

LIBRARY BOARD
Regular Meeting
Monday, March 27, 2023 – 4:30 P.M.
BOARD ROOM & VIA ZOOM
AGENDA

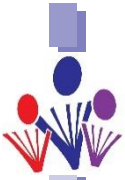


1. Call to Order
 - 1.1 Excused Absence
 - 1.2 Land Recognition – H. Caicco
2. Declaration of Conflict of Interest
3. Approval of Agenda
4. Chair's Report (verbal)
5. Consent Agenda*
 - 5.1 Approval of the Minutes
 - 5.1.1 February 27, 2023 Regular Board Meeting Minutes
 - 5.2 Correspondence
 - 5.2.1 In-coming: NONE
 - 5.2.2 Out-going: NONE
 - 5.3 Financials – **REMOVED FROM CONSENT**
 - 5.4 Facilities
 - 5.4.1 Facilities Committee Report
 - 5.4.1.1 March Facilities Committee Report
 - 5.4.2 Facilities Committee Terms of Reference
 - 5.4.3 RFP for Replacement Flooring
 - 5.5 Policy Committee
 - 5.5.1 March Policy Committee Report
 - 5.5.2 Policy Committee Terms of Reference
 - 5.5.3 100-01 Governance Processes Policy
 - 5.5.4 100-11 Board Code of Ethics Policy
 - 5.5.5 300-05 Membership Policy
 - 5.5.6 300-06 Social Media Policy
 - 5.5.7 400-01 Hiring Policy
 - 5.6 Friends of the Library Constitution
 - 5.7 Summary of Motions
6. Items Removed from Consent
 - 6.1 Financials
 - 6.1.1 Financial Committee Report - NONE
 - 6.1.2 February 2023 Monthly Expenditure Report
 - 6.1.3 2023 Municipal Funding Confirmation
 - 6.1.4 Friends Report – February 2023
 - 6.2
7. Information Items
 - 7.1 Manager of Technology and Collections
 - 7.2 Sault Ste. Marie Museum Passes

8. Board Development
 - 8.1 Open and Transparent Meetings
 - 8.2 Board Member Evaluations
9. Resolved that the members of the Sault Ste. Marie Public Library Board move into Closed Session pursuant to the Public Libraries Act, Section 16.4 Closed Meetings, as the subject matter being considered is: Personal matters about an identifiable individual. Further be it resolved that should the said Closed Session be adjourned, the Board may reconvene in Closed Session to continue to discuss the same matter without the need for further authorizing resolution. Be it further resolved that the following individuals be permitted to attend: M. MacDonald, A. Aaltonen, J. Martin, M. Merling, P. Edwards, C. Grisdale
10. Report of the Closed Session
11. New Business
 - 11.1
12. Board meetings
 - 12.1 Strategic Planning Session March 30, 2023
 - 12.2 Board Development Meeting April 24, 2023
13. Adjournment

***All matters listed under "Consent Agenda" are considered to be routine, and will be enacted by one motion. Should a Board member wish an alternative action from the proposed recommendation, they may request that the matter(s) be moved to item #6.**

**Sault Ste. Marie Public Library
Library Board
REGULAR MEETING
Monday, February 27 2023 – 4:30 P.M.
BOARD ROOM & VIA ZOOM**



Board Members Present:

Jami van Haaften	Kevin Harrison	Paolo Bruni
Wayne Greco	Hannah Caicco	Steve Murray
Erin Ferlaino	Lisa Dubrovnik	Mike Olejnik

Absent:

Library: Matthew MacDonald, Kaitrin Aaltonen, Rosanne Chan

1. Call to Order

W. Greco called the meeting to order at 5:32 p.m.

1.1 Excused Absence

NONE

1.2 Land Recognition – Read at AGM

2. Declaration of Conflict of Interest

No conflicts declared.

3. Approval of Agenda

MOTION:

The Sault Ste. Marie Public Library Board approves the agenda of the January 30, 2023 meeting as presented.

Moved: E. Ferlaino

Seconded: S. Murray

CARRIED

4. Chair's Report

The Board Chair presented a report on his activities as Chair over the previous month.

All board members have been able to log in to Niche Academy and the OLS Governance portal. The Board of Directors for the Federation of Ontario Public Libraries met in February, and the SSMPL Board received the FOPL Executive Director's Report, as well as FOPL's 2023 Pre-Budget Submission.

MOTION:

The Sault Ste. Marie Public Library Board accept the Chair's Report of the February 27, 2023 Meeting as presented.

Moved: L. Dobrovnik

Seconded: H. Caicco

CARRIED

5. Consent Agenda

5.1 Approval of the Minutes

5.1.1 January 30, 2023 Regular Board Meeting Minutes

5.2 Correspondence

5.2.1 In-coming: NONE

5.2.2 Out-going: NONE

5.3 Financials

5.3.1 Financial Committee Report

5.3.1.1 February Financial Committee Report

5.3.1.2 Terms of Reference

5.3.2 Monthly Expenditure Report

5.3.2.1 November 2022

5.3.2.2 December 2023

5.3.2.3 January 2023

5.3.3 November 2022 Financial Reports

5.3.4 Friends Report – January 2023

5.4 Facilities

5.4.1 Facilities Committee Report - NONE

5.5 Policy Committee

5.5.1 November Policy Committee Report - NONE

5.6 Information Items

5.6.1 Chamber of Commerce Award Nominations

5.6.2 Canadian Bushplane Heritage Centre Passes

5.6.3 CBC Jam Squad

5.6.4 LASH March Break Passes

5.6.5 VLS Resumes

5.6.6 CMHA Algoma

5.7 Summary of Motions

RESOLVED THAT:

1. The Sault Ste. Marie Public Library Board approves the minutes of the January 30, 2023 meeting as presented.
2. The Sault Ste. Marie Public Library Board accepts the Finance Committee report of the February 16, 2023 meeting as presented/amended.
3. The Sault Ste. Marie Public Library Board approves the Finance Committee Terms of References as presented/amended.
4. The expenditures for the month of November 2022, which include wages, benefits and RBC Visa in the amount of \$179,049.74 be confirmed paid.
5. The expenditures for the month of December 2022, which include wages, benefits and RBC Visa in the amount of \$304,246.35 be confirmed paid.

6. The expenditures for the month of January 2023, which include wages, benefits and RBC Visa in the amount of \$299,351.38 be confirmed paid.
7. The Sault Ste. Marie Public Library Board accepts the financial reports ending November 30, 2022 as presented.

Moved: E. Ferlaino

Seconded: H. Caicco

CARRIED

MOTION

The Sault Ste. Marie Public Library Board approves the **consent agenda** of the January 30, 2023 meeting as presented.

Moved: E. Ferlaino

Seconded: H. Caicco

CARRIED

6. Items Removed from Consent

NONE

7. Board Development

7.1 Open and Transparent Meetings

The CEO provided an update that the City Clerk's office is willing to present a report at a Board Meeting on open and transparent meetings. The presentation is for information purposes only. The Board requested that the CEO inquire as to how long the presentation would be, and schedule it for a future Board meeting.

7.2 OLA Super Conference Reports

The Board and CEO presented reports on the OLA Super Conference.

Moved into Closed Session at 6:03 PM.

8. Closed Session

MOTION

The members of the Sault Ste. Marie Public Library Board move into Closed Session pursuant to the Public Libraries Act, Section 16.4 Closed Meetings, as the subject matter being considered is: Labour Relations or relations or employee negotiations. Further be it resolved that should the said Closed Session be adjourned, the Board may reconvene in Closed Session to continue to discuss the same matter without the need for further authorizing resolution.

BE IT FURTHER RESOLVED THAT the following person(s) be permitted to attend: M. MacDonald, R. Chan, K. Aaltonen

Moved: S. Murray

Seconded: P. Bruni

CARRIED

9. Report of the Closed Session

MOTION

The Sault Ste. Marie Public Library Board received the report of the Closed Session of February 28, 2023 meeting as presented.

Moved: K. Harrison

Seconded: E. Ferlaino

CARRIED

10. New Business

NONE

11. Board Meetings

11.1 Regular Meeting March 27, 2023

12. Adjournment

Adjourned at 6:48 PM

Chairperson, Library Board

**Sault Ste. Marie Public Library
Facilities Committee
REGULAR MEETING
Monday, March 13, 2023**

Board Room & Virtual Via Zoom

Minutes

Present: Wayne Greco, Steve Murray, Mike Olejnik, Lisa Dobrovnik and Matthew MacDonald

Absent: Kevin Harrison

1. The meeting was called to order at 4:30 p.m.
2. There were no declarations of Conflict of Interest.
3. Appointment of Chair and Secretary.

Mike appointed Chair. Lisa appointed Secretary. Approved

4. The agenda was approved as presented.
5. The Minutes of the November 7, 2022 meeting were approved as presented.
6. Facilities Committee Terms of Reference.

Updates presented by Matthew accepted and approved.

7. Facility Assessment Spreadsheet – James L. McIntyre Centennial Library

Mathew presented the spreadsheet as information and provided a quick overview.

8. Project Updates

8.1 Exterior Cladding at the James L. McIntyre Centennial Library

M. MacDonald spoke with Karen Marlow, Purchasing Manager with the City, regarding the exterior cladding project. He provided her with the past Engineering Request for Proposals (RFPs) for the project. She said that City Purchasing will review the documents and put out a new RFP for the project. City will lead this project similar to how they are leading the Asbestos Encapsulation project.

8.2 Flooring in the lower level of the James L. McIntyre Centennial Library

The final step in repairing the Administration Office after the flooding is to replace the carpeting in this area. As there are several other areas in the lower level of the James L. McIntyre Centennial Library that require new floor coverings, an RFP has been prepared with each area to be bid on separately. This will allow the Library to repair as many areas as possible that fit within the Library's budget. A total of \$30,000 was designated for the project in 2022. The committee is being asked to recommend a motion for the release of an RFP (provided) for Floor Coverings at the James L. McIntyre Centennial Library.

RECOMMENDED MOTION APPROVED

Be it resolved that the Sault Ste. Marie Public Library approve the release of a Request for Proposal for replacement floor coverings at the James L. McIntyre Centennial Library. Further, that the Facilities Committee shall review submitted proposals and make a recommendation to the Library Board.

8.3 Asbestos Encapsulation

The Asbestos Encapsulation project is moving forward again having now approved Capital Funding 2023 at \$250,000 (including tax) from City Council. Due to their prior history on the project, Tulloch has been single sourced for the engineering and contract administration of the project. A Tulloch Consultant has provided a quote outlining the proposed scope of work, subject to the City team's review and satisfaction of the details. Once engaged, they will tender the project. An updated timeline for the project is not available at this time.

8.4 Library Generator

After learning that the initial generator project far exceeded the budgeted amount, the Facilities Committee asked for a scaled down version of the project. Nor Mech Engineering Inc. has reduced the load the generator would be required to supply and has provided specifications on a smaller generator that will service the Library's sump pumps if there is a power outage. A total of \$40,000 was designated for the project in 2022. As the project is expected to cost slightly more than the budgeted amount, (the excess being engineering fees and HST) the Committee is being asked to recommend a motion to proceed with the project

RECOMMENDED MOTION APPROVED

Be it resolved that the Sault Ste. Marie Public Library approve the installation of a backup power generator as a reserve power supply for the James L. McIntyre Library's sump pumps to prevent future flooding.

9. Upcoming Projects

9.1 Humidifier

Item 35 on the Facility Assessment spreadsheet identifies that a new steam humidifier is required to supply steam for humidification into the supply air stream of AHU 1. It is required to maintain a proper environment for book storage. During the 2023 budget deliberations, City Council approved \$10,000 for the replacement of the humidifier from the Library's expansion reserve. After a discussion with City Purchasing, it has been decided that the Library CEO will get seek quotes on the project and proceed with the lowest bid.

9.2 Lighting Upgrades

During a recent inspection, the Electrical Safety Authority reported the poor condition of lighting in the reference workroom. This is a very large area with many light fixtures. On the Asset Management Spreadsheet, Lighting Equipment is identified as item 50, with the recommendation that fixtures be replaced at the end of their life.

M. MacDonald has reached out to Emily Cormier, Sustainability Coordinator at the City, to inquire if there are any incentives for upgrading the lighting rather than just repairing them. E. Cormier wrote,

LED 4 foot T8s are eligible for a \$3 incentive per bulb providing they are DLC approved and also depending on their wattage and lumens. A quote will help determine that. 68 bulbs changing over to LED will only get you \$204 in an incentive and the incentive project minimum threshold is \$500 so this project on its own doesn't meet that. Is there anything else that we could add to the project to bring up the incentive? Other lighting replacements perhaps? Some VFDs? All go towards meeting that threshold. As well, have you considered replacement of the whole fixtures to troffers or ambient retrofit kits? Those incentives range from \$15 to \$25 per fixture.

The incentive program may offset some of the costs of replacing fixtures.

Next steps are for Library staff to get proposals and quotes, in accordance with 200-01 Purchasing and Procurement Policy, from several electrical companies and to determine the cost of replacing the light fixtures rather than simply fixing the existing ones and replacing the bulbs.

10. New Business – None

11. The meeting adjourned at 5:19 p.m.



Facilities Committee

Terms of Reference

Membership

The Facilities Committee shall be composed of three to five voting Board members. The Library Board Chairperson, shall serve as an ex-officio member of the Facilities Committee per Sault Ste. Marie Public Library Board By-law 10.1.4. Staff supports will be appointed by the CEO. A majority of the members appointed to the committee shall constitute quorum.

Committee Officials

Per Part Eight of the By-laws, the Facilities Committee must select a Chairperson from among its members at its first meeting.

Meetings

The Facilities Committee shall meet no less than three times per year. Additional meetings may be authorized by the Chair at the request of Committee members, the Board, or the CEO. The committee will establish an annual work plan and meeting schedule. Meetings may be either in person or electronically. Agendas and minutes shall be prepared and provided at a minimum of twenty-four hours in advance of the meeting.

Role and Mandate

The Facilities Committee will review and advise the SSMPL Board of Directors on matters relating to Capital projects and land, and assure that an effective control and governance framework is in place, including but not limited to, hearing presentations, delegations and receiving correspondence, assess the capital needs of the Library, and other library facility matters.

Functions of the Facilities Committee

To create, review, and annually update a Library facilities management plan on behalf of the Board. To also recommend and report to the Board on major capital expenses related to library

facilities.

To review facility related Request for Proposals and Tenders and make recommendations to the Board for awarding contracts in excess of \$~~10,000~~ 12,500. The Committee shall ensure that all Request for Proposals adhere to 200-01 Purchasing and Procurement Policy.

To prepare reports to City Council for the use of the Library's ~~Capital~~ Expansion Reserve for Board Approved projects.

To review and make recommendations on any proposed or pending acquisition or disposition of land by the Board. To review and make recommendations on any proposed, pending or existing leases by the Board of land and/or commercial space.

Annually review and recommend changes to the Terms of Reference.
Establish an annual work plan and meeting schedule.

Reporting

The Chair of the Facilities committee or designate shall report to the Board and where applicable, present recommendations to the Board for its approval.



Sault Ste. Marie
Public Library

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THE SAULT STE. MARIE PUBLIC LIBRARY

REQUEST FOR PROPOSALS

Library Floor Coverings at the James L. McIntyre Centennial Library

Chief Executive Officer
Sault Ste. Marie Public Library

March 10, 2023

THE SAULT STE. MARIE PUBLIC LIBRARY

REQUEST FOR PROPOSAL – #2023-01

Library Floor Coverings at the James L. McIntyre Centennial Library

The Sault Ste. Marie Public Library is accepting Proposals for the removal and replacement of carpeting in various areas of the James L. McIntyre Centennial Library:

LIBRARY FLOOR COVERINGS AT THE JAMES L. MCINTYRE CENTENNIAL LIBRARY 50 EAST ST., SAULT STE. MARIE, ONTARIO, P6A 3C3

The purpose of this request is to prompt a response from Proponents actively engaged in the provision flooring, tiles, and carpeting.

If you are in a position to submit a Proposal, the completed Form of Proposal and all required attachments and schedules, must be returned in a sealed envelope, to the **Administrative Office, Sault Ste. Marie Public Library 50 East Street, Sault Ste. Marie, Ontario P6A 3C3** prior to the closing date. You are encouraged to make a full copy of the submitted documents for your file.

During the period for Proposal preparation, any questions concerning the requirements or intent of the statements contained herein should be directed to **Mr. Matthew MacDonald, CEO, 50 East Street, Sault Ste. Marie, Ontario P6A 3C3** at 705-759-5246 or via email m.macdonald@cityssm.on.ca.

This Request for Proposal is advertised with a closing date of **12:00 pm, local time, Monday May 1, 2023.**

We look forward to your response.

Sincerely,



Matthew MacDonald, B.A. Hon., M.L.I.S.
Chief Executive Officer



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THE SAULT STE. MARIE PUBLIC LIBRARY

REQUEST FOR PROPOSAL

Library Floor Coverings at the James L. McIntyre Centennial Library

Sealed proposals plainly marked as to contents, will be received at the **Administrative Office of Sault Ste. Marie Public Library 50 East Street, Sault Ste. Marie, Ontario P6A 3C3** until:

12:00 O'CLOCK NOON, LOCAL TIME (EASTERN) MONDAY MAY 1, 2023 for:

**REMOVAL AND REPLACEMENT OF LIBRARY FLOOR COVERINGS
AT THE JAMES L. MCINTYRE CENTENNIAL LIBRARY
50 EAST ST., SAULT STE. MARIE, ONTARIO, P6A 3C3**

Instructions to bidders, Request for Proposal forms, specifications, drawings and proposal envelopes may be obtained from the CEO, at the **Administrative Offices of Sault Ste. Marie Public Library 50 East Street, Sault Ste. Marie, Ontario P6A 3C3 Monday to Friday 9am to 5pm.** A written request for electronic versions of the Request for Proposal documents may be sent through Administration email at admin.library@cityssm.on.ca.

A Site Inspection accompanied by Mr. Matthew MacDonald, (phone) 705-759-5246, (email) m.macdonald@cityssm.on.ca, or his designate, is recommended prior to submitting a Proposal for supply of this equipment.

The lowest or any Proposal will not necessarily be accepted.

Matthew MacDonald,
Chief Executive Officer

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- 1) INFORMATION TO PROPONENTS
- 2) FORM OF PROPOSAL
- 3) TERMS OF REFERENCE
- 3) PHOTOGRAPHS & DRAWINGS

SECTION 1

INFORMATION TO PROPONENTS

INFORMATION TO PROPONENTS

Re-carpeting at the James L. McIntyre Centennial Library

1. **Delivery and Opening of Proposals**

Sealed Proposals in an envelope or package visibly marked on the outside with the Name of Proponent, the Proposal Name & File Number, and the Proposal Closing Date & Time will be received by Matthew MacDonald, CEO, Sault Ste. Marie Public Library, James L. McIntyre Centennial Library, 50 East St, Sault Ste. Marie, Ontario, P6A 3C3 until 12:00 o'clock noon, local time, Monday May 1, 2023. Late Proposals will not be accepted and will be returned unopened.

The Sault Ste. Marie Public Library reserves the right to reject any or all Proposals. The lowest or any Proposal will not necessarily be accepted.

It will be the Proponent's responsibility to clarify any questions before submitting a Proposal. A written addendum issued by the Sault Ste. Marie Public Library is the only means of changing, amending or correcting this RFP. In the process of responding to this RFP, the Proponent should not utilize any information obtained outside this protocol.

2. **Errors, Omissions, Clarifications**

All questions and requests for clarification, including Terms of Reference and technical information, relating to the Request for Proposal process and/or identification of any errors or omissions in the Request for Proposal documents shall be directed to Mr. Matthew MacDonald, CEO, (phone) 705-759-5246, (email) m.macdonald@cityssm.on.ca.

The CEO may, at his sole discretion, issue a written addendum. The CEO will not make oral interpretations or clarifications, as to the meaning of the Proposal documents.

3. **Informal Proposals**

Proposals are to conform to the terms and conditions set out herein. Proposals which are incomplete, conditional, or obscure, or which contain additions not called for, erasures, alterations, or irregularities of any kind, may be rejected as informal. All Proposals must be legibly signed in ink by an authorized officer of the Consulting Firm.

4. **Ability and Experience of Proponents**

No Proposal will be considered from any Proponent unless known to have a background of experience in a related enterprise of a character similar to that covered by this document.

Important - Demonstrable successful experience in flooring and carpet installation. Details should be provided as part of the references submitted with the Proposal.

Information to Proponents (cont'd)
Library Floor Coverings at the James L. McIntyre Centennial Library

5. Conditions and Requirements for Performance – Recommended Site Inspection

The Proponent is required to submit their Proposal upon the express conditions that they shall satisfy themselves by personal examination of the James L. McIntyre Centennial Library floors or by such other means, as they may prefer, as to the actual conditions and requirements of the work.

A Site Inspection accompanied by Matthew MacDonald, CEO, (phone) 705-759-5246, (email) m.macdonald@cityssm.on.ca, or his designate, is recommended prior to submitting a Proposal for professional services and contract administration. No allowance will be made for any issues, including additional costs, which may arise in the absence of the Site Inspection as recommended.

Each Proponent by careful examination of the RFP documents and any subsequent addenda shall satisfy themselves as to the nature and scope of work required as well as all conditions which might affect the execution of the contract, and will make the necessary changes to their proposal.

6. Agreement for Services

The successful Proponent will be required to enter into an agreement for professional services with a fee limit established at the outset of the agreement. Additional fees for unforeseen work which may be required must be approved by the Library prior to expenditure.

7. Proposal Left Open

The Proponent shall keep their Proposal open for acceptance for sixty (60) days after the closing date.

8. Right to Accept or Reject Proposals

The Sault Ste. Marie Public Library reserves the right to reject any or all Proposals or to accept any Proposal should it be deemed in the interests of the Sault Ste. Marie Public Library to do so and if only one Proposal is received, the Sault Ste. Marie Public Library reserves the right to reject it.

Notwithstanding the foregoing, in the event that a preferred Proposal does not exactly and entirely meet the Sault Ste. Marie Public Library's requirements, the Sault Ste. Marie Public Library reserves the right to enter into negotiations with the selected Proponent to arrive at a mutually satisfactory arrangement with respect to any modifications to the Proposal.

9. Schedule

A- Release of RFP	March 28, 2023
B- Submission of Proposal	May 1, 2023
C- Proposal Evaluation	May 8, 2023
D- Recommendation of Award	May 29, 2023
E- Award of Contract	May 30 – June 5, 2023

F- Removal of existing Carpet &
Installation of New Carpet/Flooring
G – Project Completion

June - August 2023
September 4, 2023

The Sault Ste. Marie Public Library reserves the right to alter the scheduling of items “C” to “G”.

Proponents are asked to designate one contact person to whom any additional information deemed to be relevant to the proposal may be communicated.

10. Proposal Copies

Three (3) complete sets of the Proposal documents are to be submitted– one (1) marked as “**Original**” and two (2) sets marked as “**Copy**”. The “**Form of Proposal**” included with the Proposal documents marked “**Original**” must bear **original signatures in ink** to qualify.

Proponents are asked to designate one contact person to whom any additional information deemed to be relevant to the Proposal may be communicated.

11. Indemnity

The successful Proponent shall indemnify the Sault Ste. Marie Public Library from all damage or expense for actual or alleged trademark, patent or copyright infringements.

The successful Proponent will indemnify and save harmless the Sault Ste. Marie Public Library against and from all actions, causes of action, interest, claims, demands, costs, damages, expenses or loss which the Sault Ste. Marie Public Library may bear, suffer, incur, become liable for or be put to by reason of any damage to property or injury or death to persons by reason of, arising out of or in consequence of breach, violation of non-performance by the successful Proponent of any provision of the agreement, or by reason of or arising out of the use of the premises or in connection with the work covered by this contract, or by reason of or arising out of any act, neglect or default by the successful Proponent or any of its agents or employees or any other person or persons, in, on, or about the premises.

And the Proponent covenants that the indemnity herein contained shall extend to all claims, loss, cost and damages by reason of or arising out of improper or faulty erection of equipment and/or furniture erected or installed in connection with this Agreement by the Proponent, its servants or agents, whether or not these have been approved by the Sault Ste.

Marie Public Library, its servants or agents. The rights to indemnity contained in this paragraph shall survive any termination of this agreement, anything in this agreement to the contrary notwithstanding.

The Proponent further covenants that the indemnity herein contained shall extend to all claims, loss, cost and damages by reason of or arising out of improper or faulty erection of equipment and/or furniture erected or installed in connection with this Agreement by the Proponent, its servants or agents, whether or not these have been approved by the Sault Ste. Marie Public Library, its servants or agents.

The rights to indemnity contained in this paragraph shall survive any termination of this agreement, anything in this agreement to the contrary notwithstanding.

12. Insurance Policy & Certificate

The successful Proponent will indemnify and save harmless the Sault Ste. Marie Public Library of any action arising out of the course of this agreement and will provide a Certificate of Insurance certifying Public Liability and Property Damage Insurance for a minimum of \$2,000,000.00 per occurrence, prior to the commencement of the contract.

The successful Proponent shall maintain such insurance as will protect the Proponent and the Sault Ste. Marie Public Library from all claims for damage or loss, or personal and bodily injury, including death, and from all claims of property damage on an occurrence basis which may arise from their operation under this contract.

The insurance shall be Comprehensive Liability Insurance, including Product and Completed Operations Liability, Contractual Liability, Owners and/or Contractors Protective Liability, Contingent Employers Liability, and shall contain a Cross Liability Clause protecting the Sault Ste. Marie Public Library as if separately insured. The insurance shall have a limit of not less than \$2,000,000.00 inclusive for any one occurrence.

The deductible amount or amounts in any insurance policy required by the Sault Ste. Marie Public Library pursuant to this contract shall be subject to the approval of the Sault Ste. Marie Public Library. In the event that the Sault Ste. Marie Public Library does not accept the deductible amount as proposed by the Contractor, the Contractor shall provide insurance coverage with a deductible amount acceptable to the Sault Ste. Marie Public Library.

13. Contractor Pre-Qualification Program

The successful Proponent shall be responsible for the removal or carpet and the installation of new carpet/flooring at the James L. McIntyre Centennial Library. Personal Protective Equipment (PPE) must be used by its employees as required to perform the required work, and be maintained in a safe working condition. The successful Proponent is responsible for the supply of all safety equipment required by its employees.

The successful Proponent and any Subcontractor (if applicable) is required to comply with the requirements of the City of Sault Ste. Marie's Contractor Pre-Qualification Program prior to the start of onsite work on this Contract. These requirements include but are not limited to WSIB Coverage, Liability Insurance Coverage, Accessibility Training, and Safe Work Practices. Details regarding compliance with this requirement may be obtained by contacting David McAuley, Health & Safety Coordinator, telephone 705-759-5367 or by email to d.mcauley@cityssm.on.ca. Responsibility for compliance with this requirement by any Subcontractor is the responsibility of the successful Proponent.

The successful Proponent and any Subcontractor (if applicable) is also required to comply with the requirements of the City of Sault Ste. Marie's Vaccination Policies, including but not limited to any employees of the Contractor and any subcontractor, having to be fully vaccinated in order to attend the James L. McIntyre Centennial Library worksite.

14. Subletting

The successful Proponent shall keep the work under their personal control, and shall not assign, transfer or sublet any portion without first obtaining the written consent of the Library CEO, or his designate. The consent of the CEO of any such assignment,

transfer or subletting, shall not, however, relieve the successful Proponent of any responsibility for the proper commencement, execution and completion of the work according to the terms of the contract, and the successful Proponent shall, either in person or through an accredited agent, receive all notices, communications, orders, instructions or legal service as if the Proponent were performing the work with their own plant and employees.

15. Interviews

Proponents may be required to attend an interview to detail features of their proposed services, solutions and/or plans at a location within the City of Sault Ste. Marie. Any costs associated with attendance are the responsibility of the Proponent (see Paragraph 16 below).

16. Incurred Costs

The Sault Ste. Marie Public Library will not be liable for, nor reimburse any Proponent for costs incurred in the preparation of Proposals or any other costs such as preparation for, and attendance at interviews that may be required as part of the evaluation process.

17. Alterations to Documents

No electronic reproduction or alteration of the original document will be permitted under any circumstance. The Proponent shall not change the wording of the Proposal after submission; and no words or comments shall be added to the general conditions or detailed specifications unless requested by the CEO for the purpose of clarification.

18. Confidentiality & Post-Award Comment

The successful consultant will be selected based on evaluation of the proposal utilizing our rating system which considers the requirements mentioned below. The Sault Ste. Marie Public Library Board Facilities Committee will be used in the selection process.

Consulting Team's Key Personnel and Roles/Estimated Time Commitments. Proposals should include the names and brief Curriculum Vitae for the Consulting Team's key personnel, their roles, and estimated time commitments for the Project. A Building Science Specialist is required to be part of the team's key personnel.

- 1) Consulting team's relevant past experience on similar projects. Proposals should include details and provide relevant references (minimum of 3) including Contact Names.
- 2) Detailed proposed work program methodology.
- 3) A detailed schedule recognizing critical deliverables, progress meetings and timelines.
- 4) A fee schedule for the required scope of services should be presented as outlined in Paragraph 4 of Section 3 - Terms of Reference of the RFP. Three (3) copies of the complete proposal submission must be received.

Proponents are required to include a Letter of Introduction with the Proposal that states that the Signee is authorized to bind the Proponent to the contents of the Proposal including pricing.

The above list of criteria represents areas which are to be specifically addressed in the proposal. The evaluation process will not necessarily be limited to these areas. Other criteria not specifically listed above may also receive consideration. The order in which the criteria are listed does not indicate the weighting of the evaluation.

The Library reserves the right, in its sole and absolute discretion to select a preferred Proponent with which to negotiate a final contract, terminate the proposal call or reject any and all Proposals.

The Library will endeavor to complete the evaluation process within a reasonable time frame. The Library reserves the right to contact Proponents to seek clarification of the proposals, as submitted, to assist in the evaluation process. Interviews may be required.

IMPORTANT: The decision of the Sault Ste. Marie Public Library with respect to this Request for Proposals is considered final. In submitting a Proposal, Proponents agree that there is no recourse to Sault Ste. Marie Public Library for its decision.

19. Confidentiality & Post-Award Comment

No Proponent shall have the right to review or receive any information with respect to a Proposal, documentation, or information submitted by any other Proponent. The content of the Proposal, and all documentation, and information shall be held in confidence by the Sault Ste. Marie Public Library, subject only to the provision of freedom of information and privacy legislation, including without limitation, the *Municipal Freedom of Information and Protection of Privacy Act*.

Post-Award Comment by the Sault Ste. Marie Public Library regarding this Request for Proposal will be limited to written notification to all Proponents of the successful Proponent's name and address **only**. In submitting a Proposal, Proponents acknowledge and agree to this provision.

20. Municipal Freedom of Information & Protection of Privacy Act

The Sault Ste. Marie Public Library is governed by the provisions of the Municipal Freedom of Information and Protection of Privacy Act. All documents submitted to the Library in response to this Request for Proposal become the property of the Library and as such will be subject to the disclosure provisions of the Act. The Act gives persons a right of access to information held by the local Boards. The right of access is subject to exemptions contained in the Act.

SECTION 2

FORM OF PROPOSAL

FORM OF PROPOSAL

LIBRARY FLOOR COVERINGS AT THE JAMES L. MCINTYRE CENTENNIAL LIBRARY

Mr. Wayne Greco, Chair
& Members of the Sault Ste. Marie Public Library Board
50 East Street
Sault Ste. Marie, ON P6A 3C3

I/We the undersigned, hereby submit the attached Proposal to satisfy the requirements laid out by the Sault Ste. Marie Public Library.

I/We have reviewed and understand the Information to Proponents (Section 1) of the RFP and agree to the terms and conditions contained therein in submitting this Proposal.

I/We have submitted all Pricing Schedules (**in Canadian Dollars**), Product Information, and other information requested with the Proposal (required to qualify).

I/We agree that this Proposal shall be irrevocable from the time and date that the Proposals are opened in accordance with the time period stated in Paragraph 1 of the Information to Proponents.

I/We agree that this Proposal is made without any connection, knowledge, comparison of figures or arrangements with any other person or persons submitting a Proposal for the same purpose and is in all respects fair and without collusion or fraud.

It is further understood and agreed that the lowest or any Proposal will not necessarily be accepted and that the Sault Ste. Marie Public Library reserves the right in its absolute discretion to reject any or all Proposals, or accept the Proposal deemed most acceptable to the Sault Ste. Marie Public Library.

The Sault Ste. Marie Public Library further reserves the right to negotiate further with the successful Proponent to finalize the terms and conditions of the Proposal.

I/We agree that the Sault Ste. Marie Public Library's Purchase Order and Request for Proposal Document; as well as the Proposal submitted shall constitute the whole of the Agreement with the successful Proponent unless stated below:

This **"Form of Proposal"** must be completed, legibly signed in ink, and returned as part of the Proposal submission to qualify

FORM OF PROPOSAL (cont'd)

BID AMOUNT

Removal & Replacement of Carpet located in	Bid Amount
A. Administration Office	
B. Staff Room	
C. Cataloguing and Invoicing	
D. Work Room	
E. Book Store	

All Services \$

HST \$

TOTAL \$

Note: Quoted Prices are in Canadian Dollars.

It is understood that the pricing above is the total price for all items in the requested quantities, freight and installation per the specifications listed in Section 3.

In the case of a mathematical discrepancy in the bid pricing per category, the Unit Prices bid for each item shall prevail.

NAME OF COMPANY

(SEAL)

ADDRESS

CITY

POSTAL CODE

SIGNING OFFICER SIGNATURE

WITNESS' SIGNATURE (must be present if
Corporate Seal is not affixed to Form of Proposal)

SIGNING OFFICER (PRINT NAME)

TELEPHONE NUMBER

EMAIL of SIGNING OFFICER

DATE

SECTION 3

TERMS OF REFERENCE

TERMS OF REFERENCE

LIBRARY FLOOR COVERINGS AT THE JAMES L. MCINTYRE CENTENNIAL LIBRARY

1. **Introduction**

The Sault Ste. Marie Public Library is seeking firms with experience removing and installing carpeting and floor covers to replace existing carpeting at the James L. McIntyre Centennial Library located at 50 East St, Sault Ste. Marie, ON.

The James L. McIntyre Centennial Library is a two story building constructed of concrete, brick and steel. The flooring in the Administration office is a series of raised wooden platforms on steel posts. The carpet was damaged when contractors needed to access the subfloor due to flooding and subsequent water damage.

In most other areas of the Library the flooring consists on concrete covered in carpeting. The carpet in these areas are aged and worn, requiring replacement.

The Library will consider the following for replacement of existing carpeting:

- New carpeting and carpet tiles;
- Laminate flooring;
- Vinyl flooring;
- Tile flooring;
- Painted Concrete;
- Any other type of flooring deemed appropriate.

The Library reserves the right to negotiate the type of flooring to be used in each of the areas indicated.

The least expensive option for each area will not necessarily be accepted.

2. **Familiarity with Requirements – Proponent's Responsibility**

Proponents should address any questions regarding technical information or clarification of the Terms of Reference to Matthew MacDonald, CEO (phone) 705-759-5246, or by email to m.macdonald@cityssm.on.ca

A Site Inspection accompanied by Mr. Matthew MacDonald, or his designate, is recommended prior to submitting a Proposal.

Proponents will be responsible for taking their own measurements.

3. **General**

The minimum required scope of services follows. Proponents may recommend additional services to enhance the services provided.

The required scope of services will generally include:

- Collect site information; includes review of available documentation and all necessary site visits;

- Meet with Library staff to determine and confirm requirements for carpeting and floor covers;
- Review and discuss with Library staff the best flooring solutions for each area, taking into consideration area traffic, durability, functionality, health and safety and aesthetics;
- Obtain any and all necessary permits to satisfy all reporting requirements of regulatory authorities including Ministry of Labour – Notice of Project;
- Temporarily relocate desks, cabinets, and other items on the floor;
- Remove and dispose of appropriately existing carpeting in accordance with waste management regulations;
- Install new flooring and/or carpeting as agreed to in the proposal and/or proposal amendments;
- Ensure that all workers and subcontractors are adhering to Library Health and Safety Policies, and the Occupational Health and Safety Act. Conduct sufficient site inspection to ensure that the worker's performance is in accordance with industry standards and project specifications. Certify to the Library in writing that the work was completed in accordance with industry standards and project specifications after completion of installation.
- Provide the Library with General Review Reports during the upgrade process if requested.

4. **Pricing – to be submitted in Canadian Dollars**

It is preferred that the Fee Schedule included with Proposal be “All Inclusive” with H.S.T. shown as extra. A minimal number of exclusions should be shown – must be itemized and costed with Proposal. Due to the extended nature of work required for this project, progress payments based on agreed upon milestones may be billed at the sole discretion of the Library. Proponents should also provide an estimation of the amount of site visits and other onsite presence by the Consulting Team that will be required during the contractor's presence.

A schedule itemizing Hourly Rates (H.S.T. extra) for personnel for work in addition to the scope of the Project should be included. Any additional work is required to be approved in advance in writing by Matthew MacDonald, CEO, or his designate.

In the case of a mathematical discrepancy in the bid pricing, the Unit Prices bid for each item shall prevail.

5. **Scheduling**

Prior to the end of June 2023, the Library requires that a plan and schedule be presented for approval for removal and installation of flooring as well as an estimated date of completion.

6. **Proposal Content**

Three (3) sets of the Proposal documents shall be submitted – one (1) marked as “**Original**” and two (2) marked as “**Copy**”.

To aid the Sault Ste. Marie Public Library in evaluation of the Proposals submitted, the following components are to be included in each set of Proposal

documents. The order is to be maintained in the Proposal Submission. Pages are to be numbered and each document securely bound (method at discretion of Proponent):

Title Page - Showing RFP name and file number, closing date and time, Proponent's name, address, telephone number, facsimile number and name of Contact Person (with email address).

Table of Contents - Include page numbers.

Letter of Introduction - One page, introducing the Proponent and signed by the person(s) authorized to sign on behalf of, and bind the Proponent to, statements made in response to this RFP.

Form of Proposal - As included in Section 2 of the Request for Proposal – alterations not permitted. Signed and witnessed as required – **original signatures in legible ink must be present in the Proposal Document set marked “Original”.**

Proponent's Response –

Summary – Provide a short summary of the key services. Past successful experience by the Proponent in flooring installation.

Pricing – Provide detailed Pricing Schedules. See Paragraphs 3, 4 & 5 above in the Terms of Reference for any clarification required.

Methodology and Work Plan – Provide details of proposed schedule recognizing that desired completion is on or before September 5, 2023.

References – Provide a list of references (minimum of three (3) preferred) for which the Proponent has installed on their behalf, carpeting and/or flooring. Full Contact details including Contact Name and Coordinates to be included.

Proponents should also include any other information or documentation that they deem to be of assistance to the Sault Ste. Marie Public Library during the Evaluation Process.

8. Evaluation

The Sault Ste. Marie Public Library will evaluate all Proposals received on the basis of defined evaluation criteria. These criteria will not be made available to prospective Proponents. The evaluation criteria will reflect the submission requirements above and include:

- Quality and clarity of the submission;
- The degree to which all objectives of the Sault Ste. Marie Public Library are met;
- Nature and suitability of proposed solution(s);
- Commitment to required timeline;

- Pricing;
- Successful record of installation of floor coverings.

The above list of criteria represents areas which are to be specifically addressed in the Proposal. The evaluation process will not be limited to these areas. Other criteria not specifically listed above will also receive consideration. The order in which the criteria are listed does not indicate the weighting of the evaluation.

As noted, the Sault Ste. Marie Public Library reserves the right, in its sole and absolute discretion to select a preferred Proponent with which to negotiate a final contract, terminate the Proposal call and negotiate with one or more Proponents, or reject any and all Proposals. The Sault Ste. Marie Public Library will not necessarily select the Proposal with the lowest proposed cost; or any other Proposal.

Proponents are reminded that there is no recourse to the Sault Ste. Marie Public Library for its decision and the Sault Ste. Marie Public Library will not provide any compensation to Proponents for costs incurred in the preparation of Proposals; or preparation for, or attendance at, any interview or demonstration requested as part of the evaluation process for Proposals received. The Sault Ste. Marie Public Library will attempt to obtain any further required information or clarification by electronic means whenever possible.

The Sault Ste. Marie Public Library will endeavour to complete the evaluation process in the shortest time possible. **The Sault Ste. Marie Public Library reserves the right to contact Proponents to seek clarification of the Proposals, as submitted, to assist in the evaluation process.**

SECTION 4

PHOTOGRAPHS

&

DRAWINGS

APPENDIX A

Floor Plan Lower Level



APPENDIX B

Photographs

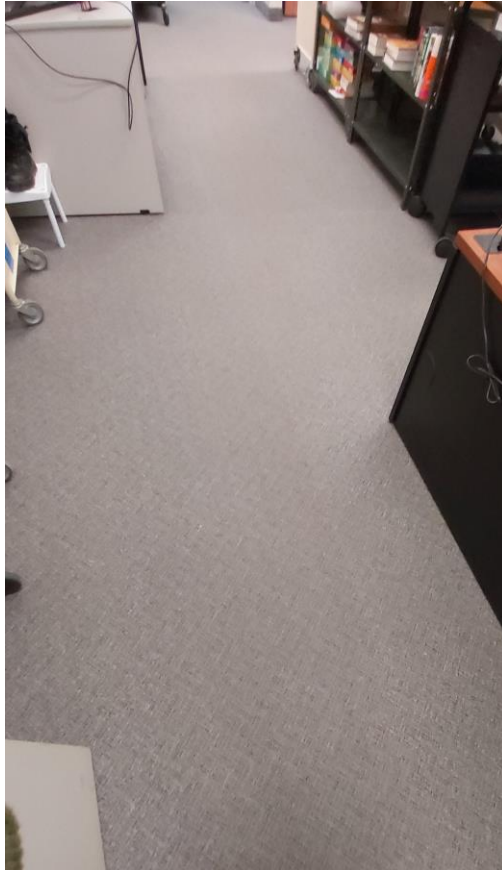
ADMINISTRATION OFFICE





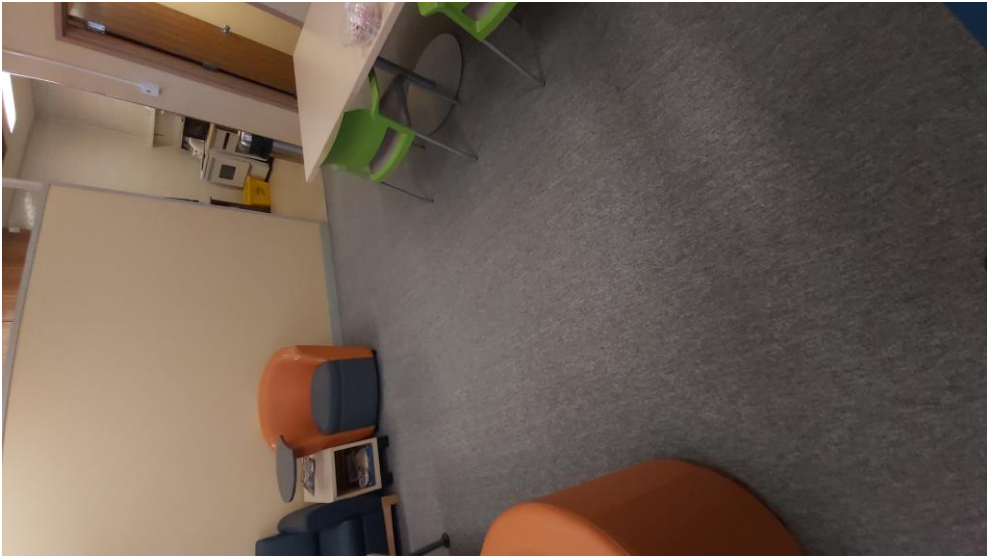


CATALOGUING AND INVOICING





STAFF ROOM

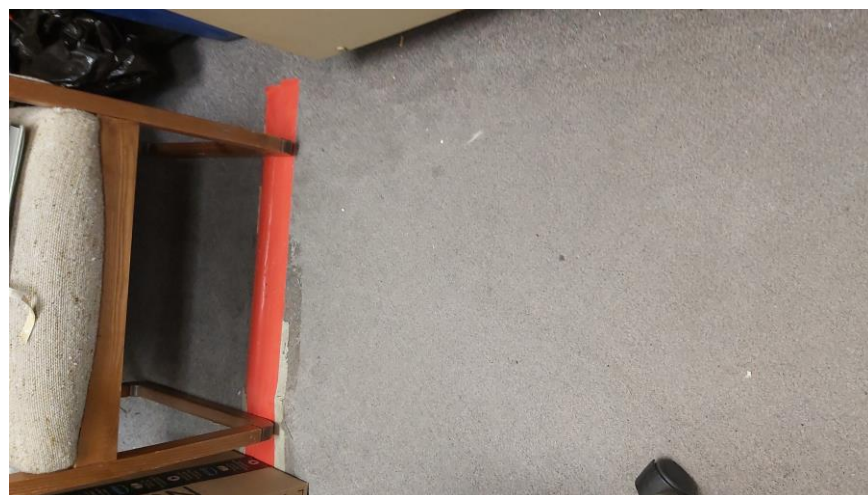
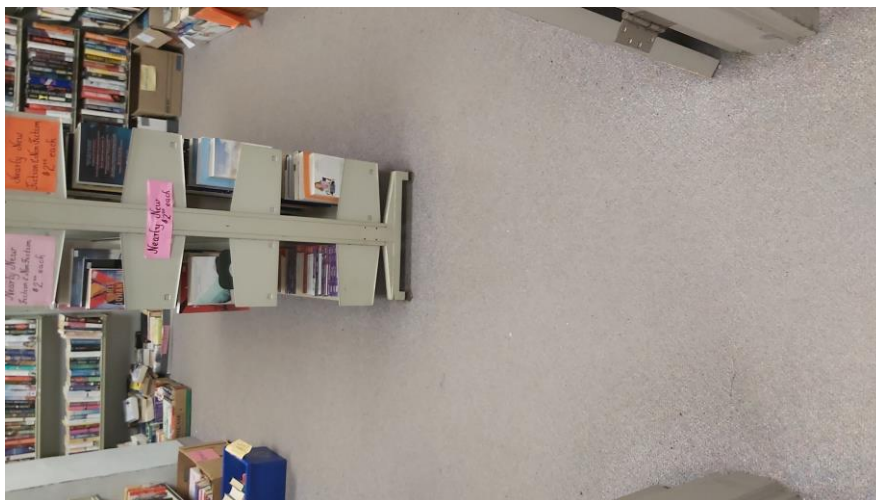


WORK ROOM





BOOK STORE



**Sault Ste. Marie Public Library
Policy Committee
REGULAR MEETING
Tuesday, March 7, 2023**

Board Room & Virtual Via Zoom

Minutes

Attending: Wayne Greco, Paulo Bruni, Jami van Haaften and Matthew MacDonald

Regrets: Erin Ferlaino and Lisa Dobrovnik

1. Call to order 4:37

2. Declaration of Conflict of Interest

3. Appoint Chair and Secretary

Wayne nominated Erin, Jami seconded . Approved

4. Agenda was approved.

5. Minutes were approved at March 27 Board meeting.

6. Policy Committee Terms of Reference

Recommendation to the Board to approve the revised Terms of Reference for the Policy Committee.

7. Policy Reviews

7.1 100-01 Governance Processes Policy

7.2 300-05 Membership Policy Policy

7.3 300-06 Social Media Policy

7.4 400-01 Hiring Policy

8. New Policies – reviewed and approved

8.1 100-11 Board Code of Ethics Policy

9. Policy Follow up

9.1 NONE

10. New Business

10.1 NONE

11. Adjournment

Recommendation to the Board to approve the revised Terms of Reference for the Policy Committee.

Recommendation to the Board to approve the following policies as revised:

100-01 Governance Processes Policy

300-05 Membership Policy Policy

300-06 Social Media Policy

400-01 Hiring Policy

Recommendation to the Board to approve the following new policy:

100-11 Board Code of Ethics



Policy Committee

Terms of Reference

Membership

The Policy Committee shall be composed of three to five voting Board members. The Library Board Chairperson, shall serve as an ex-officio member of the Policy Committee per Sault Ste. Marie Public Library Board By-law 10.1.4. Staff supports will be appointed by the CEO. A majority of the members appointed to the committee shall constitute quorum.

Committee Officials

Per Part Eight of the By-laws, the Policy Committee must select a Chairperson from among its members at its first meeting.

Meetings

The Policy Committee shall meet no less than three times per year. Additional meetings may be authorized by the Chair at the request of Committee members, the Board, or the CEO. The committee will establish an annual work plan and meeting schedule. Meetings may be either in person or electronically. Agendas and minutes shall be prepared and provided at a minimum of twenty-four hours in advance of the meeting.

Role and Mandate

The Policy Committee will review and advise the SSMPL Board of Directors on matters relating to Board Policies and assure that an effective control and governance framework is in place, including but not limited to, hearing presentations, delegations and receiving correspondence, insuring legislation is correctly interpreted and followed, policy development and review, and other policy matters.

Functions of the Policy Committee

To review, create, rescind, update and prepare Library policies on behalf of the Board in accordance with the strategic plan. To also recommend and report to the Board on Library policies requiring review, discussion, approval or other action by the Board. Policies will be reviewed in accordance with the Policy Review Schedule. Each policy shall be reviewed by the committee within three years of the policy's last approval.

To review the By-Laws once annually and recommend any necessary changes to the Board prior to the Annual General Meeting.

Annually review and recommend changes to the Terms of Reference.

Develop and recommend to the Board a process for assessing the performance and operation of the Board. Oversee the implementation of assessment processes and report the findings to the Board.

Establish an annual work plan and meeting schedule.

Create, review and update an orientation program for new and existing Board members as well as a plan for orientation of new Board members.

Create, review and update any other official Board documents as requested by the Board.

Reporting

The Chair of the Policy committee or designate shall report to the Board and where applicable, present recommendations to the Board for its approval.

Title:	Governance Processes Policy	Policy Number: 100-01
Policy Type:	Governance	
Approval By:	Resolution Number RB 2013-04-13	
Approval Date:	April 13, 2013	
Revised Dates:	March 20, 2017; February 24, 2020, March 27, 2023	
Review Date:	February 2026	

PURPOSE:

This policy is specific to the operations of the Library Board and its functions and governance responsibilities and style. It enables the Library Board to remain focused on its responsibilities and maintain consistent practices.

SCOPE

This policy applies to the Library Board and its individual members, committees of the Board, and the CEO.

DEFINITIONS:

BOARD - Sault Ste. Marie Public Library Board

CEO - Chief Executive Officer

POLICY STATEMENT:

The Board will operate mindful of its obligations under the Public Libraries Act and will be accountable to the community as a competent governing body.

Governing Style

1. The Board shall approach its task by:
 - (a) Demonstrating strategic leadership.
 - (b) Constructively reviewing management's proposals.
 - (c) Understanding and respecting Board and management roles.
 - (d) Decision-making that is collective and objective.
 - (e) Utilizing a proactive approach.
 - (f) Encouraging inclusive, open, collaborative discussion leading to informed consensus.
 - (g) Respecting all decisions of the Board by speaking with one voice through the designated spokesperson.
 - (h) Protecting the confidentiality of discussions and information.

Board Responsibilities

2. The Board is responsible for the provision of public library service. Its responsibilities are to:
 - (a) Be accountable for all responsibilities assigned through the Public Libraries Act and other relevant legislation.

- (b) Be linkage between the Municipal Council and the Library through the CEO and/or Board Chair as appropriate.
- (c) Be accountable for the organizational decisions and situations through the development, monitoring and upholding of policies.
- (d) Represents the interests of the community through discussion and consultation.
- (e) Define the diverse skills needed in Board members and articulate them to the appointing body to encourage appointments that support the business of the Board.
- (f) Orient new members to the Board.
- (g) Engage in continuous learning.
- (h) Advocate on behalf of the Library to the public and governing bodies

Annual Planning and Review Cycle

- 3. To accomplish its job, the Board will follow an annual planning cycle including scheduled monitoring and review of:
 - (a) The Strategic Plan
 - (b) Operating and capital budgets
 - (c) Audited Statements
 - (d) Capital Assets
 - (e) Board Policies
 - (f) Performance evaluation of CEO
 - (g) Evaluation of the Board's performance

RELATED POLICIES

100-03 Board - CEO Linkage Policy
100-04 Executive Limitations Policy
100-06 Policy Formation Framework Policy
100-11 Board Code of Ethics Policy

Title:	Board Code of Ethics	Policy Number: 100-11
Policy Type:	Governance	
Approval By:		
Approval Date:	March 27, 2023	
Revised Dates:		
Review Date:	February 2024	

PURPOSE

This policy outlines the Board's expectations for ethical, responsible, lawful conduct, and proper use of authority by its members and the CEO.

SCOPE

This policy applies to the Library Board and its individual members, committees of the Board, and the CEO.

DEFINITIONS

Conflict of Interest - A conflict of interest occurs when an individual's personal interests – family, friendships, financial, or social factors – could compromise their judgment, decisions, or actions.

POLICY STATEMENT

The Library Board is committed to the highest level of integrity and ethics in all of its dealings in accordance with all current legislation, Board by-laws, labour agreements, and Board policies.

Library Board members, including Board Committee members, shall conduct business in a lawful, ethical, and businesslike manner, including the proper use of authority.

PROFESSIONAL ACCOUNTABILITY

The Board and CEO shall:

- Respect meeting agendas and abide by the Chair's decisions on the rules of order;
- Attend Board meetings and committee meetings regularly and inform the Board Secretary and Chair about expected absences before meetings;
- Be prepared for all Board and committee meetings and use meeting time productively;
- Consider the best interests of the communities the Library serves when making decisions;
- Adhere to the Ontario Human Rights Code;
- Adhere to the provisions of the Municipal Conflict of Interest Act, The Municipal Act, the Public Libraries Act and any other relevant Acts or legislation;
- Respect confidentiality of all information discussed in Closed Sessions;
- Not have conversations or conduct Board business outside of Board meetings or committee meetings, including through email.

Additionally, the Board shall:

- Refrain from individually directing the CEO or library staff.

The Board Chair or designate(s) shall represent the Board in interactions with the public, press or other entities.

CONFIDENTIALITY

Board members shall not disclose or release by any means, including social media, to any person either in oral or written form any confidential information acquired by virtue of their office except when required by law to do so. Board members have a duty to hold in strict confidence all information concerning matters dealt with in meetings closed to the public in accordance with the Public Libraries Act, or any other legislation. All information, documentation or deliberation received, reviewed, or taken in closed session of the Board or its committees is confidential unless the matter ceases to be confidential as determined by the Board.

FINANCIAL ACCOUNTABILITY

The Board and CEO shall avoid situations where personal advantage or financial benefits may be gained and shall not use "inside information" in personal or private business. This includes using their position to obtain employment for self, family, or friends with the Library. When such situations cannot be avoided, Board members and/or the CEO may declare a Conflict of Interest.

CONFLICT OF INTEREST

Library Board members must avoid any conflict of interest concerning their fiduciary responsibility in compliance with the Municipal Conflict of Interest Act:

- There must be no self-dealing or any conduct of private business or personal services between any Board member and the organization except as procedurally controlled to assure openness, competitive opportunity and equal access to 'inside' information;
- Board members must not use their positions to obtain employment in the organization for others;

PERSONAL ACCOUNTABILITY

The Board and CEO shall:

- Treat others in a courteous, dignified and fair manner;
- Be respectful in person and written communications, including e-mails, when conducting Board business;
- Encourage and respect diversity of viewpoints and skills as well as cultural diversity;
- Take responsibility for personal professional development through continuing educational opportunities and participation in regional, provincial, and national library, museum and gallery organizations;
- Not represent the Library in an official capacity unless authorized to do so by the Board.

REPORTING AND ENFORCEMENT

Any Board member or the CEO may file a statement of perceived violation to the Chair or Vice Chair. The Chair or Vice Chair shall attempt to rectify any minor violations of the code of ethics.

Matters of a more serious nature may be referred to the City of Sault Ste. Marie's Integrity Commissioner. The Board will take the Integrity Commissioner's report and recommendations into consideration when trying to resolve the issue.

RELATED POLICIES

Board By-Laws

100-01 Governance Processes Policy

100-02 Advocacy Policy

100-04 Board - CEO Linkage Policy

300-02 Access to Information and Protection of Privacy Policy

300-09 Rules of Conduct Policy

400-01 Hiring Policy

400-09 Human Rights Policy; Anti-Harassment/Discrimination/Violence

Title:	Membership Policy	
Policy Type:	Operational	Policy Number: 300-05
Approval By:	Resolution Number RB 2017-01-16	
Approval Date:	January 16, 2017	
Reviewed Dates:	February 24 2020, November 29, 2021, March 2023	
Review Date:	March 2026	

PURPOSE:

This policy explains the registration requirements; the membership types, the duties, responsibilities, privileges, and restrictions.

SCOPE:

This policy applies to all individuals using library services. This policy does not apply to Visiting Library Services.

DEFINITIONS:

Good standing - a member whose library account does not have any "blocks" imposed on it.

Institutional membership - both free and fee based memberships are available to any organization, institution or local board in Sault Ste. Marie. This excludes any organization, institute or board that receives municipal, provincial or federal funds to operate its own library.

Materials - includes all Library collections and items acquired through Interlibrary Loans.

Non-resident membership - fee based membership available to persons not eligible for a Regular Membership.

Regular membership - a free membership available to persons residing or paying property taxes in the City of Sault Ste. Marie, contracting communities, Garden River or Batchawana reserves, or is an Indigenous Person or a student residing outside these communities.

POLICY STATEMENT:

The Library offers five types of memberships:

- Regular Membership
- Non-Resident Membership
- Institutional Membership
- Digital Memberships
- Other Memberships

Fee based memberships are determined annually by the Board.

Refer to Appendix A for procedure for obtaining Library memberships.

A valid Library membership is required to borrow Library materials and to access some Library services.

All patrons may borrow circulating items regardless of the patron's age with the exception of "R" rated DVDs which are restricted to persons 18 years of age and over.

Materials have borrowing periods and limits based on material type, demand or special circumstances, such as accessibility needs.

Library materials are circulated free of charge in accordance with the Ontario Public Libraries Act and Regulation 976.

The Library may impose replacement costs for damage to or loss of materials.

The parent(s) or guardian(s) of a child are responsible for the choice of all materials borrowed by the child. The Library and its employees will not assume parental responsibility for monitoring or restricting the child's use of library materials, nor accept request by parents to restrict their child's borrowing privileges in any way.

A parent(s) or guardian(s) wishing to cancel a child's library membership shall submit a written request to the CEO.

Any Library member may have his or her membership suspended, revoked or restricted for failure to observe or comply with library rules and policies. Members may have their privileges reinstated by the CEO or designate.

Accountability for membership and lending services is vested in the office of the CEO.

Individuals having a concern regarding application of this policy may request the matter to be reviewed by the CEO.

Confidentiality of all personal information held by the Library is governed by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Access to Information and Protection of Privacy Act.

Related Policies

200-06 Fees Policy

300-02 Access to Information and Protection of Privacy Policy

300-07 Exclusion, Reinstatement and Appeals Policy

300-08 Visiting Library Service Policy

Appendix A
Procedures for obtaining Library memberships

Regular Membership	
Annual Membership	Reside in or pay property taxes in the City of Sault Ste. Marie
	Reside in a township, municipality or unorganized area that is a contracting community
	Reside in Garden River or Batchawana reserves or is an Indigenous Person
	Students
	A permanent address is required for all Regular Memberships.
	Must provide one piece of photo I.D. or two pieces of identification if photo I.D. is not available
	All identification must be original documents, photocopies or reproductions are not acceptable
Non-Resident	
Annual Membership	Reside outside of the City of Sault Ste. Marie, any contracting communities, and Garden River and Batchawana reserves.
	A permanent address is required for all Annual Non-Resident Memberships.
	Fees are set annually by the Library Board and are not refundable.
	Annual Non-Resident Memberships will provide all the benefits and privileges afforded with a Regular Membership.
Monthly Membership	Reside outside of the City of Sault Ste. Marie, any contracting communities, and Garden River and Batchawana reserves.
	Persons without a permanent address, temporarily residing a group home, recovery home, hotel or any such institution/residence are eligible.
	Fees are set annually by the Library Board and are not refundable.
	Limit of five (5) items per loan at any one time.
Digital Membership	
	Reside in or pay property taxes in the City of Sault Ste. Marie
	Reside in a township, municipality or unorganized area that is a contracting community
	Reside in Garden River or Batchawana reserves or is an Indigenous Person
	Registered online through the Library's website
	Limited to accessing eResources and online collections.
Institutional Membership	
Free	The organization, institution or local board must be within the limits of the City of Sault Ste. Marie, any contracting community, or Garden River and Batchawana reserves.

	A completed Institutional Membership Form must be completed by a representative of the organization, institution or board and signed by the Library CEO
	May be limited and/or restricted on the number of and type of library items that may be borrowed. Other restrictions and/or limits may also be imposed.
Fee Based	The organization, institution or local board is not within the limits of the City of Sault Ste. Marie, any contracting community, or Garden River and Batchawana reserves.
	A completed Institutional Membership Form must be completed by a representative of the organization, institution or board and signed by the Library CEO
	Fees are set annually by the Library Board and are not refundable.
	May be limited and/or restricted on the number of and type of library items that may be borrowed. Other restrictions and/or limits may also be imposed.
Other Membership Types	
Social Service	Residing in Sault Ste. Marie without a permanent address
	Requires a letter of support from a Social Agency
	Valid for 365 days
	Limited to 5 check outs
	Unlimited Online Access
Transient	Residing in Sault Ste. Marie without a permanent address
	Valid for 30 days
	Limited to 5 check outs
	Unlimited Online Access

Title:	Social Media Policy	
Policy Type:	Operational	Policy Number: 300 - 06
Approval By:	Resolution Number RB 2017-01-16	
Approval Date:	January 16, 2017	
Reviewed Dates:	February 20, 2020, March 2023	
Review Date:	March 2026	

PURPOSE

This policy defines how the Library will utilize online social media sites in a manner that is consistent with the Library's goals, values, and mission.

SCOPE

Library staff, volunteers, and users of the Library's online and social media platforms and accounts.

DEFINITIONS

Social media - is defined as any website, application, or online account created and maintained by the Library which facilitates interaction between Library staff and the public.

POLICY STATEMENT

Social media, as an extension of the Library's traditional service channels, is subject to the same ethical, professional, and customer service policies and standards.

The Library's social media will be used to educate, discuss, promote, and market information about trends, issues, events, activities or other relevant information related to libraries, literacy and community engagement.

All content contributed by, or on behalf of, the Library to its online and social media channels, remains the property of the Library. In order to reproduce this content, permission is required from the Library, except when that content is being shared and the Library is recognized as the contributor.

ACCOUNTABILITY

The Library does not accept responsibility for any content that appears on its social media sites that is not created or published by library staff. All Library social media channels will be regularly monitored. Any posts, comments, or messages that contain any of the above, or are deemed inappropriate by the Library will be immediately removed and the individual responsible for the violation will be barred from posting any other messages, comments, or posts to the Library's social media sites.

By posting content, the user agrees to indemnify the Library, its administration, and staff from and against all liabilities; judgments, damages and costs (including legal

fees) incurred which arise out of or are related to the posted content. Forums, posts, or messaging may not be used for commercial purposes or for organized political activity.

The Library is not responsible for enforcing any restrictions that a parent or guardian may have for a minor's use of social media.

It is prohibited to use social media for any purpose which would contravene any statute or government regulation or Library policy.

Messages, comments, and posts are welcome on Library's social media channels, provided that they do not contain any of the following:

- Obscene, racist or discriminatory content
- Personal attacks, insults, threatening language or harassment
- Potentially libelous statements
- Plagiarized material
- Private, personal information published without consent
- Comments totally unrelated to the content of the forum
- Hyperlinks to materials that do not directly relate to the discussion
- Commercial activity or spam
- Organized political activity

Any deemed threats, harassment or discriminatory posts, comments or messages shall be reported to the Police.

If any user does not agree to the terms set out in this policy, the user will have no access to the Library's social media sites.

EMPLOYEE RESPONSIBILITIES

Any employee who becomes aware of an online incident or content that contravenes this policy must report it to a Manager in a timely manner.

Staff and volunteers are encouraged to promote the Library on personal social media accounts as appropriate. However, staff are not required to use personal social media accounts for work-related purposes and activities.

When using social media for personal use, a Library employee or volunteer must be aware of their role in the organization and the potential impact of their communications on the brand, reputation and service values of the Library and act appropriately and with good judgment.

When using social media platforms, other than those belonging to the Library, for work-related purposes, employees are expected to comply with the applicable terms and conditions of use.

RELATED POLICIES

100-10 Library and Political Elections Policy
300-07 Exclusion, Reinstatement and Appeals Policy
300-09 Rules of Conduct Policy



300-17 Volunteer Program Policy
300-22 Website Policy
300-26 Computer & Internet Use Policy
400-04 Internal Internet Usage Policy

Title:	Hiring Policy	
Policy Type:	Human Resources	Policy Number: 400-01
Approval By:	Resolution Number RB 2004-12-13	
Approval Date:	December 13, 2004	
Revised Dates:	May 27, 2013, February 27, 2017; February 2020; November 2021; March 2023	
Review Date:	February 2026	

PURPOSE

This policy ensures that the Library provides equal opportunity for employment without discrimination, employs the best-qualified candidates and avoids any conflict of interest or the perception of bias in the selection process.

SCOPE

All those who seek employment with the Sault Ste. Marie Public Library or seek different employment opportunities from within the Library.

DEFINITIONS

Direct reporting relationship - when an employee reports directly to another employee.

Prohibited grounds - discrimination in employment against people on the basis of age, ancestry, citizenship, colour, creed, disability, ethnic origin, family status, marital status, place of origin, race, record of offenses, sex/gender identity, and sexual orientation.

Related employees

- Spouse: Person to whom the employee is legally married or is in a common law relationship
- Child: Natural, adopted or step-child
- Parent: Father, mother, step-father, step-mother,
- Siblings: Brother or sister, half-sibling, step-sibling,
- In-laws: Father/mother in-law, sister/brother in-law, son/daughter in-law or equivalent

Supervision - having formal direct responsibility for the day-to-day duties and responsibilities of another employee.

Vulnerable Persons - Being vulnerable is defined as in need of special care, support, or protection because of age, disability, risk of abuse or neglect.

POLICY STATEMENT

The Library Board is committed to ensuring that hiring is based on merit and the following criteria and selection process:

- Qualifications

- Key competencies
- Applicable experiences (including references)
- Performance
- Collective agreement requirements

Direct reporting relationships where a related employee has direct supervision and/or authority to administer monetary gain, performance evaluations, discipline or recommend for hire or promotion are prohibited.

An active member of the Library Board shall not be considered for appointment to the library staff.

The provisions of the Ontario Human Rights Code shall be followed, including non-discrimination towards prospective employees for any reasons that are described as prohibitive grounds.

CRIMINAL RECORD CHECK

A current police Criminal Record Check with a vulnerable sector check is required for an applicant offered a position involving work with vulnerable persons. The Criminal Record Check with a vulnerable sector check must be submitted to the Administration Office prior to any employee commencing work.

The substance of criminal record is judged according to the following criteria:

- o Number of criminal convictions for the same offence.
- o Time elapsed from the most recent criminal conviction.
- o How the criminal conviction relates to the position.
- o Consider convictions, not arrests, when reviewing candidate Criminal Record Check.

The presence of any criminal conviction indicating a behaviour that may put at risk the safety of the Library, staff or users would disqualify a candidate from working for the library.

ACCOMMODATIONS

The Library in its ongoing efforts to prevent, identify and remove barriers for people with disabilities will provide work-related accommodation for employees with disabilities, upon request.

RELATED POLICIES

400-09 Human Rights Policy; Anti-Harassment/Discrimination/Violence

February, 2020 Revision

CONSTITUTION

FRIENDS OF THE SAULT STE. MARIE PUBLIC LIBRARY

ARTICLE I – Name

The name of this organization shall be the Friends of the Sault Ste. Marie Public Library, herein after referred to as “the Friends”.

ARTICLE II – Definitions

The Sault Ste. Marie Library shall hereinafter be referred to as ‘the Library’.

The Sault Ste. Marie Library Board of Directors shall be hereinafter be referred to as “the Board”.

ARTICLE III – Purpose

The Friends shall be a group of persons interested in public libraries. The Friends shall:

- a) Promote public awareness and an appreciation of the library
- b) Support the library in the delivery of library services
- c) Raise and provide funds or materials in support of the library
- d) Advocate for library services

ARTICLE IV – Fund Raising

The Friends raise funds through events and activities such as but not limited to the following, with all fund-raising activities approved by the Friends Executive:

The book store

Book sales

Donations

Special events

ARTICLE V – Membership and Dues

1. Membership in the Friends shall be open to all persons interested in supporting the Library.
2. Each member in good standing shall be entitled to vote at the annual general meeting.
3. Membership dues are payable on or before the annual general meeting. The membership year shall be from January 1 of one year to December 31 of the next year. Dues rates may be changed at any annual or special general meeting. New members can join at any time.

ARTICLE VI– Officers and Executive

The Officers shall be President, Vice-President, Treasurer and Secretary.

The Officers shall be elected at the Annual General Meeting by a majority of those members present.

Officers shall be elected for the term of three years.

The Executive shall include: all Officers, Book Store Coordinator, Volunteer Coordinator, Membership Coordinator, and the chairperson of each committee.

Executive members (other than officers) may be nominated from the membership or appointed by the Officers.

The Executives meets if there is a need to do so.

If an Officer position becomes vacant, the Executive will appoint a member to fill that vacancy until the next annual general meeting when a member in good standing will be elected to complete the normal term of office.

ARTICLE VII – Committees

Committees will be appointed as necessary.

ARTICLE VIII – Voting at Meetings

The Library Director and Library Liaison shall be non-voting members of the Executive.

The President votes as a regular member.

In the case of a tie vote, the motion is defeated.

ARTICLE IX – Finances

1. Monies raised from all Friends activities and fund raisers mentioned in Article V, as well as memberships and memorials, (except monies from book sales) shall be used in support of Library services. All funds from the sale of books shall be given directly to the Library.
2. All expenditures shall be approved at membership meetings.
3. The President has the authority to approve all expenditures up to \$100 between meetings.
4. Receipts for income tax purposes may be issued by the Treasurer.

ARTICLE X – Amendments

1. This constitution shall not be altered, added to, or amended except by approval of a 2/3 majority of members attending an annual or special meeting.
2. All members shall receive proposed alterations, additions or amendments at least two weeks prior to the annual or special general meeting.

ARTICLE XI - Dissolution

Upon dissolution of the Friends, after satisfaction of all liabilities, including costs of dissolution, any assets of the Friends shall belong to the Library.

FRIENDS OF THE SAULT STE. MARIE PUBLIC LIBRARY

BY-LAWS

ARTICLE I – Duties of Officers

1.1. The President shall:

- a) Preside at all meetings, except committee meetings.
- b) Be the contact between the Friends and the Executive Director of the Library and between the Friends and the Library Board.
- c) Be responsible for the overall operation of the Friends
- d) Prepare and present an annual report to the members
- e) Prepare and present an annual report to the Library Board.

1.2 The Vice-President shall, in the absence of the President:

- a) Perform the duties of the President.

1.3 The Treasurer shall:

- a) Keep and maintain the financial records of the Friends.
- b) Deposit monies received in the bank designated by the Friends
- c) Make all authorized disbursements, signing cheques along with any one of the following: President, Vice President or Secretary.
- d) Make regular monthly financial reports
- e) Prepare and present an annual financial report to the members

1.4 The Secretary shall:

- a) Keep an up-to-date list of members with addresses and phone numbers.
- b) Keep the minutes of all Executive, annual and special general meetings.
- c) Other duties as required.

ARTICLE II – Membership Dues

Annual membership dues shall be:

Patron	\$25
Family	\$12
Adult Member	\$5
Student	\$3

New members paying their Friends membership dues after November 1 will receive membership for the current year and the following year.

ARTICLE III – Membership Meetings

Membership meetings shall be held 3 time a year.

Any paid-up members attending may vote.

The quorum at membership meetings shall be 5 members.

ARTICLE IV – Annual General Meeting

The annual general meeting shall be held during the month of February and shall include:

- a) The President's report
- b) The financial statement for the preceding year
- c) Nomination and election of officers by a majority of those members present (elections to be held every 3 years)

Quorum at the annual general meeting shall be 10 percent of paid members. Proxies will not be allowed. Members shall be notified of the annual general at least two weeks in advance. All annual general meetings shall be open to the public.

ARTICLE V – Special General Meeting

A special general meeting may be called by the President or Executive. The meeting shall deal only with the matter for which it was called. Notice of the meeting (at least two weeks in advance must state the reason for the meeting.

ARTICLE VI – Fiscal Year

The fiscal year shall be from January 1 of one year to December 31 of the same year.

ARTICLE VII – Relationship of Friends with Library Director and Library Board

All projects and fund raising will be communicated to the Library Director and Library Board.

Public relations activities of the Friends on behalf of the Library shall be approved by the Library Director.



Sault Ste. Marie Public Library

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AGENDA ITEM: 5.7

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: SUMMARY OF MOTIONS
DATE: MARCH 27, 2023

The following is a summary of motions found in the consent agenda.

RESOLVED THAT

1. The Sault Ste. Marie Public Library Board approves the minutes of the February 27, 2023 meeting as presented.
☐ REMOVED FROM CONSENT
2. The Sault Ste. Marie Public Library Board accepts the Facilities Committee report of the March 13, 2023 meeting as presented.
☐ REMOVED FROM CONSENT
3. The Sault Ste. Marie Public Library Board approves the Facilities Committee Terms of Reference as presented.
☐ REMOVED FROM CONSENT
4. The Sault Ste. Marie Public Library Board approve the release of a Request for Proposal for replacement floor coverings at the James L. McIntyre Centennial Library. Further, that the Facilities Committee shall review submitted proposals and make a recommendation to the Library Board.
☐ REMOVED FROM CONSENT
5. That the Sault Ste. Marie Public Library Board approve the installation of a backup power generator as a reserve power supply for the James L. McIntyre Library's sump pumps to prevent future flooding.
☐ REMOVED FROM CONSENT

6. The Sault Ste. Marie Public Library Board accepts the Policy Committee report of the March 7, 2023 meeting as presented.

☐ REMOVED FROM CONSENT

7. The Sault Ste. Marie Public Library Board approves the Policy Committee Terms of Reference as presented.

☐ REMOVED FROM CONSENT

8. The following revised policies be approved as presented:

100-01 Governance Processes Policy
300-05 Membership Policy
300-06 Social Media Policy
400-01 Hiring Policy

☐ REMOVED FROM CONSENT

9. That the 100-11 Board Code of Ethics be approved as presented.

☐ REMOVED FROM CONSENT

10. That Sault Ste. Marie Public Library Board approve the most recent Friends of the Library By-laws as presented.

☐ REMOVED FROM CONSENT

RESOLVED THAT:

The Sault Ste. Marie Public Library Board approves the consent agenda of the March 27, 2023 meeting as presented/amended:

Moved: _____

Seconded: _____

Chair of the SSM PL Board

Date

CEO

Date



Monthly Expenditure Report for February 2023

Cheque Register

February 2, 2023	27,999.97
February 9, 2023	38,429.41
February 16, 2023	21,892.50
February 23, 2023	23,873.24
Subtotal	<u>\$112,195.12</u>

EFT from Bank Statements

Wages	103,999.97
RBC Visa 2/20/2023	4,821.84
Service Fees	213.58
Deposit Slip Fee	29.00
Subtotal	<u>\$109,064.39</u>
Total	<u>\$221,259.51</u>

Recommendation:

The expenditures for the month of February 2023, which include wages, benefits and RBC Visa in the amount of \$221,259.51 be confirmed paid.

The Corporation of the
City of Sault Ste. Marie



Corporate Services
Finance

Steve Facey, CPA, CA
Manager of Finance

2023 03 16

Mr. M. MacDonald
CEO/Director of Public Libraries
Sault Ste. Marie Public Library
50 East Street
Sault Ste. Marie, ON P6A 3C3

Dear Mr. MacDonald:

RE: 2023 BUDGET

I am writing to you to confirm that the City Council has approved funding in the amount of \$3,003,089 for 2023.

We would appreciate receiving your 2024 Budget Requisition by September 1 2023.

Yours truly,

A handwritten signature in blue ink, appearing to be 'SF'.

Steve Facey, CPA, CMA
Manager of Finance
Corporate Services
Finance
705.759.5356
f.facey@cityssm.on.ca

SF/fb

c: M. White
Mayor Shoemaker
C. Pascall

2023 FRIENDS INCOME				
MONTH	BOOKSALE TABLE	FRIENDS BOOKSTORE	ON-LINE SALES	MONTHLY TOTALS
JANUARY	\$ 386.00	\$ 3,091.64	-	\$ 3,477.64
FEBRUARY	\$ 354.50	\$ 2,665.08	-	\$ 3,019.58
MARCH	\$ -	\$ -	-	\$ -
1st Quarter Totals	\$ 740.50	\$ 5,756.72	-	\$ 6,497.22
APRIL	\$ -	\$ -	-	\$ -
MAY	\$ -	\$ -	-	\$ -
JUNE	\$ -	\$ -	-	\$ -
2nd Quarter Totals	\$ -	\$ -	-	\$ -
JULY	\$ -	\$ -	-	\$ -
AUGUST	\$ -	\$ -	-	\$ -
SEPTEMBER	\$ -	\$ -	-	\$ -
3rd Quarter Totals	\$ -	\$ -	-	\$ -
OCTOBER	\$ -	\$ -	-	\$ -
NOVEMBER	\$ -	\$ -	-	\$ -
DECEMBER	\$ -	\$ -	-	\$ -
4th Quarter Totals	\$ -	\$ -	-	\$ -
TOTALS Year To Date	\$ 740.50	\$ 5,756.72	\$ -	\$ 6,497.22
	DATE	LIBRARY	FRIENDS	TOTAL
1st Quarter Totals	JAN-MAR	\$ 740.50	\$ 5,756.72	\$ 6,497.22
2nd Quarter Totals	APR-JUN	\$ -	\$ -	\$ -
3rd Quarter Totals	JUL-SEP	\$ -	\$ -	\$ -
4th Quarter Totals	OCT-DEC	\$ -	\$ -	\$ -
Annual Total	JAN-DEC	\$ 740.50	\$ 5,756.72	\$ 6,497.22
				\$ -
Grand Total		\$ 6,497.22	\$ -	\$ 6,497.22

NOTES:



Sault Ste. Marie Public Library

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AGENDA ITEM: 7

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO, ELISE SCHOFIELD, MANAGER OF COMMUNITY ENGAGEMENT
SUBJECT: INFORMATION ITEMS
DATE: MARCH 27, 2023

7.1 MANAGER OF TECHNOLOGY AND COLLECTIONS

The new Manager of Technology and Collections, Christopher Desrochers, will be starting on April 3, 2023. Chris is relocating from Steinbach, Manitoba. He formerly worked as a Technology Support Specialist at the Hanover School Division and was a member of the Jake Epp Public Library Board. Chris has worked in both school systems and public libraries. He received his Master of Library and Information Studies degree from the University of Alberta in 2014 and has since completed several certificate programs including PeopleCert, Cybrary, and Ex Libris.

7.2 SAULT STE. MARIE MUSEUM PASSES

The Sault Ste. Marie Museum has donated 2 passes to the Library for the Object Library collection. Similar to the Sault Ste. Marie YMCA Pass and the Canadian Heritage Bushplane Museum Pass, the item will be available to the public with full library memberships. One pass will allow up to 6 people to enter the facility and enjoy the historical gallery. Passes are currently being tested by Staff and will be advertised to the public during the first week of April.

Information about the Pass:

- limited to a 1-week loan
- \$1/day overdue
- \$10 replacement fee
- Allows up to 6 people to access the museum with one pass. (Does not have to be household members like the Bushplane requires).

To place a hold on the Pass search [Sault Ste. Marie Museum general admission](#) in the Library Catalogue and click the button labeled **Place Hold**.

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer
Elise Schofield, Manager of Community Engagement



Sault Ste. Marie Public Library

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AGENDA ITEM: 8

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: BOARD DEVELOPMENT
DATE: MARCH 27, 2023

8.1 OPEN AND TRANSPARENT MEETINGS

Madison Zuppa, Deputy City Clerk, will be providing a presentation to the Board at its next Board Development Meeting on Monday April 24, 2023. As requested, the presentation will be on conducting open and transparent meetings. Board members should think about any questions they may have leading up to the presentation.

8.2 BOARD MEMBER EVALUATION

The Board conducts two self-evaluations a year. The first one is a self-reflection on the individual Board members while and second is a reflection on the Board as whole. The CEO will be issuing an online survey to all Board members for the first evaluation in early April. The results of the evaluation will be reviewed at the April 24, 2023 Board Development Meeting. This evaluation is important as it helps identify areas for improvement, education needs, and, over the course of the term, will illustrate how much Board members have developed and grown.

Board members will complete the evaluation anonymously and only the aggregate data will be reviewed.

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer