

**LIBRARY BOARD**  
**Regular Meeting**  
**Monday, April 26, 2021 – 4:30 P.M.**  
**ONLINE – VIA ZOOM**  
**AGENDA**



1. Call to Order
  - 1.1 Excused Absence
2. Declaration of Conflict of Interest
3. Approval of Agenda
4. Approval of the Minutes
  - 4.1 March 29, 2021 Regular Board Meeting Minutes
  - 4.2 Matters arising from the March 29, 2021 Regular Board Meeting Minutes
5. Consent Agenda
  - 5.1 Friends Report – March 2021
  - 5.2 Correspondence
    - 5.2.1 In-coming: NONE
    - 5.2.2 Out-going: 2020 Annual Report approved March 29, 2021
  - 5.3 Information Items - NONE
6. Items Removed from Consent
7. Resolved that the members of the Sault Ste. Marie Public Library Board move into Closed Session pursuant to the Public Libraries Act, Section 16.4 Closed Meetings, as the subject matter being considered is: Personal matters about an identifiable individual Further be it resolved that should the said Closed Session be adjourned, the Board may reconvene in Closed Session to continue to discuss the same matter without the need for further authorizing resolution. Be it further resolved that the following individuals be permitted to attend: M. MacDonald, R. Chan
8. Report of the Closed Session
9. Financials
  - 9.1 Financial Committee Report
  - 9.2 Monthly Expenditure Report – March 2021
  - 9.3 February 2021 Financial Reports
  - 9.4 Fees Schedule
10. Facilities
  - 10.1 Facilities Committee Report
  - 10.2 Facilities Management Plan
11. Policy Committee
  - 11.1 Policy Committee Report
  - 11.2 100-02 Advocacy Policy
  - 11.3 300-04 Hours of Operation
  - 11.4 300-17 Volunteer Program
  - 11.5 300-24 Use of Video Cameras in Public Places Policy
  - 11.6 300-25 Use of Building Policy
  - 11.7 400-04 Internal Internet Usage Policy

12 Board Development  
12.1 Board Calendar

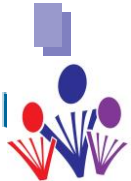
13 Strategic Planning

14 New Business  
14.1 Making Board meetings more accessible (Discussion)

15 Next Board meeting  
15.1 Board Development Meeting Monday May 31, 2021  
15.2 Regular Board Meeting Monday June 28, 2021

16 Adjournment

**Sault Ste. Marie Public Library  
Library Board  
REGULAR MEETING  
Monday, March 29, 2021 – 4:30 P.M.  
ONLINE – VIA ZOOM**



**Board Members Present:**

Ashlee Gerard	Jami van Haaften	Mike Olejnik
Wayne Greco	Sara McCleary	Frances Ryan
Elspeth Belair	Kevin Harrison	

Library: Matthew MacDonald, Rosanne Chan

Media: None

Guest: None

Regrets: Erin Ferlaino

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**1. Call to Order**

W. Greco called the meeting to order at 4:30 p.m.

**1.1 Excused Absence**

**MOTION:**

Resolved that the following Board Member(s) be excused from the March 29, 2021 regular meeting: Erin Ferlaino.

Moved: A. Gerard

Seconded: S. McCleary

**CARRIED**

**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 March 29, 2021 meeting as presented.

Moved: A. Gerard

Seconded: E. Belair

**CARRIED**

F. Ryan entered the meeting at 4:34 p.m.

#### **4. Approval of the Minutes**

##### **4.1 February 22, 2021 Regular Board Meeting Minutes**

###### **MOTION:**

The Sault Ste. Marie Public Library Board approves the minutes of the February 22, 2021 meeting as presented.

Moved: E. Belair

Seconded: K. Harrison

**CARRIED**

##### **4.2 Matters arising from the February 22, 2021 Minutes**

**NONE**

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

##### **5.1 Friends Report – February 2021**

##### **5.2 Correspondence**

**5.2.1 In-coming: NONE**

**5.2.2 Out-going: NONE**

##### **5.3 Information Items**

**5.3.1 AAO Conference**

##### **5.4 Adoption of Declaration of Conflict of Interest Form**

###### **MOTION:**

The Sault Ste. Marie Public Library Board require all members declaring a conflict of interest to sign the Declaration of Conflict of Interest Form and that all signed forms be retained in the Board files.

Moved: A. Gerard

Seconded: F. Ryan

**CARRIED**

##### **5.5 OLS Board**

###### **MOTION:**

The Sault Ste. Marie Public Library Board nominates J. van Haaften to the Ontario Library Service Board.

Moved: A. Gerard

Seconded: F. Ryan

**CARRIED**

###### **MOTION:**

The Sault Ste. Marie Public Library Board approves the **consent agenda** of the March 29, 2021 meeting as presented.

Moved: K. Harrison

Seconded: J. van Haaften

**CARRIED**

## **6. Items Removed from Consent**

**NONE**

## **7. Financials**

### **7.1 Finance Committee Report**

J. van Haaften reviewed the minutes from the March 18, 2021 Finance Committee meeting and outlined the committee's recommendations.

#### **MOTION:**

The Sault Ste. Marie Public Library Board accepts the Finance Committee report of the March 29, 2021 meeting as presented.

Moved: E. Belair

Seconded: J. van Haaften

**CARRIED**

### **7.2 Monthly Expenditure Report – February 2021**

The Board accepted the monthly expenditure report for February 2021 as recommended by the Finance Committee.

#### **MOTION:**

The Sault Ste. Marie Public Library Board approve that the expenditures for the month of February 2021, which include wages, benefits and RBC VISA in the amount of \$178,140.32 be confirmed paid.

Moved: J. van Haaften

Seconded: F. Ryan

**CARRIED**

### **7.3 January 2021 Financial Reports**

The Board accepted the January 2021 financial reports as recommended by the Finance Committee.

#### **MOTION:**

The Sault Ste. Marie Public Library Board accepts the financial reports ending January 31, 2021 as presented.

Moved: A. Gerard

Seconded: F. Ryan

**CARRIED**

### **7.4 Fines Free Report**

The Board accepted the recommendation by the Finance Committee for the Library to become fines free with limited exceptions effective August 31, 2021.

#### **MOTION:**

Whereas the Sault Ste. Marie Public Library Board fully endorses the Canadian Federation of Library Association's Statement of Intellectual

Freedom and Libraries, including but not limited to libraries having the mandate to provide, defend and promote equitable access; and

Whereas recent research has uncovered that Library overdue fines disproportionately affect vulnerable users, including low-income residents, as well as, marginalized and minority populations;

Be it resolved that the Sault Ste. Marie Public Library Board become officially Fines Free, effective August 31, 2021 with limited exceptions.

Moved: E. Belair

Seconded: J. van Haaften

**CARRIED**

## **8. Facilities Committee**

### **8.1 Facilities Committee Report**

M. Olejnik reviewed the minutes from the Facilities Committee meeting held on March 22, 2021 and outlined the committee's recommendation.

#### **MOTION:**

The Sault Ste. Marie Public Library Board accepts the Facilities Committee report of the March 29, 2021 meeting as presented.

Moved: A. Gerard

Seconded: F. Ryan

**CARRIED**

### **8.2 Terms of Reference**

The Board accepted the Terms of Reference as recommended by the Facilities Committee.

#### **MOTION:**

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

Moved: K. Harrison

Seconded: S. McCleary

**CARRIED**

## **9. Policy Committee**

### **9.1 Policy Committee Report**

F. Ryan reviewed the minutes from the Policy Committee meeting held on March 9, 2021 and outlined the committee's recommendations.

A. Gerard commended the Policy Committee on the amount of work being done. W. Greco commended all the committees as this reduces the amount of work at the Board meetings.

#### **MOTION:**

The Sault Ste. Marie Public Library Board accepts the Policy Committee report of the March 29, 2021 meeting as presented.

**9.2 200-10 Exam Proctoring Policy**

Revised.

**9.3 300-02 Access to Information and Protection of Privacy Policy**

Revised.

**9.4 300-03 Collection Development Policy**

Revised.

**9.5 300-08 Visiting Library Service Policy**

Revised.

**9.6 300-16 Public Art Policy**

Revised.

**9.7 400-02 Lieu Time Policy – Management and Administrative Staff**

Revised.

**9.8 400-18 Scent Free Workplace Policy**

Revised.

The Board accepted the revisions to the policies as recommended by the Policy Committee.

**MOTION:**

The Sault Ste. Marie Public Library Board approves the revisions to the policies as presented.

**10. Sign Translations**

A. Gerard informed the Board that in discussions with M. MacDonald, they contacted Nogdawindamin Family and Community Services in regards to adding an Indigenous language to the wayfinding in the Library. They supported this project and an Elder in the organization voluntarily translated the wayfinding. A. Gerard advised that traditionally there is a tobacco ceremony and the passing of a gift to thank the Elder for her support. The Board agreed that an appropriate gift would be children's books written in their native language. A. Gerard advised that she would discuss with M. MacDonald on the purchase of these books. W. Greco recommended that M. MacDonald, A. Gerard and M. Olejnik coordinate a presentation for the tobacco ceremony and the passing of the gift.

M. MacDonald advised that the wayfinding would not be updated right away in the Library. Additional funding opportunities would be required to complete the upgrade of the signs.

## **11. Revised Annual Report**

W. Greco informed the Board that the Annual Report was updated based on feedback received at the Annual General Meeting. M. MacDonald informed the Board that he has contacted the City Clerk's office in regards to presenting the Library's Annual Report to City Council. A Council meeting date of April 12<sup>th</sup> was suggested.

### **MOTION:**

The Sault Ste. Marie Public Library Board accept the revised 2020 Annual Report as presented.

Moved: E. Belair

Seconded: F. Ryan

**CARRIED**

## **12. Board Development**

### **12.1 OLA Superconference Reports**

#### **12.1.1 J. van Haaften's Report**

J. van Haaften provided a report on the sessions she attended at the virtual OLA Superconference.

### **12.2 Board Self-Reflection Survey Results**

A. Gerard reviewed the results of the Board Self-Reflection survey completed by members of the Board and any comments that were made in the survey.

F. Ryan stated that a revised Board package was sent afterwards before the meeting but she was not aware of it. W. Greco advised to expect a draft package on Wednesday and a final package on Friday (if any revisions were made) the week before the meeting.

A. Gerard informed that more information would be available to the Board on the requirements under the Public Libraries Act and Regulations as the Policy Committee is currently working on Board Development.

### **12.3 Dalhousie Board Self-Evaluation Questionnaire Tool**

J. van Haaften informed the Board that as part of Board Development, the Policy Committee came across the Dalhousie Board Self-Evaluation Questionnaire Tool. This tool reflects behavior from the perspective of the Board as a whole whereas the Self-Reflection Survey reflects behavior from the perspective of each Board member. The committee recommended that this tool be completed as well. The Board agreed that as part of Board Development, the survey and the questionnaire tool should be completed each year with the survey completed in March and the questionnaire tool completed in September.



## **12.4 Board Orientation Slide Deck**

A. Gerard informed the Board that the first draft of the Board Orientation slide deck was completed. She reviewed the slide deck and received feedback on changes to be made from the Board. A. Gerard advised that the CEO and Business Administrator of the Library should lead the board orientation to new members of the Board.

F. Ryan recommended that an abbreviated version of the slide deck be created. This version would be available on the Library's website as a marketing tool to attract new members to the Board. A. Gerard advised that the Cut to the Chase document be available on the website as well.

W. Greco recommended that the Policy Committee develop a Board Orientation policy.

## **13. Strategic Planning (Verbal Report)**

W. Greco updated the Board that nothing was started yet but would reach out to J. van Haaften and F. Ryan to start the strategic planning process.

## **14. New Business**

W. Greco informed the Board that interviews conducted by the Federation of Ontario Public Libraries (FOPL) for a new CEO was unsuccessful. The position will be reposted before a recruitment firm is hired to conduct a search for potential candidates.

A. Gerard recommended that a Board Calendar be created to help track all meetings and activities of the Board. M. MacDonald advised that an old webpage existed on the Library's website that listed what activities the Board should be completing and when. He could update the webpage to include all meeting dates.

M. MacDonald informed the Board that people residing outside of the City of Sault Ste. Marie with a Library membership are presently not able to access many of the services typically available to them because of the pandemic. He recommended that out of fairness, their memberships be extended at no cost and renewed every three months until the pandemic is over. The Board agreed that since the patrons are paying for services they are not receiving, they should get the extensions and renewals until otherwise determined.

Board agreed to extend the meeting beyond the normal time allotted.

### **MOTION:**

Resolved that the Sault Ste. Marie Public Library Board meeting of March 29, 2021 be extended at 6:32 p.m. to complete the business of the Board.

Moved: F. Ryan

Seconded: J. van Haaften

**CARRIED**

Moved into Closed Session at 6:33 p.m.

## **15. 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; Labour relations or employee negotiations. Further be it resolved that should the said Closed Session be adjourned, the Board may reconvene in Closed Session to continue to discuss the same matter without the need for further authorizing resolution. Be it further resolved that the following person(s) be permitted to attend: M. MacDonald and R. Chan.

Moved: E. Belair

Seconded: A. Gerard

**CARRIED**

Returned to Open Session at 6:44 p.m.

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

**NONE**

## **17. Board Meeting**

Next meeting is Monday April 26, 2021 at 4:30 p.m.

## **18. Adjournment**

### **MOTION**

The Sault Ste. Marie Public Library Board move to adjourn the March 29, 2021 meeting at 6:45 p.m.

Moved: A. Gerard

Seconded: F. Ryan

**CARRIED**

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Chairperson, Library Board

## 2021 FRIENDS INCOME

MONTH	BOOKSALE TABLE	FRIENDS BOOKSTORE	ON-LINE SALES	MONTHLY TOTALS
JANUARY	\$ -	\$ -		\$ -
FEBRUARY	\$ 6.00	\$ 534.15		\$ 540.15
MARCH	\$ 81.00	\$ 2,093.05		\$ 2,174.05
<b>1st Quarter Totals</b>	<b>\$ 87.00</b>	<b>\$ 2,627.20</b>	<b>\$ -</b>	<b>\$ 2,714.20</b>
APRIL	\$ -	\$ -		\$ -
MAY	\$ -	\$ -		\$ -
JUNE	\$ -	\$ -		\$ -
<b>2nd Quarter Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
JULY	\$ -	\$ -		\$ -
AUGUST	\$ -	\$ -		\$ -
SEPTEMBER	\$ -	\$ -		\$ -
<b>3rd Quarter Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
OCTOBER	\$ -	\$ -		\$ -
NOVEMBER	\$ -	\$ -		\$ -
DECEMBER	\$ -	\$ -		\$ -
<b>4th Quarter Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTALS Year To Date</b>	<b>\$ 87.00</b>	<b>\$ 2,627.20</b>	<b>\$ -</b>	<b>\$ 2,714.20</b>
	<b>DATE</b>	<b>LIBRARY</b>	<b>FRIENDS</b>	<b>TOTAL</b>
<b>1st Quarter Totals</b>	<b>JAN-MARCH</b>	<b>\$ 87.00</b>	<b>\$ 2,627.20</b>	<b>\$ 2,714.20</b>
<b>2nd Quarter Totals</b>	<b>APR-JUNE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>3rd Quarter Totals</b>	<b>JULY-SEPT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>4th Quarter Totals</b>	<b>OCT-DEC</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Annual Total</b>		<b>\$ 87.00</b>	<b>\$ 2,627.20</b>	<b>\$ 2,714.20</b>
				\$ -
<b>Grand Total</b>		<b>\$ 2,714.20</b>	<b>\$ -</b>	<b>\$ 2,714.20</b>

GOVERNMENT LOCKDOWN  
REOPENED FEB 22

Sault Ste. Marie Public Library  
Finance Committee  
REGULAR MEETING  
Thursday, April 15, 2021 – 4:30 P.M.  
Virtual Via Zoom

Minutes

Board Committee Members Present:

Wayne Greco	Elspeth Belair	Erin Ferlaino
Kevin Harrison	Jami Van Haaften	Kevin Harrison
Rosanne Chan	Matthew MacDonald	Ashlee Gerard

1. Call to order at 4:35
2. Appointment of Committee Officials

Chair: Kevin

Secretary: Jami

3. Declaration of Conflict of Interest

No conflict is declared.

4. Approval of agenda

The committee approves the agenda as presented. Moved by Wayne; Seconded by Elspeth

5. Approval of the Minutes - Moved by Erin; Seconded by Wayne

5.1 March 18, 2021 Finance Committee Meeting Minutes

Minutes from March Committee Meeting March 18, 2021 were accepted as read.

5.2 Matters arising from the March 18, 2021 Finance Committee Meeting Minutes

Matthew asked if we had heard any feedback on the fines free policy. Wayne noted the Soo Today article by David Helwig's. The news was posted on the library's Facebook page, and Matthew did an interview with Brian Kelly for the Sault Star.

#### 6. Monthly Expenditure Report for March 2021

We recommend a motion to approve the expenditures for the month of March 2021, which include wages, benefits and RBC Visa in the amount of \$289,287.22 be confirmed paid.

#### 7. Financial Results as at February 28, 2021

We recommend a motion to accept the financial results as of February 28, 2021

#### 8. 2021 Fees Schedule

We recommend a motion to accept the fees schedule effective August 31, 2021 with some minor changes.

#### 9. Finance Committee Meeting Schedule

The proposed schedule is accepted. Matthew will add to Board calendar under development.

#### 10. KPMG Audit

The auditors picked up the files on Tuesday and are working on audit now.

Rosanne reviewed changes to the audit process and explained the new year end reconciliation and documentation she has added to the process. She plans to make more improvements to the financial process s over the coming year, and Committee members thanked Rosanne for the excellent work she has accomplished.

#### 11. New Business

None

#### 12. Adjournment at 5:38

Motions:

Motion to accept the Financial Committee Report April 15, 2021.

Motion to accept the expenditures for the month of March 2021.

Motion to accept the financial results as of February 28, 2021

Motion to accept the fees schedule effective August 31, 2021 with some minor changes.



# Sault Ste. Marie Public Library

Resolution #: \_\_\_\_\_

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

Carried  
or  
Denied

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

## Cheque Register

March 4, 2021	4,840.62
March 11, 2021	4,463.16
March 18, 2021	29,379.63
March 25, 2021	157,143.91

Subtotal \$195,827.32

## EFT from Bank Statements

Wages	92,110.40
RBC Visa 3/23/2021	1,098.70
Other	250.80
Subtotal	<u>\$93,459.90</u>

Total **\$289,287.22**

## RESOLVED THAT:

The expenditures for the month of March 2021, which include wages, benefits and RBC Visa in the amount of \$289,287.22 be confirmed paid.

\_\_\_\_\_  
CHAIR - LIBRARY BOARD

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CEO - MATTHEW MACDONALD

\_\_\_\_\_  
DATE

SSM LIBRARY  
Summary of All Units  
For the Two Months Ending Sunday, February 28, 2021

Department	Actual	Budget	Percentage to Date
<b>REVENUE</b>			
Grants	(\$704,607.25)	(\$3,216,371.00)	22%
Fines	(265.99)	(\$19,500.00)	1%
Concessions	(11.00)	(\$2,000.00)	1%
Sales	(496.32)	(\$50,850.00)	1%
Donations	17.32	(\$43,000.00)	0%
Other income	(1,511.42)	(\$33,800.00)	4%
Change in future employee benefits			0%
Surplus, prior year			0%
	<u>(706,874.66)</u>	<u>(\$3,365,521.00)</u>	<u>21%</u>
<b>EXPENDITURES</b>			
Salaries and benefits	299,213.73	\$2,541,400.00	12%
Future employee benefits			0%
Books and periodicals	31,024.31	\$199,581.00	16%
Utilities	(1,182.89)	\$95,000.00	(1%)
Office expenditures	8,882.37	\$129,500.00	7%
Operating expenditures	85,729.79	\$360,486.00	24%
Equipment purchases	573.18	\$53,500.00	1%
Depreciation			0%
Default			0%
	<u>424,240.49</u>	<u>\$3,379,467.00</u>	<u>13%</u>
(Surplus)/Deficit	(282,634.17)	\$13,946.00	(2,027%)

SSM LIBRARY  
LIBRARY ADMINISTRATION  
For the Two Months Ending Sunday, February 28, 2021

Department	Actual	Budget	Percentage to Date
<b>REVENUE</b>			
Grants	(\$704,607.25)	(\$3,216,371.00)	22%
Fines			
Concessions			
Sales	(446.65)	(\$37,000.00)	1%
Donations	17.32	(\$19,000.00)	0%
Other income	(958.32)	(\$25,000.00)	4%
Change in future employee benefits			
Surplus, prior year			
	<u>(705,994.90)</u>	<u>(\$3,297,371.00)</u>	<u>21%</u>
<b>EXPENDITURES</b>			
Salaries and benefits	97,890.99	\$784,511.00	12%
Future employee benefits			
Books and periodicals		\$1,000.00	0%
Utilities			
Office expenditures	3,241.16	\$86,950.00	4%
Operating expenditures	2,398.23	\$10,200.00	24%
Equipment purchases	573.18	\$51,000.00	1%
Depreciation			
Default			
	<u>104,103.56</u>	<u>\$933,661.00</u>	<u>11%</u>
(Surplus)/Deficit	(601,891.34)	(\$2,363,710.00)	25%



SSM LIBRARY  
LIBRARY MAIN BRANCH  
For the Two Months Ending Sunday, February 28, 2021

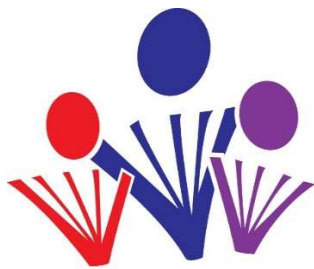
Department	Actual	Budget	Percentage to Date
<b>REVENUE</b>			
Grants			
Fines	(235.99)	(\$17,000.00)	1%
Concessions			
Sales	(48.79)	(\$13,050.00)	0%
Donations			
Other income	(402.65)	(\$6,000.00)	7%
Change in future employee benefits			
Surplus, prior year			
	<u>(687.43)</u>	<u>(\$36,050.00)</u>	<u>2%</u>
<b>EXPENDITURES</b>			
Salaries and benefits	162,547.95	\$1,474,792.00	11%
Future employee benefits			
Books and periodicals	28,620.64	\$134,750.00	21%
Utilities	(1,182.89)	\$95,000.00	(1%)
Office expenditures	4,071.69	\$32,850.00	12%
Operating expenditures	33,040.29	\$138,300.00	24%
Equipment purchases		\$2,500.00	0%
Depreciation			
Default			
	<u>227,097.68</u>	<u>\$1,878,192.00</u>	<u>12%</u>
(Surplus)/Deficit	226,410.25	\$1,842,142.00	12%

SSM LIBRARY  
LIBRARY NORTH BRANCH  
For the Two Months Ending Sunday, February 28, 2021

Department	Actual	Budget	Percentage to Date
<b>REVENUE</b>			
Grants			
Fines	(30.00)	(\$2,500.00)	1%
Concessions			
Sales	(0.88)	(\$800.00)	0%
Donations		(\$24,000.00)	0%
Other income	(150.45)	(\$2,800.00)	5%
Change in future employee benefits			
Surplus, prior year			
	<u>(181.33)</u>	<u>(\$30,100.00)</u>	<u>1%</u>
<b>EXPENDITURES</b>			
Salaries and benefits	38,774.79	\$282,097.00	14%
Future employee benefits			
Books and periodicals	2,403.67	\$63,831.00	4%
Utilities			
Office expenditures	1,569.52	\$9,700.00	16%
Operating expenditures	50,291.27	\$209,986.00	24%
Equipment purchases			
Depreciation			
Default			
	<u>93,039.25</u>	<u>\$565,614.00</u>	<u>16%</u>
(Surplus)/Deficit	92,857.92	\$535,514.00	17%

SSM LIBRARY  
LIBRARY CONCESSION  
For the Two Months Ending Sunday, February 28, 2021

Department	Actual	Budget	Percentage to Date
<b>REVENUE</b>			
Grants			
Fines			
Concessions	(11.00)	(\$2,000.00)	1%
Sales			
Donations			
Other income			
Change in future employee benefits			
Surplus, prior year			
	<u>(11.00)</u>	<u>(\$2,000.00)</u>	<u>1%</u>
<b>EXPENDITURES</b>			
Salaries and benefits			
Future employee benefits			
Books and periodicals			
Utilities			
Office expenditures			
Operating expenditures		\$2,000.00	0%
Equipment purchases			
Depreciation			
Default			
	<u></u>	<u>\$2,000.00</u>	<u>0%</u>
(Surplus)/Deficit	(11.00)	\$0.00	0%



# Sault Ste. Marie Public Library

## Fees Schedule - Effective August 31, 2021

Particular	Price	Price with HST
<b>Damaged or Lost Items</b>		
Collections including Books, DVDs, Blu-Rays,Video Games, Books on CD, Misc. other collections	Cost of item + \$5.00 + HST	\$5.65 + Cost of item
Magazines	\$4.43 + HST	\$5.00
Book Jacket	\$4.43 + HST	\$5.00
Jewel Boxes/CD Container/DVD Cases	\$2.65 + HST	\$3.00
Lending Laptops	Cost of item + \$5.00 + HST	\$5.65 + Cost of item
Plastic Media Bags	\$2.66 + HST	\$3.00
Urban Poles	\$88.50 + HST	\$100.00
Radon Kits	\$265.50 + HST	\$300.00
Ontario Parks Pass	\$225.00 + HST	\$254.25
Cultural Pass	\$26.55 + HST	\$30.00
Disc Golf Kits	\$30.98 + HST	\$35.00
<b>Faxes, Photocopies, Printing &amp; Scans</b>		
Faxes (No charge if part of reference service)	\$1.11 + HST per page	\$1.25 per page
Black & White Copies/Printing	\$0.22 per side + HST	\$0.25
Colour Copies/Printing	\$0.43 per side + HST	\$0.50
Scanning (Public Machines)	FREE	
Photo-reproductions (Archival Copies)	Cost of Reproduction + \$5.00 Handling Fee + HST	Cost of Reproduction + \$5.65
Archive Scans (Prescanned)	FREE	
Archive Scans (Original)	First 5 scans free, \$0.43 + HST per additional page	First 5 scans free, \$0.50 per additional page
<b>Items for Purchase</b>		
Promotional Materials:		
Cloth Bag	\$2.65 + HST	\$3.00
Chocolate Bar	\$1.76 + HST	\$2.00
Supplies:		
City Maps	\$1.99 per map + HST	\$2.25
Envelopes - Letter	\$0.89 + HST	\$1.00
Envelopes - 9"x12"	\$1.11 + HST	\$1.25
Headphones	\$2.65 per set + HST	\$3.00
Paper - Letter, Legal	\$0.22 per sheet + HST	\$0.25
USB Sticks	\$7.08 + HST	\$8.00
<b>Memberships</b>		
Residents of Sault Ste. Marie and Contracting Communities	Free	
Institutional Organizations:		
Located Outside of Sault Ste. Marie	\$70.00 per year (HST exempt)	
Sault Ste. Marie Organization	Free	
Non-Residents:		
Students (Elementary, Secondary, Post Secondary, Adult Literacy)	Free	
Adults	\$45.00 (HST exempt)	
Seniors	\$30.00 (HST exempt)	
Monthly Membership (Adults & Seniors)	\$15.00 per month	
Membership Card Replacement	\$3.00 (HST exempt)	
<b>Miscellaneous</b>		
Patron Refunds	Processing fees will be deducted from refunds for returned items declared lost and paid for.	
U.S. Exchange Rate	As per rate provided by City Hall	
<b>Overdues</b>		
Express Reads	\$1.00 per day (Max \$10.00 per item)	
Government Publications	\$2.00 per day (Max \$10.00 per item)	
Interlibrary Loans	\$2.00 per day (Max \$30.00)	
Misc. Collections	\$1.00 per day (Max \$10.00 per item)	

Particular	Price	Price with HST
<b>Programming &amp; Events</b>		
Program Registration:		
Adult Books Clubs	\$22.12 + HST	\$25.00
Children & Teen's Programs	Free	
Craft Programs, Educational Programs & Workshops	Cost Recovery	
Story Times	Free	
Signature Events	Cost dependent on event	
<b>Rentals</b>		
Equipment:		
Projector Rental	\$8.85 per day + HST	\$10 per day
Projector Late Fee	\$10.00 per day (Max \$50.00 per item)	
Library Rooms:		
James L. McIntyre Centennial Library - Program Room A	\$15 per hour	
James L. McIntyre Centennial Library - Program Room B	\$5 per hour	
North Branch - Program Room A	\$20 per hour	
North Branch - Program Room B	\$10 per hour	
<b>Services</b>		
Interlibrary Loans - Books & Photocopies	Amount of fee charged by the lending library	
3-D Printing	\$0.10 per gram + \$2.00 + HST	Material used + \$2.00 + HST
City Council Recordings (DVD)	\$10.00 per copy + HST	\$11.30
Exam Proctoring Fee	\$35.40 + HST	\$40.00
Research	\$35.40 per hour + HST	\$40.00 per hour
VHS to DVD Conversion	\$9.95 + \$2.00 for DVD + HST	\$13.50

## **Facilities Committee Meeting**

**April 19, 2021**

**4:30 pm**

Present: Matthew McDonald, Wayne Greco, Mike Olejnik, Sara McCleary

Regrets: Kevin Harrison

*Meeting called to order at 4:40pm*

Matthew provided an updated Asset Management Document with added facilities-related items per the committee's request. He had highlighted some items in particularly poor condition for the committee's attention, as well as those that had been repaired/replaced recently.

Matthew provided a verbal update on the administration flooring issue: Part of the walls in the flooded area had drywall and insulation, so had a significant amount of mould. Matthew has since noticed some bubbling in the walls in his office, so some work may need to be done in the offices themselves. Workers are using pressure to keep any airborne spores under the building to ensure they are not spreading. It is still unclear what is causing the water to build up and where it is coming from; whether it is the result of a mechanical failure or not will determine if it will be covered by insurance. The current stay-at-home order makes it easier for the work to get done as there are not a lot of people in the building at this time.

The Library qualifies for a \$2,000 rebate on lighting updates/replacements. There is no minimum spend to qualify, can spend just the \$2,000 and get a full reimbursement.

The committee set a meeting schedule for the remainder of the year.

Meeting adjourned at 5:25 pm.

**The Corporation of the City of Sault Ste. Marie**  
**Asset Management Facility Condition Assessment - 2020 Update**  
**James L. McIntyre Centennial Library, 50 East Street, Sault Ste. Marie, Ontario**

Component			Condition Assessment		Recommendation				Life Cycle Data			
Row	ID	Location / Type	Description & History	Condition	Actual or Estimated Year of Acquisition	Recommendation	Type	Priority	Age in 2020	Typical Life Cycle or Repair Cycle	Remaining Life / Time to Major Repairs	Recommended Budget in 2020 Dollars
1	STRUCTURE											
2	A10 Foundations		Foundations are cast-in-place concrete. The concrete cast-in-place and masonry foundation walls are exposed in most of the basement areas. There is parging visible at grade at the exterior. Minor deterioration was noted of the parging finish of the exposed concrete masonry foundation walls of the east elevation. The floors are concrete slab-on-grade. There are minor normal cracks at the slab on- grade. The site escort reported that the basement was flooded in the Summer of 2019. It was reported that water came in through a door at the north elevation and spread throughout the basement. A new floor drain has been installed in the main mechanical room since MH's last review in 2013 (See photo).	Good	1965	Structural components are expected to last at least the service life of the building. No major capital expenditures are expected to be required within the term of this report. Where required, localized repairs can likely be completed at a cost below the threshold of this report.			55	100	36	
3	A20 Basement Construction		The first floor slab is a reinforced concrete waffle slab, except for at the entrance foyer where it is cast-in-place concrete. Crack injection was noted midway from within the basement room below the entrance foyer. The repaired area appeared to be dry. A crack in the terrazzo floor finish above this area was also noted. The stairwell to the basement is steel pan with terrazzo finished steps. The stairs leading to the lower level boiler room is metal grate. There was staining and efflorescence around the crack injection areas, and peeling paint at the foundation wall located below the front elevation. It is unclear if the efflorescence, staining and peeling paint is from before the crack injections were completed, or if this is new evidence of water infiltration.	Good	1965	No major capital expenditures are expected to be required within the term of this report. The areas around the crack injections and wall areas with peeling paint should be cleaned, painted and monitored for any new evidence of efflorescence or staining indicating there is an active leak. Localized repairs such as crack injection can likely be completed at a cost below the threshold of this report.			55	30	36	
4	B10 Superstructure		The superstructure is concealed with finishes at all observed areas. The 1993 architectural drawings indicate that the structure consists of steel columns and beams supporting a fluted steel roof deck. Portions of the ground floor structure overhanging the foundation wall. The steel structure is exposed at the east study room. There are concrete block infill walls.	Good	1965	No major capital expenditures are expected to be required within the term of this report.			55	100	36	
5	B10 Superstructure - Canopy	Entrance Canopy	The superstructure is a steel structure consisting of steel columns and beams supporting a fluted steel roof deck. (See Photo). The column base are incased in concrete footings. The underside of the steel roof deck and the columns bases are corroded.	Fair	1965	The roof deck/soffit should be replaced when the canopy roof is replaced. The corrosion treatment and painting of this columns can likely be completed at a cost below the threshold of this report.			55	100	36	
6	ENVELOPE											
7	Exterior Walls											
8	B2010 Exterior Walls - Brick / Precast / Steel		The walls are mainly clad with brick with drainage vents provided at the base of the walls. Portions of the building clad with brick cantilever over the foundation walls. At the east corner of the building, some of the bricks have been replaced (See photo). Some areas below the central window bays have aggregate-finish precast concrete panels. The precast concrete panels are in generally good condition, but have localized staining under the vertical sections of the window frames (See photo). The Reference Study area has exposed painted steel structure.	Fair	1965	No major capital expenditures are expected to be required within the term of this report. Continue to complete localized brick repairs at a cost below the threshold of this report.			55	20		
9	B2010 Exterior Walls - Metal Siding		The top of the building is clad with horizontal metal siding including soffits. The finish of this siding has weathered, and there is localized corrosion on the metal panels. There are eavestroughs above the windows around the building, which are in poor condition. The troughs divert water dripping down the metal panels away from the windows and onto adjacent roofs. Drip marks on the sides and bottoms of the troughs indicate that water overwhelms the troughs and spills over the edges. Joints in the eavestroughs indicate that they were installed in sections. One of the eavestroughs on the southeast elevation is warped (See photo).	Poor	1965	Replace the siding at the end of its service life. Replace the eavestroughs so that each trough is one continuous piece.	Replacement	2 - Restore Functionality	55	30	1	\$318,000
10	B2020 Exterior Windows		The windows are prefinished aluminum with fixed sealed double-glazed units. The date stamps of the sealed glazing units were varied including many stamped as 1965, 1979 and 1993. The frame finishes are faded, but there were no complaints about drafts or water penetration. Many glazing units had failed with severe fogging noted within the glazing panes of the full-height windows in the Back Study Room (See photo).	Poor	1965	Windows have reached the end of their service life.	Replacement	2 - Restore Functionality	55	40	1	\$333,000
11	B2030 Exterior Doors	Main Entrance	The front entrance system is a double glazed window and door assembly in aluminum frames. There are two sets of double doors.	Good	1993	Replace at end of life span.	Replacement	3 - Future Renewal	27	40	13	\$175,000
12	B2030 Exterior Doors		Doors are insulated steel in steel frames. The main door of the loading room has a top vision pane.	Good	varies	Replace individual doors as needed at a cost below the threshold of this report.			varies	30		
13	B201011 Joint Sealant		Sealants were replaced by City Staff in 2020.	Good					1	15	14	
14	Roofing											
15	B3010 Roof Coverings - BUR		At the time of review, the roofs were covered with snow, but localized areas of the roof were visible. The flat roof has three levels and is a built-up asphalt roof membrane with prefinished metal perimeter flashings and area drains. The roof areas over the mechanical penthouse and the back library study area were not accessible for review. Some of the drains over the main library level had exposed modified bitumen membrane indicating previous patch repairs. There is localized ponding on the roof (See photo). Ponding issues can be addressed when the roof is replaced. There is evidence of water infiltration at various locations around the building (See photo). The ceiling is mainly finished with decorative panels that conceal the roof structure, but do not show stains that may indicate water infiltration. The site escort reported that various leaks have been investigated in the main library area (See photo).	Fair	2000	At 20 years of age, and reported history of various water leaks, the roof is approaching the end of its lifespan. Roof replacement should be planned in the near future. In the meanwhile, continue to monitor the interior finishes for evidence of water infiltration, and investigate leaks as they are discovered. Patch repairs can be completed as needed at a cost below the threshold of this report until the roof is replaced.	Replacement	2 - Restore Functionality	20	25	1	\$545,000

**The Corporation of the City of Sault Ste. Marie**  
**Asset Management Facility Condition Assessment - 2020 Update**  
**James L. McIntyre Centennial Library, 50 East Street, Sault Ste. Marie, Ontario**

Row	COMPONENT		CONDITION ASSESSMENT			RECOMMENDATION			LIFE CYCLE DATA			
	ID	Location / Type	Description & History	Condition	Actual or Estimated Year of Acquisition	Recommendation	Type	Priority	Age in 2020	Typical Life Cycle or Repair Cycle	Remaining Life / Time to Major Repairs	Recommended Budget in 2020 Dollars
	B3010 Roof Coverings - BUR		The four corners of the building have a lower roof level over the cantilevered portions that were not accessible for review during the site visit. The eavestroughs under the metal panels divert water onto these areas.	Not Reviewed	2000	Replace the roofs at the end of their lifespan.	Replacement	2 - Restore Functionality	20	25	1	\$113,000
16	B3010 Roof Coverings - BUR	Entrance Canopy	The flat roof of the entrance canopy is a built-up asphalt roof membrane with prefinished metal perimeter flashings. The corrugated deck below this roof was corroded. There is heavy ponding on the canopy roof (See photo).	Poor	1993	Replace at end of lifespan. If repairs are deferred, deterioration will likely continue or accelerate, causing increased repair costs.	Replacement	2b - Exceeded Service Life	27	25	1	\$43,000
17	B301006 Roof Openings and Supports		The main roof level was accessed through a mechanical penthouse small hollow metal door. This door requires painting. However the main concern noted was the access path leading to this door was through a metal interior stairwell that had limited space for proper access. Access was improved in 2020 by redirecting venting.	Good	1965	Replace Door on as needed at a cost below the threshold of this report. The access should be reviewed and improvements completed for safer access.			55	50		
18	MECHANICAL SYSTEMS											
19	HVAC Systems											
20	D302002 Hot Water Boilers	Boiler room	Hot water for building heating is generated in two Patterson Kelly Thermic high efficiency gas fired condensing boilers, model N1000-MFD, each rated at 1,000 MBH. (see photo)	Good	2010	Replace the boilers at the end of their service life.	Replacement	3 - Future Renewal	10	25	15	\$102,000
21	D302005 Auxiliary Equipment	Boiler room	Each boiler is equipped with a Taco inline centrifugal circulating pump. (see photo)	Good	2010	Replace the circulating pumps at the end of their service life at a cost below the replacement cost threshold of the study.			10	25	15	
22	D302005 Auxiliary Equipment	Boiler room	Two 3HP, 280GPM, 20ft Taco base mounted circulating pumps circulate heating water throughout the building. The pumps are equipped with variable speed drives.	Good	2010	Replace the pumps and variable speed drives at the end of their service life.	Replacement	3 - Future Renewal	10	25	15	\$26,000
23	D302005 Auxiliary Equipment	Boiler room	One 7.5 HP, 240 GPM, 61.3 ft vertical inline Pentair pump circulates condenser water from the chiller to the cooling tower.	Good	2015	Replace at the end of service life.	Replacement	3 - Future Renewal	5	25	20	\$19,000
	D302005 Auxiliary Equipment	Boiler room	One 7.5 HP, 192 GPM, 75 ft horizontal inline Pentair pump circulates chilled water throughout the building.	Good	2010	Replace at the end of service life.	Replacement	3 - Future Renewal	5	25	20	\$19,000
24	D302005 Auxiliary Equipment	Boiler room	Two Taco base mounted circulating pumps circulate water through the secondary loop. The pumps are rated at 170 gpm and 2 hp.	Good	2015	Replace the secondary loop pumps at the end of their service life.	Replacement	3 - Future Renewal	10	25	15	\$19,000
25	D302005 Auxiliary Equipment	Boiler room	One Taco expansion tank is connected to the building heating loop. Model CA215-125	Good	2010	Replace the expansion tank at the end of its service life at a cost below the replacement cost threshold of the study.			10	25	15	
26	D302005 Auxiliary Equipment	Boiler room	One Taco air separator is installed in the heating hot water system.	Good	2010	Replace the air separator at the end of its service life at a cost below the replacement cost threshold of the study.			10	25	15	
27	D303001 Chilled Water Systems	Boiler room	Two 40 ton AquaSnap Carrier chillers were recently installed to supply cooling to the building. These new chillers run on R-410.	Excellent	2015	Replace at the end of service life.	Replacement	3 - Future Renewal	5	25	20	\$190,000
28	D303001 Chilled Water Systems	Roof	An Evapco cooling tower rejects heat from chillers.	Excellent	2015	Replace cooling tower at the end of service life.	Replacement	3 - Future Renewal	5	25	20	\$57,000
29	D304008 Air Handling Units	Boiler room	One air handling unit (AC #1), along the wall besides the main AHU uses chilled water to cool offices and rooms in the basement.	Fair	1967	Replace AC#1 at the end of its service life.	Replacement	2b - Exceeded Service Life	53	25	1	\$32,000
30	D304008 Air Handling Units	Boiler room	The main Trane library climate changer air handling unit conditions the air for all public areas of the building. It was noted that repairs have been made recently to the air handler.	Fair	1967	Continue to repair unit as required. Look to replace air handler, as it has far exceeded its life expectancy.	Replacement	2b - Exceeded Service Life	53	25	10	\$51,000
31	D304008 Air Handling Units	Penthouse mechanical room	The return air fans for the main library air handling unit are two inline axial fans. Fans were replaced in 2020.	Excellent	2020	Replace at the end of service life.	Replacement	3 - Future Renewal	1			
32	D305004 Fin Tube Radiation	Throughout	The perimeter of the building interior is heated with hydronic radiators.	Fair	1967	Replace the radiators at the end of their service life.	Replacement	2b - Exceeded Service Life	53	25	5	\$64,000
33	D303002 Direct Expansion Systems	Main floor mechanical room	A Carrier air conditioning unit cools part of the main floor (AHU #3)	Excellent	2020	Replace at the end of service life.	Replacement	3 - Future Renewal	1			
34	D304008 Air Handling Units	Penthouse mechanical room	A Trane climate changer air handling unit (AHU #2) is located along the wall of the penthouse. It supplies conditioned air to the lobby area.	Excellent	2020	Replace at the end of service life.	Replacement	3 - Future Renewal	1			
34	D304008 Air Handling Units	Penthouse mechanical room	There is a return air fan for AHU # 2	Excellent	2020	Replace at the end of service life.	Replacement	3 - Future Renewal	1			
	D303002 Direct Expansion Systems	Office	A Carrier heat pump is located on the floor of an office room, with a capacity of 1.5 tons of cooling, and 22,500 btu/h of heating.	Good	2007	Replace at the end of service life.	Replacement	3 - Future Renewal	13	20	7	\$7,000
	D303002 Direct Expansion Systems	Office	A Goodman Dx unit is located in the same office with the Carrier heat pump. Condenser is located on the underside of the library within a cage.	Fair	2000	Replace at the end of service life.	Replacement	3 - Future Renewal	20	20	5	\$7,000
35	D309099 Other Special Mechanical Systems	Boiler room	One Nortec steam humidifier injects steam for humidification into the supply air stream of the main library air handling unit. The unit is long past its expected service life. (See Photo)	Poor		Replace the humidifier immediately to maintain a proper environment for book storage. If the humidifier fails then conditions for book storage will be less than optimal.			25	15	0	
36	D309099 Other Special Mechanical Systems	Penthouse mechanical room	One Nortec steam humidifier generates steam for humidification. (see photo)	Excellent	2020	Replace at the end of service life.	Replacement	3 - Future Renewal	1			
37	D304007 Exhaust Systems	Penthouse mechanical room	One centrifugal exhaust fan exhausts air from the washrooms. (see photo)	Fair	1967	Replace the exhaust fan at the end of its service life at a cost below the replacement cost threshold of the study. If the fan fails then the washrooms will be uncomfortable and odours will not clear.			53	20	10	
38	Plumbing Systems											
39	D202003 Domestic Water Equipment	Boiler room	Domestic hot water is generated in one Giant electric water heater rated at 3000 watts and at a capacity of 48 US Gallons.	Good	2010	Replace the water heater at the end of its service life.	Replacement	3 - Future Renewal	10	20	10	\$6,000
40	D203099 Other Sanitary Waste	Basement	The building is equipped with duplex sanitary sump pumps with a controller panel. (see photo)	Excellent	2021	Replace the pumps at the end of their service life.	Replacement	3 - Future Renewal	0			



[illegible]

The Corporation of the City of Sault Ste. Marie  
 Asset Management Facility Condition Assessment - 2020 Update  
 James L. McIntyre Centennial Library, 50 East Street, Sault Ste. Marie, Ontario

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	ID	Location / Type	Description & History	Condition	Actual or Estimated Year of Acquisition	Recommendation	Type	Priority	Age in 2020	Typical Life Cycle or Repair Cycle	Remaining Life / Time to Major Repairs	Recommended Budget in 2020 Dollars
	Asbestos Abatement/Encapsulation	Lower Level	Asbestos is contained in the texture Coat on ceiling in staff rooms, storage areas, and hallways	Good	1965	Encapsulation/Abatement						
	Asbestos Abatement/Encapsulation	Upper Level	Asbestos is contained in the texture Coat on ceiling on the four corners low ceiling areas, high ceiling, hallway to the quiet study area, and upper lobby.	Fair	1965	Encapsulation/Abatement						
	Asbestos Abatement/Encapsulation	Upper Level/Lower Level	Asbestos is contained in various wrap packaging on piping, piping cement on ducts, fittings and rainwater leaders	Good	1965	Removal as needed						
	Front Entrance Vestibule	Lobby	Plans to replace the two entrances into the library with a single vestibule entrance have been created. This will improve the entranceway and temperature control of the library.									
	D602002 Lighting Equipment	Exterior	Exterior Lighting on the brick should be replaced with LED fixtures. There are several dark areas at the rear and south side of the building.	Fair		Additional fixtures should be installed to increase coverage.						
	Security Cameras	Exterior	Additional Security cameras were installed in 2018. Cameras record the staff parking lot, each entrance, and lower level hallway.	Excellent	2018	Additional cameras should be installed on the exterior of the front entrance.						
	Flooring	Administration	Water was discovered under the administration office which has corroded the stilts holding up the floor.	Poor		A water removal system will need to be added. The stilts and the carpet will need to be replaced.						
	Service Desks	Upper Level	Service Desks are aging. The veneer is chipped, peeling, broken at all the desks in various spots, the circ desk counters are quite worn down, multiple drawers have broken at each desk, some drawer locks have broken as well, the desks aren't ergonomic	Poor		Replace desks with ones with better ergonomics.						
	Washrooms	Upper Level	Washrooms in the children's area are even less accessible than standard washrooms and are entered through narrow doors.	Fair	1965	Replace the two washrooms with a single accessible family washroom.						
	Washrooms	Lower Level	Staff washrooms require renovation.	Fair	1965	Replace fixtures, upgrade plumbing						
	D602002 Lighting Equipment	Throughout	Replace florescent bulb fixtures with LEDs. Savings would result in payback periods of 5 years or less depending on the number of fixtures the sensors would control as well as the operation of the building.	Fair		Replace with LEDs						
51	D602002 Lighting Equipment	Throughout	Motion detectors can be used to control lighting in the lower level if they are not in use already. Savings would result in payback periods of 5 years or less depending on the number of fixtures the sensors would control as well as the operation of the building.			Install motion detectors on the lighting systems on the lower floor.						
	D603001 Fire Alarm Systems	Rear Entrance	Building needed additional fire pulls. Installed a new fire pull station at the staff entrance.	Excellent	2020	Replace at the end of service life.	Replacement	3 - Future Renewal	1			
	D303002 Direct Expansion Systems	Janitor's Closet	AC Unit is in closet near the back entrance.	Poor	1965							

## **Policy Committee Meeting**

**April 6, 2021**

**4:30 p.m.**

Present: Jami van Haaften (Secretary), Mike Olejnik, Erin Ferlaine, and Matthew MacDonald. Wayne Greco joined the meeting at 5:20.

Absent: Frances Ryan and Sarah McCleary

The following policies were reviewed:

- Volunteer Program Policy
- Use of Building Policy
- Use of Video Surveillance Cameras in Public Places Policy
- Advocacy Policy
- Hours of Operation Policy
- Internal Internet Usage Policy \*redesignated as a Human Resources policy

The following policy was deferred indefinitely:

- Friends of the Sault Ste. Marie Public Library

The following new policy will be brought before the Committee during our May meeting:

- Accessibility Plan Policy

Next Meeting: Matthew will send members a list of proposed committee meeting dates to be approved.

Jami made the motion to adjourn at 6:13 p.m.

Motion to accept the Policy Committee report April 6, 2021.

Motion to accept the policies as revised.

<b>Title:</b>	Advocacy Policy	<b>Policy Number:</b> 100-02
<b>Policy Type:</b>	Governance	
<b>Approval By:</b>		
<b>Approval Date:</b>	April 16, 2018	
<b>Effective Date:</b>	April 16, 2018	
<b>Reviewed Dates:</b>	April 26, 2021	
<b>Review Date:</b>	April 2024	

## **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

## **ADVOCACY TARGETS**

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 resources, services, plans and achievements.

## **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

300-18 Friends of the Sault Ste. Marie Public Library Policy

<b>Title:</b>	Hours of Operation Policy	<b>Policy Number:</b> 300-04
<b>Policy Type:</b>	Operational	
<b>Approval By:</b>	Resolution Number RB 1973-09-19	
<b>Approval Date:</b>	September 19, 1973	
<b>Effective Date:</b>	September 19, 1973	
<b>Reviewed Dates:</b>	April 26, 2021; June 17, 2013	
<b>Review Date:</b>	April 2024	

**PURPOSE:**

This policy defines the establishing of the operating hours of all Library locations.

**POLICY STATEMENT:**

The Library Board sets hours of Library operation.

The core hours of operation for the Administration Offices, Management and Administrative staff shall be Monday through Friday from 9:00 a.m. to 5:00 p.m. and shall not be affected by any lieu, flex or individual holiday times.

The hours of operation of library sites shall be reviewed by the Library Board as required.

Library hours of operation shall be posted at each library location, on the library website, and adjusted seasonally and updated with special closures.

**EMERGENCIES:**

Library closures and/or reduction of operational hours may occur during emergency situations.

**RELATED POLICIES**

300-10 Business Continuity Plan Policy

300-12 Emergency Closing Policy

<b>Title:</b>	Volunteer Program Policy	<b>Policy Number:</b> 300-17
<b>Policy Type:</b>	Operational	
<b>Approval By:</b>	Resolution Number RB 2013-04-15	
<b>Approval Date:</b>	April 15, 2013	
<b>Effective Date:</b>	April 15, 2013	
<b>Revised Dates:</b>	April 26, 2021; June 19, 2017	
<b>Review Date:</b>	June 2023	

## **PURPOSE:**

This policy provides guidelines for volunteer opportunities within the Sault Ste. Marie Public Library.

## **SCOPE:**

This policy applies to all volunteers at all Library locations and in the delivery of Library services off site.

## **DEFINITIONS:**

**Volunteer** – an individual who contributes to Library services under the direction of Library staff but does not receive any monetary compensation.

## **POLICY STATEMENT:**

The Library's Volunteer Program provides opportunities for members of the community to contribute to the enhancement of services provided by the Library. Volunteers are expected to participate in a spirit of mutual understanding and respect with other members of the organization and Library patrons.

The Library will respect the spirit of community involvement demonstrated by persons who volunteer their time and resources through:

- entrusting to each person meaningful tasks appropriate to their interests and skills and provide appropriate training and support;
- formally recognizing the contributions made by volunteers;
- fostering an atmosphere of mutual respect between staff and volunteer;
- designating a qualified staff member to be responsible for the volunteer program;
- clearly communicating a screening process that is consistently applied and
- providing an orientation to the organization, its policies, procedures and appropriate training.

External presenters delivering programs will not solicit business, customers, or market their commercial products or services. Exceptions made in service of strategic objectives must be approved by the CEO.

The Library may provide volunteer opportunities for students enrolled in work experience programs.

No volunteer will displace an employee under the jurisdiction of Local 67 CUPE as per the Library's Collective Agreements.

All screened volunteers over the age of 18 are subject to mandatory police checks. Reimbursement for police checks will be provided once the volunteer has been confirmed. An Offence Declaration Affidavit shall be signed by all volunteers on an annual basis in order to continue volunteering with the organization. The CEO/Director of Public Libraries receives and manages all criminal records checks and subsequent declaration affidavits.

#### RELATED POLICIES

300-08 Visiting Library Service Policy

300-18 Friends of the Sault Ste. Marie Public Library Policy

400-03 Health and Safety Commitment Policy



## APPENDIX A - Offence Declaration Affidavit

Name: \_\_\_\_\_

Date of Birth: year\_\_\_/\_\_\_/\_\_\_ month\_\_\_ day\_\_\_

- ☐ Volunteer Courier
- ☐ Visiting Library Service Volunteer
- ☐ Other Library Volunteer

I DECLARE that: (please check off as applicable)

☐ I have NO convictions since my last Criminal Background Check known to me under the *Criminal Code of Canada* up to and including the date of this declaration for which a pardon has not been issued or granted under the *Criminal Records Act* (Canada)

**OR**

☐ I have been convicted of the following criminal offence(s) under the *Criminal Code of Canada* for which a pardon under Section 4.1 of the *Criminal Records Act* (Canada) has not been issued or granted to me.

List of offences:

Date: \_\_\_\_\_

Court Location: \_\_\_\_\_

Conviction: \_\_\_\_\_

Date: \_\_\_\_\_

Court Location: \_\_\_\_\_

Conviction: \_\_\_\_\_

Date: \_\_\_\_\_

Court Location: \_\_\_\_\_

Conviction: \_\_\_\_\_

DATED at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Signature

<b>Title:</b>	Use of Video Surveillance Cameras in Public Places Policy	
<b>Policy Type:</b>	Operational	<b>Policy Number:</b> 300-24
<b>Approval By:</b>	Resolution Number RB 2012-05-16	
<b>Effective Date:</b>	May 16, 2012	
<b>Review Dates:</b>	April 26, 2021; April 2018; May 16, 2015	
<b>Review Date:</b>	April 2024	

## **PURPOSE:**

This policy ensures that the Library:

- complies with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and its regulations, notwithstanding the specific applications outlined in this policy;
- establishes guidelines and procedures for using video surveillance equipment on any property and/or building owned or operated by the Library.

## **SCOPE:**

This policy applies to video surveillance at all owned or leased Library facilities.

## **POLICY STATEMENT:**

In the interest of the safety and security of library facilities and all who enter, the responsible guardianship of publicly funded resources, and the most effective use of staff time, video surveillance cameras have been or may be installed in vulnerable areas of the Library's facilities.

The video surveillance cameras will complement other measures to ensure a safe and secure environment for the public and staff. The video cameras will be positioned to record only those areas deemed necessary by the CEO. Recorded data at the James L. McIntyre Centennial Library is stored on a hard drive located in the secure and locked Server Room. Management must request the recorded data from the Algoma District School Board Plant Department for the North Branch.

### **Signage In Areas Under Surveillance**

- The public will be notified, using clearly worded signs displayed at the perimeter of the video surveillance areas so that visitors have adequate warning that surveillance is or may be in operation before entering any area under video surveillance.

### **Use Of Video Surveillance Equipment**

- is limited to members of the Library's management team and others as authorized by the CEO or designate.
- The CEO and members of the Management Team are the only staff authorized to monitor and operate the video surveillance equipment.
- Access will only be given to any agency or individual, e.g. police, retained by the Library to use the information gathered for investigative purposes in order to perform duties related to their job. Only authorized Library staff may give the above mentioned access.

### **Use Of Records**

The information recorded on the equipment will only be used under the following circumstances:

- Viewed for police reportable events e.g. theft, vandalism.
- Viewed for administrative actions e.g. viewing incidents that may lead to banning individuals from the facility, due to cases of public endangerment, vandalism, theft, or violation of the Library Policies or procedures.
- Records will be viewed to investigate a pre-defined occurrence. Records will be reviewed first by 2 members of the Library management to determine if the incident is police reportable, then appropriate action will be taken.
- Normal retention period for records will be the length of recording that the storage device can hold. The recordings will then be deleted and new images will be recorded onto the device unless required for evidence. Records required for evidence shall be saved and stored securely as long as required. A log related to the disposal of such records shall be kept.

### **Training**

- All Library staff will be made aware of their obligations under the Protection of Privacy Act and training will be conducted accordingly.

### **Privacy Breach**

- Any inadvertent disclosure of personal information must be reported immediately to the CEO.

### **Compliance**

- Failure by staff to comply with this policy may result in disciplinary action.

### **Samples of all logs and forms required to be in compliance with this policy have been attached to this policy as:**

Appendix I – Log Sheet for Viewing of Recorded Images

Appendix II – Log Sheet for Recorded Images Removed For Approved Purpose

Appendix III – Video Security Surveillance System Storage Device Release Form

### **RELATED POLICIES**

300-02 Access to Information and Protection of Privacy Policy

300-07 Exclusion, Reinstatement and Appeals Policy

300-09 Rules of Conduct Policy

**APPENDIX I** Log Sheet for Viewing of Recorded Images

	Date of Viewing (yy/mm/dd)	Date Recorded (yy/mm/dd)	Tape No.	Camera No.	Surveillance Period	Type of Incident	Incident Saved to Computer/ DVD/Flash Drive	Police Notified of Incident	Name of Person Reviewing Recording	Signature of Person Reviewing Recording
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

**APPENDIX II** Log Sheet for Recorded Images Removed For Approved Purpose

	Date Removed (yy/mm/dd)	Date Recorded (yy/mm/dd)	Tape No.	Camera No.	Surveillance Period	Type of Incident	Format of Recording	Officer Name Badge/O cc No.	Officer's Signature	Name and Signature of Person Releasing Recording
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

**APPENDIX III** Video Security Surveillance System Storage Device Release Form

Date	Time	Storage Device I.D. No.	Form No.
Branch	Location of Storage Device ___ In-Use ___ Used	Type of Device ___ DVD ___ Flash Drive ___ Other	
Name of Authorized Individual Releasing Storage Device		Signature	
Name of Individual Taking Custody of Storage Device (Print)		Signature	
Position	I.D. or Badge Number	Organization and Telephone Number	
Purpose of Reason for Release:			
Disposition Following User: ___ To be destroyed ___ To be returned to Library ___ Other (Specify)			

An individual Storage Device Release Form is to be completed for each device to be released. Copies to be made and distributed as required.

<b>Title:</b>	Use of Building Policy	<b>Policy Number:</b> 300-25
<b>Policy Type:</b>	Operational	
<b>Approval By:</b>		
<b>Approval Date:</b>	<b>April 16, 2018</b>	
<b>Effective Date:</b>	May 1, 2018	
<b>Reviewed Dates:</b>	April 26, 2021	
<b>Review Date:</b>	April 2024	

## **PURPOSE:**

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

## **SCOPE:**

This policy applies to the public, 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** – written 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.

## **POLICY STATEMENT:**

The Board shall to permit authorized use of building applications 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 by outside businesses and agencies**

All requests for building use must receive prior approval by the CEO or designate.

## **RELATED POLICIES**

300-09 Rules of Conduct Policy  
300-15 Meeting Room Use and Rental Policy

<b>Title:</b>	Internal Internet Usage Policy	
<b>Policy Type:</b>	Human Resources	<b>Policy Number:</b> 400-04
<b>Approval By:</b>	Resolution Number RB 2017-05-15	
<b>Approval Date:</b>	May 15, 2017	
<b>Effective Date:</b>	May 15, 2017	
<b>Revised Dates:</b>	<b>April 26, 2021</b>	
<b>Review Date:</b>	May 2023	

## **PURPOSE:**

This policy sets out the guidelines for the acceptable use of computers, online systems and other devices issued by the Library

## **SCOPE:**

This policy covers staff, volunteers and contractors (referred to as users) on library issued computers and mobile devices, library email and network; and participation in online forums where staff are identified as representing the Library.

Individuals accessing Library email, networks, staff-WiFi, and online forums using personal devices are subject to this policy.

## **DEFINITIONS:**

**Unacceptable use** – usage that is not consistent with this policy or with the Online Code of Conduct Appendix 1. Prohibited activities include accessing, storing or forwarding harassing, obscene or other materials that are not conducive to a positive work environment.

## **POLICY STATEMENT:**

The Library provides staff and other specified users with technology to support their work on behalf of the Library.

Use of Library equipment for personal or business use not related to the Library is prohibited. Access to the Library in-house equipment outside of work hours is not permitted without authorization. Personal files shall not be stored on Library computers or on the City network and will be subject to deletion.

Users of library-provided hardware, software and network systems assume personal responsibility for appropriate use and compliance with this policy and other applicable policies, as well as, provincial and federal laws and regulations.

Users of the Library's social media platforms shall use them in a manner that is consistent with the Library's goals, values, and mission.

Users are responsible for employing cyber security best practices while using Library equipment, software, email, and online accounts. They shall not share personal passwords or organizational passwords which are restricted. Any breach or attempted breach of online security by outside parties shall be reported immediately to the Manager of Digital Literacy.



Users are responsible to read, understand and comply with applicable terms of use, licenses, contracts and agreements for the systems used.

Unless otherwise provided in the applicable license or agreement, any duplication of copyright software, except for backup and archival purposes, may be a violation of federal and provincial law.

Content and work done on library systems by Library employees or contract personnel is owned by the Library.

Inadvertent access of prohibited material will not be considered a violation; however, storing, forwarding or printing of such material (except where reporting a potential violation to management) shall be considered a violation of this policy and be subject to disciplinary measures.

Violations may result in disciplinary action against the user involved, up to and including dismissal (if an employee).

The CEO or designate may request an audit of a user's operation of the system if abuse or contravention of this policy is suspected.

#### **RELATED POLICIES:**

300-02 Access to Information and Protection of Privacy Policy

300-06 Social Media Policy

300-11 Records Management Policy

300-26 Computers and Internet Usage Policy

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

## **Appendix 1: Online Code of Conduct**

Users using email or participating in online forums and social media need to ensure their use complies with Library policy.

### **Appropriate Use of a Library Email Account**

The following activities are generally authorized uses of SSMPL Library email:

- communicating with staff, official bodies and vendors as required by the position;
- responding to public inquiries;
- participating in professional, job-related research;
- distributing work related correspondence;
- accessing approved job-related distance learning opportunities, and
- participating in job-related listservs, mailing services, blogs, etc.

### **Appropriate Use of Internet**

The following activities are generally authorized uses of the Internet:

- research related to patron information inquiries;
- research related to developing resources for the Library website and catalogue;
- accessing other sites as required to perform job duties, and
- using instant messaging and other technologies as part of the job function.

### **Rules of Online Participation**

You are representing the Library. Be mindful of what you say online and how you say it.

Your statements should reflect the visions and values of the Sault Ste. Marie Public Library.

Protect the privacy of others; be sure not to provide personal information about customers or other staff.

Be transparent and honest. The use of false screen names or pseudonyms is discouraged. Staff may wish to use their first name and last initial to protect their privacy.

Use good judgment; think before you act. Ensure your online activities are consistent with your approved mandate. Ask if you are unsure.

Stay focused and active; building trust and a positive online reputation takes time and requires a consistent effort.

Know your role. Most online participation is for promoting services and resources. Online discussions which become political should be referred to Management.

Report inappropriate behaviour. The Library strives to create a workplace free of discrimination and harassment; The Library cannot control and is not responsible for activity that occurs on other systems. Such incidents should also be reported to your supervisor.

January	February	March	April
Facilities Committee Meeting <b>None</b>	OLA Conference Feb 2-6	Policy Committee Meeting March 9	Policy Committee Meeting April 6
Finance Committee Meeting Jan 14	Policy Committee Meeting <b>None</b>	Finance Committee Meeting March 18	Finance Committee Meeting April 15
Regular Meeting Jan 18	Facilities Committee Meeting <b>None</b>	Facilities Committee Meeting March 22	Facilities Committee Meeting April 19
<i>Develop Board Calendar for next twelve months.</i>	Finance Committee Meeting Feb 18	Regular Meeting March 29	Regular Meeting April 26
Policy Committee Meeting Jan 27	Library Board AGM Feb 26	<i>Board Member Self Reflection Survey</i>	
	<i>Election of Board Chair and Vice Chair</i>		
	<i>Selection of Committee Members</i>		
	<i>Presentation of Annual Report</i>		
May	June	July	August
Policy Committee Meeting May 4	Policy Committee Meeting June 1		125th Anniversary August 31
Facilities Committee Meeting May 10	Facilities Committee Meeting June 14		
Finance Committee Meeting May 20	Finance Committee Meeting June 17		
Board Development Meeting May 31	Regular Meeting June 28		
	<i>Board to approve budget for following year.</i>		
	<i>Review Business Continuity Plan</i>		
September	October	November	December
Policy Committee Meeting Sept 7	<i>Public Library Month</i>	CEO Evaluation Committee Meeting	CEO Evaluation
Facilities Committee Meeting Sept 13	Policy Committee Meeting Oct 5	Policy Committee Meeting Nov 2	
Finance Committee Meeting Sept 16	Facilities Committee Meeting Oct 18	Facilities Committee Meeting Nov 8	
Regular Meeting Sept 27	Finance Committee Meeting Oct 14	Finance Committee Meeting Nov 18	
<i>Approve Library Closures for following year.</i>	Board Development Meeting Oct 25	<i>Budget Deliberations</i>	
<i>Board Evaluation (Dalhousie Tool)</i>	<i>Volunteer and Donor Reception</i>	Regular Meeting Nov 29	
		<i>Fines and Fees Schedule for following year.</i>	

## **Strategic Planning Committee**

April 9, 2021

10 am Virtual Meeting

Attendance: Jami, Francis, Wayne  
Matthew CEO

The committee held its first meeting to review the latest plan(expired) for the SSM Public Library and to set direction for establishing a new Strategic Plan. Various strategic plans were viewed and discussed. Strategic Plans from other libraries were reviewed. The city strategic plan was reviewed and it was noted that we should be in alignment with the city. The committee discussed what it would like to see in our strategic plan and how to get there.

Further information will be gathered by the committee for the next meeting. From the information gathered, the committee plans to set direction for the process to move forward.

Contacts by the committee members will include :

OLS

Nordic Institute

Sault College

Margaret Andrews

BLue Mountain Public Library CEO

Sudbury Public Library

Budget implications were also discussed. There is some room in the budget to support this process.

Next meeting: April 23 @ 10 am