

Georgina Public Library
Library Board Meeting
March 24, 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 – February 17, 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, February 2022

12. Verbal Communications

- a. CEO update (V. Stevens)
- b. Board Chair update (M.C. Macaluso)
- c. Friends of the Library update (B. Sabatini)
- d. Strategic Planning Committee update (A. McDowell)

13. Old Business

- a. Policy: Board Evaluation

14. New Business

- a. SuperConference updates
- b. Board Legacy Document
- c. Policy Review: Dress Code

15. Other Business For Which No Notice Has Been Given

16. Closed Session - None

17. Next Meeting Date /Time

April 21, 2022 @ 7:00pm – Zoom

18. Adjournment

Georgina Public Library Board
Regular Board Meeting Minutes
February 17, 2022 @ 7:00 p.m.

Zoom

1. Call to Order

The meeting was called to order by the Chair at 7:03 p.m.

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

The following Board Members were present:

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

4. Introduction of Addendum Items

Strategic Planning Committee verbal update added to verbal updates

5. Approval of the Agenda

Moved by Nancy Rodrigues, Seconded by Adrienne McDowell

RESOLUTION NO. GLB-2022-012

That the Georgina Public Library Board meeting Agenda of February 17, 2022 be approved as circulated.

Carried.

6. Announcements - *None*

7. Declarations of Pecuniary Interest – *None*

8. Adoption of the Past Minutes– January 20, 2022 Board meeting minutes

Moved by Rita Beechey, Seconded by Bobbi Sabatini

RESOLUTION NO. GLB-2022-013

That the minutes of the January 20, 2022 Board meeting be adopted as circulated.

Carried.

9. Delegations/Speakers – *None*

10. Presentations – *None*

11. Consent Agenda

- a. Branch Report
- b. Work Plan Update
- c. Financial Statement – December 2021 – Year End

Moved by Leslie Johnstone, Seconded by Adrienne McDowell

RESOLUTION NO. GLB-2022-014

That Item 11 – Consent Agenda be received as presented.

Carried.

12. Verbal Communications

a. CEO Update (V. Stevens)

COMMUNITY CONNECTIONS

- Nothing to report

SPACES

- GPL returned to in-branch service effective Feb 1; we are extending hours somewhat as of Feb 19 as follows: Tuesday 1-9pm, Wednesdays 1-9pm, Thursday 10-6pm, Friday 10-6pm, Saturday 9-5pm (Keswick), 9-2pm (Sutton & Pefferlaw)
- Discussed with Town staff the need for Library Board approval of naming rights for any library facilities or spaces within library facilities under Town's Sponsorship strategy.

PEOPLE & LEADERSHIP

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

COLLECTIONS & PROGRAMS

- Interlibrary loan continues to be suspended; the position has been filled but we need to fill the resulting vacancy before we can start up again.
- Currently focusing on March Break programs.

TECHNOLOGY

- Nothing to report

MISCELLANEOUS

- Upcoming: review of GPL policy: Use of Library Resources During an Election; Town will be reviewing theirs soon, and we will review ours following that.
- Statistics Canada is starting to release census data, starting with population. East Gwillimbury has seen the most growth of any municipality in Canada, growing 44.4% from 2016 to 2021. Georgina has gone from 45,418 in 2016 to 47,642 in 2021.
- Attended "Board Legacy Document" virtual session with OLS; will send out slides once they are available.

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

- The Board Chair has been meeting with the CEO regularly
- The Board Chair attended the OLA Board Legacy webinar
- The Board Chair has been attending the Strategic Planning committee meetings and also attended the Strategic Planning workshop held this week

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

- The Friends have a meeting coming up on Monday
- The Book a Friend initiative is ongoing
- The Friends are working on new initiatives for the Spring time, hoping to get back into doing things within the community again

d. Strategic Planning Committee Update (R. Beechey)

- The Strategic Planning Committee Meeting January 21st, 2022
 - At this meeting we met with Steven Kraus from Ontario Library Services
 - Ben Hagen from Intent (forgoodintent.com)
 - Chris Ramelan from Intent
 - And Janet Gunn from Intent
 - Intent is the media firm hired by us to steer the development of our Strategic Plan
 - They work primarily with libraries and non-profits.
 - Their initial focus will be listening to our stakeholders to help craft a document specific to our vision.
 - Over the next few months, we will identify our stakeholders to participate in surveys and focus group sessions.
 - Intent will conduct the focus groups.
 - The survey questions will be developed by the Strat Planning Committee with Steven Kraus.
 - Steven sent out an editable document on January 24 for the committee's input.
 - There will be full board input on occasion throughout this process.
- Strategic Planning Committee Meeting February 11, 2022
 - This meeting with Steven Kraus focused on discussion of the proposed survey questions.
 - There was a lively discussion.
 - Steven noted all our suggestions and will synthesize them into a new document for review.
- Meeting with Board Members February 16th, 2022
 - Chris Ramelan and Janet Gunn met with board members including the Strat Planning Committee

- This was an information gathering session to give Intent an understanding of our library and our community and the language we use to describe it.

Moved by Dave Neeson, Seconded by Rita Beechey

RESOLUTION NO. GLB-2022-015

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

Carried.

13. Old Business - None

14. New Business

- a. Policy Review: Board Evaluation

The Board members discussed the changes they would like to see made to the Board Evaluation policy. The policy will be reviewed at the March Board meeting, with the suggested edits made.

15. Other Business For Which No Notice Has Been Given

16. Closed Session - None

17. Next Meeting Date /Time

March 24, 2022 @ 7:00 p.m. - Zoom

18. Adjournment

Moved by Bobbi Sabatini, Seconded by Leslie Johnstone

RESOLUTION NO. GLB-2022-016

That the Georgina Public Library Board meeting of February 17, 2022 adjourn at 8:25 p.m.

Carried.

Board Chair

Recording Secretary

DRAFT

JOINT BRANCH REPORT - 02 - FEBRUARY 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

- Amy Butcher met with Hospice Georgina to discuss which offsite programming the library could provide for their organization.
- Amy Butcher attended the Linking Georgina Meeting on February 28 and made a connection with the Local Immigration Partnership.
- Georgina Public Library is partnering with other York/Durham Libraries and the York/Durham school board to plan a Holocaust Education week event in November 2022.
- Amy Butcher and the Manager of Community Engagement at East Gwillimbury Public Library met to discuss the ways they can work together to reach their respective communities.

SPACES

- Return to in person services Feb 1.
- Expansion of operating hours Feb 19th - with more evenings, and every Saturday service at all branches.
- OH&S reviews successfully completed at each branch

PEOPLE AND LEADERSHIP

- Kathy Coates retired Feb 24th after many years of dedicated service.
- Karen Brohm is the new interlibrary loan Library Assistant with a projected March start (dependent on filling her Pfefferlaw position), Lynn McKinley started as a temporary generalist Library Assistant Feb 19, and Lori Puckett as a temporary generalist Library Assistant Feb 19.
- New casual clerks hired and started on February 11th and 24th
 - Lisa, Lindsay, and Ainsley
- The 2022 Ontario Library Association Superconference was held virtually between Feb. 1st and 5th. Management and staff were exposed to a number of informative and inspirational sessions.

COLLECTION AND PROGRAMS

- Grab and Go Bags - personalized book bags – relaunched Feb 1. Re-opening, reducing capacity restrictions, and extended hours have resulted in lower than anticipated up-take.
- Interlibrary Loan service - re-opened Feb. 13th - has needed to temporarily shut down again March 3 (due to staffing not in place...yet).
- The automatic release plans for 2022 with LSC have been updated, including a new plan for juvenile non-fiction.

Dates	Program Name	Platform/format	Total views/ participants
Various dates	One-on-one technology help (eServices)	Email, chat, phone	44
February 1	Pefferlaw Book Club	Zoom	6
February 1	Sutton Book Club	Zoom	8
February 1,8,15,22	Lego Club	Zoom	22
February 1,22	Tales for Tots	Facebook Live	12
February 2,9,16,23	Baby Time	Zoom	14
February 2,9,16,23	Ukulele Circle	Zoom	11
February 3,10,24	Musical Tales	Facebook Live	22
February 3,10,17,24	Family Bake Along	Facebook Live	8
February 3,10,17,24	Sketchbook Club	Facebook Live	15
Previous uploads	All recorded videos, re-watched in February		58
		TOTAL	220

TECHNOLOGY

- The server's our Sirsi database are hosted on went through a planned hardware move to a new data centre in Montreal starting on Saturday, Feb. 19 at 6 am. All of our account and collections information was offline for the duration of the move. The service provider experienced an ISP issue so the outage lasted approximately 36 hours. All services were restored by the afternoon of Sunday, Feb. 20. The community was given advance notice through service disruptions and branch operations continued uninterrupted on the Saturday during our open hours. All services have been restored.

2022 Work Plan – February Update

Board Governance Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Legacy Document	Board Chair	Q1-2022	Q3-2022		
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	In Progress	Design work started March 2022
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	Q2-2022	Q4		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	In progress	Facilities is working on RFP

Staffing Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Summer Reading Club Assistant-grants	Amy Butcher	Q1	Q3	In Progress	3 grant applications submitted
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 31, 2021

Date: March 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	9,914	9,240	(674)	107%	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	2,667,765	2,711,580	43,815	98%	100%	
Expenses						
Salaries & Benefits	1,667,382	1,895,850	228,468	88%	100%	
Library Board	3,720	4,800	1,080	78%	100%	
Library Operations	247,884	359,380	111,496	69%	100%	Utilities, cleaning, courier, supplies, etc.
Training	17,072	18,800	1,728	91%	100%	
Collections	202,091	228,520	26,429	88%	100%	
Telecommunications	22,654	30,040	7,386	75%	100%	
Covid-19 Expenses	7,234	-	(7,234)	N/A	N/A	No allotted budget
Misc	4,508	3,300	(1,208)	137%	100%	
Contribution to Reserve	170,890	170,890	-	100%	100%	Pro-rated
Total Expenses	2,343,436	2,711,580	368,144	86%	100%	
Net	324,329	-	(324,329)			

Georgina Public Library

Financial Statement - February 2022

Date: March 7, 2022

	2022 Actuals	2022 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	10	1,800	1,790	1%	17%	
Fines	-	22,000	22,000	0%	17%	
Misc Fees	2	3,100	3,098	0%	17%	Exam Proctoring, etc
Photocopying Fees	19	8,500	8,481	0%	17%	
Program Registrations	-	4,200	4,200	0%	17%	
Book Sale	-	2,400	2,400	0%	17%	
Room Rentals	-	4,100	4,100	0%	17%	
Provision from Reserve	-	-	-	100%	17%	
Total Revenues	441,887	2,706,480	2,264,593	16%	17%	
Expenses						
Salaries & Benefits	231,387	1,909,070	1,677,683	12%	17%	
Library Board	680	4,800	4,120	14%	17%	
Library Operations	20,992	349,500	328,508	6%	17%	Utilities, cleaning, courier, supplies, etc.
Training	-	18,800	18,800	0%	17%	
Collections	37,691	232,730	195,039	16%	17%	
Telecommunications	2,131	30,040	27,909	7%	17%	
Covid-19 Expenses	81	-	(81)	N/A	N/A	No allotted budget
Misc	459	3,300	2,841	14%	17%	
Contribution to Reserve	26,373	158,240	131,867	17%	17%	Pro-rated
Total Expenses	319,794	2,706,480	2,386,686	12%	17%	
Net	122,092	-	(122,092)			

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 twice per term: in the first quarter of the second year and the first quarter of the fourth year of the four year.
2. The Chair or Vice Chair is responsible for managing the evaluation process.
3. The evaluation will encompass five areas of evaluation:
 - a. Board effectiveness
 - b. Board conduct
 - c. Board relationship with Director/CEO
 - d. Board member performance (self-evaluation)
 - e. Chair feedback

Results of the evaluation will be compiled and presented at a subsequent Board Meeting in closed session. Where there are areas for improvement identified, an action plan will be created by the Board. Scores of 3 or under on the 5 point rating scale will be flagged for discussion.

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	March 24, 2022

GEORGINA PUBLIC LIBRARY BOARD

2018 BOARD LEGACY DOCUMENT

This Legacy document is intended to help orient the new board at the beginning of their term.

OUR LIBRARY AND PARTNERS

Our partners are Municipal Council, the community, and other key community partners such as Police/EMS, transit, diabetes association, schools, tutors, the Welcome Centre, and other community organizations.

The **Community** sees our library as a valuable, vital resource and gathering place as well as a warm, welcoming, and inclusive place.

Municipal Council views our library as an important partner in building our community and an extension of important services to our residents, as well as an investment in our residents.

Other community groups and partners view the library as a connection to our community and an important partner to help with their outreach efforts, and as an innovative and education resource.

GOVERNANCE ISSUES

During our four year term, the current board has faced a few major governance issues. Halfway through the term, we lost our Board Chair, Paul Nicholls, had some board turnover because of one board member passing away and another one moving away, as well as the retirement of the Library Director/CEO.

Despite those issues, we managed to:

- Elect a new Chair and new Vice Chair
- Form an HR Committee, advertise, interview and hire the best fit for Director/CEO for our community
- Train new board members and make them feel included
- Review policies at almost every meeting, but we also initiated two new policies/processes:
 - The Library Director/CEO evaluation
 - Board self-evaluation
- Give direction to the Library Director/CEO to go through all of our policies and separate governance/board policies from operational policies.
- Consistently represent the Library at the **SOLS Trustee Council** meetings, and even hosting a meeting at the Sutton branch
- Allow more board members to attend the **OLA** conference than ever before, which had helped board members to better understand and grow in their roles

- Create and deliver a **Governance Report** to Council that outlines the Board and Town Council's relationship under the Public Libraries Act.
- Work on developing the **Strategic Plan** as well as the **Master Plan**
- Start a **Marketing and Branding** initiative
- Become more involved in Advocacy than previously, enabling us to have **Coffee with a Candidate** during the election campaign period, to educate and inform candidates about the services the library provides to the community.
- Improve our meetings by adopting a **Consent Agenda**, which has allowed us the time for more presentations to the board from town staff, such as the Town Treasurer, as well as from some of our branch managers, who have educated the board on collection management, intellectual freedom, children's programming, etc.
- Be more involved in community events that involved the library, such as the Open House during **Ontario Public Library Week**, the **Keswick Santa Claus Parade**, and the launch of Lynda.com at the town
- Dedicate the Boardroom in the Keswick branch as the Paul Nicholls boardroom, in appreciation and recognition of the many years of service and guidance Paul provided.

The Master Plan recommended 15,000 sq. ft. for the MURC branch but the Town had only anticipated 5,000 sq. ft. The current Board advocated for 10,000 square feet and the next board can continue working on convincing Town Councilors and the community of this need.

In accordance with the current 2016-2021 Strategic Plan, we are still working on ways to provide extended hours of technical support with our current budgetary constraints.

The new board has the opportunity to become a stronger voice to advocate for the branch in the MURC and to hopefully start the Coffee with a Candidate campaign earlier during the next election period.

OUR LEADERSHIP

Our Board has been a strong community leader because of our passionate advocacy for the library as we represented our residents in a fiscally responsible manner. We petitioned the provincial government in a meeting with the then current MPP (Julia Munro) for an increase in base library funding as well as for the establishment of a digital library in Ontario.

We've made a consistent effort to rotate our meetings occasionally so that we have the opportunity to meet at each of the branches during the year.

We've grown in our roles, attended the OLA conference, consistently represented our library at SOLS Trustee meetings, and attended many community functions and council meetings on behalf of the library board.

We have also attended and participated in the Friends of the Library fundraisers which directly support library services. We've been approachable and available.

We are especially proud that our library has been shortlisted for the 2018 Ontario Public Library Service Award for our FanFest event.

We think the board can be even stronger in leadership by forming some subcommittees sooner – such as a Policy Review committee which can help us move through policies much quicker, and we also think the board needs to become much clearer in providing direction to the Director/CEO, to minimize confusion.

CHALLENGES FOR THE NEW BOARD

Some of the major challenges the new board will have to tackle as a priority will be the 10,000 sq. ft. library branch at the MURC. The Branding and Marketing initiative will need to be implemented and community outreach can be strengthened even more. A new Strategic Plan will need to be developed for the 2022-2026 period, and improved funding for e-resources and programming will need to be advocated for.

It is recommended that the new Board immediately engage with the new Town Council through a series of open house events for each Councillor hosted by the Board at each branch.

We strongly encourage the new Board to ask for a Council resolution to support an increase in provincial funding for libraries.

WISHES FOR THE NEW BOARD

We wish the new board much success and hope they continue to build on the work that has been started, grow in their roles, support each other and their community and work together to help Georgina continue to have an awesome library with an awesome board.

Georgina Public Library Board Policy Manual

Policy Title: HR - Dress Code

Intent

All employees of ~~the~~ Georgina Public Library will be in contact with the citizens of our community, the business people both from within and outside the Town, and other government representatives. It is therefore imperative that employees present themselves in the workplace in a manner which reflects professionalism, and a positive public image. Good public opinion is vital to the success of the Library, and all Library employees are ambassadors of Library services. The Library policy is consistent with the policy of the Town of Georgina.

In an effort to maintain and enhance good public opinion, employees are expected to comply with a reasonable standard of appropriate attire for the workplace, as set out below.

Regulations

1. First and foremost, employees must adhere to all Health and Safety Policies, Guidelines and Regulations. Required safety equipment must be worn, as well as all clothing considered as personal protective equipment. Examples include, but are not limited to, proper, safe, and tidy footwear, appropriate to the job function (closed toe if moving furniture, carts of books etc).
2. Employees are expected to dress suitably and appropriately for their job. Staff must project a professional image at all times and wear proper business casual clothes and footwear. Examples: yoga pants/leggings should only be worn under long tunic tops to at least fingertip length; no blue jeans or sweatshirts/hoodies during public service hours (except for students); other pants should always be neat, tidy and in good condition; necklines should be appropriate to an office environment.
3. It is understood that all attire must be clean, presentable, and worn in a respectable manner. Apparel should not be perceived as detracting from the professionalism which library customers expect from employees.
4. Staff permitted to wear ~~T~~-shirts and sweatshirts will ensure that such clothing does not entertain any logos, phrases, words or graphics that would be considered offensive or discriminatory to other individuals.
5. Strong fragrances of any sort (perfume, hair spray etc.) should be avoided because of possible allergies among co-workers and members of the public.
6. All staff are issued nametags and are required to wear them when interacting with the public. Manager tags include first and last name and

Georgina Public Library Board Policy Manual

position; other staff tags include first name and position. Library staff serve the public and the names of staff are not private information. The expectation is that staff names are provided, unless someone has a valid concern for their safety (i.e. a person with a known history of violence or feeling threatened). Staff are expected to safeguard their tags and may be required to pay for a replacement if lost or damaged.

7. In the event of a disagreement of interpretation, the CEO will determine appropriate dress, so long as these determinations are applied in a fair and consistent manner.
8. ~~The~~ Library management realizes that from time to time there may be occasions where staff are required to prepare for or deliver various events/programs, and normal business casual attire would not be appropriate. In these situations the employee should discuss with ~~his/her~~their immediate supervisor what is considered appropriate dress.
9. Non-compliance may result in an employee being sent home to change. In these circumstances the employee will be responsible for making up any lost time.

POLICY HISTORY:	
Initial Draft	Oct 28, 2015
Draft Presentation Review	
Board Presentation:	Dec 17, 2015
Board Adoption:	Dec 17, 2015
<u>Board review:</u>	<u>March 24, 2022</u>