

Georgina Public Library

Library Board Meeting

Agenda

February 17, 2022 @ 7:00 p.m.

Zoom

1. Call to Order
2. First Nations Acknowledgement Statement

“The Town of Georgina recognizes and acknowledges that we are on lands originally used and occupied by the First Peoples of the Williams Treaties First Nations and other Indigenous Peoples, and we would like to 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. We also recognize the unique relationship the Chippewas have with the lands and waters of this territory. They are the water protectors and environmental stewards of these lands and we join them in these responsibilities.”

3. Roll Call
4. Introduction of Addendum Items
5. Approval of the Agenda
6. Announcements - *None*
7. Declarations of Pecuniary Interest
8. Adoption of the Past Minutes – January 20, 2022 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 – December 2021 – Updated Year End
- 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 - None
- 14. New Business
 - a. Policy Review: Board Evaluation
- 15. Other Business For Which No Notice Has Been Given
- 16. Closed Session - None
- 17. Next Meeting Date /Time

March 24, 2022 @ 7:00pm – Zoom
- 18. Adjournment

Georgina Public Library Board
Regular Board Meeting Minutes
January 20, 2022 @ 7:00 p.m.
Zoom

1. Call to Order

The meeting was called to order by the Chair at 7:01 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:

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

The following Board member was absent with notice:

Councillor Dave Neeson

The following staff members were in attendance:

Valerie Stevens, *Director of Library Services/CEO*
Serena Hamlyn, *Executive Assistant (Recording Secretary)*
Anna DeLong, *eServices Library Technician / CUPE Representative*
Sarah James, *Manager, Library Customer Experience*
Amy Butcher, *Manager, Library Community Engagement*

4. **Introduction of Addendum Items - None**

5. **Approval of the Agenda**

Moved by Nancy Rodrigues, Seconded by Adrienne McDowell

RESOLUTION NO. GLB-2022-001

That the Georgina Public Library Board meeting Agenda of January 20, 2022 be approved as circulated.

Carried.

6. **Announcements**

a. Introduction of new *Manager, Library Customer Experience* – Sarah James

b. Introduction of new *Manager, Library Community Engagement* – Amy Butcher

The CEO introduced Georgina Public Library's newest Managers, the Manager, Library Customer Experience, Sarah James, and Manager, Library Community Engagement, Amy Butcher to the Library Board members. Each spoke briefly of their past experiences and what they hope to bring to GPL.

7. **Declarations of Pecuniary Interest – None**

8. **Adoption of the Past Minutes**– December 16, 2021 Board meeting minutes

Moved by Shari Hawkins, Seconded by Bobbi Sabatini

RESOLUTION NO. GLB-2022-002

That the minutes of the December 16, 2021 Board meeting be adopted as circulated.

Carried.

9. **Delegations/Speakers – None**

10. Presentations – None

11. Consent Agenda

- a. Branch Report
- b. Quarterly Statistics
- c. Work Plan Update
- d. Financial Statement – December 2021

Moved by Naomi Davison, Seconded by Adrienne McDowell

RESOLUTION NO. GLB-2022-003

That Item 11 – Consent Agenda be received as presented.

Carried.

12. Verbal Communications

- a. CEO Update (V. Stevens)

COMMUNITY CONNECTIONS

- Nothing to report

SPACES

- Indoor library spaces are currently closed to the public. In consultation with the Town CAO and the Library Board, GPL shifted to curbside service only as of January 5, 2022. This decision was made in order to best protect both staff and the public from the highly contagious Omicron variant. We are hopeful this wave will be short-lived and we can return to in-branch service shortly.

PEOPLE & LEADERSHIP

- Significant staff movement in the wake of staff retirements, temporary position fills, and upcoming leaves; interviewing is ongoing.

COLLECTIONS & PROGRAMS

- Interlibrary loan continues to be suspended; we are currently interviewing for the position and hope to re-start the program within the next few weeks.
- We had planned to offer a combination of virtual and in-person programs for our winter session, but have pivoted to entirely virtual as a result of the current COVID situation.

TECHNOLOGY

- GPL's new catalogue, Bibliocommons, launched in late December. Feedback has been

primarily positive, with minimal negative feedback primarily around adjusting to the new interface. Some positive comments:

- "I love the new online experience in my accounts..thanks"
- "I love the new interface!"

MISCELLANEOUS

- Finalizing contract with consultant for focus groups to inform Strategic Plan.
- b. Board Chair Update (M.C. Macaluso)
 - The Board Chair has been in communication with CEO regularly
 - The Board Chair has signed up for the Legacy program with OLS
- c. Friends of the Library Update (B. Sabatini)
 - The Friends held a meeting last week
 - The Friends have decided that they will be continuing with the Book a Friend program until the end of February

Moved by Rita Beechey, Seconded by Leslie Johnstone

RESOLUTION NO. GLB-2022-004

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

Carried.

13. Old Business - None

14. New Business

- a. Policy Review: Adopt Town of Georgina's Health and Safety Policy and Respectful Workplace Policy and Procedures, Violence-Free Workplace Program

Moved by Shari Hawkins, Seconded by Naomi Davison

RESOLUTION NO. GLB-2022-005

That the Town of Georgina's Health and Safety Policy and Respectful Workplace Policy and Procedures, Violence-Free Workplace Program be adopted as presented

Carried.

b. 2022 Work Plan

The CEO presented a rough draft of the 2022 Work Plan Update. The Board members and CEO went through the Plan making amendments as required

c. Discuss and adopt updated Land Acknowledgement:

The Town of Georgina recognizes and acknowledges that we are on lands originally used and occupied by the First Peoples of the Williams Treaties First Nations and other Indigenous Peoples, and on behalf of the Mayor and Council, we would like to 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. We also recognize the unique relationship the Chippewas have with the lands and waters of this territory. They are the water protectors and environmental stewards of these lands and we join them in these responsibilities.

Moved by Bobbi Sabatini, Seconded by Naomi Davison

RESOLUTION NO. GLB-2022-006

That the updated Land Acknowledgement be adopted as presented

Carried.

15. Other Business For Which No Notice Has Been Given

- a. SuperConference – The CEO asked if there are any Board members interested in attending this year's conference

B. Sabatini, S. Hawkins, R. Beechey, and A. McDowell all expressed their interest in attending the virtual conference

16. Closed Session

Moved by Nancy Rodrigues, Seconded by Bobbi Sabatini

RESOLUTION NO. GLB-2022-007

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

Carried.

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

-Human Resources Matter

2. Review of Closed Session minutes

- **November 11, 2020** – Personal matters about an identifiable individual

- update on a staffing matter

- **October 21, 2021** – Personal matters about an identifiable individual

-CEO job description

Moved by Nancy Rodrigues, Seconded by Adrienne McDowell

RESOLUTION NO. GLB-2022-008

That the Georgina Public Library Board reconvene into open session at 8: 09 pm

Carried.

Moved by Rita Beechey, Seconded by Shari Hawkins

RESOLUTION NO. GLB-2022-009

That the closed session minutes of November 11, 2020 and October 21, 2021 be adopted as presented

Carried.

In regards to Closed Session item #1 of the agenda - Personal matters about an identifiable individual, Section 16.1 (4) of the Public Libraries Act

-Human Resources Matter

Moved by Leslie Johnstone, Seconded by Bobbi Sabatini

RESOLUTION NO. GLB-2022-010

That the Library Board receive the CEO's verbal communications and that they be accepted as presented

Carried.

3. Next Meeting Date /Time

February 17, 2022 @ 7:00 p.m. - Zoom

4. Adjournment

Moved by Bobbi Sabatini, Seconded by Leslie Johnstone

RESOLUTION NO. GLB-2022-011

That the Georgina Public Library Board meeting of January 20, 2022 adjourn at 8:14 p.m.

Carried.

Board Chair

Recording Secretary

JOINT BRANCH REPORT - JANUARY 2022

Submitted by: Amy Butcher - Manager, Library Community Engagement
Amy Knifton – Manager, Library Collections
Becky George - Manager, Library eServices
Sarah James - Manager, Library Customer Experience

COMMUNITY CONNECTIONS

- Georgina Public Library is partnering with the Georgina-Brock Garden Club to participate in Seedy Saturday on March 26 at the Pefferlaw Lions Club.
- Amy Butcher reconnected Georgina Public Library to York Durham Region Libraries group. This group meets on a monthly basis and collaborates to plan larger events.

SPACES

- In response to the province's move to modified Phase 2 of the Road Map to Reopen the library transitioned to curbside service.

PEOPLE AND LEADERSHIP

- Amy Butcher, Manager, Library Community Engagement, began work January 10th. Amy will be spending her first weeks in Keswick before venturing out to the other branches physically.
- Jo Scott, a long-time Children and Youth Services team member, has retired from GPL on January 12. Her contributions will be greatly missed.
- Interviews for the interlibrary loan library assistant, and two generalist library assistant roles occurred on January 13 and 14. The process is still on-going, and will be concluded shortly.
- Interviews for Casual Library Clerks occurred on January 13, 14, 17. Training to be held in February for three successful candidates.

COLLECTION AND PROGRAMS

- In person programming has temporarily been suspended due to the new restrictions in effect January 5. All programming has been moved to virtual, and registration delayed 1 day for switching.
- Virtual programming resumed the week of January 10 and will run until March 4.
- Collection: AmyK has met with LSC (vendor) to discuss 2021 and goals for 2022. A new automatic release plan is in development for the juvenile non-fiction collection. Over

1000 items are still on order. AmyK is awaiting a list from LSC to determine which items to cancel, and which were still relevant but delayed.

- Interlibrary loan services remain suspended until such time that staffing has been assigned. Patrons can continue to return items, however requests are not being accepted. Patrons are being redirected to online resources, and reciprocal borrowing libraries.
- Overdrive magazines are now available for patrons. This is in addition to the print magazine still receiving, and other titles through RB Digital. This was voted by the consortium for purchase.
- GPL is not going to resume print newspapers at this time, as the pandemic continues to restrict physical access to spaces and materials.

Dates	Program Name	Platform/format	Total views/ participants
Various dates	One-on-one technology help (eServices)	Email, chat, phone	55
January 4	Pefferlaw Book Club	Zoom	5
January 4	Sutton Book Club	Zoom	3
January 11, 18, 25	Lego Club	Zoom	30
January 11, 18, 25	Tales for Tots	Facebook Live	15
January 12, 19, 26	Baby Time	Zoom	24
January 12, 19, 26	Ukulele Circle	Zoom	20
January 13, 20, 27	Musical Tales	Facebook Live	17
January, 20, 27	Family Bake Along	Facebook Live	10
January 20, 27	Sketchbook Club	Facebook Live	15
Previous uploads	All recorded videos, re-watched in January		30
		TOTAL	224

TECHNOLOGY

- Staff and customers continue to become familiar with our new catalogue

2022 Work Plan – January Update

Board Governance Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Legacy Document	Board Chair	Q1-2021	Q3-2021		
Succession Planning-staff					
Library Advocacy	Board	Q1	n/a	On going	<ul style="list-style-type: none"> • Councillor Neeson connected with FOPL Government Advocacy Working Group (Sept 2021).
2021 Annual Report	Val Stevens	Q1	Q2		
Sutton Multi-Use Transfer and Operating Agreement	Val Stevens	Q1-2019	2022?	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. Updated projected end to 2022.
Library & School Boards Agreement on Sutton Branch	Val Stevens	Q1-2019	2022?	In Progress	Transfer and Operating Agreement take precedent. Currently with Library/Town lawyer. Likely on hold due to pandemic. Updated projected end to 2022.
MoU between Library Board & Town	Val Stevens	Q4-2020	Q1-2022	In Progress	Memorandum of Understanding between Library Board and Town. Meeting planned with ToG on Dec 15, 2021; continued work on draft. Updated projected end to Q1-2022.
Board Self-Evaluation	Board Chair	Q4	Q4		Year 2 and end of term

Capital Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
MURC Branch	Val Stevens	Q1	Q3-2023	In Progress	Ground breaking on Nov 10, 2021.
Strategic Plan	Library Board/ Val Stevens	Q2-2021	Q4		
Security Camera Installation	Town Facilities/ Sarah James	Q1 2022	Q4 2022		Deferred from 2021 due to lack of resources in Facilities dept.
Teen area-Keswick branch	Amy Butcher (Sarah James)	Q1	Q3	Deferred from 2020	Delayed due to pandemic
De/re-magnetizers	Sarah James (Becky George/ Amy Knifton)	Q2	Q3		
Pefferlaw Carpet Replacement	Town Facilities/ Amy Knifton (Sarah James)	Q1	Q3		

Staffing Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Summer Reading Club Assistant-grants	Amy Butcher	Q1	Q3	In Progress	2 out of 3 applications submitted Jan 2022
Adult Programming support	Amy Butcher	Q2	Q3		Three additional hours budgeted in 2022 operating budget

Operating Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Transition to Office 365	Town IT (Becky George)	Q1?	ongoing		Approved through Town IT budget for entire municipality, including library staff

Georgina Public Library

Financial Statement - December 2021

Date: February 7, 2022

	2021 Actuals	2021 Approved Budget	Variance	Percentage To Date	Target to Date	Notes
Revenue						
Town Grant	2,530,040.00	2,530,040	-	100%	100%	Pro-rated
Provincial Grants	62,600	62,600	-	100%	100%	Pro-rated
Misc Grants	9,342	9,240	(102)	101%	100%	
School Board Revenue	58,500	58,500	-	100%	100%	Pro-rated
Donations	4,385	1,800	(2,585)	244%	100%	\$500 donated by Kathy Foch for SRC prizes
Fines	1,413	27,100	25,687	5%	100%	
Misc Fees	129	3,100	2,971	4%	100%	PRESTO Commissions, Exam Proctoring, etc
Photocopying Fees	660	8,500	7,840	8%	100%	
Program Registrations	-	4,200	4,200	0%	100%	
Book Sale	123	2,400	2,277	5%	100%	
Room Rentals	-	4,100	4,100	0%	100%	
Provision from Reserve	-	-	-	100%	100%	
Total Revenues	2,667,193	2,711,580	44,387	98%	100%	
Expenses						
Salaries & Benefits	1,666,856	1,895,850	228,994	88%	100%	
Library Board	3,720	4,800	1,080	78%	100%	
Library Operations	201,804	359,380	157,576	56%	100%	Utilities, cleaning, courier, supplies, etc.
Training	17,072	18,800	1,728	91%	100%	
Collections	195,899	228,520	32,621	86%	100%	
Telecommunications	21,970	30,040	8,070	73%	100%	
Covid-19 Expenses	7,197	-	(7,197)	N/A	N/A	No allotted budget
Misc	4,267	3,300	(967)	129%	100%	
Contribution to Reserve	170,890	170,890	-	100%	100%	Pro-rated
Total Expenses	2,289,676	2,711,580	421,904	84%	100%	
Net	377,517	-	(377,517)			

Georgina Public Library Board Policy Manual

Policy Title: BOARD EVALUATION

Category: Governance

Intent

The intent of this policy is to provide guidelines to monitor the library board's effectiveness in fulfilling its major responsibilities and achieving strategic goals.

Regulations

1. The Library Board will evaluate its effectiveness every two years.
2. The Chair or Vice Chair is responsible for managing the evaluation process.
3. The evaluation will encompass ~~five~~three areas of evaluation:
 - a. Board effectiveness
 - b. Board conduct
 - c. Board relationship with Director/CEO
 - d. Board member performance (self-evaluation)
 - e. Chair feedback

Attachments:

- GPL Board Self-Evaluation Form

POLICY HISTORY:	
Initial Draft	August 16, 2018
Draft Presentation Review	September 20, 2018
Board Adoption	September 20, 2018
Board Review & Amendment	<u>February 17, 2022</u>



Georgina Public Library Board Self-Evaluation Form (covering 2019-2021)

5 – Strongly Agree; 4 – Agree; 3 Neutral; 2 – Disagree; 1 – Strongly Disagree; 0 – N/A or Insufficient Data

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

Statement		Rating					
		5	4	3	2	1	0
1	Georgina Public Library Board 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 collaborates with the Library CEO/Director to set goals, reference, and revise policies when appropriate.						
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 that our role is in governance and not operations.						



Georgina Public Library Board Self-Evaluation Form (covering 2019-2021)

5 – Strongly Agree; 4 – Agree; 3 – Neutral; 2 – Disagree; 1 – Strongly Disagree; 0 – N/A or Insufficient Data

Section B: How Well Has the Board Conducted Itself?

Statement		Rating					
		5	4	3	2	1	0
1	Board members have been provided with enough information through orientation packages and training to successfully fulfill our roles and responsibilities.						
2	The Board agenda is provided in advance and includes all necessary details to complete meetings in a timely manner.						
3	Board members come to meetings prepared.						
4	The Board receives relevant reports prior to meetings.						
5	Decisions are made collaboratively with consensus following parliamentary protocols.						
6	Board meetings are engaging and provide personal development.						
7	Opportunities for Board training and / or joining subcommittees is offered in a fair and transparent manner.						



Georgina Public Library Board Self-Evaluation Form (covering 2019-2021)

5 – Strongly Agree; 4 – Agree; 3 Neutral; 2 – Disagree; 1 – Strongly Disagree; 0 – N/A or Insufficient Data

Section C: The Board's Relationship with the CEO / Director

Statement		Rating					
		5	4	3	2	1	0
1	There is good two-way communication between the Board and the CEO.						
2	The Board trusts the judgement of the CEO.						
3	The Board has discussed and communicated the kinds of information and level of detail it requires from the CEO.						
4	The Board has developed formal criteria and a process for evaluating the CEO.						
5	The Board, or a committee of the Board, has formally evaluated the CEO within the last 12 months.						
6	The Board evaluates the CEO primarily on the accomplishment of the organization's strategic goals and priorities and adherence to policy.						
7	The Board regularly provides the CEO with feedback and recognition.						



Georgina Public Library Board Self-Evaluation Form (covering 2019-2021)

5 – Strongly Agree; 4 – Agree; 3 Neutral; 2 – Disagree; 1 – Strongly Disagree; 0 – N/A or Insufficient Data

Section D: Feedback to the Chair of the Board

Statement		Rating					
		5	4	3	2	1	0
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 demonstrated versatility in facilitating Board discussions.						
5	The Chair knows how to be direct with an individual Board member when necessary.						
6	The Chair helps the Board work well together.						
7	The Chair demonstrates good listening skills.						
8	The Board supports the Chair.						



Georgina Public Library Board Self-Evaluation Form (covering 2019-2021)

5 – Strongly Agree; 4 – Agree; 3 – Neutral; 2 – Disagree; 1 – Strongly Disagree; 0 – N/A or Insufficient Data

Section E: My Performance as an Individual Board Member (not shared)

Statement		Rating					
		5	4	3	2	1	0
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 and remain engaged throughout Board meetings.						
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 the work of Georgina Public Library in the community and / or social media whenever appropriate.						