

**LIBRARY BOARD**  
**Regular Meeting**  
**Monday, February 28, 2022 – 4:30 P.M.**  
**ONLINE – VIA ZOOM**  
**AGENDA**



1. Call to Order
  - 1.1 Excused Absence
  - 1.2 Land Recognition
2. Declaration of Conflict of Interest
3. Approval of Agenda
4. Chair's Report
5. Consent Agenda
  - 5.1 Approval of the Minutes
    - 5.1.1 January 24, 2022 Regular Board Meeting Minutes
  - 5.2 Correspondence
    - 5.2.1 In-coming: NONE
    - 5.2.2 Out-going: Official Plan – Peter Tonazza
  - 5.3 Financials
    - 5.3.1 Financial Committee Report
      - 5.3.1.1 February Financial Committee Report
    - 5.3.2 Monthly Expenditure Report
      - 5.3.2.1 January Expenditure Report
    - 5.3.3 December 2021 Financial Reports
    - 5.3.4 Friends Report – January 2022
    - 5.3.5 Revised 2022 Budget
  - 5.4 Facilities
    - 5.4.1 February Facilities Committee
      - 5.4.1.1 Facilities Committee Report
  - 5.5 Policy Committee
    - 5.5.1 February Policy Committee Report
    - 5.5.2 100-03 Board-CEO Linkage Policy
    - 5.5.3 100-05 Delegations
    - 5.5.4 100-09 Board Orientation Policy
    - 5.5.5 300-08 Visiting Library Service Policy
    - 5.5.6 300-14 Unattended Children Policy
    - 5.5.7 300-27 Face Covering Policy
  - 5.6 Information Items
    - 5.6.1 Vaccine Passport Requirements
  - 5.7 Summary of Motions
6. Items Removed from Consent
7. Board Development
  - 7.1 Board legacy
  - 7.2 Niche Academy

8. New Business

8.1

8.2

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; and The security of the property of the Board. 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, R. Chan

10. Report of the Closed Session

11. Board meetings

11.1 Regular Meeting March 28, 2022

12. Adjournment

## **SSMPL Chair's Report #3**

### **February 28, 2022**

The following are activities and events since the last Board meeting:

FOPL and OLA continue to collaborate on policy directions for working with the government; namely 1) PLOG increase 2) First Nations sustainable funding 3) Funding for Digital public libraries. (See attachment) FOPL AGM and elections April 22.

**Shape the Sault Presentation** by planning staff to city council of the SSM official plan.

**Themes:** Healthy Community, Environmental Sustainability, Integrated Mobility, Sustainable Growth, Economic Resiliency, Social Equity, Sense of Place, Cultural Vitality.

**Friends AGM** February 7, Chair by Sue Hall. "Successful year despite shutdowns and restrictions." Friends annual membership \$5. Exceptional work by volunteers of the library. (See annual report.)

**Finance Committee:** The committee is taking an in depth look at fundraising and donations, restricted and unrestricted, and looking at maximising potential.

**Policy Committee:** regular scheduled review of policies.

**Facilities Committee:** Building issues further outlined in the committee report.

### **Federation Of Public Libraries:**

**Membership at SSM Public Library:** NC membership extended to both Garden River and Batchewana First nation Residents. Letter to both bands.

**Strategic Planning:** Meeting/s. For a February or March session poll with the SSMPPL Strategic Planning Committee focused on the Environmental Scanning portion of the process, both Steven and I are available on the following dates (assuming the intention is for a late afternoon start time as per usual):

- Tuesday February 22
  - Thursday February 24
  - Tuesday March 1
  - Thursday March 3
  - Wednesday March 9
  - Thursday March 10                      Doodle poll from Ashlee
- 
- OLS Available for a session on April 25 as requested.

**Covid Actions:** Mindful of government changes to requirements, re passport, and other actions affecting operations. March 1 implementation.

**OLA Superconference** Open to all Board members, on line participation.

# Protecting Local Public Libraries Across Ontario

**Public libraries are an essential part of Ontario's COVID-19 response and recovery – but many who depend on them are still falling through the gaps.**

- Public libraries are Ontario's farthest-reaching, most cost-effective public resource and community hubs.
- The COVID-19 pandemic continues to demonstrate how millions of Ontarians rely on local libraries in their daily lives: to work, to learn, to connect to community and government services, and to find or train for a job.
- The critical role of local public libraries in communities across Ontario is being demonstrated once again. As we confront the latest wave of the pandemic, public libraries are providing access to important digital and in-person resources, mental health and well-being supports, as well as supporting local public health authorities and other social services in their emergency pandemic response.
- Yet despite these essential supports, many individuals and families across the province are struggling and unable to access the local public library resources they need.
- Many of these gaps existed prior to the pandemic, but the ongoing health emergency has brought them to a critical point.
- There are public libraries on approximately 30% of Ontario First Nation Reserves and their situation is even more challenging as these libraries do not receive funding from municipal taxes. This has resulted in an unsustainable provincial funding model that has left many public libraries on reserve closed or with severely reduced access.

**Investing in public libraries will directly support communities and local economies recovering from the COVID-19 pandemic.**

Through carefully targeted investments, the Ontario Government can make sure that all Ontarians – no matter where they live or learn – will continue to have access to much-needed modern, cost-effective resources and services through their local public libraries, during and beyond the pandemic emergency.

1. Keep local public libraries across Ontario sustainable by **enhancing provincial operating funding for public libraries** and ensure that this increased support reaches those libraries where it is most needed.
2. Working alongside First Nations Public Library leaders, **rapidly implement a sustainable funding model for public libraries on reserve** to ensure that these important local hubs are fully-funded and viable. This includes increasing direct provincial funding support to sustainably fund library operations and ensure a living income for frontline library staff in these communities.
3. Provide critical e-learning support and fair access to modern, digital resources for all Ontario public

libraries by **creating an Ontario Digital Public Library**, leveraging the province's significant purchasing power to give all Ontarians access to a common core of high-quality e-learning & online resources and more e-books.

## Priorities

- 1. Keep local public libraries across Ontario sustainable by enhancing provincial operating funding and ensure that this increased support reaches those libraries where it is most needed.**
  - With no increase to annual provincial funding for public libraries in over 20 years, the value of the province's investment in public libraries has fallen by over 60%.
  - This is despite inflation, substantial changes in technology, and the increasing importance of libraries as a vital community hub and public resource in many municipalities.
  - In a growing number of communities, especially rural and Northern communities, these budget pressures are reaching a tipping point.
  - Over 90% of public library funding is provided by the local municipal government. Enhancing this provincial funding is now more critical than ever to helping local public libraries recover from the impact of the COVID-19 pandemic.
  - This investment would be shared across hundreds of Ontario libraries with an emphasis on smaller towns and rural communities, and provide predictable, flexible funding that gives local public libraries the ability to make long-term investments that best respond to the needs of the people and the local communities they serve.
  - **Projected cost:** \$21/million annually
- 2. Working alongside First Nations Public Library leaders, rapidly implement a sustainable funding model for public libraries on reserve to ensure that these important local hubs are fully-funded and viable. This includes increasing direct provincial funding support for public libraries on reserve to sustainably fund library operations and ensure a living income for frontline library staff in these communities.**
  - Public libraries on reserve serve as an accessible gathering place and information sharing resource for First Nations communities. They are deeply important to maintain a sense of community and to minimize social isolation in these communities, many of which are remote or face systemic social and economic challenges.
  - Furthermore, public libraries on reserve perform a unique role in the preservation of their communities' memory, archiving community photos and historical information, and in revitalizing First Nations languages through cultural resources, language learning programming, storytelling events, and craft groups.
  - Public libraries on reserve are chronically under-funded. The municipal tax revenue used to support most public libraries does not exist for public libraries in First Nation communities. Provincial funding through the Public Library Operating Grant (PLOG) and the First Nation Salary Supplement Grant (FNSS) provides on average \$15,000/year to each of the existing public libraries on reserve. Band Councils must therefore allocate essential funding support such as rent, hydro, internet, fax and telephone services.
  - There is little to no funding available for collections, programming and technology resources. Librarians

rely on one-time grants or donations to develop their collections and many contribute personally to purchase programming supplies and food.

- Many public libraries on reserve operate with only one staff person who is expected to perform many functions – librarian, archivist, community liaison, fundraiser, administrator, tech support, and more<sup>1</sup>. Public libraries on reserve need additional funding to provide staff with a living wage and to increase staffing levels so that they can meet their communities' needs for library programs and services.
- Of the 133 First Nations communities in Ontario, only 40 have public libraries. The number has steadily dropped in recent years and the pandemic has only made this situation worse, with four Public libraries on reserve closing their doors due to inadequate funding over the past 20 months.

#### **Recommended Priority:**

- Working with First Nations Public Library leaders, commit to implementing a sustainable provincial funding model for public libraries on reserve within the first 18 months.
- This funding model must ensure that operations of public libraries on reserve are sustainably funded and that frontline staff receive a living income for the important work they perform.
- As an immediate first step, the First Nations Salary Supplement must be increased to ensure that all existing staff of public libraries on reserve are fairly compensated for the work they perform.
- **Projected cost:** \$2 million / annually (First Nation Salary Supplement increase for existing public libraries on reserve).

### **3. Provide fair access to modern, digital resources for all Ontario public libraries through the creation of an Ontario Digital Public Library, thereby leveraging the province's significant purchasing power to give all Ontarians access to a common core of high-quality e-learning & online resources and more e-books.**

- Ontario's Public Libraries are essential to equitable, reliable access to broadband internet and computers. They are especially vital for many First Nation, rural and Northern communities where at-home connectivity is limited, and for hundreds of thousands of Ontarians that cannot afford in-home internet services.
- In particular, people rely on local public libraries for access to digital and online resources, which contribute to student success and life-long learning, as well as towards entrepreneurship and job readiness.
- However, these are expensive, especially when purchased on a patchwork, library-by-library basis. Many public libraries in Ontario, particularly in smaller and First Nation communities, struggle to pay for or are unable to afford these high-quality resources.
- People living in communities of less than 5,000 people have access to less than half the e-books and less than a third of the online databases as those living in Toronto – despite accessing them twice as often per capita as people in large urban communities.
- Creating an Ontario Digital Public Library through a targeted provincial investment would leverage the province's significant purchasing power to give all Ontarians – no matter where they live – access to a common set of high-quality digital resources and more e-books through their public library.
- **Projected cost:** \$9.4 million / annually

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<sup>1</sup> Ontario First Nation Public Libraries Needs Assessment Report, 2017.

Available online at: <https://accessola.com/wp-content/uploads/2020/08/2017-10-FNPL-Needs-Assessment.pdf>

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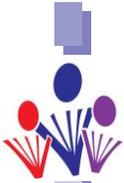
## Ontario Library Association / Federation of Ontario Public Libraries

The **Ontario Library Association (OLA)** is the oldest continually-operating non-profit library association in Canada, with over 5,000 members comprised of library staff and supporters from public, school, academic, and special libraries.

The **Federation of Ontario Public Libraries (FOPL)** represents 246 public library systems in Ontario, including 40 First Nation public libraries, in communities throughout the Province.

Together, OLA & FOPL are committed to ensuring that libraries can continue to play a critical role in the social, education, cultural and economic success of our communities and schools.

**Sault Ste. Marie Public Library  
Library Board  
REGULAR MEETING  
Monday, January 24, 2022 – 4:30 P.M.  
ONLINE – VIA ZOOM**



**Board Members Present:**

Jami van Haaften	Kendall Barban	Mike Olejnik	Erin Ferlaino
Wayne Greco	Kevin Harrison	Elsbeth Belair	Frances Ryan

Library: Matthew MacDonald, Rosanne Chan

Media: David Helwig

Guests: None

Regrets: Ashlee Gerard

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**1. Call to Order**

W. Greco called the meeting to order at 4:33 p.m.

**1.1 Excused Absence**

**MOTION:**

Resolved that the following Board Member(s) be excused from the January 24, 2022 regular meeting: Ashlee Gerard.

Moved: E. Belair

Seconded: F. Ryan

**CARRIED**

**1.2 Land Recognition**

M. MacDonald read the Land Acknowledgement Statement.

**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 24, 2022 meeting as presented.

Moved: F. Ryan

Seconded: E. Belair

**CARRIED**

#### **4. Chair's Report**

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

Strategic Planning:

A discussion was led on the status of the Library's strategic planning process with the Ontario Library Services (OLS). Comment was made that Library staff only completed the homework assigned in November and very few were done by members of the Board. The suggestion was that the strategic planning process with the OLS be delayed until April, as the current environment was not beneficial for the next step in the process: community input via surveys. The delay would also allow the Board to review with the OLS the status of the strategic planning process and the completion of any outstanding homework.

M. MacDonald advised that he would follow-up with OLS for a meeting in February to review what was completed for the SWOT analysis so far. Also, to reschedule the Board's April regular meeting to a development and working meeting for the next step in the process of community engagement.

#### **MOTION:**

The Board Calendar be updated changing the Board Development meeting from May 30, 2022 to April 25, 2022.

Moved: K. Barban

Seconded: E. Ferlaino

**CARRIED**

#### **MOTION:**

The Sault Ste. Marie Public Library Board accept the Chair's Report of the January 24, 2022 meeting as presented.

Moved: K. Harrison

Seconded: F. Ryan

**CARRIED**

#### **5. Consent Agenda**

##### **5.1 Approval of Minutes**

###### **5.1.1 December 6, 2021 Regular Board Meeting Minutes**

##### **5.2 Correspondence**

###### **5.2.1 In-coming: NONE**

###### **5.2.2 Out-going: Letters to Chiefs**

##### **5.3 Financials**

###### **5.3.1 Financial Committee Report**

###### **5.3.1.1 January Financial Committee Report**

## **5.3.2 Monthly Expenditure Report**

### **5.3.2.1 November 2021 Expenditure Report**

### **5.3.2.2 December 2021 Expenditure Report**

## **5.3.3 November 2021 Financial Reports**

## **5.3.4 Friends Report – December 2021**

## **5.4 Facilities**

### **5.4.1 January Facilities Committee – Meeting Canceled**

## **5.5 Policy Committee**

### **5.5.1 January Policy Committee Report**

### **5.5.2 300-12 Emergency Closing Policy**

### **5.5.3 400-08 Right to Disconnect Policy**

### **5.5.4 400-09 Human Rights Policy; Anti-Harassment / Discrimination / Violence**

## **5.6 Information Items**

### **5.6.1 Vaccine Laminations**

### **5.6.2 Local Author Page**

## **5.7 Summary of Motions**

Resolved that:

1. The Sault Ste. Marie Public Library Board approves the minutes of the December 6, 2021 meeting as presented.
2. The Sault Ste. Marie Public Library Board accepts the Financial Committee report of the January 13, 2022 meeting as presented.
3. The expenditures for the month of November 2021, which include wages, benefits and RBC Visa in the amount of \$249,024.78 be confirmed paid.
4. The expenditures for the month of December 2021, which include wages, benefits and RBC Visa in the amount of \$269,524.37 be confirmed paid.
5. The Sault Ste. Marie Public Library Board accepts the financial reports ending November 30, 2021 as presented.
6. The Sault Ste. Marie Public Library Board accepts the Policy Committee report of the January 4, 2022 meeting as presented.

7. The Sault Ste. Marie Public Library Board approves the following revised policies as presented:

300-12 Emergency Closing Policy  
400-08 Right to Disconnect Policy  
400-09 Human Rights Policy; Anti-Harassment/Discrimination/Violence

Moved: E. Belair

Seconded: J. van Haaften

**CARRIED**

**MOTION:**

The Sault Ste. Marie Public Library Board approves the **consent agenda** of the January 24, 2022 meeting as presented.

Moved: E. Belair

Seconded: J. van Haaften

**CARRIED**

**6. Items Removed from Consent**

**NONE**

**7. Management Wage Increase**

**MOTION:**

The Sault Ste. Marie Library Public Board approve a salary increase for Management/Non-Union staff consistent with the Full-Time Unionized wage increase of 1.25%, effective February 1, 2022.

Moved: F. Ryan

Seconded: E. Ferlaino

**CARRIED**

**8. Board Development**

**8.1 Technology and File Sharing**

M. MacDonald informed the Board that a Board Google Drive was created as a solution to sharing online files with Board members. In the Drive, folders were created for committee meeting materials, Board packages and minutes, and other Board-related materials.

K. Harrison advised that the Board materials be shared rather than many people accessing the Board's Google Drive account. Board members via their personal google account can access the shared files and make changes to documents as permitted. M. MacDonald and W. Greco will be the administrators on the Board's Google Drive to maintain the account.

J. van Haaften requested that the Strategic Planning folder be shared with the Ontario Library Service consultants.

M. MacDonald advised to let him know if there were any other additions to the Google Drive.

**8.2 OLA Superconference**

M. MacDonald advised the Board that the 2022 OLA Superconference is virtual and during the first week of February. He has sent an email to all staff and Board on how to register and login to the conference online. The conference will consist of live sessions and prerecorded materials. All prerecorded materials will be accessible up to six months after the conference.

## **9. New Business**

**NONE**

David Helwig exited the meeting at 5:12 p.m.

Moved into Closed Session at 5:12 p.m.

## **10. 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: Personal matters about an identifiable individual; and Advice that is subject to solicitor-client privilege, including communications necessary for that purpose. 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 and R. Chan.

Moved: F. Ryan

Seconded: M. Olejnik

**CARRIED**

Returned to Open Session at 5:33 p.m.

David Helwig entered the meeting at 5:33 p.m.

## **11. Report of the Closed Session**

**MOTION**

The Sault Ste. Marie Public Library Board received the report of the Closed Session of January 24, 2022 meeting as presented:

The Board accept the report of the Closed Session.

Moved: E. Belair

Seconded: J. van Haaften

**CARRIED**

## **12. Board Meeting**

### **12.1 Annual General Meeting February 28, 2022**

### 13. Adjournment

#### MOTION

The Sault Ste. Marie Public Library Board move to adjourn the January 24, 2022 meeting at 5:34 p.m.

Moved: W. Greco

Seconded: A. Gerard

**CARRIED**

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Chairperson, Library Board

**From:** [Wayne Greco](#)  
**To:** [Peter Tonazzo](#)  
**Cc:** [Justine Palmer](#)  
**Subject:** Re: The Official Plan  
**Date:** Tuesday, January 25, 2022 9:53:39 AM  
**Attachments:** [image002.png](#)

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This email originated outside of the Corporation of the City of Sault Ste. Marie.  
Do not open attachments or click links unless you verify the sender and know the content is safe.

Good morning Peter  
Thanks for the request and yes is the answer. The Library and the Library Board is looking forward to working with you as you move forward with the development of the official plan.  
Thanks  
Wayne Greco  
Board Chair  
SSM Public Library

On Tue, Jan 25, 2022 at 9:45 AM Peter Tonazzo <[p.tonazzo@cityssm.on.ca](mailto:p.tonazzo@cityssm.on.ca)> wrote:

Good morning Mr. Greco,

Council is organizing a special meeting on Feb. 7<sup>th</sup> to discuss the Official Plan Background Report. I am reaching out to everyone that submitted comments seeking confirmation that you are ok with your comments being submitted to Council, and forming part of the public record? We would redact personal information such as email addresses, phone numbers and mailing address, but your name would stand.

Please let me know.

Regards,

**Peter Tonazzo, RPP**

Senior Planner  
Planning & Enterprise Services  
705.759.2780 [p.tonazzo@cityssm.on.ca](mailto:p.tonazzo@cityssm.on.ca)

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**From:** Jami van Haaften <[jami.vanhaaften@gmail.com](mailto:jami.vanhaaften@gmail.com)>

**Sent:** Tuesday, November 16, 2021 3:54 PM

**To:** Peter Tonazzo <[p.tonazzo@cityssm.on.ca](mailto:p.tonazzo@cityssm.on.ca)>; Wayne Greco <[waynegreco@gmail.com](mailto:waynegreco@gmail.com)>

**Cc:** Sandra Hollingsworth <[s.hollingsworth@cityssm.on.ca](mailto:s.hollingsworth@cityssm.on.ca)>; Matthew Scott <[m.scott@cityssm.on.ca](mailto:m.scott@cityssm.on.ca)>; Matthew Shoemaker <[m.shoemaker@cityssm.on.ca](mailto:m.shoemaker@cityssm.on.ca)>; Matthew MacDonald <[m.macdonald@cityssm.on.ca](mailto:m.macdonald@cityssm.on.ca)>; Ashlee Gerard <[ashlee.gerard@gmail.com](mailto:ashlee.gerard@gmail.com)>; Virginia McLeod <[v.mcleod@cityssm.on.ca](mailto:v.mcleod@cityssm.on.ca)>; Brent Lamming <[b.lamming@cityssm.on.ca](mailto:b.lamming@cityssm.on.ca)>; Jonathan Kircal <[j.kircal@cityssm.on.ca](mailto:j.kircal@cityssm.on.ca)>; Don McConnell <[d.mcconnell@cityssm.on.ca](mailto:d.mcconnell@cityssm.on.ca)>

**Subject:** Re: The Official Plan

**This email originated outside of the Corporation of the City of Sault Ste. Marie. Do not open attachments or click links unless you verify the sender and know the content is safe.**

Thanks Peter,

I really enjoyed our conversation this afternoon, and I appreciate you taking the time. It is good to know the document I was reading was a background report, and that after your draft Official Plan is available in January there will be more opportunity for public consultation.

I also appreciated your comment that the concept of "community hubs" is new to this plan. I feel both library branches meet the definition of "a public service facility providing public services and supports, often to vulnerable populations".

I hope you agree this is a conversation we need to continue, perhaps following the release of the draft Official Plan, at which time Wayne or Matthew could invite you to back to a Library Board meeting. I completely agree with your comment that the Library Board needs to elevate themselves and get a seat at the table."

Jami van Haften

705-575-5668

On Tue, Nov 16, 2021 at 3:29 PM Peter Tonazzo <[p.tonazzo@cityssm.on.ca](mailto:p.tonazzo@cityssm.on.ca)> wrote:

Good afternoon Jami,

Thank you for your email, and thank you for sharing Mr. Greco's previous correspondence.

We are only consulting on the OP Background Report. We will take what we've heard from the background report and use that to draft a new OP, which will be presented to Council in the New Year. Then we will commence with another round of consultation. Suffice to say, it is not too late.

I can confirm that we did attend a Library Board Meeting on January 21, 2019, however my recollection of that meeting and our internal notes indicate it was relatively short and there was not much in the way of discussion - We are certainly happy to meet directly with the Board to discuss further at your convenience. I will concede that at this point specific references to the library in the background report are lacking, but that does not mean the library and other key social and cultural institutions have been 'left out' or ignored, rather the background report takes a more high level approach to supporting all key social and cultural institutions. One example we discussed is the concept of defining and supporting 'community hubs', which is

lacking in our current Official Plan and Zoning By-law. We can certainly discuss this further, as well as any appropriate OP policies aimed specifically at supporting the library. I do however note that we have liaised with numerous local social and cultural groups seeking support, which is why the discussion in the background report takes a more high level approach. It is also important to recognize that the OP has a strong land use focus and is generally not involved in specific organizational requirements.

I am excited to hear the Board is thinking about embarking upon a strategic planning exercise. If there are any land use matters that come out of this exercise, we are certainly happy to discuss further and ensure the OP reflects any new land use related strategic plans of the library.

To conclude, this is an important conversation, please let me know how you wish to continue.

Regards,

**Peter Tonazzo, RPP**

Senior Planner  
Planning & Enterprise Services  
705.759.2780 [p.tonazzo@cityssm.on.ca](mailto:p.tonazzo@cityssm.on.ca)

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**From:** Jami van Haften <[jami.vanhaaften@gmail.com](mailto:jami.vanhaaften@gmail.com)>

**Sent:** Monday, November 15, 2021 2:03 PM

**To:** Sandra Hollingsworth <[s.hollingsworth@cityssm.on.ca](mailto:s.hollingsworth@cityssm.on.ca)>; Matthew Scott <[m.scott@cityssm.on.ca](mailto:m.scott@cityssm.on.ca)>; Matthew Shoemaker <[m.shoemaker@cityssm.on.ca](mailto:m.shoemaker@cityssm.on.ca)>

**Cc:** Wayne Greco <[waynegreco@gmail.com](mailto:waynegreco@gmail.com)>; Matthew MacDonald <[m.macdonald@cityssm.on.ca](mailto:m.macdonald@cityssm.on.ca)>; Ashlee Gerard <[ashlee.gerard@gmail.com](mailto:ashlee.gerard@gmail.com)>; Virginia McLeod <[v.mcleod@cityssm.on.ca](mailto:v.mcleod@cityssm.on.ca)>; Peter Tonazzo <[p.tonazzo@cityssm.on.ca](mailto:p.tonazzo@cityssm.on.ca)>; Brent Lamming <[b.lamming@cityssm.on.ca](mailto:b.lamming@cityssm.on.ca)>

**Subject:** Fwd: The Official Plan

**This email originated outside of the Corporation of the City of Sault Ste. Marie. Do not open attachments or click links unless you verify the sender and know the content is safe.**

Hi Sandra, Matthew and Matthew,

I wanted to share with you an email sent by Wayne Greco, Library Board Chair to some members of Council. Because you and I have shared membership on the Municipal Heritage Committee and/or the Historic Sites Board, I wanted to let you know my alarm about the way in which the library has been left out of the official plan, both in the past and in this current draft document.

I think the library plays a significant role as partner in the themes of **Healthy Community**, **Sense of**

**Place, Social Equity and Cultural Diversity.** I have written a number of objectives both under the policy of **Arts and Culture** and also **Heritage**

### **Policy Arts and Culture**

Objective: Consult with the Sault Ste. Marie Public Library Board during its 2022 strategic planning process by contributing stakeholder feedback and assisting with planning in order to ensure adequate public service facilities and plan for service levels to meet community needs.

Objective Recognize and support the library as an accessible, free, inclusive community hub and a partner in social equity service delivery such as temporary cooling centres, out of the cold shelter, and power failure refuge centre.

### **Policy Heritage**

Objective: Invest in the collection, conservation and preservation of archival records through support of the library's Archival services.

I hope there is time to make up for this oversight, and at the same time make a commitment to our strategic planning initiative.

Jami van Haaften

705-575-5668

Library Board Trustee

----- Forwarded message -----

From: **Wayne Greco** <[waynegreco@gmail.com](mailto:waynegreco@gmail.com)>

Date: Mon, Nov 15, 2021 at 1:37 PM

Subject: The Official Plan

To: Luke Dufour <[lukedufourssm@gmail.com](mailto:lukedufourssm@gmail.com)>, Corey Gardi <[coreygardi@gmail.com](mailto:coreygardi@gmail.com)>, <[mayor.provenzano@cityssm.on.ca](mailto:mayor.provenzano@cityssm.on.ca)>, Paul Christian <[p.christian@cityssm.on.ca](mailto:p.christian@cityssm.on.ca)>, Marchy Bruni <[m.bruni@cityssm.on.ca](mailto:m.bruni@cityssm.on.ca)>, <[c.gardi@cityssm.on.ca](mailto:c.gardi@cityssm.on.ca)>

Cc: Matthew MacDonald <[m.macdonald@cityssm.on.ca](mailto:m.macdonald@cityssm.on.ca)>, Ashlee Gerard <[ashlee.gerard@gmail.com](mailto:ashlee.gerard@gmail.com)>, Jami van Haaften <[Jami.vanhaaften@gmail.com](mailto:Jami.vanhaaften@gmail.com)>

Hi Luke, Corey, Christian, Paul, Marchy

After reviewing the City of SSM Official Plan, I want to express my disappointment with the lack of recognition of the role the Library plays in the future development of SSM.

The Official Plan (OP) is the blueprint for the physical development of Sault Ste. Marie. It guides short- and long-term decisions on land use, development and infrastructure in the community, reflecting the Sault's development vision and goals for the next 20 years.

The SSM Public Library is lacking even a footnote in this vision of the future. For your reference, I have attached examples of other locations' official plans as well as details of suggested areas for inclusion in a final SSM plan.

I hope that this has been an unintended oversight of a significant contributor to the well being of our community and that this will be addressed in the final plan.

Thanks

Wayne Greco

Chair

SSM Public Library

Individuals who submit written correspondence or information to the City should be aware that any personal information contained in their communications may become part of the public record and made available to the public through the Council Agenda process or that of a committee of Council or a local board.

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Sault Ste. Marie Public Library  
Finance Committee  
REGULAR MEETING  
Thursday, February 17, 2022 – 4:30 P.M.  
Virtual Via Zoom  
Minutes

Present: Wayne Greco    Kevin Harrison (Chair)    Elspeth Belair  
Jami Van Haaften (acting secretary)

Library: Rosanne Chan. Matthew MacDonald

Regrets: Erin Ferlaino, Ashlee Gerard

1. Meeting was called to order at 4:36.
2. No conflict of Interest declared.
3. Agenda was approved. Moved by Elspeth and seconded by Wayne.
4. Approval of the Minutes
  - 4.1 January 13, 2022 Finance Committee Meeting Minutes approved as revised.  
Moved by Jami and seconded by Elspeth.
  - 4.2 No matters arising.
5. Reviewed and approved Monthly Expenditure Report for January 2022.
6. Reviewed and approved Financial Results as at December 31, 2021.
7. Reviewed and approved 2022 Library Budget as revised.
8. Credit Card Information Collection (Discussion) - deferred
9. Donations (Discussion) - deferred
10. Information Items:
  - 10.1 Management Salary Grid
  - 10.2 Minimum Wage Increase – Letter of Understanding

The Finance Committee recommends the Board approve the following motions:

Motion: Resolved that the Sault Ste. Marie Public Library Board approve the February 17, 2022 Finance Committee report.

Motion: Resolved that the for the month of January 2022, which include wages, benefits and RBC Visa in the amount of \$347,157.73 be confirmed paid.

Motion: Resolved that the Sault Ste. Marie Public Library Board accept the Financial Results as at December 31, 2021.

Motion: Resolved that the Sault Ste. Marie Public Library Board approves the Library's revised 2022 Operational Budget.

Motion: Resolved that the Sault Ste. Marie Public Library Board accept the 2022 Library Budget as revised.

11. Adjournment at 6:08.



# Sault Ste. Marie Public Library

## Monthly Expenditure Report for January 2022

### Cheque Register

January 6, 2022	45,222.44	
January 13, 2022	22,881.10	
January 20, 2022	28,246.45	
January 20, 2022	12,290.13	(Manual Cheque)
January 27, 2022	133,032.24	
Subtotal	<u>\$241,672.36</u>	

### EFT from Bank Statements

Wages	100,779.64	
RBC Visa 1/20/2022	4,458.94	
Service Fees	246.79	
Subtotal	<u>\$105,485.37</u>	
Total	<u><b>\$347,157.73</b></u>	

### Recommendation:

The expenditures for the month of January 2022, which include wages, benefits and RBC Visa in the amount of \$347,157.73 be confirmed paid.

SSM LIBRARY  
Summary of All Units  
For the Twelve Months Ending Friday, December 31, 2021

Department	Actual	Budget		Percentage to Date
		Original	Revised	
<b>REVENUE</b>				
Grants	(\$3,217,826.00)	(\$3,216,371.00)	(\$3,535,448.00)	91%
Fines	(4,006.25)	(\$19,500.00)	(\$3,500.00)	114%
Concessions	(377.18)	(\$2,000.00)	\$0.00	0%
Sales	(19,320.18)	(\$50,850.00)	(\$16,750.00)	115%
Donations	(21,914.27)	(\$43,000.00)	(\$53,875.00)	41%
Other income	(17,170.21)	(\$33,800.00)	(\$16,035.00)	107%
Change in future employee benefits			(\$48,050.00)	0%
Surplus, prior year				
	<u>(3,280,614.09)</u>	<u>(\$3,365,521.00)</u>	<u>(\$3,673,658.00)</u>	<u>89%</u>
<b>EXPENDITURES</b>				
Salaries and benefits	2,231,796.00	\$2,541,400.00	\$2,261,004.00	99%
Future employee benefits				
Books and periodicals	155,184.32	\$199,581.00	\$219,025.00	71%
Utilities	77,991.73	\$95,000.00	\$92,000.00	85%
Office expenditures	112,222.44	\$129,500.00	\$147,000.00	76%
Operating expenditures	417,650.06	\$360,486.00	\$827,700.00	50%
Equipment purchases	141,485.39	\$53,500.00	\$126,900.00	111%
Depreciation				
Default				
	<u>3,136,329.94</u>	<u>\$3,379,467.00</u>	<u>\$3,673,629.00</u>	<u>85%</u>
(Surplus)/Deficit	(144,284.15)	\$13,946.00	(\$29.00)	

SSM LIBRARY  
LIBRARY ADMINISTRATION  
For the Twelve Months Ending Friday, December 31, 2021

Department	Actual	Budget		Percentage to Date
		Original	Revised	
<b>REVENUE</b>				
Grants	(\$3,217,826.00)	(\$3,216,371.00)	(\$3,535,448.00)	91%
Fines				
Concessions				
Sales	(16,094.80)	(\$37,000.00)	(\$15,000.00)	107%
Donations	(21,914.27)	(\$19,000.00)	(\$31,175.00)	70%
Other income	(17,150.30)	(\$25,000.00)	(\$16,035.00)	107%
Change in future employee benefits			(\$48,050.00)	0%
Surplus, prior year				
	<u>(3,272,985.37)</u>	<u>(\$3,297,371.00)</u>	<u>(\$3,645,708.00)</u>	<u>90%</u>
<b>EXPENDITURES</b>				
Salaries and benefits	695,441.44	\$784,511.00	\$728,524.00	95%
Future employee benefits				
Books and periodicals	950.03	\$1,000.00	\$2,000.00	48%
Utilities				
Office expenditures	63,489.05	\$86,950.00	\$95,700.00	66%
Operating expenditures	21,587.85	\$10,200.00	\$20,100.00	107%
Equipment purchases	105,070.18	\$51,000.00	\$70,275.00	150%
Depreciation				
Default				
	<u>886,538.55</u>	<u>\$933,661.00</u>	<u>\$916,599.00</u>	<u>97%</u>
(Surplus)/Deficit	(2,386,446.82)	(\$2,363,710.00)	(\$2,729,109.00)	87%

SSM LIBRARY  
LIBRARY MAIN BRANCH  
For the Twelve Months Ending Friday, December 31, 2021

Department	Actual	Budget		Percentage to Date
		Original	Revised	
<b>REVENUE</b>				
Grants				
Fines	(3,715.16)	(\$17,000.00)	(\$3,000.00)	124%
Concessions				
Sales	(2,975.82)	(\$13,050.00)	(\$1,550.00)	192%
Donations				
Other income	(19.91)	(\$6,000.00)	\$0.00	0%
Change in future employee benefits				
Surplus, prior year				
	<u>(6,710.89)</u>	<u>(\$36,050.00)</u>	<u>(\$4,550.00)</u>	<u>147%</u>
<b>EXPENDITURES</b>				
Salaries and benefits	1,238,036.26	\$1,474,792.00	\$1,246,237.00	99%
Future employee benefits				
Books and periodicals	123,216.73	\$134,750.00	\$148,335.00	83%
Utilities	77,991.73	\$95,000.00	\$92,000.00	85%
Office expenditures	38,174.72	\$32,850.00	\$41,700.00	92%
Operating expenditures	156,464.42	\$138,300.00	\$592,800.00	26%
Equipment purchases	35,735.55	\$2,500.00	\$48,625.00	73%
Depreciation				
Default				
	<u>1,669,619.41</u>	<u>\$1,878,192.00</u>	<u>\$2,169,697.00</u>	<u>77%</u>
(Surplus)/Deficit	1,662,908.52	\$1,842,142.00	\$2,165,147.00	77%

SSM LIBRARY  
LIBRARY KORAH BRANCH  
For the Twelve Months Ending Friday, December 31, 2021

Department	Actual	Budget	Percentage to Date
<b>REVENUE</b>			
Grants			
Fines			
Concessions			
Sales			
Donations			
Other income			
Change in future employee benefits			
Surplus, prior year			
		\$0.00	0%
<b>EXPENDITURES</b>			
Salaries and benefits			
Future employee benefits			
Books and periodicals			
Utilities			
Office expenditures			
Operating expenditures	512.03		0%
Equipment purchases			
Depreciation			
Default			
	512.03	\$0.00	0%
(Surplus)/Deficit	512.03	\$0.00	0%

SSM LIBRARY  
LIBRARY NORTH BRANCH  
For the Twelve Months Ending Friday, December 31, 2021

Department	Actual	Budget		Percentage to Date
		Original	Revised	
<b>REVENUE</b>				
Grants				
Fines	(291.09)	(\$2,500.00)	(\$500.00)	58%
Concessions				
Sales	(249.56)	(\$800.00)	(\$200.00)	125%
Donations		(\$24,000.00)	(\$22,700.00)	0%
Other income		(\$2,800.00)	\$0.00	0%
Change in future employee benefits				
Surplus, prior year				
	<u>(540.65)</u>	<u>(\$30,100.00)</u>	<u>(\$23,400.00)</u>	<u>2%</u>
<b>EXPENDITURES</b>				
Salaries and benefits	298,318.30	\$282,097.00	\$286,243.00	104%
Future employee benefits				
Books and periodicals	31,017.56	\$63,831.00	\$68,690.00	45%
Utilities				
Office expenditures	10,558.67	\$9,700.00	\$9,600.00	110%
Operating expenditures	238,933.12	\$209,986.00	\$214,800.00	111%
Equipment purchases	679.66		\$8,000.00	8%
Depreciation				
Default				
	<u>579,507.31</u>	<u>\$565,614.00</u>	<u>\$587,333.00</u>	<u>99%</u>
(Surplus)/Deficit	578,966.66	\$535,514.00	\$563,933.00	103%

SSM LIBRARY  
LIBRARY CONCESSION  
For the Twelve Months Ending Friday, December 31, 2021

Department	Actual	Budget		Percentage to Date
		Original	Revised	
<b>REVENUE</b>				
Grants				
Fines				
Concessions	(377.18)	(\$2,000.00)	\$0.00	0%
Sales				
Donations				
Other income				
Change in future employee benefits				
Surplus, prior year				
	<u>(377.18)</u>	<u>(\$2,000.00)</u>	<u>\$0.00</u>	<u>0%</u>
<b>EXPENDITURES</b>				
Salaries and benefits				
Future employee benefits				
Books and periodicals				
Utilities				
Office expenditures				
Operating expenditures	152.64	\$2,000.00	\$0.00	0%
Equipment purchases				
Depreciation				
Default				
	<u>152.64</u>	<u>\$2,000.00</u>	<u>\$0.00</u>	<u>0%</u>
(Surplus)/Deficit	(224.54)	\$0.00	\$0.00	0%

## 2022 FRIENDS INCOME

MONTH	BOOKSALE TABLE	FRIENDS BOOKSTORE	ON-LINE SALES	MONTHLY TOTALS
JANUARY	\$ 50.75	\$ 974.60	-	\$ 1,025.35
FEBRUARY	\$ -	\$ -	-	\$ -
MARCH	\$ -	\$ -	-	\$ -
<b>1st Quarter Totals</b>	\$ 50.75	\$ 974.60	-	\$ 1,025.35
APRIL	\$ -	\$ -	-	\$ -
MAY	\$ -	\$ -	-	\$ -
JUNE	\$ -	\$ -	-	\$ -
<b>2nd Quarter Totals</b>	\$ -	\$ -	-	\$ -
JULY	\$ -	\$ -	-	\$ -
AUGUST	\$ -	\$ -	-	\$ -
SEPTEMBER	\$ -	\$ -	-	\$ -
<b>3rd Quarter Totals</b>	\$ -	\$ -	-	\$ -
OCTOBER	\$ -	\$ -	-	\$ -
NOVEMBER	\$ -	\$ -	-	\$ -
DECEMBER	\$ -	\$ -	-	\$ -
<b>4th Quarter Totals</b>	\$ -	\$ -	-	\$ -
<b>TOTALS Year To Date</b>	\$ 50.75	\$ 974.60	\$ -	\$ 1,025.35
	DATE	LIBRARY	FRIENDS	TOTAL
<b>1st Quarter Totals</b>	JAN-MARCH	\$ 50.75	\$ 974.60	\$ 1,025.35
<b>2nd Quarter Totals</b>	APR-JUNE	\$ -	\$ -	\$ -
<b>3rd Quarter Totals</b>	JULY-SEPT	\$ -	\$ -	\$ -
<b>4th Quarter Totals</b>	OCT-DEC	\$ -	\$ -	\$ -
<b>Annual Total</b>		\$ 50.75	\$ 974.60	\$ 1,025.35
\$ -				
<b>Grand Total</b>				
		\$ 1,025.35	\$ -	\$ 1,025.35

REOPENED JAN 17

**2022 Revised Library Budget v.1**

Dated: February 21, 2022

	Admin	Main	North	Total	Total 2021	Diff
<b>Grants:</b>						
ONT SPEC GRANT PAY EQUITY	30-720-7201-5210 (207,474)			(207,474)	(207,474)	-
ONT SPEC GRANT SUMMER EXPERIENCE	30-720-7201-5211 (4,400)			(4,400)	(3,658)	(742)
ONT SPEC GRANT OTHER	30-720-7201-5212 -			-	(850)	850
ONT SPEC GRANT LIBRARY	30-720-7201-5291 (160,595)			(160,595)	(160,595)	-
MUN GRANT CONTRACT COMMUNITIES	30-720-7201-5293 (21,687)			(21,687)	(22,965)	1,278
GRANTS MUNICIPAL	30-720-7201-5294 (2,874,798)			(2,874,798)	(2,818,429)	(56,369)
GRANTS OTHER	30-720-7201-5296 (2,400)			(2,400)	(2,400)	-
CANADA SPEC GRANT	30-720-7201-5311 -			-	-	-
CONTRIBUTIONS FROM CITY	30-720-7201-5870 (383,000)			(383,000)	-	(383,000)
<b>Total Grants (5000 TO 5311, 5870))</b>	<b>(3,654,354)</b>	<b>-</b>	<b>-</b>	<b>(3,654,354)</b>	<b>(3,216,371)</b>	<b>(437,983)</b>
<b>Fees:</b>						
DAMAGE LOST OVERDUES SERVICES FEES		30-720-7202-5843 (4,000)	30-720-7204-5843 (500)	(4,500)	(19,500)	15,000
MEMBERSHIP FEES		30-720-7202-5892 -	30-720-7204-5892 -	-	(3,700)	3,700
PROGRAM REGISTRATION FEES	-	30-720-7202-5895 -	30-720-7204-5895 -	-	(1,000)	1,000
<b>Total Fees (5840 TO 5845)</b>	<b>-</b>	<b>(4,000)</b>	<b>(500)</b>	<b>(4,500)</b>	<b>(24,200)</b>	<b>19,700</b>
<b>Sales:</b>						
SALES MERCHANDISE		30-720-7202-5891 (1,250)	30-720-7204-5891 (200)	(1,450)	(150)	(1,300)
SALES COPIES PRINTS SCANS		30-720-7202-5893 (3,100)	30-720-7204-5893 (200)	(3,300)	(9,000)	5,700
SALES AUDIO TAPES		30-720-7202-5894 -	-	-	-	-
SALES FRIENDS OF THE LIBRARY	30-720-7201-5898 (22,000)		30-720-7204-5898 -	(22,000)	(37,000)	15,000
US \$ EXCHANGE		30-720-7202-6726 -	-	-	-	-
<b>Total Sales (5891 TO 5898)</b>	<b>(22,000)</b>	<b>(4,350)</b>	<b>(400)</b>	<b>(26,750)</b>	<b>(46,150)</b>	<b>19,400</b>
<b>Donations:</b>						
DONATIONS	30-720-7201-5861 (14,575)			(14,575)	(7,000)	(7,575)
RESTRICTED DONATIONS	30-720-7201-5866 (8,000)		30-720-7204-5866	(8,000)	(12,000)	4,000
DONATIONS IN KIND	30-720-7201-5869 -			-	-	-
SURPLUS RESTRICTED DONATIONS P/Y	30-720-7201-5902 (11,860)		30-720-7204-5902 (11,440)	(23,300)	(24,000)	700
<b>Total Donations (5861 TO 5869 ...)</b>	<b>(34,435)</b>	<b>-</b>	<b>(11,440)</b>	<b>(45,875)</b>	<b>(43,000)</b>	<b>(2,875)</b>
<b>Other income:</b>						
RENT PROGRAM ROOM A	-	30-720-7202-5751 -	30-720-7204-5751 -	-	(5,500)	5,500
INVESTMENT INCOME BANK	30-720-7201-5847 (7,000)			(7,000)	(7,000)	-
SUNDRY REVENUE	30-720-7201-5860 (9,035)	30-720-7202-5860 -		(9,035)	(19,500)	10,465
RENT PROGRAM ROOM B	-	30-720-7202-5752 -	30-720-7204-5752 -	-	(1,800)	1,800
CONCESSIONS FOOD	30-720-7206-5801 (1,500)			(1,500)	(2,000)	500
SURPLUS PRIOR YEAR	30-720-7201-5901 (239,890)			(239,890)	-	(239,890)
<b>Total Other income (5846 TO 5860 ...)</b>	<b>(257,425)</b>	<b>-</b>	<b>-</b>	<b>(257,425)</b>	<b>(35,800)</b>	<b>(221,625)</b>
<b>TOTAL REVENUE:</b>	<b>\$ (3,968,214)</b>	<b>\$ (8,350)</b>	<b>\$ (12,340)</b>	<b>\$ (3,988,904)</b>	<b>\$ (3,365,521)</b>	<b>\$ (623,383)</b>

**2022 Revised Library Budget v.1**

Dated: February 21, 2022

	Admin		Main		North		Total	Total 2021	Diff
Salaries and benefits:									
SALARIES FULL TIME	30-720-7201-6001	595,549	30-720-7202-6001	865,088	30-720-7204-6001	172,281	1,632,919	1,611,414	21,505
SALARIES PART TIME	30-720-7201-6011	6,864	30-720-7202-6011	353,515	30-720-7204-6011	64,807	425,187	419,767	5,420
CANADA PENSION PLAN	30-720-7201-6031	22,911	30-720-7202-6031	60,130	30-720-7204-6031	11,526	94,567	89,560	5,007
EMPLOYMENT INSURANCE	30-720-7201-6032	7,803	30-720-7202-6032	24,022	30-720-7204-6032	4,692	36,517	39,347	(2,830)
EMPLOYER HEALTH TAX	30-720-7201-6033	11,415	30-720-7202-6033	23,440	30-720-7204-6033	4,557	39,413	39,213	200
OMERS	30-720-7201-6041	52,024	30-720-7202-6041	75,083	30-720-7204-6041	16,932	144,039	161,274	(17,235)
HEALTH CARE	30-720-7201-6042	19,724	30-720-7202-6042	38,671	30-720-7204-6042	7,734	66,129	66,129	0
DENTAL	30-720-7201-6043	11,919	30-720-7202-6043	22,797	30-720-7204-6043	4,559	39,275	39,275	0
GROUP INSURANCE	30-720-7201-6044	5,730	30-720-7202-6044	3,581	30-720-7204-6044	713	10,025	10,025	(0)
LONG TERM DISABILITY	30-720-7201-6045	12,155	30-720-7202-6045	8,055	30-720-7204-6045	1,611	21,821	21,894	(73)
WSIB	30-720-7201-6046	-					-	9,000	(9,000)
RETIRED HEALTH CARE	30-720-7201-6052	34,500					34,500	34,500	-
POST RETIREMENT EXPENSES	30-720-7201-6099	-	30-720-7202-6099	-	30-720-7204-6099	-	-	-	-
OTHER EMPLOYEE BENEFITS	30-720-7201-6508	570					570	-	570
<b>Total Salaries and benefits (6001 TO 6098)</b>		<u>781,165</u>		<u>1,474,384</u>		<u>289,413</u>	<u>2,544,962</u>	<u>2,541,398</u>	<u>3,564</u>
Books and periodicals:									
RESTRICTED DONATION EXPENSE	30-720-7201-6166	1,000					1,000	1,000	-
BOOKS PROFESSIONAL			30-720-7202-6133	-			-	-	-
MISCELLANEOUS COLLECTIONS			30-720-7202-6134	500	30-720-7204-6134	500	1,000	-	1,000
BOOKS REFERENCE ADULT			30-720-7202-6135	3,063	30-720-7204-6135	-	3,063	4,500	(1,437)
BOOKS ADULT			30-720-7202-6136	34,524	30-720-7204-6136	16,616	51,140	55,000	(3,860)
BOOKS JUVENILE			30-720-7202-6137	16,940	30-720-7204-6137	10,285	27,225	26,000	1,225
BOOKS FRENCH			30-720-7202-6138	1,023	30-720-7204-6138	1,208	2,231	1,900	331
PERIODICALS			30-720-7202-6141	11,000	30-720-7204-6141	2,500	13,500	15,500	(2,000)
DIGITAL VIDEO DISCS ADULT			30-720-7202-6151	12,276	30-720-7204-6151	4,012	16,288	16,000	288
DIGITAL VIDEO DISCS JUVENILE			30-720-7202-6152	2,050	30-720-7204-6152	1,800	3,850	3,800	50
EBOOKS EAUDIO BOOKS ADULT			30-720-7202-6153	10,550	30-720-7204-6153	-	10,550	-	10,550
EBOOKS EAUDIO BOOKS JUVENILE			30-720-7202-6154	1,000	30-720-7204-6154	-	1,000	-	1,000
GAMES ADULT & JUVENILE			30-720-7202-6155	750	30-720-7204-6155	883	1,633	1,500	133
CD MUSIC ADULT			30-720-7202-6156	-	30-720-7204-6156	-	-	100	(100)
CD MUSIC JUVENILE			30-720-7202-6157	-	30-720-7204-6157	-	-	100	(100)
ELECTRONIC DATABASES			30-720-7202-6158	34,000	30-720-7204-6158	-	34,000	32,000	2,000
AUDIO BOOKS ADULT			30-720-7202-6159	1,446	30-720-7204-6159	2,053	3,499	5,350	(1,851)
AUDIO BOOKS JUVENILE			30-720-7202-6160	1,030	30-720-7204-6160	1,500	2,530	2,500	30
IN KIND DONATIONS			30-720-7202-6161	203	30-720-7204-6161	-	203	-	203
MATERIALS PROCESSING			30-720-7202-6165	18,750			18,750	10,000	8,750
<b>Total Books and periodicals (6130 TO 6169)</b>		<u>1,000</u>		<u>149,105</u>		<u>41,357</u>	<u>191,462</u>	<u>175,250</u>	<u>16,212</u>
Utilities:									
WATER & ELECTRIC			30-720-7202-6252	70,000	30-720-7204-6252	-	70,000	79,000	(9,000)
NATURAL GAS			30-720-7202-6254	16,000	30-720-7204-6254	-	16,000	16,000	-
<b>Total Utilities (6250 TO 6259)</b>		<u>-</u>		<u>86,000</u>		<u>-</u>	<u>86,000</u>	<u>95,000</u>	<u>(9,000)</u>

**2022 Revised Library Budget v.1**

Dated: February 21, 2022

	Admin		Main		North		Total	Total 2021	Diff
Office expenditures:									
OFFICE EXPENSES			30-720-7202-6111	19,500	30-720-7204-6111	500	20,000	22,000	(2,000)
MEMBERSHIPS LICENSES & SUBSCRIPTIONS	30-720-7201-6170	8,000					8,000	4,500	3,500
TRAVEL	30-720-7201-6182	1,000					1,000	7,000	(6,000)
TRAINING	30-720-7201-6185	14,628					14,628	2,500	12,128
MILEAGE	30-720-7201-6200	1,900	30-720-7202-6200	600	30-720-7204-6200	200	2,700	2,700	-
POSTAL SERVICE	30-720-7201-6470	300	30-720-7202-6470	3,700			4,000	3,000	1,000
CARTAGE	30-720-7201-6474	2,500					2,500	3,500	(1,000)
TELECOMMUNICATIONS	30-720-7201-6480	500	30-720-7202-6480	16,000	30-720-7204-6480	10,500	27,000	30,000	(3,000)
AUDIT FEES	30-720-7201-6500	14,500					14,500	12,500	2,000
BOOKKEEPING SERVICE	30-720-7201-6506	12,570					12,570	12,300	270
PUBLIC RELATIONS	30-720-7201-6542	8,200					8,200	24,500	(16,300)
OTHER PROFESSIONAL FEES	30-720-7201-6511	11,500					11,500	2,000	9,500
BANK CHARGES	30-720-7201-6720	2,100					2,100	3,000	(900)
PROGRAM SUPPLIES & SERVICES			30-720-7202-6560	19,500			19,500	-	19,500
									-
<b>Total Office expenditures (6111 TO 6120 ...)</b>		<u>77,698</u>		<u>59,300</u>		<u>11,200</u>	<u>148,198</u>	<u>129,500</u>	<u>18,698</u>
Operating expenditures:									
MISCELLANEOUS	30-720-7201-6316	915	30-720-7202-6316	100	30-720-7204-6316	100	1,115	11,300	(10,185)
MAINTENANCE OFFICE EQUIPMENT			30-720-7202-6400	1,800	30-720-7204-6400	200	2,000	2,000	-
MAINTENANCE & ALTERATIONS			30-720-7202-6410	593,000	30-720-7204-6410	-	593,000	60,000	533,000
JANITORIAL SERVICE			30-720-7202-6496	43,000	30-720-7204-6496	4,500	47,500	47,500	-
SECURITY			30-720-7202-6620	22,900	30-720-7204-6620	9,150	32,050	8,000	24,050
RENT					30-720-7204-6700	206,142	206,142	197,686	8,456
MACHINE RENTAL			30-720-7202-6704	4,000	30-720-7204-6704	1,600	5,600	14,800	(9,200)
JANITORIAL SUPPLY			30-720-7202-6395	8,000	30-720-7204-6395	-	8,000	10,000	(2,000)
INSURANCE	30-720-7201-6462	23,220	30-720-7202-6462	-			23,220	7,200	16,020
RESALE FOOD	30-720-7206-6595	1,000					1,000	2,000	(1,000)
<b>Total Operating expenditures (6300 TO 6469 ...)</b>		<u>25,135</u>		<u>672,800</u>		<u>221,692</u>	<u>919,627</u>	<u>360,486</u>	<u>559,141</u>
Equipment purchases:									
ARCHIVES					30-720-7204-6132	11,440	11,440	24,331	(12,891)
OFFICE EQUIPMENT	30-720-7201-8201	18,215	30-720-7202-8201	4,000	30-720-7204-8201	8,000	30,215	8,500	21,715
COMPUTER EQUIPMENT	30-720-7201-8202	12,000					12,000	12,000	-
LIBRARY EQUIPMENT			30-720-7202-8271	5,000	30-720-7204-8271	-	5,000	-	5,000
SOFTWARE	30-720-7201-8300	40,000					40,000	33,000	7,000
									-
<b>Total Equipment purchases (8000 TO 8899)</b>		<u>70,215</u>		<u>9,000</u>		<u>19,440</u>	<u>98,655</u>	<u>77,831</u>	<u>20,824</u>
<b>TOTAL EXPENSES:</b>		<u>\$ 955,213</u>		<u>\$ 2,450,589</u>		<u>\$ 583,102</u>	<u>\$ 3,988,904</u>	<u>\$ 3,379,465</u>	<u>\$ 609,439</u>
<b>DEFICIT / (SURPLUS)</b>		<u>\$ (3,013,001)</u>		<u>\$ 2,442,239</u>		<u>\$ 570,762</u>	<u>\$ 0</u>	<u>\$ 13,944</u>	<u>\$ (13,944)</u>



**Facilities Committee  
Monday, February 15, 2022\*  
Minutes**

Present: M. Olejnik (Committee Chair), W. Greco, M. MacDonald

Absent: K. Harrison

1. The meeting was called to order at 4:35 pm.
2. There were no declarations of Conflict of Interest.
3. The agenda was approved as presented.
4. The minutes of October 18, 2021 were approved as presented.
5. Matters Arising from the Minutes:
  1. Administration Flooring Issue – Administration staff have reoccupied the offices and most remediation has been completed. City legal has not yet provided library staff with the results of a structural engineering report. It is believed that the posts still need to be fastened to the concrete. Afterwards the carpets in administration will need to be replaced.
  2. Exterior Security Cameras – Additional cameras have now been installed on the exterior of the building.
  3. Lighting Audit – There has been no update on the lighting audit since last fall.
6. Library Break-in December 28, 2021

The Library experienced a break-in during the holiday closures. An individual had scaled the James L. McIntyre Centennial Library and entered the building via the roof access after prying open the door. The door has been repaired and reinforced to prevent forced entry. The security system was armed the night of the break-in. The perpetrator set off the motion detectors. Security was dispatched but the perpetrator had exited through the front entrance before they arrived. Besides the damage, there was only a small mess made. Nothing had been identified being stolen.

## 7. Asbestos Issue

The Library has an ongoing issue with some of the friable ceiling materials that are asbestos containing, at the James L. McIntyre Centennial Library. Some shelves and collections have been closed off until they can be properly cleaned and encapsulation completed. Library staff have been working closely with City staff, Tulloch Engineering, and Winmar to resolve this issue.

## 8. Exterior Cladding at the James L. McIntyre Centennial Library

The Library has released RFP #2022-01 Professional Services – Design and Contract Administration for Replacement of Exterior Cladding at the James L. McIntyre Centennial Library. The RFP was originally released in January and a reminder email had been sent to eligible engineering firms in February. The RFP closes on March 1, 2022.

## 9. No new business was presented.

The meeting adjourned at 5:18 pm.

\*Meeting was rescheduled from Monday February 14, 2022



**Sault Ste. Marie Public Library  
Policy Committee  
REGULAR MEETING  
Tuesday, February 28, 2022 – 4:30 P.M.  
Minutes**

Present: Matthew MacDonald, Wayne Greco, Frances Ryan (Chair) and Jami van Haaften (Secretary), Erin Ferlino.

Absent: Mike Olejnik

1. Called to order at 4:35 p.m.
2. No Conflict of Interest was declared.
3. Agenda was approved with no changes.
4. Minutes of the January 4, 2022 Policy Committee Meeting were approved without changes.
5. The following policies were reviewed and revised:
  - 5.1 100-03 Board-CEO Linkage Policy (*formerly* Board-CEO/Director of Public Libraries Policy)
  - 5.2 100-05 Delegations and Public Participation Policy
  - 5.3 100-09 Board Orientation Policy
  - 5.4 300-08 Visiting Library Service Policy
  - 5.5 300-14 Unattended Children Policy
  - 5.6 300-27 Face Covering Policy
6. Policy Follow up
  - 6.1 Accessibility Plan – 300-23 Accessible Customer Service Policy was deferred.
7. New Business - none
8. Adjournment - Jami called for the meeting to be adjourned at 5:50 p.m.



**Resolved that the following policies be approved as amended:**

- 5.1 100-03 Board-CEO Linkage Policy (*formerly* Board-CEO/Director of Public Libraries Policy)
- 5.2 100-05 Delegations and Public Participation Policy
- 5.3 100-09 Board Orientation Policy
- 5.4 300-08 Visiting Library Service Policy
- 5.5 300-14 Unattended Children Policy
- 5.6 300-27 Face Covering Policy

<b>Title:</b>	Board-CEO Linkage Policy	<b>Policy Number:</b> 100-03
<b>Policy Type:</b>	Governance	
<b>Approval By:</b>	Resolution Number RB 2012-06-18	
<b>Approval Date:</b>	June 18, 2012	
<b>Revised Dates:</b>	June 20, 2016; June 24, 2019; February 28, 2022	
<b>Review Date:</b>	February 2025	

**PURPOSE:**

This policy defines the decision-making responsibilities that are delegated to the CEO in terms of Library operations, administration and management, levels of financial authority and accountability and performance evaluation. This policy ensures the accountability of the CEO to the Board in terms of personal and operational performance.

**SCOPE:**

This policy pertains to the relationship between the Board and CEO.

**POLICY STATEMENT:**

The Board's sole official connection to the Library's operation, organization, achievements, and conduct will be through the CEO, whose sole accountability is to the Board in accordance with the Public Libraries Act, R.S.O. 1990, c. P. 44.

**ACCOUNTABILITY:**

In order to facilitate operational effectiveness, the Board recognizes that the CEO exercises all authority over and accountability of staff/volunteers and library operations.

The Board deals only through the CEO.

**UNITY OF CONTROL:**

Only the Board, by majority vote, has authority over the CEO.

- Decisions or instructions of individual Board members, officers, or committees are not binding on the CEO except in circumstances when the Board has specifically authorized such instruction, through motion of the Board or policy.
- If an individual Board member requests information or assistance without Board authorization, the request can be referred to the Board for direction.

**DELEGATION TO THE CEO:**

- All Board authority and accountability delegated to management is delegated through the CEO.
- The Board will provide direction to the CEO/Director of Public Libraries through policies and Board resolutions.

**Monitoring Executive Performance:**



- The Board shall appoint a CEO Evaluation Committee in accordance with the Board's Procedural By-laws.
- The Board will appraise the performance of the CEO as per the Performance Appraisal Policy.

## **RELATED POLICIES**

100-01 Governance Processes Policy  
100-04 Executive Limitations Policy  
100-08 Signing Authority Policy  
200-01 Purchasing and Procurement Policy  
300-10 Business Continuity Policy  
300-12 Emergency Closing Policy  
400-14 Performance Appraisal Policy

<b>Title:</b>	Delegation and Public Participation Policy	
<b>Policy Type:</b>	Governance	<b>Policy Number:</b> 100-05
<b>Approval By:</b>	Resolution Number RB1997-02-17	
<b>Approval Date:</b>	February 17, 1997	
<b>Revised Dates:</b>	June 20, 2016; June 24 2019; February 28, 2022	
<b>Review Date:</b>	February 2025	

**PURPOSE:**

This policy outlines how the Library Board enables members of the public to provide input, and comment on the policies, practices, services and operations of the Library.

**SCOPE:**

This policy governs the status of delegations in writing or in person at regular meetings of the Board or at specially organized public participation meetings and correspondence directed to the Board.

**DEFINITIONS:**

**Delegations** – any member of the public making a presentation to the Board, either on their own behalf or as a representative of an organization or group.

**Correspondence** – includes letters, emails or written or audio (transcribed) correspondence in any form directed to the Library Board or through the CEO.

**Public participation meeting** – a publicly advertised special meeting called by the Board to hear from the public on a specific issue.

**Meeting** - any regular, special and committee meetings of the Board which are required to be open to the public (add in legislation here).

**MFIPPA** – Municipal Freedom of Information and Protection of Privacy Act (RSO 1990, M56 and amendments)

**Personal information** – recorded information about an identifiable individual as defined under MFIPPA.

**POLICY STATEMENT:**

The Board encourages members of the public to express their ideas about and viewpoints on the services that the Board provides and on issues related to Library services. The Board provides opportunities for members of the public to be delegations at regular meetings and at public participation meetings or to send correspondence to the Board.

**DELEGATION RESPONSIBILITIES FOR PRESENTATIONS**

Delegations or individuals wishing to make an in-person presentation to the Board must notify the CEO as Secretary-Treasurer two weeks prior to the Board meeting, and inform them with notice of:



- the issue(s) that the presentation will address;
- whether or not the presentation is being made on behalf of the individual or a group and if the latter, the name of the group;
- the name of the person who will be making the presentation, and
- the number of representatives that will be in attendance. (Due to space limitations the Library Board reserves the right to limit the number of representatives attending any one meeting).

A delegation making a presentation must provide a written copy or summary to the Secretary-Treasurer of the Board, no later than 10 days prior to the Board meeting.

Delegations may submit written comments to the Board without making a presentation. Such written comments must be provided to the Board Secretary/Treasurer, no later than 10 days prior to the Board meeting.

Delegations may address the Board for a maximum of ten minutes. The Chair, with the concurrence of the Board through simple majority vote, may reduce or increase the time available to a delegation.

## **PUBLIC RECORD**

All correspondence, minutes, and video recordings of Board meetings will become a matter of public record, including delegation presentations. In accordance with the MFIPPA, the delegation must acknowledge that notes taken by the Board of any presentation and/or written submissions that are presented to the Board, along with the delegation's names, will be part of the public record and may be published as part of the agenda and/or minutes of the meeting, in the media and other public documents either in hard copy or electronically.

Delegations are expected to act with respect and consideration for others and to adhere to the Board's by-laws and policies. The Chair will take appropriate action to maintain proper order and decorum during the meeting.

Delegations may not provide personal information (including views or opinions) about another person, as defined in MFIPPA as "personal information" without acknowledging in the presentation that prior agreement of that individual has been given.

Personal information of a third party received in delegations will not be published by the Board without written permission of the identified individual, according to the requirements of MFIPPA.

## **Board Responsibilities**

The Board will provide its annual calendar, meeting agendas, reports and other documents in a manner that is timely to enable opportunities for public participation. The Library Board will balance this deadline with other timelines required to conduct its business.

The Board reserves the right to request any additional information regarding a particular



application, before granting delegation status. The Board reserves the right to refuse a delegation status.

Board members may ask questions of the delegation in order to seek clarification and/or additional information only. Staff may also be asked by Board members to provide clarification or confirmation of information. However, there should be no presumption on the part of the delegation or individual that a discussion or debate will take place.

If the number of delegations exceeds what can be reasonably scheduled at any particular meeting, at the discretion of the Chair in consultation with the Board, the Board may, through motion:

- defer a decision about a report to a time at a regular meeting at which all the delegations can be heard, or
- decide to hold a public participation meeting, rather than hear from delegations at a regular meeting.

After the delegation(s) have been heard at a regular meeting, the Board will, through motion, decide the appropriate action (if any) to be taken.

#### **RELATED POLICIES**

300-02 Access to Information and Protection of Privacy Policy

300-09 Rules of Conduct

<b>Title:</b>	Board Orientation Policy	<b>Policy Number:</b> 100-09
<b>Policy Type:</b>	Governance	
<b>Approval By:</b>		
<b>Approval Date:</b>	June 28, 2021	
<b>Revised Dates:</b>	February 28, 2022	
<b>Review Date:</b>	February 2025	

**PURPOSE:**

To make new Board members aware of their roles and responsibilities and to inform them of the various services the Library offers, including but not limited to the various facilities, staffing, collections, budgets and policies required to offer and facilitate those library services.

**SCOPE:**

This policy applies to all Board members appointed by the City of Sault Ste. Marie City Council.

**POLICY STATEMENT:**

The orientation of Library Board members is necessary in order to have a common and shared understanding of the authority and role of the Board.

**BOARD ORIENTATION:**

Board members will receive orientation information prior to their first Board meeting. Orientation will take place outside of regular Board meetings.

The Board and CEO are responsible for developing an orientation process which shall include a presentation and Orientation Manual. The Orientation Manual shall contain the following items as determined by the Board:

- Information on governance including responsibilities of Board Members, Board By-laws, Board policies
- Information about the Library including a brief history, Library services provided, staffing and organizational structure, Library website/social media
- A copy of the Library's strategic plan.
- Financial information including a review of the Annual Budget and Financial statement.
- An overview of the Public Libraries Act, R.S.O. 1990, c.P44
- Training Resources
- A copy of Cut to the Chase: Ontario Public Library Governance at a Glance copies of minutes and agendas for the previous year.
- Annual schedule of Library Board and committee meetings

The orientation shall include a tour of library facilities and an introduction to staff members and library services.

**RELATED POLICIES:**

- 100-01 Governance Processes Policy
- 100-03 Board-CEO Linkage Policy

<b>Title:</b>	Visiting Library Service Policy	<b>Policy Number:</b> 300-08
<b>Policy Type:</b>	Operational	
<b>Approval By:</b>	Resolution Number RB 2007-03-19	
<b>Approval Date:</b>	March 19, 2007	
<b>Effective Date:</b>	March 19, 2007	
<b>Revised Dates:</b>	February 28, 2022, March 2021; June 19, 2017; May 27, 2013;	
<b>Review Date:</b>	June 2023	

**PURPOSE:**

This policy details the Library's Visiting Library Service.

**DEFINITIONS:**

**Visiting library service** – the selection and delivery of Library materials to eligible residents of the City of Sault Ste. Marie who, for reasons of restricted vision or mobility, or long-term injury or illness, are unable to use regular Library facilities.

**Contactless** - delivery to the door not requiring touching or interaction between people.

**POLICY STATEMENT:**

The Visiting Library Service is administered by staff under the supervision of the Manager of Public Services.

Patrons wishing to enroll in the Visiting Library Service must complete an application form and selection form Appendices 1 and 2. Library staff will contact the patron to verify application information and initiate the service.

Upon registration, a special Library account will be created for the patron and their library card will be kept on file at the Library.

Visiting Library patrons are responsible for materials that are not returned. Fees for lost materials will be refunded upon return of the items.

Materials are selected by Library staff based on the patron's personal reading profile (See Appendix 2).

Patrons are able to borrow all circulating library materials.

The Visiting Library Service will deliver material to the patron's residence on a regular basis. Materials are to be returned on the date of the next delivery.

To suspend the Visiting Library Service for any reason, patrons must inform the Visiting Library Service.

To renew Library materials patrons must notify the Visiting Library Service one week in advance of the next delivery. Renewals may not always be possible because of



requests from other patrons. If this is the case, the material must be returned on the original due date.

Two volunteers or a staff and volunteer will deliver materials within a residence. When offering contactless services, only one staff member or volunteer will be required.

Visiting Library Service volunteers are guided by the Volunteer Program Policy.

## **RELATED POLICIES**

200-08 Travel and Expense Policy

300-17 Volunteer Program Policy

**Appendix 1:** Application for Visiting Library Service VLS

**Application for VISITING LIBRARY SERVICE - VLS**

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<b>Surname</b>	<b>First Name</b>	<b>Initial</b>
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<b>Address</b>	<b>Postal Code</b>	<b>Telephone #</b>
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<b>DATE (YYYY/MM/DD)</b>	<b>Email (optional)</b>
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**Family member/friend who may be contacted if we are unable to reach you:**

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<b>Name</b>	<b>Relationship</b>	<b>Telephone #</b>
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**Signature of Borrower/Caregiver**

**I have read and agree to the terms and conditions for the Visiting Library Service.**

**Appendix 2:** Library Material Selection Form

Please check off the types of **GENRES** that you like.

- |   |  |
|---|--|
| <input type="checkbox"/> Christian Fiction  | <input type="checkbox"/> Nonfiction _____  |
| <input type="checkbox"/> Cozy Mystery       | <input type="checkbox"/> Science Fiction   |
| <input type="checkbox"/> Gentle Reads       | <input type="checkbox"/> Suspense/Thriller |
| <input type="checkbox"/> Historical Fiction | <input type="checkbox"/> Romance           |
| <input type="checkbox"/> Mysteries          | <input type="checkbox"/> Western           |

Favourite Authors: \_\_\_\_\_

The Library has several **MAGAZINES** available. Please check any that you would be interested in receiving.

- |   |  |
|---|--|
| <input type="checkbox"/> Good Times                   | <input type="checkbox"/> Selection du Reader's Digest (French) |
| <input type="checkbox"/> People                       |  |
| <input type="checkbox"/> Prevention                   |  |
| <input type="checkbox"/> Readers Digest               |  |
| <input type="checkbox"/> Readers Digest (Large Print) |  |
| <input type="checkbox"/> Other: _____                 |  |

Please indicate the **TYPE & QUANTITY** of material you are interested in receiving:

ie. **1-Large Print Books, 2-Book on CD, 3-Described DVDs, etc.**

Large Print Books \_\_\_\_\_  
Regular Print Books \_\_\_\_\_  
Magazines \_\_\_\_\_

Soft Cover Books \_\_\_\_\_  
No Preference \_\_\_\_\_

**AUDIOBOOKS** — Books on CD \_\_\_\_\_

Daisy Books \_\_\_\_\_

**MOVIES** — Described DVDs \_\_\_\_\_

Regular DVD \_\_\_\_\_

Blu-Ray \_\_\_\_\_

**OTHER** — Music CDs \_\_\_\_\_

Video Games \_\_\_\_\_

<b>Title:</b>	Unattended Children Policy	<b>Policy Number:</b> 300-14
<b>Policy Type:</b>	Operations	
<b>Approval By:</b>	Resolution Number RB 2013-04-13	
<b>Approval Date:</b>	April 13, 2013	
<b>Revised Dates:</b>	April 18, 2016; June 24, 2019; February 28, 2022	
<b>Review Date:</b>	June 2025	

**PURPOSE:**

This policy defines the Library’s expectations regarding children left unattended on library property.

**DEFINITIONS:**

**Child / Children** - includes all persons who are under 10 years of age.

**Parent** - includes parents, guardians and caregivers responsible for the care and wellbeing of the child, while in the Library.

**Unattended** - is a child left without visible supervision by a parent on Library premises.

**Staff** - includes Library Employees, Pages, Volunteers, and Community Partners.

**SCOPE:**

This policy applies to all Library locations and children under the age of 10.

**POLICY STATEMENT:**

The Library endeavours to provide a welcoming and safe environment for children of all ages. Parents are responsible for providing supervision and care of their children while on the premises.

Library staff can neither care for, nor take responsibility for children left unattended at the Library.

When children are left without adequate supervision, the Library will take the appropriate action, including contacting the child’s family, Sault Ste. Marie Police Services or the Children’s Aid Society/ Nogdawindamin Family and Community Services.

<b>Title:</b>	Face Covering Policy	<b>Policy Number:</b> 300-27
<b>Policy Type:</b>	Operational	
<b>Approval By:</b>	Resolution Number	
<b>Approval Date:</b>	August 6, 2020	
<b>Revised Dates:</b>	February 28, 2022; November 24, 2020	
<b>Review Date:</b>	November 2023	

**PURPOSE:**

This policy provides guidelines in the required use of masks and face coverings for staff and public during a public health emergency.

**SCOPE:**

This policy applies to all individuals within library facilities, including but not limited to staff, volunteers, members of the public, contractors, and vendors.

**DEFINITIONS:**

Health Emergency – A formal declaration by the Government of Canada, Government of Ontario, and/or Health Unit of an extraordinary event which is determined to constitute a public health risk through the spread of disease.

APH – Algoma Public Health, the local health agency

EMCPA – Emergency Management and Civil Protection Act

**POLICY STATEMENT:**

During a public health emergency, those entering and/or remaining within one of the Library’s locations are required to wear a mask or face covering. The mask or face covering must cover the nose, mouth and chin. This requirement will remain in effect until the public health emergency is over and APH advises that mandatory mask/face covering is no longer necessary.

Signs about the requirement to wear masks or face coverings shall be posted at all library entrances.

Persons entering or remaining within the Library without a mask or face covering will be given a verbal reminder of the policy’s masking requirement.

Staff will be trained on the policy, including where and how to properly wear a mask or face covering, and how to help and respond to customers who do not have a mask or face covering.

A copy of this policy will be made available on request to a public health inspector or other person authorized to enforce the EMCPA.

**APPROPRIATE FACE COVERINGS:**

Medical masks or multi-layer cloth masks are the only acceptable masks. Others, such as sleeve and balaclava type masks, are ineffective and therefore not permitted.



Face shields and regular wrap around safety glasses or glasses with side shields (when required) are acceptable eye protection. Regular prescription eyewear is not considered eye protection. Over the glasses protective eyewear must be used over prescription glasses. Protective eyewear or face shields do not replace the requirement for a medical or multi-layer cloth mask.

### **EXEMPTIONS:**

The following persons are exempted from the requirement to wear a mask or face covering and will not be required to provide proof of such exemption:

- I. Children under two years of age, or children under the age of five years either chronologically or developmentally who refuse to wear a mask or face covering and cannot be persuaded to do so by their caregiver;
- II. Persons with medical conditions who cannot safely wear a mask or face covering (e.g. due to breathing difficulties, cognitive difficulties, hearing or communication difficulties);
- III. Persons who cannot wear or remove a mask or face covering without assistance, including people who are accommodated under the Accessibility for Ontarians with Disabilities Act (AODA) or are protected under the Ontario Human Rights Code, R.S.O. 1990, c.H. 19 as amended;

Temporary removal of the mask or face covering is permitted where necessary for the following purposes:

- I. For any emergency or medical purpose;
- II. Consuming food or drink;
- III. Actively engaging in an athletic or fitness activity.

In addition, employees in an area that is not accessible to members of the public and are able to maintain a physical distance of at least two metres from every other person while in the indoor area may temporarily remove their masks.

### **NONCOMPLIANCE:**

Failure to comply with this Policy may be considered a violation of the Library's Rules of Conduct. Persons entering or remaining in the library without a mask or face covering will be given a verbal reminder of the library's mask requirement. Continued refusal to wear a mask or face covering may result in suspension of Library privileges, exclusion from the Library for a period of time, and/or prosecution in accordance with 300-07 Exclusion, Reinstatement and Appeals Policy.

Staff who refuse to comply shall be sent home without compensation.



# Sault Ste. Marie Public Library

*"One stop...endless possibilities"*

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**AGENDA ITEM: 5.6**

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**TO:** LIBRARY BOARD  
**FROM:** MATTHEW MACDONALD, CEO  
**SUBJECT:** INFORMATION ITEMS  
**DATE:** FEBRUARY 28, 2022

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## **5.6.1 VACCINE PASSPORT REQUIREMENTS**

Currently Ontarians need to provide proof of vaccination, active medical exemption or participation in a Health Canada approved COVID-19 vaccine trial, along with a valid ID to access some businesses and settings in Ontario. Our Library is one setting that requires this proof. Patrons are actively screened upon entry and must demonstrate this proof to security to gain access to Library facilities. This is based on the Library Board's decision to use the same restrictions as other municipal recreational facilities during the pandemic.

A recent announcement from the Ontario Government detailed that vaccine passport system will end March 1, 2022 which will effectively change this requirement at the library along with other municipal facilities and businesses. <https://globalnews.ca/news/8617879/ontario-covid-restrictions-masks-vaccine-passports-announcement-ford/> Other restrictions such as the mask mandate will remain in place. Though businesses and other settings may choose to continue to require proof of vaccination, the Library, under the new legislation, will not be requiring proof. Unvaccinated families and individuals will once again be permitted within the Library. Curbside service will continue to be offered in a limited capacity for those in the community not yet ready to walk among the book stacks.

Respectfully submitted,  
Matthew MacDonald, Chief Executive Officer



# Sault Ste. Marie Public Library

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**AGENDA ITEM: 5.7**

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**TO:** LIBRARY BOARD  
**FROM:** MATTHEW MACDONALD, CEO  
**SUBJECT:** SUMMARY OF MOTIONS  
**DATE:** FEBRUARY 28, 2022

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**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 January 24, 2022 meeting as presented/amended.  REMOVED FROM CONSENT
2. The Sault Ste. Marie Public Library Board accepts the Finance Committee report of the February 17, 2022 meeting as presented/amended.  REMOVED FROM CONSENT
3. The expenditures for the month of January 2022, which include wages, benefits and RBC Visa in the amount of \$347,157.73 be confirmed paid.  REMOVED FROM CONSENT
4. The Sault Ste. Marie Public Library Board accepts the financial reports ending December 31, 2021 as presented/amended.  REMOVED FROM CONSENT
5. The Sault Ste. Marie Public Library Board approves the Library's revised 2022 Operational Budget.  REMOVED FROM CONSENT

6. The Sault Ste. Marie Public Library Board accepts the Policy Committee report of the February 8, 2022 meeting as presented/amended.

REMOVED FROM CONSENT

7. The Sault Ste. Marie Public Library Board accepts the Facilities Committee report of the February 15, 2022 meeting as presented/amended.

REMOVED FROM CONSENT

8. The Sault Ste. Marie Public Library Board approves the following revised policies as presented/amended:

- 100-03 Board-CEO Linkage Policy
- 100-05 Delegations and Public Participation Policy
- 100-09 Board Orientation Policy
- 300-08 Visiting Library Service Policy
- 300-14 Unattended Children Policy
- 300-27 Face Covering Policy

REMOVED FROM CONSENT

RESOLVED THAT:

The Sault Ste. Marie Public Library Board approves the consent agenda of the February 28, 2022 meeting as presented/amended:

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

\_\_\_\_\_

Chair of the SSM PL Board

\_\_\_\_\_

Date

\_\_\_\_\_

CEO

\_\_\_\_\_

Date



# Sault Ste. Marie Public Library

*"One stop....endless possibilities"*

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**AGENDA ITEM: 7**

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**TO:** LIBRARY BOARD  
**FROM:** MATTHEW MACDONALD, CEO  
**SUBJECT:** BOARD DEVELOPMENT  
**DATE:** FEBRUARY 28, 2021

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## **7.1 BOARD LEGACY**

The Board is currently in its fourth and final year of its term. As the Municipal elections are scheduled for October 24, 2022, a new City Council will be established for January 2023 who will nominate members to the new Library Board. As you are aware, current membership is not a guarantee of continuing membership on the Library Board. Therefore, the Board must take action prior to the end of term to ensure a seamless and effective transition.

In addition to strategic planning, the Board should consider the following tasks for the remainder of the year:

- Creating a Board legacy document
- Recruitment for the Board's next term
- Developing a Councilor Orientation Session and/or document

It is important that the current Board undertake these tasks to ensure the continued success of the Library.

## **7.2 NICHE ACADEMY**

Niche Academy is an online tutorial platform for which the Library is already subscribed. Currently, the Library's Niche Academy serves dual purposes. The first is for staff education. The platform is especially useful for onboarding new employees, but is easily used for ongoing training and skills development. The second purpose is to offer online learning tutorials to the public. So far public tutorial categories include technology workshops, social media, and research tools.



While many tutorials can be found online through Niche Academy's marketplace, the system is designed so staff can easily create and curate their own learning tutorials. Custom tutorials already created by staff include modules on the Library's archive collections, the Library's scheduling software (Peoplewhere), Workplace Violence and Harassment Prevention, and many more.

There is an opportunity for the Board to also use Niche Academy as a learning tool. The following are some topics that a Board Academy could be used for Board development:

1. Board Orientation for new Board Members (Internal)
2. Board Skills Development (Internal)

Additionally, it could be used as a tool to help educate others about the Library Board.

1. Board Recruitment (External)
2. An introduction to the Public Library and Public Library Board for new City Councilors (External)

Respectfully submitted,  
Matthew MacDonald, Chief Executive Officer