

LIBRARY BOARD
Regular Meeting
Monday, March 25, 2024 – 4:30 P.M.
BOARD ROOM & VIA ZOOM
AGENDA



1. Call to Order
 - 1.1 Excused Absence
 - 1.2 Land Recognition – P. Bruni
2. Declaration of Conflict of Interest
3. Approval of Agenda
4. Delegations – NONE
5. Chair's Report (Verbal)
6. Consent Agenda*
 - 6.1 Approval of the Minutes
 - 6.1.1 February 26, 2024 Regular Board Meeting Minutes
 - 6.2 Correspondence
 - 6.2.1 In-coming: NONE
 - 6.2.2 Out-going: NONE
 - 6.3 Financials
 - 6.3.1 March Financial Committee Report
 - 6.3.2 February Monthly Expenditure Report
 - 6.3.3 Friends Report – February 2024
 - 6.4 Policy Committee
 - 6.4.1 March Policy Committee Report
 - 6.4.2 Revised Policies
 - 6.4.2.1 100-02 Advocacy Policy
 - 6.4.2.2 100-06 Policy Formation Framework Policy
 - 6.4.2.3 300-23 Use of Building Policy
 - 6.4.2.4 400-02 Management/Non-Union Human Resources Policy
 - 6.4.2.5 400-16 Relieving Pay Policy
 - 6.4.3 Policies to be Rescinded
 - 6.4.3.1 NONE
 - 6.5 Summary of Motions
7. Items Removed from Consent
8. Information Items
 - 8.1 Storywalk
 - 8.2 It's Not Rocket Science
9. Board Development
 - 9.1 Board Development Meeting (Discussion)
 - 9.2 Board Self-evaluation

- 10. New Policies
 - 10.1 NONE
- 11. Early Closure for Signature Event
- 12. Operational Hours
 - 12.1 JLM Centennial Library
 - 12.2 North Branch
- 13. Strategic Plan Progress Update
- 14. New Business
 - 14.1 NONE
- 15. Board meetings
 - 15.1 Board Development Meeting April 29, 2024
 - 15.2 Regular Meeting May 27, 2024
- 16. 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 #7.**

**Sault Ste. Marie Public Library
Library Board
REGULAR MEETING
Monday, February 26, 2024 – 4:30 P.M.
BOARD ROOM & VIA ZOOM**



Board Members Present:

Jami van Haaften	Hannah Caicco	Kevin Harrison
Wayne Greco	Mike Olejnik	
Lisa Dobrovnik	Steve Murray	

Absent: Erin Ferlaino, Paolo Bruni

Library: Matthew MacDonald, Kaitrin Aaltonen, Rebekah Verdone

1. Call to Order

W. Greco called the meeting to order at 5:24 p.m.

1.1 Excused Absence

MOTION:

The following Board Members be excused from the February 26, 2024 regular meeting.

Erin Ferlaino and Paolo Bruni

Moved: J. van Haaften

Seconded: L. Dobrovnik

CARRIED

1.2 Land Recognition

M. Olejnik read the land acknowledgement statement at the 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 February 26, 2024 meeting as amended.

Add item 13.2 J. van Haaften update on OLS

Moved: L. Dobrovnik

Seconded: M. Olejnik

CARRIED

4. Delegations

NONE

5. Chair's Report

The Board Chair presented a report on his activities as Chair over the previous month including presenting the Library's Strategic Plan to City Council.

MOTION:

The Sault Ste. Marie Public Library Board accepts the Chair's report of the February 26, 2024 meeting as presented.

Moved: K. Harrison

Seconded: J. van Haaften

CARRIED

6. Consent Agenda

6.1 Approval of the Minutes

6.1.1 January 27, 2024 Regular Board Meeting Minutes

6.2 Correspondence

6.2.1 In-coming: NONE

6.2.2 Out-going: NONE

6.3 Financials

6.3.1 February Financial Committee Report

6.3.2 January Monthly Expenditure Report

6.3.3 Financial Reports ending January 2024

6.3.4 Friend's Report – January 2024

6.4 Policy Committee

6.4.1 NONE

6.4.2 Policies to be Rescinded

6.4.2.1 NONE

6.5 Summary of Motions

MOTION

RESOLVED THAT:

1. The Sault Ste. Marie Public Library Board approves the minutes of the January 29, 2024 Regular meeting as presented.
2. The Sault Ste. Marie Public Library Board accepts the Finance Committee report of the February 15, 2024 meeting as presented.
3. The expenditures for the month of January 2024, which include wages, benefits and RBC Visa in the amount of \$486,102.55 be confirmed paid.
4. The Sault Ste. Marie Public Library Board approve the Financial Reports ending January 31, 2024.

Moved: M. Olejnik

Seconded: H. Caicco

CARRIED

7. Items Removed from Consent

NONE

8. Motions carried forward from the previous meeting

MOTION

RESOLVED THAT:

The Sault Ste. Marie Public Library Board approves the deferred motions of the January 29, 2024 meeting:

1. The Sault Ste. Marie Public Library Board received the report of the Closed Session of January 29th, 2024 meeting as presented.

2. The Sault Ste. Marie Public Library Board receives the report of the Follow-Up Field Visit from the Ministry of Labour as information.

Moved: M. Olejnik

Seconded: S. Murray

CARRIED

9. Information Items

9.1 Canadian Federation of Library Associations Strategic Plan

M. MacDonald gave a brief report on the ongoing work of the Canadian Federation of Library Associations which advocate for libraries on a national level.

10. Board Development

10.1 Meeting Code of Conduct

MOTION:

The Sault Ste. Marie Public Library Board move to have the Meeting Code of Conduct reviewed by the Policy Committee.

Moved: H. Caicco

Seconded: M. Olejnik

CARRIED

10.2 Board Annual Calendar

MOTION:

The Sault Ste. Marie Public Library Board approves the Board Annual Calendar as amended.

Remove March 11, 2024 date.

Moved: H. Caicco

Seconded: S. Murray

CARRIED

11. New Policies

NONE

12. Strategic Plan Progress Update

M. MacDonald gave an update on action items completed and ongoing since last month. The Board members would like to see the progress in a visual format.

13. New Business

13.1 Summer Operational Hours

MOTION

The Sault Ste. Marie Public Library Board approves the preparation of a report to address the options in order to optimize library hours of service in the summer.

Moved: L. Dobrovnik

Seconded: J. van Haaften

CARRIED

13.2 OLS Update

J. van Haaften gave an update on her role with OLS and with the Heritage and Culture Municipal Committee.

14. Board Meetings

14.1 Regular Meeting March 25, 2024

13. Adjournment

MOTION

The Sault Ste. Marie Public Library Board move to adjourn the February 26, 2024 meeting at 6:12 p.m.

Moved: H. Caicco Seconded: S. Murray **CARRIED**

Chairperson, Library Board



Sault Ste. Marie Public Library
Finance Committee

REGULAR MEETING
Monday, March 11, 2024 – 4:30 P.M.
Board Room & Virtual Via Zoom
Agenda

Attendees: Jami van Haaften (Secretary), Lisa Dobrovnik, Steve Murray (Acting Chair), Kevin Harrison, Hanna Caicco, Kaitrin Aaltonen and Matthew MacDonald.

Regrets: Mike Olejnik and Wayne Greco

1. Call to Order at 4:31 p.m.
2. Declaration of Conflict of Interest - none
3. Approval of Agenda as amended. Moved by Kevin and seconded by Hannah.
4. Review of the Minutes
 - 4.1 February 15th , 2024 Finance Committee Meeting Minutes – already approved at February Board meeting.
 - 4.2 Matters arising from February 15 th, 2024 Meeting Minutes - none
5. Monthly Expenditure Reports
 - 5.1 February 2024

Recommendation: The expenditures for the month of February 2024, which include wages, benefits and RBC Visa in the amount of \$331,018.73 be confirmed paid.
6. Scheduled Hours by Department – 2023 & 2024

Information item: Kaitrin and Matthew presented numbers from 2023 and 2024 and offered analysis on why at times the salary numbers appear “high”, particularly at the North Branch.

 - If a full-time staff member works hours at both branches the salary is expensed to one branch, and not split between the two



- Part-time hours that may be over are offset by admin and full-time salaries which may be below average.
- Salaries overall fall within the funding envelop by year-end.

7. Tiptap Donation Tool (Discussion)

Information item: Katrin presented information about Tiptap and offered two options using a Small or Large Display Kit. There was general consensus this was an interesting idea, and locations could include Centennial, North Branch and Friends” Bookstore. Kaitrin will look into it further. This would be in addition to countertop donation boxes and online options already available.

Larger donations above \$20 would not use the Tiptap device because donors would need a charitable receipt.

8. Capital Projects

8.1 New Projects

8.1.1 Generator Fencing

The next step is to fence access to the area.

8.1.2 Server Upgrade

Waiting for quotes.

8.1.3 Library Chiller Heat Exchanger

Quotes have been received.

8.2 Project Updates

8.2.1 Exterior Cladding Progress Update

Waiting for samples to be delivered.

8.2.2 Asbestos Encapsulation Progress Update

Tendering process pending.



8.3 Completed Projects NONE

9. Information Items:

9.1 2023 Audit Update

Expecting to receive sometime in time for April Board meeting.

10. Adjournment at 5:05

Next meeting Katrin will send out a Doodle Poll.to help us find our next meeting date.

Summary of Motions:

Resolved that the expenditures for the month of February 2024, which include wages, benefits and RBC Visa in the amount of \$331,018.73 be confirmed paid.



Sault Ste. Marie Public Library

Monthly Expenditure Report for February 2024

Cheque Register

February 1, 2024	8,631.72
February 8, 2024	90,987.13
February 15, 2024	28,334.53
February 22, 2024	21,970.78
February 29, 2024	11,329.82
Subtotal	<u>\$161,253.98</u>

EFT from Bank Statements

Wages	161,770.65
RBC Visa 2/20/2023	7,752.89
Service Fees	200.61
Eventbrite Fees	40.60
Subtotal	<u>\$169,764.75</u>
Total	<u>\$331,018.73</u>

Recommendation:

The expenditures for the month of February 2024, which include wages, benefits and RBC Visa in the amount of \$331,018.73 be confirmed paid.

2024 FRIENDS INCOME				
MONTH	BOOKSALE TABLE	FRIENDS BOOKSTORE	ON-LINE SALES	MONTHLY TOTALS
JANUARY	\$ 101.50	\$ 3,199.85	-	\$ 3,301.35
FEBRUARY	\$ 114.00	\$ 3,011.21		\$ 3,125.21
MARCH	\$ -	\$ -	-	\$ -
1st Quarter Totals	\$ 215.50	\$ 6,211.06	\$ -	\$ 6,426.56
APRIL	\$ -	\$ -	-	\$ -
MAY	\$ -	\$ -	-	\$ -
JUNE	\$ -	\$ -	-	\$ -
2nd Quarter Totals	\$ -	\$ -	\$ -	\$ -
JULY	\$ -	\$ -	-	\$ -
AUGUST	\$ -	\$ -	-	\$ -
SEPTEMBER	\$ -	\$ -	-	\$ -
3rd Quarter Totals	\$ -	\$ -	\$ -	\$ -
OCTOBER	\$ -	\$ -		\$ -
NOVEMBER	\$ -	\$ -	-	\$ -
DECEMBER	\$ -	\$ -	-	\$ -
4th Quarter Totals	\$ -	\$ -	\$ -	\$ -
TOTALS Year To Date	\$ 215.50	\$ 6,211.06	\$ -	\$ 6,426.56
	DATE	LIBRARY	FRIENDS	TOTAL
1st Quarter Totals	JAN-MAR	\$ 215.50	\$ 6,211.06	\$ 6,426.56
2nd Quarter Totals	APR-JUN	\$ -	\$ -	\$ -
3rd Quarter Totals	JUL-SEP	\$ -	\$ -	\$ -
4th Quarter Totals	OCT-DEC	\$ -	\$ -	\$ -
Annual Total	JAN-DEC	\$ 215.50	\$ 6,211.06	\$ 6,426.56
				\$ -
Grand Total		\$ 6,426.56	\$ -	\$ 6,426.56



**Sault Ste. Marie Public Library
Policy Committee
REGULAR MEETING
Tuesday, March 5, 2024 – 4:30 P.M.
Board Room & Virtual Via Zoom
Minutes**

1. Meeting was called to order at 4:38 p.m..
2. There were no Declarations of Conflict of Interest.
3. The agenda was approved.
4. The Minutes of the January 9, 2024 Policy Committee meeting were approved.
5. Policies Reviewed
 - 5.1 100-02 Advocacy Policy
 - 5.2 100-06 Policy Formation Framework Policy
 - 5.3 300-25 Use of Building Policy
 - 5.4 400-02 Management and Non-Union Human Resources Policy
 - 5.5 400-16 Relieving Pay Policy
6. Policies Rescinded
 - 6.1 NONE
7. New Policies
 - 7.1 NONE
8. Policy Follow up
 - 8.1 100-12 Board member Recognition Policy - Board Legacy Document
-feedback provided to work in progress.
9. New Business
 - 9.1 Meeting Code of Conduct
The Board reviewed the code of conduct and determined that 100-11 Board Code of Ethics is sufficient and adopting the code is unnecessary.
10. The meeting was adjourned at 5:49 p.m.

Title:	Advocacy Policy	Policy Number: 100-02
Policy Type:	Governance	
Approval By:		
Approval Date:	April 16, 2018	
Reviewed Dates:	April 26, 2021; March 25, 2024	
Review Date:	April 2027	

PURPOSE

This policy establishes the Library Board's role in advocacy for the Sault Ste. Marie Public Library and the library community both provincially and nationally.

SCOPE

This policy applies to all advocacy activities undertaken by the Library Board, staff and volunteers.

DEFINITIONS

Advocacy – the active support of an idea or cause.

Canadian Federation of Library Associations (CFLA) - an advocacy group comprised of various library associations, which represents Canadian libraries and library values nationally.

Federation of Ontario Public Libraries (FOPL) - an advocacy group that represents Ontario Public Libraries

Ontario Library Association (OLA) - OLA is the largest library association in Canada. OLA has six divisions covering various kinds of Ontario libraries (college and university, library and information technology, library boards, public libraries, school libraries, and French libraries).

POLICY STATEMENT

It is the Library's policy to ensure that there is a positive public perception of the roles and values of public libraries locally, and in part, provincially and nationally.

BOARD ADVOCACY

The board shall seek to ensure that:

- The community is aware of the importance of the Library through print and online media, social media, events, public participation, and any other method deemed appropriate.
- The municipal, provincial and federal governments respond to the needs of the public library community by entering into discussions and offering opinions on issues that relate to libraries.
- The budget will reflect the use of advocacy tools

Community:

- The board shall work collaboratively with staff to build and maintain good relationships with individuals and community organizations and ensure continued support for the Library.

Municipal Councils:

- The board shall work collaboratively with municipal councils on a continuous and consistent basis to ensure support for the Library.

Provincial and federal levels of government:

- The board shall work collaboratively with staff to bring issues forward relating to public libraries at the provincial and federal levels of government and ensure support for the Library.
- The board shall maintain membership in FOPL and support FOPL's advocacy efforts undertaken on behalf of all Ontario libraries.
- The board shall register as a member of the OLA and remain in good standing with the association.
- The board recognizes the importance of the CFLA as a national library advocacy group and supports the organization in principle.

LIBRARY SPOKESPERSON

Either the Library Board Chair or the CEO or their designates will be the official spokespersons for the Library, depending upon availability and the nature of the issue.

COORDINATION WITH STAKEHOLDER ORGANIZATIONS

The Board will make every reasonable effort to ensure that there is a consistent and coordinated response to advocacy issues from the Board and the Friends of the Library.

RELATIONSHIP WITH THE MUNICIPALITY

The Board shall ensure that there are regular communications with Council and senior administration.

The Board shall meet at least annually with Council to review the Library's funding, resources, services, plans and achievements, and share copies of our Annual Report, Strategic Plan and other documents as issued.

RELATIONSHIPS WITH OTHER ORGANIZATIONS

To be an effective advocate, the Library shall communicate, co-operate, and co-ordinate with other libraries, organizations, agencies and institutions when and as appropriate.

COMMUNITY AWARENESS

The Board shall ensure that the Library regularly participates in activities aimed at increasing community awareness of the variety and importance of public library services.

RELATED POLICIES

100-01 Governance Processes Policy
100-10 Library and Political Elections Policy
100-11 Board Code of Ethics
300-18 Friends of the Sault Ste. Marie Public Library Policy

Title:	Policy Formation Framework Policy	Policy Number: 100-06
Policy Type:	Governance	
Approved By:	Resolution Number RB 2015-09-21	
Approval Date:	September 21, 2015	
Revised Dates:	September 2021; March 25, 2024	
Review Date:	September 2027	

PURPOSE

This policy establishes the framework and processes that will be followed for the creation, approval, and review of all policies created and maintained by the Library Board. This policy will ensure consistent management and outcomes of all policies.

SCOPE

This document relates to the development and review of all Board policies.

POLICY STATEMENT:

In creation of new and revision of existing policies, each policy shall include a description for the following:

Title
Policy Type
Policy Number
Approved By
Approval Date
Revised Dates
Review Date

Approved By will consist of a Resolution Number formatted as follows:

Regular Board meetings
RB Year-Month-Day of the Board meeting

Special Board meetings
SB Year Month Day of the Board meeting

POLICY CATEGORIES AND NUMBERING SYSTEM:

Policies created by the Board will be assigned to their associated Category Number system listed below:

Governance	100
Business/Financial	200
Operational	300
Human Resources	400

Following the appropriate category number each new policy will be assigned an available two-digit number.

All policies will be kept on the intranet and website. Staff and public should refer to the website for the most recent policies. In the interest of currency, paper copies are strongly discouraged.

FONT

To ensure consistency in the use of fonts in each policy document the Title section for each policy will be Arial 11 and the Body of each policy will be Verdana 10.

POLICY DEVELOPMENT

1. Determine if there is a need for a policy.
2. The Board Policy Committee will consult with appropriate staff who will conduct research on the Board's behalf.
3. Staff will seek expert advice if necessary.
4. The CEO with the Committee will draft any necessary policy.
5. The Committee will present a draft policy to the Board for approval.
6. Upon approval by the Board, the CEO will communicate and implement the policy.
7. The CEO will develop related procedures when required for staff, volunteers and public to follow.
8. The policy review schedule will be followed to conduct the periodic review of this each policy. New policies will be reviewed after one (1) year. Established policies will be scheduled for review every three (3) years unless otherwise specified.
9. Revisions to policies must be approved by a Board motion.
10. Policies determined to no longer be relevant or required may be rescinded by Board motion.
11. Operational forms and documents in policies may be updated without needing to be reviewed and approved by the Board.

RELATED POLICIES

100-01 Governance Processes Policy

RELATED DOCUMENTS

Board By-laws
Policy Review Schedule

Title:	Use of Building Policy	Policy Number: 300-25
Policy Type:	Operational	
Approval By:		
Approval Date:	April 16, 2018	
Reviewed Dates:	April 26, 2021; March 25, 2024	
Review Date:	April 2027	

PURPOSE:

This policy specifies the appropriate use of Library facilities to ensure an accessible and welcoming environment.

SCOPE:

This policy applies to the public, businesses, agencies, Library staff and volunteers.

DEFINITIONS:

Building use – refers to the use of public space within any Library facility not covered under any Board policy or procedure. It is the applicant's responsibility to ensure they are aware of Library policies and procedures.

Prior approval - a contract or written permission.

POLICY STATEMENT

Authorized use of building applications are based on the following criteria:

- Application for use of building falls within the Library's Mission, Vision and Values
- Impact on Library services or costs
- Detailed scope and area of building requested
- Availability

Noncompliance with the terms of the original application or any Board Policies or procedures and shall result in termination of the use of the Library

REQUESTS

Requests may be made by outside businesses and agencies or for private use. All requests for building use must receive prior approval by the CEO or designate. Notice requesting the use of public space in any Library location must be provided to the CEO no less than 7 days prior to anticipated use.

The Library reserves the right to negotiate a contract or terms of use for any building under its control that is outside the scope of the building's normal use.

RELATED POLICIES

200-04 Strategic Alliances Policy
300-04 Hours of Operation Policy
300-09 Rules of Conduct Policy



Sault Ste. Marie
Public Library

300-15 Meeting Room Use and Rental Policy
300-23 Accessible Customer Service Policy

Title:	Management and Non-Union Human Resources Policy	Policy Number: 400-02
Policy Type:	Human Resources	
Approval By:		
Approval Date:	May 29, 2023	
Revised Dates:	March 25, 2024	
Review Date:	April 2027	

PURPOSE

This policy outlines the hours of work, lieu time, compensation and benefits for Management and Non-union staff.

SCOPE

This policy applies to all permanent employees classified as Management and Non-union employees. This policy is not applicable to union or short-term contract employees.

POLICY STATEMENT

Management and Non-union positions are contract positions with the Board wherein, the compensation package reflects that performance of duties may be required outside the hours of operation.

REGULAR HOURS

The regular hours of work for Management and Non-union employees is thirty-five (35) hours per week unless specified otherwise in the employee's employment contract. Hours are typically worked during Administration Office hours except when deviations are required due to circumstance.

When circumstances require, the management and non-union staff will adjust their hours to accommodate programs, meetings or events outside core hours of operation. Staff will achieve this by working a split shift or by beginning the shift in keeping with the anticipated hours of work, as mutually agreed upon with the immediate supervisor.

LIEU TIME

In exceptional circumstances where accommodation cannot be made prior to events, lieu time will be granted on a straight time basis at a time mutually agreeable to the employee and immediate supervisor, providing that the core hours of operation are covered.

Lieu time cannot be claimed for any period of less than 30 minutes.

Any lieu time will be taken before the year's end, at the discretion of the CEO. Lieu time will not be carried over to the following year or be paid out.

OVERTIME

Management and Non-union employees are salaried and therefore are not entitled to overtime.

VACATION

The Library Board acknowledges that vacation is important to employees' health and work performance. Employees are entitled to vacation in each calendar year and are encouraged to use it annually. Management and Non-union employees are entitled to vacation in accordance with the City of Sault Ste. Marie's Management group vacation schedule.

Vacation entitlement is based on continuous service. Therefore, Leave of Absence, Pregnancy/Parental Leaves, absence from work while on W.S.I.B. benefits, or L.T.D., may affect vacation pay and/or entitlements.

VACATION CARRY OVER

An employee may carry over up to two (2) weeks of annual vacation per year with the CEO's approval. Vacation carry over requests by the CEO shall be approved by the Board Chair.

The application to carry over vacation from one year to another must be submitted in writing to the CEO or Board Chair on or before November 1st in the current year.

PERSONAL LEAVE DAYS

Management and Non-union staff will be entitled to three (3) paid personal leave days, per calendar year, that is deducted from unused sick leave credits. If the sick leave bank is exhausted there is no entitlement to such benefit, no unpaid days can be used for this purpose. An employee may use this benefit for any reason. These days must be taken in whole day increments.

WAGES

Management and Non-union staff will be paid in accordance with the Management/Non-Union salary grid. Incumbents with little or no experience are hired at Step 1. Incumbents with direct, applicable experience may negotiate to start at a higher Step. Employees will then progress through each step annually, assuming acceptable performance.

GENERAL WAGE INCREASES

Management and Non-Union Salary Scales are subject to adjustment annually as approved by the Board.

PENSIONS

For all Management and Non-union staff, the Ontario Municipal Employees Retirement System shall be in effect and shall be integrated with the Canada Pension Plan.

HEALTH BENEFITS

Permanent full time Management and Non-union employees are entitled to receive the City's Health Benefit plans and Life Insurance plans subject to the qualifying requirements of the provider and in accordance with the provisions of the Master Contract. Entitlement is the first day of the month following the date of hire.

Premiums are 100% paid by the Library.

It is the responsibility of the employee to advise the employer of any status change resulting in the addition or deletion of dependents. i.e., change in marital status, change in child status, birth/adoption.

RELATED POLICIES

300-04 Hours of Operation Policy
400-05 Workplace Code of Conduct
400-14 Performance Appraisal Policy
400-16 Relieving Pay Policy
400-17 Sick Leave Benefits

Title:	Relieving Pay Policy	Policy Number: 400-16
Policy Type:	Human Resources	
Approval By:	Resolution Number RB 2005-06-20	
Approval Date:	June 20, 2005	
Revised Date:	March 25, 2024, June 28, 2021; June 2018; September 19, 2016	
Review Date:	May 2024	

PURPOSE

This policy outlines the method of selection and accompanying compensation to those performing the duties of the CEO or a Management team member, and administrative staff for a short duration of time.

SCOPE

CEO, Management team and Administrative Staff

DEFINITIONS

Short duration of time – Refers to a period of up to 6 weeks.

POLICY STATEMENT

This policy governs the method by which relieving employees are selected and compensated for performing the duties of the CEO, Management Team members or Administrative staff. Compensation will be implemented on the fourth consecutive working day of absence. There will be retroactive pay to the first day.

In the absence of the CEO a member of the Management Team will be appointed to maintain an overall supervisory responsibility and be assigned the additional duties of the CEO.

In the absence of a Management Team member, a staff member may be appointed to maintain overall supervisory responsibility and be assigned the additional duties of the Management Team member.

APPLICATION

CHIEF EXECUTIVE OFFICER

The CEO will select the relief replacement as necessary from the members of the Management Team consisting of the Business Administrator, the Manager of Public Services, the Manager of Community Engagement and the Manager of Digital Literacy.

The CEO shall inform the Board Chairperson of the absence and appointment.

The CEO will be responsible for notifying the Administrative Clerk to implement the relieving pay.

In the event that the CEO is unable to complete the process the Library Board Chairperson in consultation with the Board will delegate the necessary authority.

MANAGEMENT TEAM MEMBER

The CEO or designate will select a relief replacement as necessary from the members of the full-time staff.

The CEO or designate shall inform the Board Chairperson of the absence and appointment.

The CEO or designate will be responsible for notifying the Administrative Clerk to implement the relieving pay.

COMPENSATION

The person relieving either the CEO or the Management Team member shall be compensated with an 8% salary increase.

The person reliving shall not be entitled to such relieving pay while on vacation, leave, statutory holidays, or absence due to illness/injury.

DURATION

Relieving pay is intended for a short duration of time. If the absence is greater than 6 weeks the Board will review the situation to determine the action required.

RELATED POLICIES

100-03 Board - CEO Linkage Policy
100-04 Executive Limitations Policy
300-10 Business Continuity Policy
400-02 Management and Non-Union Human Resources Policy
400-06 Health Care and Sick Leave Policy
400-08 Right to Disconnect Policy



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 6.5

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: SUMMARY OF MOTIONS
DATE: MARCH 25, 2024

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 26, 2024, meeting as presented.
☐ REMOVED FROM CONSENT
2. The Sault Ste. Marie Public Library Board accepts the Finance Committee report of the March 11, 2024, meeting as presented.
☐ REMOVED FROM CONSENT
3. The expenditures for the month of February, which include wages, benefits and RBC Visa in the amount of \$331,018.73 be confirmed paid.
☐ REMOVED FROM CONSENT
4. The Sault Ste. Marie Public Library Board accepts the Policy Committee report of the March 5, 2024, meeting as presented.
☐ REMOVED FROM CONSENT
5. The following revised policies be approved as presented:
100-02 Advocacy Policy
100-06 Policy Formation Framework Policy

300-23 Use of Building Policy
400-02 Management/Non-Union Human Resources Policy
400-16 Relieving Pay Policy

☐ REMOVED FROM CONSENT

RESOLVED THAT:

The Sault Ste. Marie Public Library Board approves the consent agenda of the March 25, 2024, meeting as presented/amended:

Moved: _____

Seconded: _____

Chair of the SSM PL Board

Date

CEO

Date



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 8

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: INFORMATION ITEMS
DATE: MARCH 25, 2024

8.1 STORYWALK

The Library is partnering with the City to bring another Storywalk to Clergue Park. This year's season's story is "Watch it Grow" by Barbara Reid. The Storywalk will be available March 28th to April 23rd 2024.



8.2 IT'S NOT ROCKET SCIENCE

The Library is partnering with Science North and Northern Superior Brewery to offer a free trivia night entitled "It's Not Rocket Science." The event will be held from 7 to 9 pm on April 24, 2024 at the Tap Room.

Participants are encouraged to bring their own devices and enjoy a Kahoot challenge with science-themed questions.

This event is for ages 19 years or older.

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer

For a list of upcoming programs and events please see our Library Newsletter
<https://ssmpl.ca/programs-events/library-newsletter/>



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 9.2

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: BOARD SELF-EVALUATION
DATE: MARCH 2025, 2024

PURPOSE

For individual Board members and the Board as a collective to reflect on their experience as Board members. This helps promote learning, growth, accountability, and effectiveness, ultimately contributing to the overall success of the Library.

STRATEGIC PRIORITY

Service Excellence

STRATEGIC GOAL

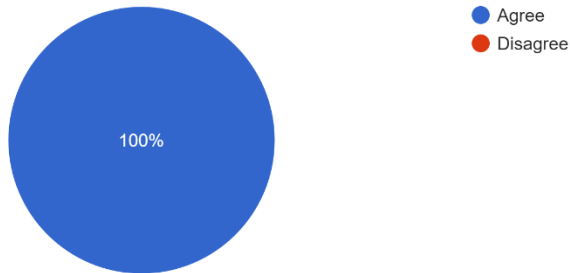
Ensure Library services, programs and collections meet community needs

SURVEY RESULTS

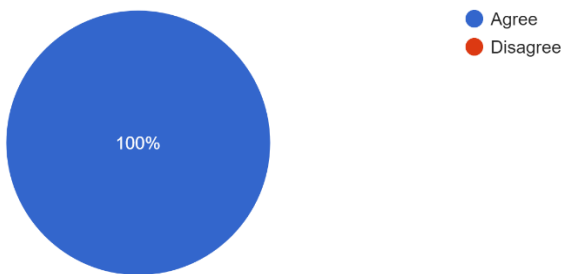
The Board self-reflection survey had a 100% completion rate. The following graphs show the results of each question. Comments have been added when provided.

The results have been provided for discussion.

I rarely miss a scheduled board meeting.
9 responses

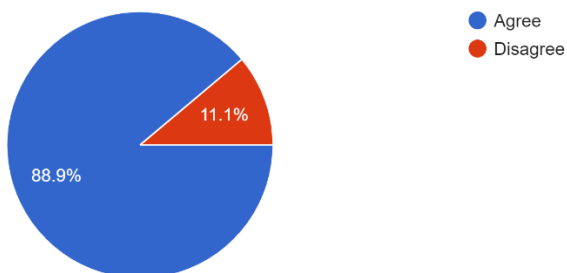


I rarely miss a scheduled board committee meeting.
9 responses



Comment: I think we all try but three or four meetings a month can be hard. Life happens and things come up - I don't believe there is anything to do that can help other than keeping the meetings on zoom so if it's easier we can take part from wherever we are.

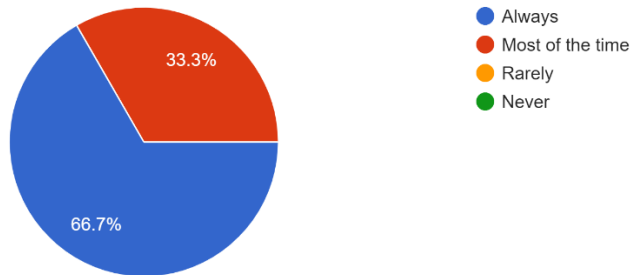
I am prepared for all meetings.
9 responses



Comment: Sometimes I don't have time in the week to review all material prior to the meeting. I am trying to schedule more personal time to do this.

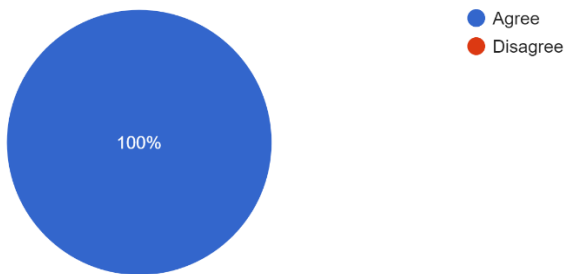
I read all documents and reports prior to voting on issues.

9 responses



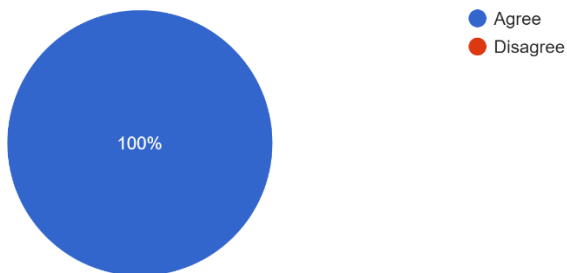
I respect and support all Board decisions even if I do not agree.

9 responses



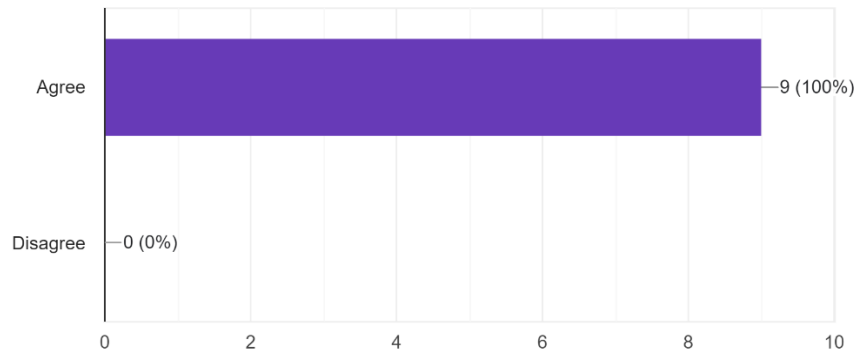
I use my individual abilities and skills to enhance the Board's overall performance.

9 responses



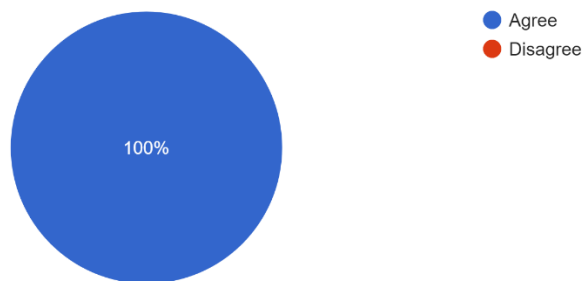
I understand that I have an obligation to act in the best interest of the library at all times.

9 responses



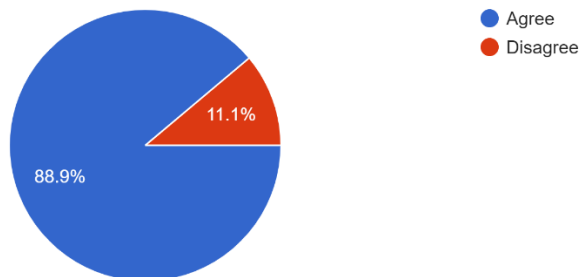
I freely offer my opinions during any deliberations.

9 responses



I welcome and consider the opinions and perspectives of others.

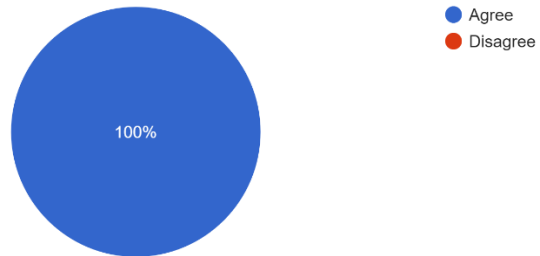
9 responses



Comment: Conversations sometimes indicate that some have not prepared for the meeting. It is getting better.

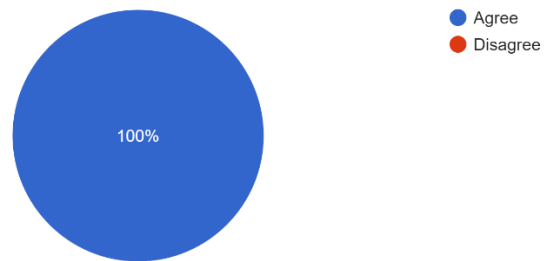
I do not attempt to exert individual authority over the CEO or staff.

9 responses



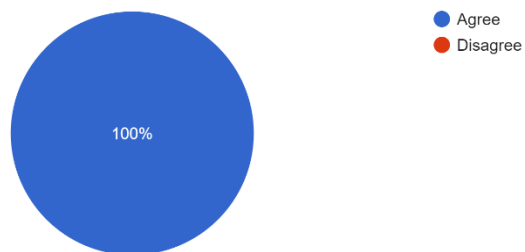
I do not attempt to represent the Board without being authorized to do so.

9 responses



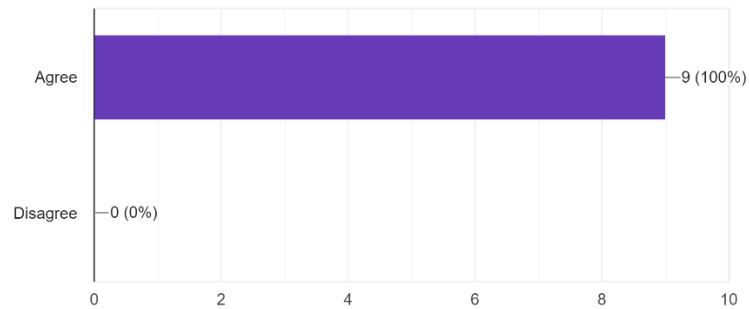
I respect the confidential nature of items discussed in camera.

9 responses



I understand the requirements of the Public Libraries Act and Regulation.

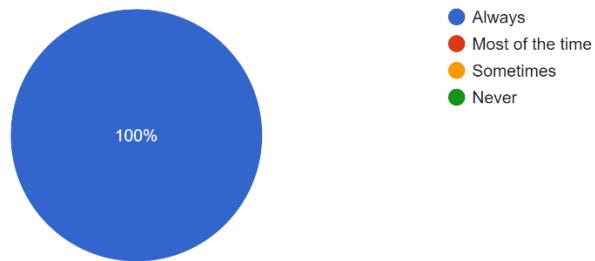
9 responses



Comment: I'm learning.

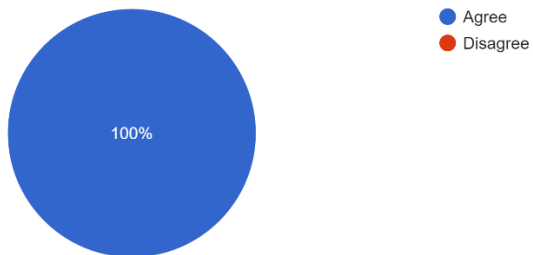
I support the Chair in promoting effective meetings.

9 responses



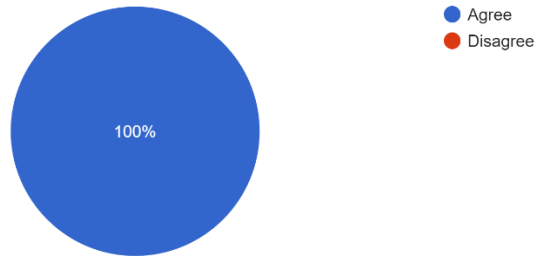
I have a clear understanding of my role.

9 responses



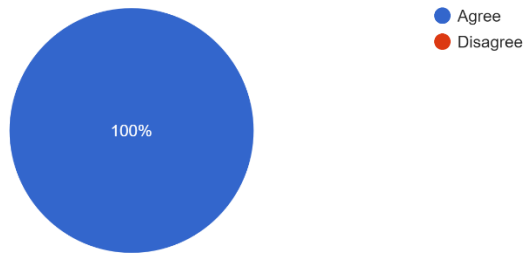
I am careful to focus only on Board issues and leave the running of the Library to the CEO.

9 responses



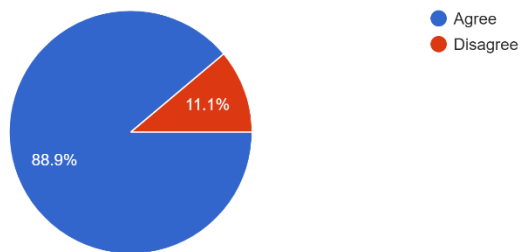
I am able to provide feedback in discussion in a constructive manner.

9 responses



I believe that I am seen as a strong advocate of the best possible library service.

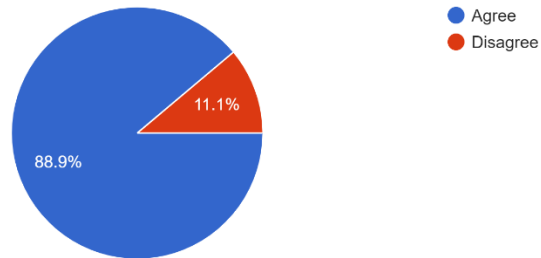
9 responses



Comment: Because I have been told I am not.

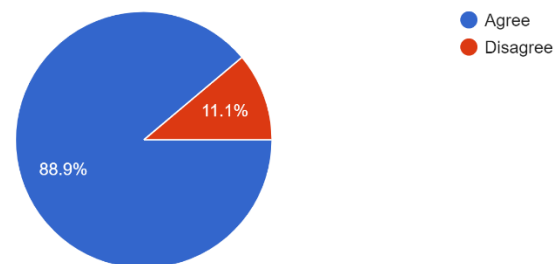
I am committed to the Library's mission.

9 responses



I support the library in a variety of ways (e.g., attend events, give resources).

9 responses



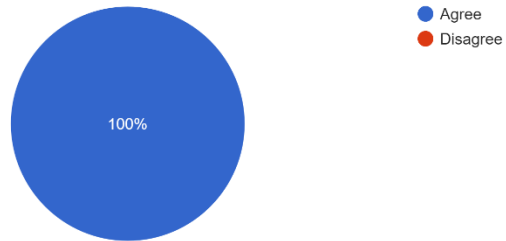
Comments: Member of the Friends and active volunteer (newsletter, social media, online book sales). Share positive library initiatives on two other board I belong to. Willingly take on additional work for Strategic Planning. Recently contact city council members and city staff concerning the Official Plan and the library's exclusion from it.

Prepare and attend meetings regularly; financially with donations (monetary and materials donations); identify library services and resources to others in my additional community involvements; support and attend events; attend conferences and worked on regional and provincial organizations.

I use the library, follow them on social meeting, share their stories and events, attend events.

I haven't been able to attend any events to date. It's been tough with my work schedule.

I understand the Library's financial issues and implications,
9 responses



Respectfully submitted,
Matthew MacDonald, Chief Executive Officer



Sault Ste. Marie Public Library

"One stop...endless possibilities"

AGENDA ITEM: 11

TO: LIBRARY BOARD
FROM: ELISE SCHOFIELD, MANAGER OF COMMUNITY ENGAGEMENT
SUBJECT: EARLY CLOSURE FOR SIGNATURE EVENT
DATE: MARCH 25, 2024

PURPOSE

Request for closure of the North Branch to the public for May 16, 2024 from 5:00pm for the duration of the evening for a Signature Event.

STRATEGIC PRIORITY

Community Engagement

STRATEGIC GOAL

Build and Maintain Strong Community Partnerships

REQUEST

The Sault Ste. Marie Public Library was set to host a Signature Event featuring Brain Tremblay, a local musician, presenting "The Neighbourhood" — a musical journey depicting stories of growing up in the Sault. Originally planned for May 16, 2024, from 6:30 to 8:30 pm at the James L. McIntyre Centennial Library in the quiet study area, the event faced a setback due to the postponement of asbestos abatement rendering the study room inaccessible for the special occasion.

In light of this delay and the unavailability of the required area, library staff are now seeking approval to relocate the event to the North Branch and propose closing it to the public on May 19, 2024, from 5 pm until closing, to allow exclusive use of the space for the Signature Event.

RECOMMENDED MOTION

Be it resolved that the Sault Ste. Marie Public Library Board approve the early closure of the North Branch on May 16, 2024 at 5:00 pm so that the Branch may be reopened later that evening for a ticketed Signature event.

Respectfully submitted,
Elise Schofield, Manager of Community Engagement



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 12

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: OPERATIONAL HOURS
DATE: MARCH 2025, 2024

PURPOSE

For the Board to review the Library's Operational hours.

STRATEGIC PRIORITY

Community Engagement

STRATEGIC GOAL

Expand Library Services within Underserved Areas

12.1 NORTH BRANCH

In 2023, due to budget constraints, the North Branch closed Saturdays during the Library's Summer Operational Hours. With a reallocation of staffing hours to the North Branch in 2024, there is now sufficient funding to operate the North Branch with limited hours on weekends during the summer months.

To better serve the community, staff recommend that the Summer Operational Hours be adjusted so that the North Branch operates 10 am to 1 pm on Saturdays. Saturday mornings are estimated to be the busiest times for the Branch during weekends.

RECOMMENDED MOTION

Be it resolved that the Sault Ste. Marie Public Library Board move that the North Branch be open Saturdays from 10 am to 1 pm during Summer Operational Hours for the year 2024.

12.2 JLM CENTENNIAL LIBRARY

At the February 26, 2024, Board meeting the Board passed the following motion:

MOTION

The Sault Ste. Marie Public Library Board approves the preparation of a report to address the options in order to optimize library hours of service in the summer.

Moved: L. Dobrovnik **Seconded:** J. van Haaften **CARRIED**

Staff have begun collecting data for hourly usage. For the week of March 3rd to the 9th, staff recorded the hourly door counts. After reviewing the data, it has been determined that this method of data collection is problematic and does not accurately reflect a location's usage. The difficulty is that the doors count people as they pass the counter and do not distinguish between those entering the Library and those leaving the library. This means that if people tend to stay in the Library longer than an hour the statistics will be weighted for later hours.

Here is an example of the problem:

The Library is bustling one morning as there is popular program series running from 9:30 am to 12 pm. People tend to arrive at different times but stay until the program's end. 25 people came in between 9 am and 10 pm and stayed. 34 people came in between 10 am and 11 am and stayed. 17 people came in and stayed between 11 am and 12 pm. All but 12 left shortly after the program ended and were out the door by 12:05 pm. No one new came in between 12 pm and 1 pm.

The door would have counted as follows:

9:00 am to 10:00 am	25
10:am to 11:00 am	34
11:am to 12:00 pm	17
12:00 pm to 1:00 pm	64

According to the data it would appear that 12:00 pm to 1:00 pm was the busiest time however we know that for most of that hour there were only 12 people in the Library and it was the least busiest time. The busiest time was in fact 11:am to 12:00 pm even though it had the smallest door count.

This example is a bit exaggerated, but it serves to illustrate the point. Staff will need to consider other methods of data collection in addition to door counts to accurately measure hourly usage so they can prepare an accurate report for the Board. This may include surveying patrons to find out the Mean length of a Library visit and/or reviewing trends in circulation checkouts, computer bookings, W-Fi connections, and room bookings.

RECOMMENDATION

It is recommended that the Board not adjust its operational hours, with the exception of North Branch increasing hours to be open on Saturdays in the Summer, until a report can be prepared. Changing hours now would be ad hoc and based mainly on guesswork.

The expected date for the report's completion and presentation would be November 25, 2024 for the Board's regular meeting at which the Board can determine the Library's operational hours for the following year.

This delay will also give Management adequate time to budget staff hours appropriately for the following calendar year should a change be made. Mid-year hour adjustments may result in a deficit. For example, the Board may choose to close at 5 pm instead of 6 pm on Fridays at the JLM Centennial Library during regular operational hours so that the Library could be open 3 hours on Saturdays during summer operational hours. There would be adequate savings if this were done starting in January but not a quarter of the way through the year starting in April.

The ideal start of new operational hours is at the beginning of the calendar year.

Staff would like to have time to gather data and prepare a report before the Board makes a decision about operational hours, with exception to the change proposed in 12.1.

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 13

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: STRATEGIC PLAN PROGRESS UPDATE
DATE: MARCH 25, 2024

PURPOSE

To provide the Board with a progress report on the implementation of its 2024-2029 Strategic Plan.

STRATEGIC PRIORITY

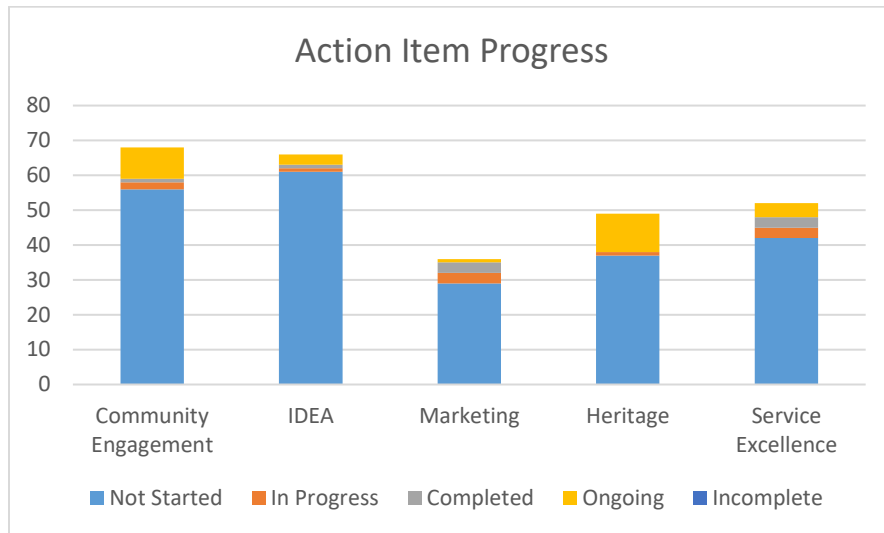
All

ACTION ITEMS SUMMARY

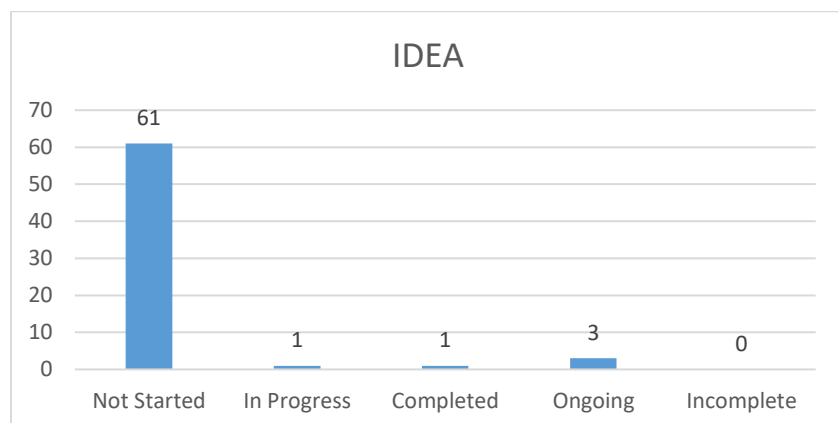
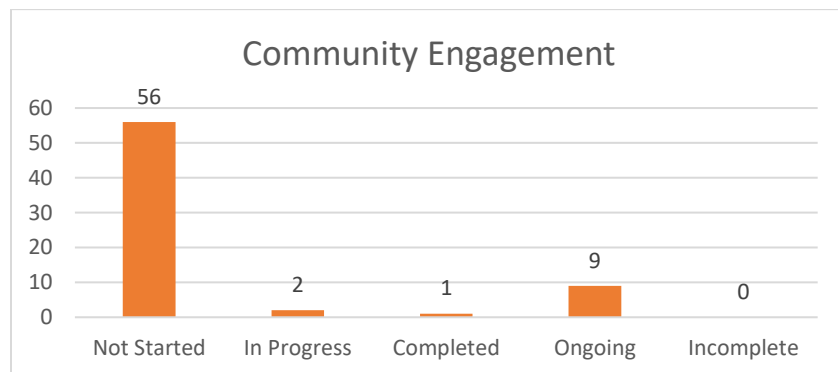
The progress made to date on the Library's Strategic Plan's action items is as follows:

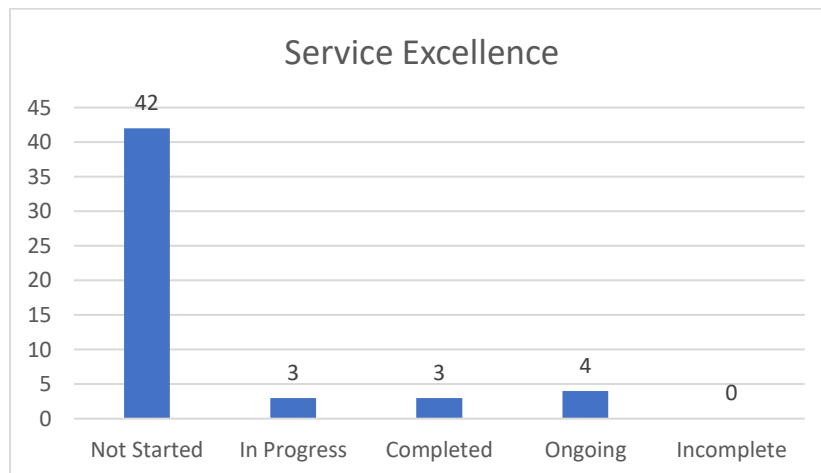
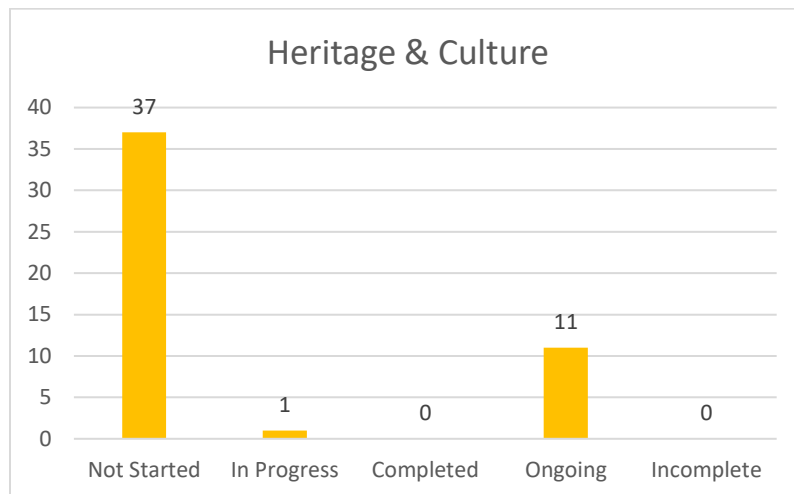
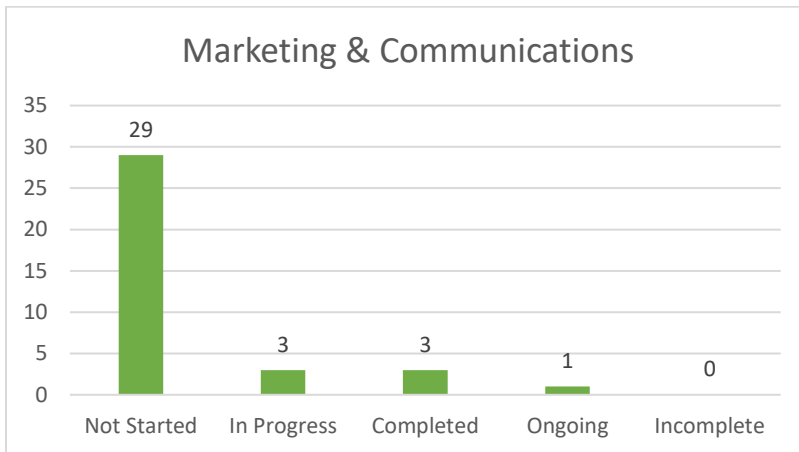
Completed - 8
Ongoing - 28
In progress - 10
Incomplete - 0
Not Started - 225

The Strategic Plan is 3% complete. Progress has been made on 17% of the Strategic Plan action items (inclusive of completed actions).



The following Charts are organized by the Strategic Plan's strategic priorities and demonstrate the progress made on action items for each priority.





Respectfully submitted,
Matthew MacDonald, Chief Executive Officer