

Georgina Public Library
Library Board Meeting
Agenda
June 17, 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
7. Declarations of Pecuniary Interest
8. Adoption of the Past Minutes – May 20, 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 – May 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. Board Self-Evaluation survey (B. Sabatini)
- b. Policy Review: Adopt Town's Health & Safety Policy

Recommendation

- 1. That the Georgina Public Library Board adopt the Town of Georgina's Health and Safety Policy as presented

14. New Business

- a. 2022 Budget discussion

15. Other Business For Which No Notice Has Been Given

16. Closed Session - None

17. Next Meeting Date /Time

July 15, 2021 @ 7:00pm - Zoom

18. Adjournment

Georgina Public Library Board
Regular Board Meeting Minutes
May 20, 2021 @ 7:00 p.m.
Video Conference

1. Call to Order

The meeting was called to order by the Board Chair at 7:00 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
Rita Beechey
Adrienne McDowell
Naomi Davison
Shari Hawkins
Councillor Dave Neeson
Nancy Rodrigues
Leslie Johnstone

The following staff members were in attendance:

Valerie Stevens, *Director of Library Services/CEO*
Serena Hamlyn, *Executive Assistant (Recording Secretary)*
Amy Knifton, *Manager, Library Collections*

4. Introduction of Addendum Items

5. Approval of the Agenda

Moved by Leslie Johnstone, Seconded by Naomi Davison

RESOLUTION NO. GLB-2021-036

That the Georgina Public Library Board meeting Agenda of May 20, 2021 be approved as presented.

Carried.

6. **Announcements** - *None*
7. **Declarations of Pecuniary Interest** - *None*
8. **Adoption of the Past Minutes**— April 15, 2021 Board meeting minutes

Moved by Bobbi Sabatini, Seconded by Adrienne McDowell

RESOLUTION NO. GLB-2021-037

That the Minutes of the April 15, 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 – April 2021

Moved by Rita Beechey, Seconded by Dave Neeson

RESOLUTION NO. GLB-2021-038

That Item 11 - Consent Agenda be received as presented.

Carried.

12. **Verbal Communications**

a. CEO Update (V. Stevens)

COMMUNITY CONNECTIONS

- Kristen Lemay and Amy Knifton met with the Georgina Equity and Diversity Advisory Committee to promote library programs and collections.
- Kristen met with Karen Foster, Librarian at the Chippewas of Georgina Island First Nation Public Library, to re-establish the relationship between the two systems.

SPACES

- Upcoming presentation to MURC Steering Committee, followed by presentation to Council-dates still to be finalized
- Managers continue to review possibilities for a curbside pickup location in Sutton for the summer while the Sutton Multi-Use facility is undergoing roof replacement

PEOPLE & LEADERSHIP

- Grace Croome, one of our Library Students, was the successful applicant for the temporary position of Summer Reading Club Assistant; Grace started in this position on Monday, May 17, 2021
- CUPE 905.13 has elected a new Executive, with Sherrey Helleman as Unit Chair and Jennifer Day as Unit Vice-Chair

COLLECTIONS & PROGRAMS

- Georgina Public Library entered into a partnership with libraries in York Region and Durham Region to offer a line-up of virtual author visits for youth during July and August. Kristen will be meeting with the working group biweekly throughout May and June.
- We continue to experience delays in on-order items; we have been told that paper shortages are part of the problem, with publishers printing smaller print-runs as a result of the shortages.

TECHNOLOGY

- Hotspots launched to the public on April 28, 2021. Feedback thus far has been positive.

MISCELLANEOUS

- Valerie Stevens met with senior Town staff on May 6 to further discuss the Memorandum of Understanding (MoU) between the Board and the Town. As described last month, the process is ongoing. We are hoping to complete the entire process before end of 2021, circumstances willing.
- The province released their "Three Step Roadmap to Safely Reopen the Province" this afternoon; libraries are mentioned in Step Three, which would be August at the earliest; though it's possible some additional options would be permitted in Step Two. Valerie will update the Board after reviewing the new regulations.

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

- The Board chair has been meeting with the CEO weekly
- The Board Chair has been working with the CEO and N. Rodrigues on the Library portion of the presentation to Town Council regarding the MURC

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

- The Friends' held a meeting in April to primarily discuss Visiting Library Service (VLS) - they have been getting more calls for the service, however, are still trying to limit the number of volunteers that are going out for deliveries. Right now, there are strictly current and previous staff members, along with the Chair of the Friends, taking care of deliveries
- The Friends are planning to open the service to more people once they can bring on more volunteers
- The Friends are currently working on a new initiative (name TBD) where members of the community can nominate a friend to receive a book from The Friends. Details are still being worked out, and they are hoping to get this up and running in June
- The Friends' next meeting is scheduled for May 31st

Moved by Nancy Rodrigues, Seconded by Dave Neeson

RESOLUTION NO. GLB-2021-039

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

Carried.

13. Old Business

a. Board Self-Evaluation survey (B. Sabatini)

Moved by Nancy Rodrigues, Seconded by Adrienne McDowell

RESOLUTION NO. GLB-2021-040

That the Georgina Public Library Board accept the Board Self-Evaluation as presented

Carried.

b. Patron Borrow History

The CEO and Board members returned to the topic of allowing patron borrow history to be enabled, should patrons choose that option

Moved by Rita Beechey, Seconded by Leslie Johnstone

RESOLUTION NO. GLB-2021-041

That Georgina Public Library enable the option to turn on Patron Borrow History

Carried.

c. Seuss Discussion

The Board members revisited the discussion regarding the Dr. Seuss Foundation's decision to stop publication on the following six titles due to people being portrayed a "hurtful and wrong"

- And to Think that I saw it on Mulberry Street
- If I Ran the Zoo
- McElligot's Pool
- On Beyond Zebra!
- Scrambled Eggs Super!
- The Cat's Quizzer

Moved by Dave Neeson, Seconded by Shari Hawkins

RESOLUTION NO. GLB-2021-042

That Georgina Public Library remove the Dr. Seuss books listed above that are included in the Library's collection from their shelves until direction is given by the Library Board

Carried.

14. New Business

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

Moved by Dave Neeson, Seconded by Rita Beechey

RESOLUTION NO. GLB-2021-043

That The Georgina Public Library Board adopt in principle the Town of Georgina's Violence/Harassment/Respectful Workplace Policies/Statements as presented subject to the CEO consulting with the Human Resources Department at the Town of Georgina to ensure for Employment Standards Act and Collective Agreement compliance with respect to the medical information as identified on page 6 of the policy

Carried.

- b. OLS Board Assembly Update (N. Rodrigues)
 - The first board assembly met on May the 4th
 - Elections were held for member representatives. Their role will be to represent and report back to each population group

Moved by Naomi Davison, Seconded by Bobbi Sabatini

RESOLUTION NO. GLB-2021-044

That The Georgina Public Library Board accept the OLS Board Assembly verbal report as presented

Carried.

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

16. Closed Session - *None*

17. Next Meeting Date /Time

June 17, 2021 @ 7:00 p.m.

18. Adjournment

Moved by Naomi Davison, Seconded by Nancy Rodrigues

RESOLUTION NO. GLB-2020-045

That the Georgina Public Library Board meeting of May 20, 2021 adjourn at 8:29pm

Carried.

JOINT BRANCH REPORT - MAY 2021

Submitted by: Amy Knifton – Manager, Library Collections
Kristen Lemay - Manager, Library Community Engagement
Ryan Moniz – Manager, Library Customer Experience
Nikki Sutherland – Manager, Library eServices

COMMUNITY CONNECTIONS

- We have continued with the monthly curbside flyer, featuring The Georgina Pop-Up Breakfast Club in the Community Corner for the month of May.
- Kathy Foch of Foch Family Real Estate provided funds to pay for Summer Reading Club prizes.

SPACES

- The Sutton branch has experienced continual difficulties with the heating and cooling system in the branch. Temperatures and relative humidity have been recorded by staff, and the management team is working jointly with the facilities departments to try to resolve the issues.
- The York Region School Board has provided a tentative start date of July 2nd, 2021 for the roof replacement which will impact service at the Peter Gzowski (Sutton) Library branch. Ryan is exploring the option of securing a space at either the Sutton Senior Centre or The Link as a potential site for continuing curbside service.

PEOPLE AND LEADERSHIP

- Grace Croome started her temporary position as Summer Reading Club Assistant on May 17.
- Ryan and Kristen held interviews for casual clerk positions. Ryan will begin planning the onboarding process for the successful applicants to ensure they are up to speed on library policies and procedures specifically related to COVID safety measures.
- Amy held a quarterly cataloguing meeting with the library assistant group to discuss and move forward various projects.
- On May 31, a general staff meeting was held virtually over Zoom. Kristen provided updates on Summer Reading Club challenges for patrons of all ages.
- On May 13, Ryan held an all staff meeting for Keswick staff.

COLLECTION AND PROGRAMS

- Collections: our vendor continues to report printing shortages. We are currently receiving about 1/3 of our normal shipments of new items. Amy has confirmed that many older editions are not being reprinted, and purchasing replacement copies for older titles is not possible at this time.
- The Collections Corner web page featured Asian Heritage titles for the month of May, including a featured list of the multilingual collection at Keswick.
- Grab and Go Bags continue to be popular with 70 bags filled in May, and many repeat patrons and compliments to staff.

Dates	Program Name	Platform/format	Total views/ participants
Various dates	One-on-one technology help (eServices)	Email, chat, phone	27
May 11, 25	Trivia Tuesdays	Kahoot	9
May 4	Pefferlaw Book Club	Zoom	7
May 4	Sutton Book Club	Zoom	10
May 15	Totally Judged by the Book	Pre-recorded video	21
May 27	Celebrating Asian Heritage	Pre-recorded video	8
Previous uploads	All recorded videos, re-watched in May		128
		TOTAL	210

TECHNOLOGY

- The hotspots continue to be popular. All units were checked out within a week of launch and there are 34 patrons currently waiting on the holds list.

2021 Work Plan – May 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. Presentation dates to Steer Comm & Council are TBD once again.
2019 Annual Report	Val Stevens	Q3-2020	Q1-2021	Complete	Delivered March 2021
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	In Progress	Memorandum of Understanding between Library Board and Town. Met early May 2021 with ToG, continued work on draft.
Board Evaluation	Board Chair	Q2	Q3	In Progress	

Capital Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
MURC Branch	Val Stevens	Q1	2021	In Progress	Tender closes mid-April; contract to be awarded at Town Council meeting, date TBD
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	Complete	
Update self-check units	Nikki Sutherland	Q1-2020	Q1-2021	Complete	Installation of Monitors and Scanners completed March 2021.
Cell phones for managers	Val Stevens	Q1-2020	Q2-2021	Complete	Final phone arrived March 2021

Staffing Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Summer Reading Club Assistant-grants	Kristen Lemay	Q1	Q3	In progress	Successful for Canada Summer Jobs grant; will pay the bulk of wage for FT contract SRCA position (16 weeks)-we will top up from budgeted amount
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	Complete	Launched April 28, 2021

Georgina Public Library

Financial Statement - May 2021

Date: June 7, 2021

	2021 Actuals	2021 Approved Budget	Variance	Percentage To Date	Target to Date	Notes
Revenue						
Town Grant	1,054,183.33	2,530,040	1,475,857	42%	42%	Pro-rated
Provincial Grants	26,083	62,600	36,517	42%	42%	Pro-rated
Misc Grants	-	9,240	9,240	0%	42%	
School Board Revenue	24,375	58,500	34,125	42%	42%	Pro-rated
Donations	645	1,800	1,155	36%	42%	
Fines	150	27,100	26,950	1%	42%	
Misc Fees	4	3,100	3,096	0%	42%	PRESTO Commissions, Exam Proctoring, etc
Photocopying Fees	-	8,500	8,500	0%	42%	
Program Registrations	-	4,200	4,200	0%	42%	
Book Sale	7	2,400	2,393	0%	42%	
Room Rentals	-	4,100	4,100	0%	42%	
Provision from Reserve	-	-	-	100%	42%	
Total Revenues	1,105,448	2,711,580	1,606,132	41%	42%	
Expenses						
Salaries & Benefits	633,549	1,895,850	1,262,301	33%	42%	
Library Board	1,640	4,800	3,160	34%	42%	
Library Operations	112,818	359,380	246,562	31%	42%	Utilities, cleaning, courier, supplies, etc.
Training	4,994	18,800	13,806	27%	42%	
Collections	102,966	228,520	125,554	45%	42%	
Telecommunications	7,457	30,040	22,583	25%	42%	
Covid-19 Expenses	4,609	-	(4,609)	N/A	N/A	No allotted budget
Misc	880	3,300	2,420	27%	42%	
Contribution to Reserve	71,204	170,890	99,686	42%	42%	Pro-rated
Total Expenses	940,118	2,711,580	1,771,462	35%	42%	
Net	165,330	-	(165,330)			

Georgina Public Library Board Policy Manual

Policy Title: Health and Safety Policy

Intent

Georgina Public Library acknowledges its responsibility to provide and maintain a safe and healthy work environment for our staff. In compliance with federal and provincial legislation, the Georgina Public Library Board adopts the Town of Georgina's Health and Safety Policy and its accompanying policies and statement, as amended from time to time.

POLICY HISTORY:	
Board Adoption:	June 17, 2021



GEORGINA

HEALTH AND SAFETY POLICY

Commitment to Health and Safety is an integral part of our organization. Protection of employees from injury or occupational disease is a major continuing objective of the Corporation. We are dedicated to providing a safe, healthy work environment for our staff.

It is in the best interests of workers, supervisors and department heads to consider health and safety in every activity. Every worker is responsible for his or her own safety by working in compliance with all applicable federal and provincial legislation and with the health and safety practices and procedures established by the Corporation. Every precaution will be taken to ensure that all machinery and equipment is in a safe operating condition and that workers receive adequate training in their specific work tasks to protect their health and safety. Every worker must also make a personal commitment to safety, to help reduce injuries in the workplace.

The Corporation, as the employer, is ultimately responsible for the health and safety of its workers. Department heads and supervisors are accountable for the health and safety of employees under their supervision. We give you our commitment that every reasonable precaution will be taken for the protection of our employees.

Signed this 4th of January, 2021

David Reddon
Chief Administrative Officer

Margaret Quirk, BA Sc.
Mayor