

Georgina Public Library
Library Board Meeting
Agenda
March 18, 2021 @ 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 on Kristen Lemay, new *Manager, Library Community Engagement*
7. Declarations of Pecuniary Interest
8. Adoption of the Past Minutes – February 18, 2021 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 – 2020 Year End updated, February 2021

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. Policy Review: Privacy of Membership Information

14. New Business

- a. Board Evaluation
- b. Strategic Plan (2017-2021) – Update from Committee
- c. Budget sub-committee
- d. MURC presentation to Council

15. Other Business For Which No Notice Has Been Given

16. Closed Session - None

17. Next Meeting Date /Time

April 15, 2021 @ 7:00pm - virtual

18. Adjournment

Georgina Public Library Board
Regular Board Meeting Minutes
February 18, 2021 @ 7:00 p.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
Adrienne McDowell
Shari Hawkins
Naomi Davison

The Following Board member was absent:

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

5. Approval of the Agenda

Moved by Leslie Johnstone, Seconded by Nancy Rodrigues

RESOLUTION NO. GLB-2021-010

That the Georgina Public Library Board meeting Agenda of February 18, 2021 be approved as presented.

Carried.

6. Announcements - None

7. Declarations of Pecuniary Interest - None

8. Adoption of the Past Minutes—January 21, 2021 Board meeting minutes

Moved by Rita Beechey, Seconded by Bobbi Sabatini

RESOLUTION NO. GLB-2021-011

That the Minutes of the January 21, 2021 Board meeting be adopted as amended.

Carried.

9. Delegations/Speakers - None

10. Presentations - None

11. Consent Agenda

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

Moved by Shari Hawkins, Seconded by Naomi Davison

RESOLUTION NO. GLB-2021-012

That Item 11 - Consent Agenda be received as presented.

Carried.

12. Verbal Communications

a. CEO Update (V. Stevens)

COMMUNITY CONNECTIONS

- Teacher response following a Kindergarten virtual class visit from Jo Scott:
Hi Jo,
THAT WAS AMAZING! Aaaaaah! What a fun presentation! If that doesn't get them wanting to get in touch with their libraries, I don't know what will! Thank you so much, Jo. It was fun and informative. I just love the book choices too! Thanks to both you and Tyler for a great afternoon. I know the kids will be talking all about it tomorrow. :) Julie (kindergarten class teacher)
- Book Club member comment after having Lindsay Damecour teach her how to use the catalogue from home on her own:
You are sooooooooooooooooooooooooooooo great. Our library has really outdone itself in supporting the community during Covid. Your efforts are greatly appreciated. Congrats to all for your excellent work!
Followed by:
"This is such fun! Thank you! You are the best!!!! 😊"

SPACES

- Currently targeting the end of March for presentation to Council/briefing note to Council on the MURC; plan is to have costing estimates in place to present to Council

PEOPLE AND LEADERSHIP

- Eight staff members and two Board members attended sessions at the virtual 2021 OLA SuperConference
- The Circulation Coordinator position remains vacant; initial screening interviews by phone have been conducted; lengthier video interviews scheduled in coming weeks

PROGRAMS

- With March Break moved to April Break, the series of gardening programs for kids has been shifted; the visit to the Maple Sugaring farm will go ahead as planned
- There will be two spring mini-sessions due to the adjustment in timing for Spring break

COLLECTIONS

Nothing to report

TECHNOLOGY

- Hotspots should be ready to launch within the next couple of weeks

MISCELLANEOUS

- Awaiting the Provincial announcement tomorrow regarding any movement on Stay at Home orders for York Region, or if we will be moving back to the colour grid. Regardless, the plan is to remain status quo and watch numbers for the next couple of weeks as schools and more retail open up. This has been approved by EOC.

Submitted by: Valerie Stevens
Library Director/CEO

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

- The Board chair has been meeting with the CEO weekly
- The Board Chair has been reviewing information on strategic planning in preparation for the Boards upcoming Strategic Plan update

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

- The Friends held a meeting last week, with another planned soon
- The Friends approved the purchase of a headset for the Library
- The Friends are focusing on exploring different virtual event ideas - researching virtual games & events to send out to the public
- The Friends are considering the idea of holding a virtual Tea Party

Moved by Leslie Johnstone, Seconded by Adrienne McDowell

RESOLUTION NO. GLB-2021-013

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

Carried.

13. Old Business - None

14. New Business

- a. Policy Review: Public Access to Computers and Internet

Moved by Naomi Davison, Seconded by Bobbi Sabatini

RESOLUTION NO. GLB-2021-014

That the Public Access to Computers and Internet Policy be accepted as amended.

Carried.

b. Policy Review: Privacy of Membership Information

Moved by Leslie Johnstone, Seconded by Adrienne McDowell

RESOLUTION NO. GLB-2021-015

That the review of the Privacy of Membership Information Policy be deferred to the next meeting.

Carried.

c. Strategic Plan (2017-2021)

Moved by Naomi Davison, Seconded by Shari Hawkins

RESOLUTION NO. GLB-2021-016

That a Strategic Planning Committee be formed and consist of:

Nancy Rodrigues

Adrienne McDowell

Rita Beechey

Mary Catherine Macaluso

Carried.

d. Work Plan Update discussion

The CEO and the Board members discussed the 2021 Work Plan Update, what they would like to see reflected on the document for this year.

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

16. Closed Session - *None*

17. Next Meeting Date /Time

March 18, 2021 @ 7:00 p.m.

18. Adjournment

Moved by Bobbi Sabatini, Seconded by Naomi Davison

RESOLUTION NO. GLB-2020-017

That the Georgina Public Library Board meeting of February 18, 2021 adjourn at 8:35pm

Carried.

JOINT BRANCH REPORT - FEBRUARY 2021

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

COMMUNITY CONNECTIONS

- We have relaunched the curbside flyer to keep in touch with our patrons. The new version of the flyer includes a Community Corner section, which will feature a different community resource every month. The February flyer featured Routes.
- The library management team met with representatives from the Town to discuss the impact of the Ice Palace vaccination clinic on library service.

SPACES

- Nothing to report

PEOPLE AND LEADERSHIP

- An All-Staff meeting was held on February 1st.
- The following staff attended OLA: Ruth Berry, Sherrey Helleman, Wendy Cuthbert, Tracy Emery, Trish Delong, Lynn McKinley, Karen Brohm.
- Cathy Giambattista was successful moving into a permanent role at the Pepperlaw library as a clerk. She joined the Pepperlaw team on February 6.
- Ryan Moniz, in consultation with Amy Knifton and Nikki Sutherland, conducted probationary performance reviews for all casual library clerks.

COLLECTION AND PROGRAMS

- A new webpage has been created to promote the collection - named Collections Corner. Black History was the featured collection for February. The webpage also includes current circulation trends, and a coming soon section for items on their way soon.
- A refresh of early readers (JE's) and picture books has been ordered. Classic titles were purchased to replace the well-loved copies.
- The migration from RBDigital to Overdrive is now complete. We have transferred our portion of the shared RBDigital collection (9 eAudiobooks and 23 eBooks) to OverDrive. Hoopla is now our only provider for online comics and PressReader is now our only provider for online magazines.

Dates	Program Name	Platform/format	Total views/ participants
Various dates	One-on-one technology help (Ruth)	Email, chat, phone	52
February 5, 12, 19, 26	Fun Photo Fridays	Facebook	138
February 2	Pefferlaw Book Club	Zoom	8
February 2	Sutton Book Club	Zoom	11
February 12	Love in the Time of Corona	Pre-recorded video	22
February 24	In Honour of Black History Month	Pre-recorded video	15
Previous uploads	All recorded videos, re-watched in February		208
		TOTAL	454

TECHNOLOGY

- The hotspot loaning project is underway. The units have been received and the eServices team has been working on the circulation procedure, patron user guide, and borrowing agreement.
- The 2020 selfcheck upgrade project is finally complete. The widescreen monitors and 2D scanners have been installed on the Sutton and Keswick selfchecks. The new receipt printers and Windows 10 computers were installed in March 2020. We also now have access to Bibliotheca's QuickConnect software. The 2D scanners are able to scan library cards from our mobile app and the widescreen monitors will offer the space to leverage the promotion feature in the QuickConnect software. This promotion feature will allow us to promote programs, events, and new collections.

2021 Work Plan – March Update

Board Governance Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Development Succession Planning	Board Chair	Q1-2021	Q2-2021		Deferred from 2019
Emergency Preparedness	Val Stevens/ Board Chair	Q4-2020	Q2-2021		Draft operational continuity plan prepared by Board sub-committee, adopted December 2020
Library Advocacy	Board	Q1	n/a	On going	In support of the MURC Discovery Branch.
2019 Annual Report	Val Stevens	Q3-2020	Q1-2021	In Progress	Flyers have been ordered, set to arrive this week.
2020 Annual Report	Val Stevens	Q2	Q3		
Sutton Multi-Use Transfer and Operating Agreement	Val Stevens	Q1-2019	2021?	In Progress	Development of a legal agreement for the Sutton Multi-Use Building between the School Boards, Town and Library. Currently with School lawyers. Likely on hold due to pandemic.
Library & School Boards Agreement on Sutton Branch	Val Stevens	Q1-2019	2021?	In Progress	Transfer and Operating Agreement take precedent. Currently with Library/Town lawyer. Likely on hold due to pandemic.
MoU between Library Board & Town	Val Stevens	Q4-2020	Q4-2021		Memorandum of Understanding between Library Board and Town. Should have initial draft for review by end of Q2-2021.
Board Evaluation	Board Chair				

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
Mobile Hotspots	Nikki Sutherland	Q1	Q1	Complete	Delivered February 2021
Security Camera Installation	Town Facilities/ Ryan Moniz	TBD	Q4		Facilities dept. is very busy right now; planning has not yet begun

Teen area-Keswick branch	Kristen Lemay	Q2-2021	Q4-2021	Deferred from 2020	Delayed due to pandemic
Pefferlaw children's area furniture	Kristen Lemay	Q4-2020	Q2-2021	Deferred from 2020	Delayed due to pandemic
iPad for Programming	Nikki Sutherland	Q4-2020	Q1-2021	Completed	
Update self-check units	Nikki Sutherland	Q1-2020	Q1-2021	Completed	Installation of Monitors and Scanners completed March 2021.
Cell phones for managers	Val Stevens	Q1-2020	Q2-2021	In Progress	Three of the four managers have cell phones; final phone has been ordered.

Staffing Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Summer Reading Club Assistant-grants	Kristen Lemay	Q1	Q3	In progress	Applications for three grants submitted in January 2021 (prepared by S Hamlyn)
Adult Programming support	Kristen Lemay	Q1	Q2-2021		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
Circulating Mobile Hotspots	Nikki Sutherland	Q1	Q1	In progress	eServices staff are preparing for use

Georgina Public Library

Financial Statement - December 31 2020

Date: March 2, 2021

	2020 Actuals	2020 Approved Budget	Variance	Percentage To Date	Target to Date	Notes
Revenue						
Town Grant	2,482,220.00	2,482,220	-	100%	100%	Pro-rated
Provincial Grants	62,600	62,600	-	100%	100%	Pro-rated
Misc Grants	1,139	9,240	8,101	12%	100%	\$4,130 Canada Summer Jobs grant deposited
School Board Revenue	58,500	58,500	-	100%	100%	Pro-rated
Donations	2,586	1,800	(786)	144%	100%	
Fines	5,444	27,100	21,656	20%	100%	
Misc Fees	411	3,100	2,689	13%	100%	PRESTO Commissions, Exam Proctoring, etc
Photocopying Fees	2,437	8,500	6,063	29%	100%	
Program Registrations	956	4,200	3,244	23%	100%	
Book Sale	343	2,400	2,057	14%	100%	
Room Rentals	846	4,100	3,254	21%	100%	
Provision from Reserve	-	-	-	100%	100%	2020 Budget of zero
Total Revenues	2,617,484	2,663,760	46,276	98%	100%	
Expenses						
Salaries & Benefits	1,463,655	1,881,360	417,705	78%	100%	
Library Board	3,480	4,800	1,320	73%	100%	
Library Operations	197,931	336,250	138,319	59%	100%	Utilities, cleaning, courier, supplies, etc.
Training	6,589	18,800	12,211	35%	100%	
Collections	181,795	228,520	46,725	80%	100%	
Telecommunications	17,434	20,040	2,606	87%	100%	
Covid-19 Expenses	16,492	-	(16,492)	N/A	N/A	No allotted budget
Misc	3,173	3,100	(73)	102%	100%	
Contribution to Reserve	170,890	170,890	-	100%	100%	Pro-rated
Total Expenses	2,061,439	2,663,760	602,321	77%	100%	
Net	556,045	-	(556,045)			

Georgina Public Library

Financial Statement - February 2021

Date: March 2, 2021

	2021 Actuals	2021 Approved Budget	Variance	Percentage To Date	Target to Date	Notes
Revenue						
Town Grant	421,673.33	2,530,040	2,108,367	17%	17%	Pro-rated
Provincial Grants	10,433	62,600	52,167	17%	17%	Pro-rated
Misc Grants	-	9,240	9,240	0%	17%	
School Board Revenue	9,750	58,500	48,750	17%	17%	Pro-rated
Donations	87	1,800	1,713	5%	17%	
Fines	30	27,100	27,070	0%	17%	
Misc Fees	-	3,100	3,100	0%	17%	PRESTO Commissions, Exam Proctoring, etc
Photocopying Fees	-	8,500	8,500	0%	17%	
Program Registrations	-	4,200	4,200	0%	17%	
Book Sale	7	2,400	2,393	0%	17%	
Room Rentals	-	4,100	4,100	0%	17%	
Provision from Reserve	-	-	-	100%	17%	Budget of zero
Total Revenues	441,981	2,711,580	2,269,599	16%	17%	
Expenses						
Salaries & Benefits	210,664	1,895,850	1,685,186	11%	17%	
Library Board	680	4,800	4,120	14%	17%	
Library Operations	24,525	359,380	334,855	7%	17%	Utilities, cleaning, courier, supplies, etc.
Training	-	18,800	18,800	0%	17%	
Collections	16,061	228,520	212,459	7%	17%	
Telecommunications	2,173	30,040	27,867	7%	17%	
Covid-19 Expenses	(1,687)	-	1,687	N/A	N/A	No allotted budget
Misc	282	3,300	3,018	9%	17%	
Contribution to Reserve	28,482	170,890	142,408	17%	17%	Pro-rated
Total Expenses	281,179	2,711,580	2,430,401	10%	17%	
Net	160,802	-	(160,802)			

Georgina Public Library Board Policy Manual

Policy Title: Privacy of Membership Information

Intent

Georgina Public ~~Libraries~~ Library ~~is~~are committed to protecting the privacy of our members and all patrons who visit the Library or our website. We are governed by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Canada's Anti-Spam Legislation (CASL), and the Ontario Public Libraries Act R.S.O. 1990. Information is collected under the authority of the Ontario Public Libraries Act R.S.O. 1990 for the administration of library operations.

Regulations

1. Personal information such as name, phone number, e-mail address, or mailing address is not automatically collected. All personal information is obtained directly and voluntarily from members/users of our system through registering as a Library member or accessing our services via e-mail or our web-site. Reasonable care is used in the disposal of paperwork which records patron identification.
2. Personal information collected for Library membership is used to record who has borrowed Library materials, to contact members regarding overdue, lost, or damaged items and related for ~~overdue items and fines, to retrieve overdue materials/fines,~~ and to inform members about materials ~~placed on hold for them or requested for them via the inter-library loan system~~ they have requested. Patrons may choose to include their email addresses on Library program information email lists. Email communication is governed by CASL – refer to CASL Policy.
3. Patron ~~names and addresses~~ contact information, along with numbers and costs of long overdue or lost materials may be shared with a third party collection agency for the sole purpose of retrieval of Library property.
4. Age and, ~~school and postal code~~ information may be collected by the Library or authorized agent, ~~for~~ for statistical and planning purposes only.
5. Personal information is not sold or shared with any other organization.
6. Access to the Library web-site may lead the user to third party sites over which the Library has no control. The Library assumes no responsibility for third party use of personal information acquired by accessing their site.

Georgina Public Library Board Policy Manual

7. Patrons have the right to access their personal information, or that of their child/ward under the age of 16, on record with Georgina Public Library, at any time. It is also available through our website at www.georginalibrary.ca , by accessing the public catalogue and logging in with a Library ID number and PIN (personal identification number). Staff can also access this information on behalf of a patron. No other person is entitled to information contained in the Library database, unless through authorized family record linking, or with the verbal or written permission of the patron 16 years of age or older.
8. In order to protect the confidentiality and accuracy of a patron's personal data, the Library card must be presented each time items are borrowed from the Library. Library cards are non-transferable.
9. Law enforcement authorities must provide a warrant to access patron information or electronic activity, and will be referred to the Town of Georgina and Library Board authorities to determine action to be taken. All efforts will be made to cooperate with law enforcement processes within the boundaries of privacy legislation.
10. The Library uses software that receives and records the Internet Protocol address of the computer that has contacted our web-site, and/or accessed our online databases. No attempt is made to link this information with personal identities of individuals. Visitor information (virtual and in-person) and material use is recorded for statistical purposes only and/or to comply with reporting requirements under the guidelines of the [Provincial Ministry responsible for Public Libraries, currently the Ontario Ministry of Tourism, Culture and Sport. Heritage, Sport, Tourism and Culture Industries.](#)
11. ~~In addition, the~~The Library uses software to record internet sites visited for statistical purposes and IT support software for remote access for diagnostic and troubleshooting purposes. No attempt is made to link any information accessed to personal identities of individuals.
12. Retention schedule: Two years for paper files of resolved issues, and minimum of two years for inactive database records
13. [Members of the p](#)Public will be notified of the Privacy of Membership Information Policy by public postings at the circulation desks, and a notice on the Library website www.georginalibrary.ca -.

Georgina Public Library Board Policy Manual

Questions or concerns about the privacy of information should be directed to the Director [of Library Services](#)/CEO of [the Georgina Public Library](#) [by telephone](#) at 905 476-~~57627233~~ ~~ext 4522~~, or [in person at](#) 90 Wexford Drive, Keswick ON L4P 3P7.

- **Attachments:**
Georgina Public Library Privacy Statement

POLICY HISTORY:	
Initial Draft	November 22, 2006
Draft Presentation Review	June 28, 2007
Board Presentation:	August 2007
Board Adoption:	August 2007
Board Review	April 15, 2010 Dec 17, 2015 March 18, 2021

Georgina Public Library

Privacy Statement

Georgina Public Library is committed to protecting the privacy of our members and all patrons who visit our Library or web-site. We are governed by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Canada's Anti-Spam Legislation (CASL), and the Ontario Public Libraries Act (the Act). Information is collected under the authority of the ~~Public Libraries~~ Act for the administration of Library operations.

- We do not automatically gather any personal information from members, ~~such as name, phone number, e-mail or address~~. This Personal information is only obtained if members supply it voluntarily, usually through registering as a library member or contacting us via e-mail or our web-site.
- Personal information collected for library membership is used to record who has borrowed library materials, to contact members regarding overdue, lost, or damaged ~~for overdue~~ items and related fines, and to inform members about items ~~that have been put on hold for them~~ they have requested.
- Members have a right to request access to ~~this~~ their personal information, ~~and it~~ which is also available for review in their patron account via ~~on~~ our web-site. ~~For protection, p~~Personal Identification ~~N~~umbers (PINs) and staff login procedures ensure security of member information.
- Our full Privacy of Membership Information Policy is available at www.georginalibrary.ca
- Further questions may be directed to the Director of Library Services/CEO ~~of the Library~~ at 905 476-7233 ext. 45225762.



Georgina Public Library Board Self-Evaluation

Name _____
(optional)

For period from 2017 to 2018

Board Self Evaluation Instructions

All board members should answer each question as honestly as possible.

Sections A, B, and C will be compiled and discussed by the whole board.
The Library CEO/Director should also complete these sections.

Section D is for your own personal evaluation and is not shared or
discussed with the board.

Section E provides valuable feedback to the Chairperson.

Select the response that best reflects your opinion. The rating scale is as
follows:

- 1 - Strongly Disagree
- 2 –Disagree Somewhat
- 3 – Neutral or N/A
- 4 –Agree Somewhat
- 5 - Strongly Agree

Section A: How Well Has the Board Done Its Job?

Statement	Rating				
	1	2	3	4	5
1. The Georgina Public Library operates with a strategic plan or a set of measurable goals and priorities.					
2. The board's regular meeting agenda items reflect our strategic plan or priorities.					
3. The board has created or reviewed, in this period, some key governance policies.					
4. The board gives direction to the Library CEO/Director on how to achieve the goals by setting, referring to, or revising policies.					
5. The board has identified and reviewed the Library's relationship with each of its key stakeholders.					
6. The board has ensured that the library's accomplishments and challenges have been communicated to key stakeholders.					
7. The board has understood and respected our role in governance and not operations.					

Section B: How Well Has the Board Conducted Itself?

Statement	Rating				
	1	2	3	4	5
1. As board members we are aware of what is expected of us.					
2. The agenda of board meetings are well planned so that we are able to get through all necessary board business.					
3. It seems like most board members come to meetings prepared.					
4. We receive written reports to the board in advance of our meetings.					
5. We all support the decisions we make.					
6. The board assesses its composition and strengths in advance of recruiting new board members.					
7. Our board meetings are always interesting and frequently fun.					

Section C: Board's Relationship with Executive Director

Statement	Rating				
	1	2	3	4	5
1. There is good two-way communication between the board and the executive director.					
2. The board trusts the judgment of the executive director.					
3. The board has discussed and communicated the kinds of information and level of detail it requires from the executive director.					
4. The board has developed formal criteria and a process. for evaluating the executive director.					
5. The board, or a committee of the board, has formally evaluated the executive director within the past 12 months.					
6. The board evaluates the executive director primarily on the accomplishment of the organization's strategic goals and priorities and adherence to policy.					
7. The board provides feedback and shows its appreciation to the executive director on a regular basis.					

Section D: My Performance as an Individual Board Member
(Not shared)

Statement	Rating				
	1	2	3	4	5
1. I am aware of what is expected of me as a board member.					
2. I have a good record of meeting attendance.					
3. I read the minutes, reports and other materials in advance of our board meetings.					
4. I am familiar with what is in the organization's by-laws and governing policies.					
5. I am encouraged by other board members to express my opinions at board meetings.					
6. I am a good listener at board meetings and rarely engage in side conversations.					
7. I follow through on things I have said I would do.					
8. I maintain the confidentiality of all board decisions.					
9. I support board decisions once they are made even if I do not agree with them.					
10. I promote the work of our organization in the community whenever I had a chance to do so.					

Section E: Feedback to the Chair of the Board (*Optional*)

Statement	Rating				
	1	2	3	4	5
1. The chair is well prepared for board meetings.					
2. The chair helps the board stick to the agenda.					
3. The chair tries hard to ensure that every board member has an opportunity to be heard.					
4. The chair has demonstrates versatility in facilitating board discussions.					
5. The chair knows how to be direct with an individual board member when their behaviour needs to change.					
6. The chair helps the board work well together.					
7. The chair demonstrates good listening skills.					
8. The board supports the chair.					