for anyone who share their existing library card or signed up for a new one.
- Becky attended a meeting hosted by the team behind “A Closer Look”, on behalf of GPL, on March 9. This was an opportunity to brainstorm ways in which the service providers represented could do a better job of communicating their offerings between each other, as well as out to the community.
- Val Stevens and Becky Stark met with Myriam Castilla from Vaughan Community Health Centre on March 13 to further explore elements required by VCHC for us to host more regular partnered programs from this organization.

SPACES

- In March and April, Maintenance staff have been replacing burnt-out bulbs around the Keswick branch circulation desk with LED bulbs, which use less electricity and improve the lighting for staff and patrons.
- A leak was discovered at the Pepperlaw branch on March 4, likely due to large amounts of melting snow on the roof. No library materials were damaged, but the carpet on the floor was wet. Maintenance was called to assess and fix the problem, and a dehumidifier was put in place to dry out the carpet.
- The annual fire systems inspection took place at the Keswick branch on March 4, which included testing of fire alarms and emergency lighting, and some fire extinguishers being swapped out for new ones.
- On March 12, Ryan Moniz attended the Sutton Multi-Purpose Meeting with representatives from York Region District School Board, York Catholic District School Board, & Town of Georgina to discuss renovations to the Sutton Library and the adjoining building. The Board informed all attendees that they are looking into replacing the roof in 2021 which would have an impact on library services for an extended period of time.
- The library closed to the public as of 6:00pm on March 13 due to the COVID-19 pandemic. Drop boxes were also closed.
- The library is now receiving bids from contractors for the Sutton carpet replacement project. Due to the current circumstances, the proposed schedule has been postponed until further notice.

PEOPLE AND LEADERSHIP

- Julia Powell passed her probationary review on March 5, congratulations Julia!
- Ryan Moniz and Becky Stark conducted interviews for the position of Casual Library Clerk on March 4, 10, and 11. Selections of candidates have been informally made, but further steps in hiring and training have been suspended until the library is once again open to the public.
- Becky Stark met with Jo Scott and Jacklyn Kinsman on March 13 to review the conditions of Jo's return to work, following her 10-week medical leave. Jo returned to work that same day, with restrictions in place on certain tasks such as lifting. These conditions are to be reviewed by all parties in mid-April.
- After 6.5 years of service with GPL, Celine Forrester submitted her formal retirement notice effective April 17, 2020. Although Celine will be leaving her permanent part-time position, she has requested to stay on as part of our pool of Casual Library Clerks, so this is not entirely goodbye, only see you later!

COLLECTIONS & PROGRAMS

Dates	Program Name	Location	Participants
Various	One-on-one technology help	All	36
Mar. 3, 10	Oscar Encore	SN	Unavailable*
Mar. 7	Purls and Chains	SN	Unavailable*
Mar. 5	Women in Business conference	outreach	25
Mar. 5	Book Club	PE	5
Mar. 5, 12	ESL Conversation Circle	KE	3, 7
Mar. 5, 12	Knitting Group	KE	8, 8
Mar. 8	Wordsmiths	SN	Unavailable*
Mar. 10	Downsizing Diva	KE	30
Mar. 11	Solving Money Mysteries with the CRA: What is the Disability Tax Credit	KE	5
Mar. 11	Job Skills	outreach	5
Mar. 11	Book Club	KE	6
Mar. 12	Book Club	SN	13
Mar. 12	Tax Clinic	KE	19
		TOTAL	134

* some attendance statistics not available at this time

TECHNOLOGY

- The self-checks at Keswick and Sutton branch were updated with new Windows 10 computers. The new scanners and monitors that accompany the computers are on backorder, and will arrive once they become available.
- Slack, Google Drive, Trello, and Zoom have all been implemented to help staff collaborate and work remotely for the duration of the COVID-19 closure.

CHILDREN AND YOUTH SERVICES REPORT – Q1 2020 (January to March)

Submitted by: Becky Stark – Manager, Library Community Engagement

COMMUNITY CONNECTIONS

- Becky Stark met with Jessica from Jericho Youth Services on Jan. 20, to discuss previous and future partnered programs, during the summer and also on a regular basis through the year.
- Becky met with Kathy Foch from Foch Family Real Estate on Jan. 24 to discuss the plans for children and youth programming this year, and what programs Kathy would be sponsoring for us this year.
- Becky met with Erin Brimble, Mikayla Rogers' co-op teacher, on Feb. 25 to fill out forms related to Mikayla's placement and discuss expectations.

SPACES

- Nothing new to report.

PEOPLE AND LEADERSHIP

- Jo Scott was away from work from January 2 to March 12 inclusive for medical reasons. To help keep programs running smoothly, Rachel Charyk and Sara Forsyth graciously accepted extra hours and programming responsibilities, and Cheyenne McAnuff accepted a short-term contract to cover programs that Rachel and Sara were not able to take on. Thank you Sara, Rachel, and Cheyenne!
- On Feb. 10 Rachel Charyk and Becky Stark interviewed Mikayla Rogers for a co-op position with CYS department. Mikayla joined us for her first day of training on Feb. 18, and was scheduled to do placement shifts with us Monday through Friday until the end of term. However, due to the rotating teachers' strikes and the library closure caused by the Covid-19 pandemic, Mikayla's time with us was limited. Becky will be following up with Mikayla and her teacher to see if Mikayla's placement can be moved to the fall of 2020 or January 2021.
- Over the months of January and February, Becky submitted applications for three different grants, whose funding would help support the hiring of at least one Summer Reading Club Assistant for this year. The status of this grant money is currently unknown, due to possible government funding changes and the current closure of the library.

COLLECTIONS & PROGRAMS

- Our most well-attended weekly programs this quarter included: Story Stretchers, Groovy Tuesday, Read Play Learn, and Reading Buddies.
- The teachers union's rotating strike actions in January and February may have had some positive effect on our preschool program attendance, as parents scrambled to find something to do with their children.
- Starting in January, we adjusted our compliment of programs to allow for Sara and Rachel to run a double-size class of the Ready Set Kindergarten program in Keswick, allowing for a maximum of 16 children in the class instead of 8. This has almost entirely eliminated turn-aways from this program.

Program Name		Location	Participants	Total Attendance
Read Play Learn	January	KE	105	183
	February		78	
Ready Set Kindergarten	January	KE	43	84
	February		41	
Baby time	January	KE	73	131
	February		58	
TAG	January	KE	29	64
	February		35	
Reading Buddies*	January	KE	82	177
	February		95	
Groovy Tuesday	January	KE	99	212
	February		113	
Lego Club*	January	SN	50	112
	February		62	
Ready Set Kindergarten	January	PE	26	47
	February		21	
Homeschool Hangout*	January	PE	7	14
	February		7	
Lego Robotics*	January	SN	22	61
	February		39	
Story Stretchers	January	KE	113	230
	February		117	
Discovery Zone	January	KE	88	151
	February		63	
Pop-up Nintendo Switch	Jan. 17	KE	3	26
Red Cross Babysitting Course	Jan. 31	KE	23	
March Break			Programs cancelled	0
		TOTAL		1492
* some statistics missing, due to Covid-19 closure				

Month		Q1 2019 # of programs	Q1 2020 # of programs	Difference
January*	Weekly	(11 x 3 weeks) = 33	(12 x 4 weeks) = 48	+15
	Outreach/special	7	2	-5
February	Weekly	(11 x 4 weeks) = 44	(12 x 4 weeks) = 48	+4
	Outreach/special	4	0	-4
March**	Weekly	0	0	0
	Outreach/special	18	0	-18
				-8 overall
* 3 weeks in 2019, 4 weeks in 2020				
** Covid-19 closures affected March 2020				

Month		Q1 2019 # of participants	Q1 2020 # of participants	Difference
January*	Weekly	604	737	+133
	Outreach/special	120	26	-94
February	Weekly	694	729	+35
	Outreach/special	64	0	-64
March**	Weekly	0	0	0
	Outreach/special	665	0	-665
				-655 overall
* 3 weeks in 2019, 4 weeks in 2020				
** Covid-19 closures affected March 2020				

TECHNOLOGY

- Nothing new to report.

Georgina Public Library Usage Statistics - 2020

January

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library Uses	Notes
Keswick	15,076	13,228	12	109	1,833		2,441	32,687	
Pefferlaw	1,732	1,245	2	17	226		130	3,350	Traffic Counter broken for 3 weeks
Sutton	7,696	4,766	8	45	624		779	13,910	Numbers lower due to Power bar issues
CYS			50	763	844			1,607	
e-Branch	5,176	12,507	66	123		31,701		49,507	
TOTAL	29,680	31,746	138	1,057	3,527	31,701	3,350	101,061	

February

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library Uses	Notes
Keswick	16,349	10,017	17	85	1,789		2,640	30,880	Traffic Counter broken for 1 week
Pefferlaw	1,528	1,326	2	20	267		107	3,248	
Sutton	8,353	6,299	8	52	557		380	15,641	
CYS			48	729	682			1,411	
e-Branch	4,551	11,956	21	51		31,109		47,667	
TOTAL	30,781	29,598	96	937	3,295	31,109	3,127	98,847	

March

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library Uses	Notes
Keswick	7,170	-	9	152	1,017		849	9,188	COVID-19: closed to public on Mar 13
Pefferlaw	769	-	1	5	140		-	914	
Sutton	3,986	-	4	13	201		-	4,200	
CYS			-	-	-			0	
e-Branch	5,251	9,662	63	158		23,036		38,107	
TOTAL	17,176	9,662	77	328	1,358	23,036	849	52,409	Many stats for March inaccessible due to closure

2020 TOTALS

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library Uses
Keswick	38,595	23,245	38	346	4,639		5,930	72,755
Pefferlaw	4,029	2,571	5	42	633		237	7,512
Sutton	20,035	11,065	20	110	1,382		1,159	33,751
CYS			98	1,492	1,526			3,018
e-Branch	14,978	34,125	150	332		85,846		135,281
TOTAL	77,637	71,006	311	2,322	8,180	85,846	7,326	252,317

Georgina Public Libraries Circulation & Active User Statistics

2020

Date	Keswick	Sutton	Pefferlaw	E-Books	Total	Active Members	Notes
January	12,578	6,057	1,714	5,176	25,525	15,264	
February	13,396	5,795	1,496	4,551	25,238	15,432	
March	7,170	3,986	769	5,251	17,176	16,072	
TOTALS	33,144	15,838	3,979	14,978	67,939		
Averages	11,048	5,279	1,326	4,993	22,646	15,589	

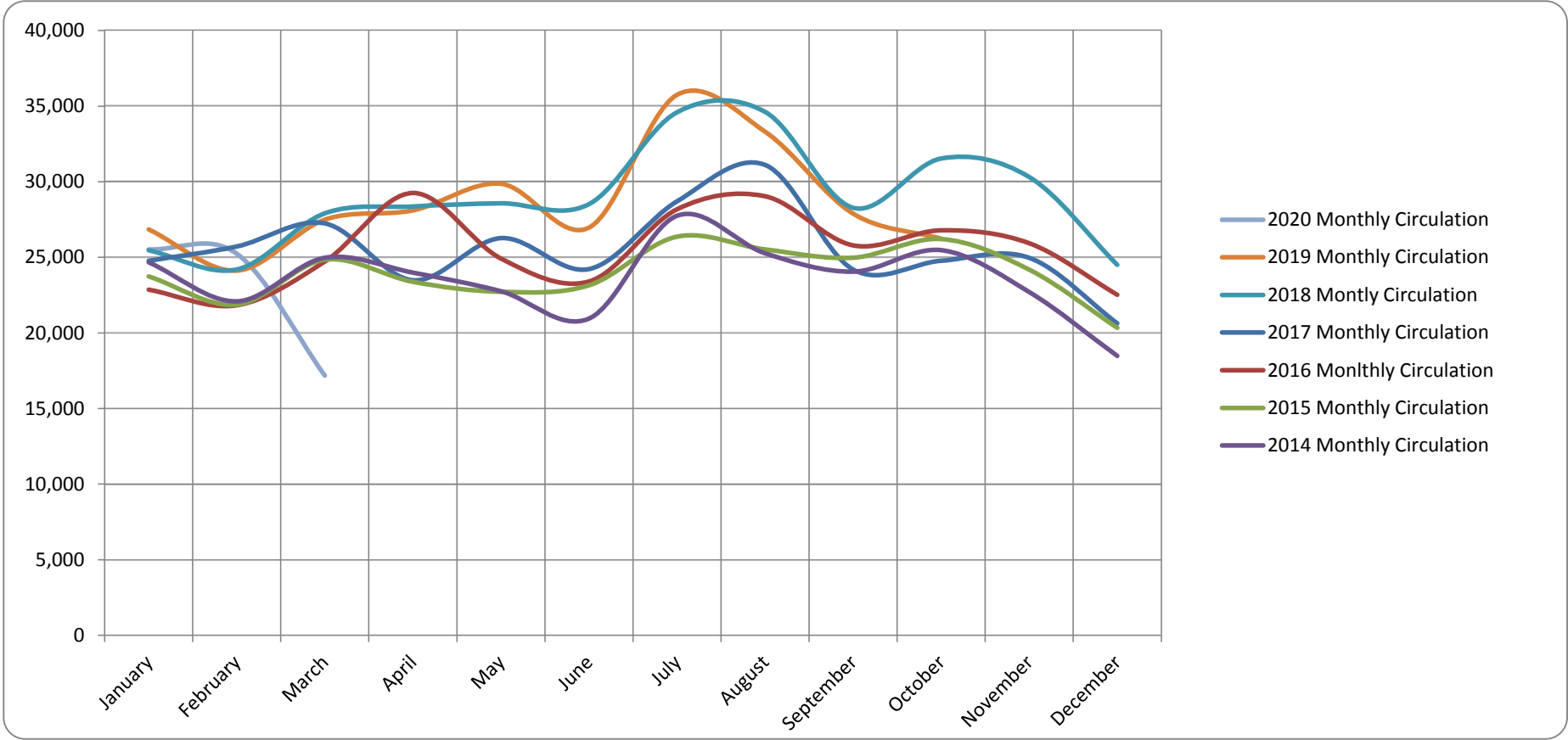
2019

Date	Keswick	Sutton	Pefferlaw	E-Books	Total	Active Members	Notes
January	14,082	6,951	1,737	4,076	26,846	13,884	
February	13,164	5,297	1,725	3,936	24,122	14,021	
March	15,072	6,418	1,789	4,214	27,493	14,232	
April	15,146	7,538	1,458	3,962	28,104	14,447	
May	15,646	8,056	1,942	4,222	29,866	14,583	
June	15,402	5,776	1,789	3,999	26,966	15,312	SN circ decline due to no school CKO's
July	21,069	8,148	2,105	4,428	35,750	15,612	SRC
August	19,238	7,135	2,287	4,652	33,312	15,726	
September	15,000	6,672	1,706	4,514	27,892	15,869	
October	15,321	9,043	1,870		26,234	16,016	
November	14,368	8,169	1,438	4,793	28,768	16,145	
December	11,207	5,102	1,124	4,401	21,834	16,227	
TOTALS	184,715	84,305	20,970	47,197	337,187		
Averages	15,773	7,200	1,804	4,280	28,668	15,077	

2018

Date	Keswick	Sutton	Pefferlaw	E-Books	Total	Active Members	Notes
January	13,623	6,623	1,744	3,477	25,467	13,910	Missing OneClick digital ebooks stats
February	12,790	6,636	1,704	3,067	24,197	14,068	
March	15,334	7,228	1,945	3,403	27,910	14,259	March Break Programs
April	15,337	8,071	1,693	3,263	28,364	14,438	In-House Circulation Added
May	15,033	8,579	1,810	3,152	28,574	14,658	
June	16,858	6,690	1,957	3,013	28,518	14,905	
July	21,939	6,374	2,485	3,796	34,594	15,169	
August	21,295	6,661	3,006	3,661	34,623	15,383	
September	16,027	6,595	2,393	3,259	28,274	15,190	
October	15,463	9,882	2,328	3,864	31,537	15,315	
November	15,407	9,106	2,055	3,743	30,311	15,422	
December	12,697	6,430	2,000	3,378	24,505	15,485	+12% in Circulation over this time last year.
TOTALS	191,803	88,875	25,120	41,076	346,874		
Averages	16,282	7,495	2,102	3,427	29,306	14,792	

2014 - 19 Annual Total Circulation By Month Comparison



Audience Overview

 All Users
+0.00% Sessions

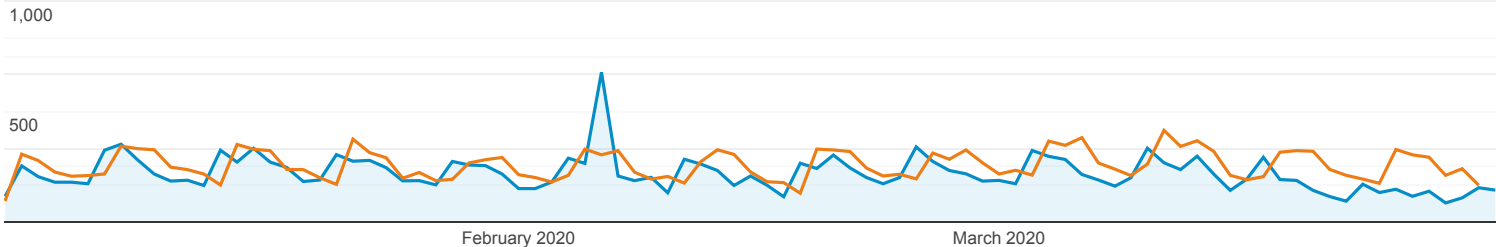
Jan 1, 2020 - Mar 31, 2020

Compare to: Jan 1, 2019 - Mar 31, 2019

Overview

Jan 1, 2020 - Mar 31, 2020: ● Sessions

Jan 1, 2019 - Mar 31, 2019: ● Sessions



Sessions

-13.87%
19,908 vs 23,115



Users

-6.15%
11,027 vs 11,750



Pageviews

-13.28%
33,557 vs 38,698



Pages / Session

0.68%
1.69 vs 1.67



Avg. Session Duration

2.11%
00:01:50 vs 00:01:48



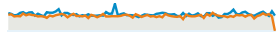
Bounce Rate

-0.69%
57.25% vs 57.65%



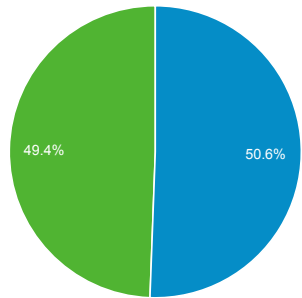
% New Sessions

12.14%
50.55% vs 45.08%

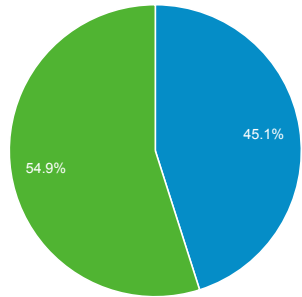


■ New Visitor ■ Returning Visitor

Jan 1, 2020 - Mar 31, 2020



Jan 1, 2019 - Mar 31, 2019



Language

Sessions % Sessions

1. en-us

Jan 1, 2020 - Mar 31, 2020

9,304  46.73%

Jan 1, 2019 - Mar 31, 2019

10,570  45.73%

% Change

-11.98% **2.20%**

2. en-ca

Jan 1, 2020 - Mar 31, 2020

8,675  43.58%

Jan 1, 2019 - Mar 31, 2019

10,011  43.31%

% Change

-13.35% **0.61%**

3. en-gb

Jan 1, 2020 - Mar 31, 2020

1,585  7.96%

Jan 1, 2019 - Mar 31, 2019

2,218  9.60%

% Change

-28.54% **-17.03%**

4. en

Jan 1, 2020 - Mar 31, 2020

93 | 0.47%

Jan 1, 2019 - Mar 31, 2019		18		0.08%
% Change		416.67%		499.90%
5. zh-cn				
Jan 1, 2020 - Mar 31, 2020		93		0.47%
Jan 1, 2019 - Mar 31, 2019		133		0.58%
% Change		-30.08%		-18.81%
6. zh-ca				
Jan 1, 2020 - Mar 31, 2020		17		0.09%
Jan 1, 2019 - Mar 31, 2019		0		0.00%
% Change		100.00%		100.00%
7. de-de				
Jan 1, 2020 - Mar 31, 2020		14		0.07%
Jan 1, 2019 - Mar 31, 2019		0		0.00%
% Change		100.00%		100.00%
8. es-es				
Jan 1, 2020 - Mar 31, 2020		12		0.06%
Jan 1, 2019 - Mar 31, 2019		7		0.03%
% Change		71.43%		99.04%
9. ko				
Jan 1, 2020 - Mar 31, 2020		12		0.06%
Jan 1, 2019 - Mar 31, 2019		29		0.13%
% Change		-58.62%		-51.95%
10. de				
Jan 1, 2020 - Mar 31, 2020		10		0.05%
Jan 1, 2019 - Mar 31, 2019		1		0.00%
% Change		900.00%		1,061.09%

2020 Work Plan – March Update

Board Governance Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Succession Planning	Board Chair	Q2	Q4		Deferred from 2019
Emergency Preparedness	Val Stevens	Q2	Q3	Deferred	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		
2019 Annual Report	Val Stevens	Q2	Q3		
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.

Capital Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
MURC Branch	Val Stevens	Q1	2021	In Progress	Detailed design session with architects & library managers Feb 6
Teen area-Keswick branch	Becky Stark	Q3	Q4		Likely delayed due to pandemic; updated start and end to reflect this
Sutton Service Counter	Ryan Moniz	Q1-2019	Q3	In Progress	To be coordinated with SN carpet replacement
Pefferlaw children's area furniture	Becky Stark	Q3	Q4		Likely delayed due to pandemic; updated start and end to reflect this
Upgrade Pefferlaw phone system	Nikki Sutherland	Q3	Q4/Q1 2021		Likely delayed due to pandemic; updated start and end to reflect this
iPad for Programming	Becky Stark	Q3	Q3		Likely delayed due to pandemic; updated start

					and end to reflect this
Update Accessible computer station software	Nikki Sutherland	Q1	Q2	In Progress	Software has been ordered; can install when branches re-open
Update self-check units	Nikki Sutherland	Q1	Q1	In Progress	Waiting on Monitors and Scanners
Cell phones for managers	Val Stevens	Q1	Q2	In Progress	Three managers have cell phones; fourth will be ordered when fourth manager is in place

Staffing Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Summer Reading Club Assistant-grants	Becky Stark	Q1	Q3	In Progress	Grant applications have been submitted.
Summer Reading Club Assistant-wage increase	Becky Stark	Q2	Q2		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	Q3		21 hrs/wk;
Adult Programming support	Becky Stark	Q1	Q3		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	Q2	In Progress	Waiting on final bugs to be cleaned up
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	Becky Stark	Q2	Q3/Q4		Delayed/possibly cancelled due to pandemic

Georgina Public Library

Financial Statement - March 2020

Date: April 1, 2020

	2020 Actuals	2020 Approved Budget	Variance	Percentage To Date	Target to Date	Notes
Revenue						
Town Grant	620,555.00	2,482,220	1,861,665	25%	25%	Pro-rated
Provincial Grants	15,650	62,600	46,950	25%	25%	Pro-rated
Misc Grants	598	9,240	8,642	6%	25%	
School Board Revenue	14,625	58,500	43,875	25%	25%	Pro-rated
Donations	(1,924)	1,800	3,724	-107%	25%	\$2,025.42 balance owing sent to Friends in March
Fines	2,026	27,100	25,074	7%	25%	
Misc Fees	41	3,100	3,059	1%	25%	PRESTO Commissions, Exam Proctoring, etc
Photocopying Fees	865	8,500	7,635	10%	25%	
Program Registrations	932	4,200	3,268	22%	25%	
Book Sale	197	2,400	2,203	8%	25%	
Room Rentals	2,106	4,100	1,994	51%	25%	
Provision from Reserve	-	-	-	100%	25%	2020 Budget of zero
Total Revenues	655,673	2,663,760	2,008,088	25%	25%	
Expenses						
Salaries & Benefits	352,780	1,881,360	1,528,580	19%	25%	
Library Board	520	4,800	4,280	11%	25%	
Library Operations	58,945	336,250	277,305	18%	25%	Utilities, cleaning, courier, supplies, etc.
Training	-	18,800	18,800	0%	25%	
Collections	50,407	228,520	178,113	22%	25%	
Telecommunications	3,836	20,040	16,204	19%	25%	
Misc	80	2,100	2,020	4%	25%	
Contribution to Reserve	42,723	170,890	128,168	25%	25%	Pro-rated
Total Expenses	509,289	2,662,760	2,153,471	19%	25%	
Net	146,383	1,000	(145,383)			

**Georgina Public Library Board
Policies and Procedures Manual**

Policy Title: Board Structure Bylaws

COMPOSITION OF BOARD MEMBERS

The Georgina Public Library Board (hereafter referred to as the Board), as per Part I Sections 9 and 10 of the Public Libraries Act R.S.O. 1990, Chapter P.44 (hereinafter referred to as "the Act") will be composed of at least five members appointed by the municipal council. The maximum number of municipal council members appointed to the Board will be one less than a majority of the Board.

TERM OF OFFICE

As per Section 10(3) of the Act, a Board member will hold office for a term concurrent with the term of the appointing municipal council, or until a successor is appointed, and may be reappointed for one or more further terms.

RESIGNATION

A Board member who must resign before the end of a term of office will inform the Board Chairperson, CEO, Executive Assistant to the Director of Library Service/CEO ("Recording Secretary") and the Board in writing, specifying the effective date of resignation.

VACANCIES

Where a vacancy arises in the Board membership, and the Board requests it, the appointing municipal council will promptly appoint a person to fill the vacancy and hold office for the unexpired term except where the unexpired term is less than forty-five (45) days. Municipal council may accept the recommendation of the Board as to a suitable candidate.

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DUTIES AND RESPONSIBILITIES

DUTIES AND RESPONSIBILITIES OF THE BOARD

- 1) Strive to provide a comprehensive and efficient public library service that reflects the community's unique needs (from PL Act)
- 2) Attend and participate in all regular and special Board meetings
- 3) Employ a qualified and competent Chief Executive Officer (CEO)
- 4) Working with the Town's HR, and the CEO, review and approve as appropriate collective bargaining agreements as required
- 5) In consultation with the rest of the Board, the CEO, and the public, conduct a Strategic Plan review and formulate a new Strategic Plan every ~~five~~ (5) years
- 6) Determine and adopt written policies to govern the operation and services of the Library
- 7) Determine the Library's purposes and secure adequate funds to carry on the Library's services
- 8) Assist in the preparation of the annual budget; officially adopt budget; prepare a budget presentation to municipal council; and attend municipal council and committee meetings to present the budget as required
- 9) Regularly evaluate the Library's performance, considering budget with relation to service rendered, library use, personnel, and public relations
- 10) Explore and determine methods of increasing the Library's revenues
- 11) Know the Library's services and needs in relation to the community and be aware of standards and library trends
- 12) In alignment with the communications efforts of the Town, support and participate in a planned public relations program
- 13) Be aware of local and provincial laws affecting libraries
- 14) Ensure complete and accurate records are kept by the Library
- 15) As approved and budgeted for, attend provincial and national trustee meetings and workshops and affiliate with appropriate professional organizations
- 16) Through a Year in Review document, report annually to the municipal council and general public on the operations of the library system
- 17) Make an annual report to the Minister, and make any other reports or provide any other information required by the PL Act and Regulations, or requested by the Minister from time to time
- 18) Ensure a full [financial](#) audit, pursuant to the requirements of the Act, and in accordance with municipal policies and procedures, is conducted every year, that the results of said audit are published and presented to the Board, and upon receipt and approval of the Board, be provided to the Town and Municipal Council for inclusion in the consolidated financial reports of the Town
- ~~18~~19) [If 10% or more of actively-employed staff are to be simultaneously placed on leave or dismissed or laid off \(permanently or temporarily\), provide input and share the responsibility for making such decisions.](#)

DUTIES AND RESPONSIBILITIES OF THE BOARD CHAIRPERSON

- 1) The role of the Board Chairperson is to ensure the proper functioning of the Board and the proper conduct of Board business, in accordance with the Act and the municipality's prescribed rules of procedure and any amendments duly adopted by the Board

Georgina Public Library Board Policies and Procedures Manual

- 2) Will be elected at the first meeting of a newly appointed Board term, and will remain in that capacity until the completion of the term or upon death, infirmity, or resignation
- 3) Presides at ~~R~~regular and ~~S~~special Board meetings
- 4) Conducts Board meetings in accordance with the Act and other relevant legislation, and within the rules of procedure adopted by the Board
- 5) In the absence of specific authority, will not commit the Board to any course of action
- 6) Serves as ex-officio member of all Board committees
- 7) Acts as one of the authorized signing officers for all appropriate documents pertaining to Board business
- 8) Represents the Board, alone or with other Board members, at any public or private meetings for the purpose of conducting, promoting, or completing Board business
- 9) Determines committees' responsibilities and establishes committee membership
- 10) Ensures that vacancies on Board committees are filled expeditiously
- 11) If, for any reason, the Chairperson is temporarily unable to perform these functions, the Chairperson shall advise the Vice-Chairperson, the CEO, and the Recording Secretary

DUTIES AND RESPONSIBILITIES OF THE BOARD VICE-CHAIRPERSON

- 1) In the absence of the Chairperson, will be vested with all the powers and will perform all the duties of the Chairperson
- 2) Will be elected at the first meeting of a newly appointed Board term, and will remain in that capacity until the completion of the term or upon death, infirmity, or resignation
- 3) Will possess, and may exercise, such other powers and duties as may, from time to time, be assigned by the Board
- 4) Acts as one of the authorized signing officers for all documents pertaining to Board business

DUTIES AND RESPONSIBILITIES OF THE CHIEF EXECUTIVE OFFICER (CEO)

- 1) Has full responsibility for administering the Library within the framework of provincial laws and regulations, and the policies, budgets, and goals set by the Board
- 2) Is legally responsible to the Board
- 3) Advises and recommends to the Board plans, policies, and procedures to ensure the goals and objectives meet the needs of the community for Library facilities and services
- 4) Plans, organizes, directs, and evaluates Library programs and services and allocates resources to ensure the effective and efficient operation of the Library system
- 5) Administers Library policies, as adopted by the Board, develops procedures for implementing policies, and communicates policies and directives as required
- 6) Directs the Library's personnel function; establishes and maintains personnel practices; is responsible for hiring, training, development, performance appraisal, job evaluation, salary administration, discipline, and dismissal of staff at all levels. If 10% or more of actively-employed staff are to be simultaneously placed on leave or dismissed or laid off (permanently or temporarily), the Library Board will be given the opportunity for input and will share the responsibility for making such decisions. These activities will be conducted and align with established Town HR policies and procedures

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- 7) Ensures that the Board's practices and policies are in accordance with human rights legislation and other relevant legislation, including the Municipal Act, the Labour Relations Act, and the Employment Standards Act
- 8) In co-operation with the Town's HR , negotiates collective agreements, handles all grievances, and keeps the Board informed as to their status and disposition
- 9) Recommends compensation levels and salary administration policies to the Board; negotiates working conditions for staff in alignment with the collective bargaining agreement in force at the time, and the municipality's governing policies and procedures
- 10) May work with the Town Treasurer in the performance of the duties of Treasurer to the Board in accordance with the Act; serves as one of the authorized signing officers; directs the financial administration of the Library to ensure cost effectiveness of the Library's services and operations
- 11) Ensures that records concerning financing, personnel, inventory, and insurance are accurate and complete
- 12) Controls the operation and maintenance of the Library's buildings and capital equipment
- 13) Prepares the preliminary annual budget in conjunction with the Board, Municipal Council, and the Town's Treasury and Administration Departments based upon present and anticipated needs; participates in the budget presentation to municipal council, supplying facts and figures, analysis, and comment as required
- 14) Administers the Library's annual operating and capital budgets and ensures the Town's Treasury Department provides the Board with monthly statements and other financial reports and analyses as required
- 15) Has full oversight for selecting and ordering all books and other library materials and services, and planning and delivering all services offered by the system
- 16) Makes applications for, and administers, special grants
- 17) Works with the Executive Assistant to the Director of Library Service/CEO in the performance of the duties of Secretary to the Board in accordance with the Act; provides background information to the Board and ensures the Board is well informed; prepares and issues meeting agendas, minutes, and correspondence; prepares monthly and other reports; prepares and forwards required statistical reports to the provincial government
- 18) Reports at each Board meeting and attends at all times, except when own performance or salary is to be discussed
- 19) Develops and maintains effective working relationships with Town of Georgina administration, Ministry of Tourism, Culture and Sport, and other relevant local and provincial agencies
- 20) Establishes and maintains contact with other library systems, professional associations, and community organizations
- 21) Actively participates in professional committees and represents the Library at workshops, seminars, and conferences
- 22) Is responsible for ensuring customer service is maintained at a level that meets or exceeds the Library's customer's expectations
- 23) Is responsible for and actively participates in public relations
- 24) Is aware of local and provincial trends/issues affecting libraries
- 25) Assists the Board to understand evolving community needs and to carry out formal assessment when required

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- 26) Performs other related duties as required

BOARD COMMITTEES

- 1) The Board may appoint members to the following standing Board committees at its discretion:
 - Art
 - Friends of the Library Liaison
 - Finance
 - Fundraising
 - Policy and Personnel
- 2) The Chairperson is an ex-officio member of all committees
- 3) Committee meetings are called by the committee Chairperson or by a majority of committee members. Reasonable notice should be given to each committee member, specifying the meeting's purpose
- 4) Minutes of committee meetings will be approved at the next regular Board meeting and recommendations ratified by the Board
- 5) Committees will operate within the guidelines established and approved by the Board. The guidelines may be amended on a 2/3 majority vote by the Board
- 6) Ad hoc committees may be appointed, by motion at any Board meeting, to deal with special matters assigned by the Board. An ad hoc committee may have any number of members and the Board will name a Chairperson for each committee. Such committees report to the Board and will be dissolved immediately upon making their final report to the Board
- 7) For the purposes of continuity on the SOLS Trustee Council #5, the Board appointee will be chosen with the understanding that the appointee will serve for at least two (2) years

AGENDAS

- 1) The Chairperson and CEO will be responsible for the preparation of the agenda in conjunction with the Recording Secretary. Any Board member wishing to place an item on the agenda may do so by making a request to the CEO at least ten (10) working days prior to the next Board meeting. The Secretary will make available for members the agenda and minutes of the last meeting(s) at least seven (7) days in advance of the next meeting.
- 2) The business of the Board will be placed on the agenda, typically in the following order:
 - Call to Order
 - First Nations Acknowledgement Statement
 - Roll Call
 - Introduction of addendum items and deputations
 - Approval of the agenda
 - Announcements
 - Declarations of pecuniary interest
 - Adoption of the minutes
 - Delegations/Speakers
 - Presentations
 - ~~Consideration of Reports on the Agenda: includes consent agenda item~~Consent Agenda Items; includes, ~~policy review~~, statistics, branch/~~service~~ reports, work plan update, financial ~~report statement~~
 - Verbal Communications: includes CEO update, Board Chair update, Friends of Library ~~report update, SOLS report~~
 - Old Business
 - New Business
 - Other Business for Which No Notice Has Been Given

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Closed Session, ~~if~~ ~~r~~Required
Time and date of next meeting
Motion to adjourn

MEETINGS AND CONDUCT OF MEETINGS

INAUGURAL MEETING OF THE BOARD

The CEO shall call the first meeting of the newly-appointed Board ~~called~~ as soon as practical upon receipt of the appointments from the Town Clerk. The CEO will preside and conduct the elections for the positions of Chairperson and Vice-Chairperson, in accordance with Meeting Procedures: Parliamentary Law and Rules of Order for the 21st Century by James Lochrie (Scarecrow Press, 2003) and the Municipal Act of Ontario. Once these elections have been completed, the newly elected Chair will assume the chair.

REGULAR MEETINGS

Regular meetings will be held on the third Thursday of each month or at such other time as is decided at a previous meeting by a majority of members present. A minimum ~~of seven~~ (7) meetings per year is stipulated by the Public Libraries Act. The Secretary to the Board will publish a list of the regularly scheduled meetings for the year as soon as possible and distribute them to the members of the Board and ensure that the list is published on the Library website. The Board may alter the number of meetings, location of the meetings, and the times and the dates of meetings as it sees fit as long as the Board meets the minimum of seven (7) times during the year. Any change to meeting location, date and/or time will be posted on the Library website.

Any member unable to attend a Board meeting will inform the Chairperson, CEO, and Secretary at least three (3) hours prior to the meeting. Members of the Board who require a "leave of absence" should request the same, in writing to the Board. The Board is not obligated to acquiesce to all such requests; they will be handled as they arise with the Board making a decision that is in keeping with the best interests of the Library.

Failure to attend three (3) consecutive regular Board meetings may be followed by a request for the member's resignation, except in mitigating circumstances.

SPECIAL MEETINGS

The Chairperson or two-thirds of the Board members may call a special Board meeting. Each member must be given at least forty-eight (48) hours ~~reasonable~~ notice (except in the case of an emergency) in writing or by e-mail, specifying the purpose for which the meeting is called. No business shall be conducted at such meeting other than that specified in the notice, and which will be the sole business transacted at that meeting. The CEO and Recording Secretary will ensure notification of any special ~~meeting is~~ meeting is published on the Library's and Town's websites as appropriate, along with the agenda for the meeting.

OPEN AND ~~IN-CAMERA MEETINGS~~ CLOSED MEETINGS

Board meetings are open to the public. By a simple majority vote, the Board may hold ~~in-camera~~ Closed Session meetings, but only to discuss personnel, labour relations or other employee relations, litigation, and property matters, or any other matter for which premature disclosure may adversely affect the Board's position or that is mandated by Provincial law or regulation.

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POSTPONEMENT OR CANCELLATION OF A MEETING

If a meeting requires postponement or cancellation due to inclement weather, or another emergency situation that would prevent the Board members from attending a meeting, the Board Chair or designate, in consultation with the CEO or designate, will direct the CEO and/or Board Secretary to cancel or postpone that meeting by contacting as many Board members as they are able to reach. Notice of the cancellation will be posted on the Library website. Postponement shall not extend past the date of the next scheduled meeting unless extenuating circumstances continue, preventing the holding of the next scheduled meeting.

EMERGENCY MEETINGS VIA TELECOMMUNICATIONS

Under special and/or time sensitive circumstances, the Board Chair may call a meeting to be held via telecommunication devices that include, but are not limited to; audio, and/or video equipment. Under the same circumstances, should a Board decision be required between monthly meetings, the Board Chair may authorize a telephone or video poll of the Board in order to arrive at the decision.

ORDER OF PROCEEDINGS

- 1) The Board meeting will be called to order as soon after the hour fixed for a meeting as a quorum is present. A quorum is necessary for the transaction of Board business at a meeting. A quorum will consist of the presence of one half of the number of Board members rounded up to the next whole number
- 2) Where a quorum is not present within sixty (60) minutes after the hour fixed for a meeting, the recording secretary will record the names of the Board members present and the meeting will stand adjourned until a new meeting is called by the Chair, the next regularly scheduled meeting, or until a special meeting is called
- 3) In the absence of the Chairperson, or if his/her office is vacant, or if he/she refuses to or is unable to act, the Vice-Chairperson will preside and will have all the powers and responsibilities of the Chairperson. In the absence of both the Chairperson and the Vice-Chairperson, an acting Chairperson will be elected, for the current meeting only, by the members present at the meeting at which both the Chairperson and the Vice-Chairperson are absent. This acting Chairperson will have all the powers and duties of the Chairperson
- 4) The routine order of business for regular Board meetings will be based on the written agenda. All business will be taken up in the routine order in which it stands, unless decided by agreement of a majority of members present

CONDUCT OF PROCEEDINGS

It shall be the Chairperson's duty to:

- 1) Open Board meetings by taking the chair and calling the meeting to order
- 2) Announce the business before the Board, in accordance with the agenda
- 3) Request members to declare any conflict of interest, as defined in the Municipal Conflict of Interest Act, R.S.O. 1990, c.M.50
- 4) Put to a vote all motions which are moved and seconded in the course of proceedings and to announce the results
- 5) Decline to put to a vote motions which infringe upon the rules of procedure
- 6) Restrain the members, when engaged in debate, within the rules of debate
- 7) Exclude any person from a meeting for improper conduct
- 8) Enforce, on all occasions, the observance of order and decorum among the members

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- 9) Authenticate, by signature, when necessary, all by-laws, resolutions, correspondence, and minutes of the Board
- 10) Inform the Board, when necessary or when referred to for the purpose, on a point of order or usage
- 11) Represent and support the Board, declaring its will, and implicitly obeying its decisions in all things
- 12) Receive all messages and communications and announce them to the Board
- 13) Appoint members to committees
- 14) Ensure that the Board's decisions are in conformity with the laws and procedures governing the Board's activities

No member will:

- 1) Disturb another member or the Board itself, by any disorderly deportment
- 2) Resist the Board's rules, or disobey the decision of the Chairperson or Board on questions of order or practice or upon the interpretations of the Board's rules of order
- 3) Speak until he/she has addressed himself/ herself to the Chairperson
- 4) Return to the Board meeting after being ejected by the Chairperson for improper conduct, without making an apology and without the consent of the Board expressed by a majority vote of the members present, determined without debate

RULES OF DEBATE

In directing the course of debate, the Chairperson will:

- 1) Preserve order and decide questions of order
- 2) Designate the member who has the floor when two or more members wish to speak
- 3) State all motions presented verbally or require the recording secretary to read the motion before permitting debate on the question
- 4) Put the question to a vote when all members wishing to speak to it have spoken once or when further debate will not serve to advance the business before the Board

In addressing the Board, no member will:

- 1) Speak beside the question in debate
- 2) Reflect upon any prior determination of the Board, except to conclude such remarks with a motion to rescind such determination
- 3) Interrupt the member who has the floor, except to raise a point of order
- 4) Speak more than once to the same question except upon the consideration of a report referred by a committee to the Board for a decision or in explanation of a statement which may have been interpreted incorrectly or with permission of the Chair, after all other members so desiring have spoken
- 5) Any member may require the question or motion under discussion to be read at any time during debate, but not so as to interrupt a member who is speaking
- 6) Every member present, when a question is put, will vote thereon, unless he/she has declared a conflict of interest; a member who refuses to vote will be deemed to vote in the affirmative

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MOTIONS

- 1) A motion must be seconded before it can be debated or put to vote or be recorded in the minutes. After a motion has been properly moved and seconded, it can only be withdrawn by resolution approved by the Board. A motion properly before the Board must receive disposition before any other motion can be received, except a motion to amend, adjourn, extend hour of proceedings, or on a matter of privilege
- 2) Only one motion to amend the main motion will be allowed. A motion to adjourn is not debatable, cannot be amended, and, if resolved in the negative, cannot be made again until after some intermediate proceeding will have been completed by the Board
- 3) A motion for reconsideration of a question which has been decided upon but not acted upon may be made at any time by a member who voted on the question with the majority and, until the motion for reconsideration has received disposition, no further discussion of the question will be allowed
- 4) A motion containing different proposals may be divided, with Board agreement

VOTING ON MOTIONS

- 1) The Chairperson may vote with the other members upon all questions. The Chairperson will cast his/her vote after all members have voted
- 2) Any question on which there is an equality of votes, for and against, will be deemed to be a negative vote
- 3) Only committee members may move and second motions and vote in committee meetings. All Board members may participate in discussion of matters before a committee
- 4) A separate vote will be taken upon each proposal contained in a question divided with Board approval
- 5) Voting will normally be by a show of hands; however, upon the request of a member who was present when the question was stated, a recorded vote will be taken

CONFLICT OF INTEREST

Pursuant to Section 5 of the Municipal Conflict of Interest Act, R.S.O. 1990, c.M.50, where a member, either on his /her own behalf or while acting for, by, with, or through another, has any pecuniary interest, directly or indirectly, in any matter and is present at a Board at which the matter is the subject of consideration, he/she will:

- 1) Disclose his/her interest and the general nature thereof, prior to any consideration of the matter at the meeting.
- 2) Not take part in the discussion of, or vote on, any question in respect of the matter.
- 3) Not attempt, in any way, before, during or after the meeting, to influence voting on any such matter.

CONDUCT OF THE PUBLIC

Members of the public attending a meeting will be courteous and will not engage in any behaviour that may be considered disruptive. All cell phone and electronic devices must be set to silent.

Members of the Public will not:

- make any noise or disturbance that prevents Members from being able to participate in the meeting;

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- address the Board without permission;
- use unparliamentary or offensive language; or
- display signs or placards.

The Chair may exclude any person from the meeting for improper conduct.

FINANCIAL STATEMENTS

A copy of the monthly financial statements will be provided by the Town Treasurer.

BOARD AND STAFF INTERACTION

Board members may not discuss with Library staff, other than the CEO or Designate, any suggestions or concerns about Library personnel and/or services.

Library matters which may necessitate changes in policy must first be discussed by the Board in consultation with the CEO and are subject to Board ratification. Library matters which need procedure changes should be discussed with the CEO who will implement any necessary changes.

Implementation of policies and/or procedures is the responsibility of the CEO.

PUBLIC AND MEDIA RELATIONS

Notwithstanding any pertinent legislation, the CEO and Board Chairperson, or designates, are authorized to discuss or provide information to the public and the media under the following categories:

- 1) The provision of information to clarify or provide technical background to a Board decision
- 2) The provision of information regarding Library policies and procedures
- 3) The provision of information relative to normal operations
- 4) The provision of information regarding emergency measures or situations

Board members will not initiate discussion with the public or the media about the following:

- 1) Any matter that requires a decision of or information that should properly be brought before the Board, until such time as the Board has disposed of the matter. (A general rule of thumb is to consider confidential any matter that has not been before the Board.)
- 2) Anything that would imply concern or criticism of any decision or action of the Board or Library staff.
- 3) Any personal attack or criticism of any Board member or Library staff member.
- 4) Any information that relates to any Library member/patron.

EXPENSES

TRAVEL ALLOWANCE

Board members who are required to travel out-of-town on Library business will be paid mileage in accordance with the travel allowance policy. — Out-of-pocket expenses will be reimbursed upon submission of receipts. — Board members travelling out-of-town will report to the Board, regarding the business conducted.

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CONFERENCES, CONVENTIONS, SEMINARS

Attendance at conferences, conventions, or seminars by Board members will be pre- authorized by the Board. Mileage will be paid in accordance with the travel allowance policy.

Board members will receive all reasonable out-of-pocket expenses, including the following:

- 1) Hotel/motel accommodation - actual cost;
- 2) Parking - actual cost;
- ~~3)~~ 3) Registration - actual cost; and,
- ~~3)4)~~ 4) Meals - actual cost.

NOTE: Alcohol is not eligible for reimbursement

When a Board member is authorized to attend a conference, convention, or seminar, the CEO will have the authority to make advance payment to meet estimated expenses.

POLICY HISTORY:	
Initial Draft	October 1, 2010
Draft Presentation Review	
Board Presentation:	October 21, 2010
Board Revision:	June 19, 2014; Dec 18, 2014; February 2016; Nov 2016; Aug 15, 2019; Feb 20, 2020, <u>April 23, 2020</u>