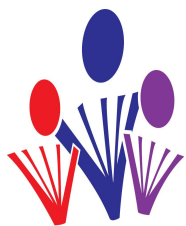


LIBRARY BOARD
Regular Meeting
Monday, February 22, 2021 – 4:30 P.M.
ONLINE – ZIA ZOOM
AGENDA



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 January 18, 2021 Regular Board Meeting Minutes
 - 4.2 Matters arising from the January 18, 2021 Regular Board Meeting Minutes
5. Consent Agenda
 - 5.1 Friends Report - NONE
 - 5.2 Correspondence
 - 5.2.1 In-coming: NONE
 - 5.2.2 Out-going: NONE
 - 5.3 Information Items
 - 5.3.1 Art Book
 - 5.3.2 Freedom to Read Week
6. Items Removed from Consent
7. Financials
 - 7.1 Financial Committee Report
 - 7.2 Monthly Expenditure Report – December 2020
 - 7.3 Monthly Expenditure Report – January 2021
 - 7.4 December 2020 Financial Reports
 - 7.5 Management Wage Increase
8. Facilities – No Report
9. Policy Committee
 - 9.1 Policy Committee Report
 - 9.2 Policy Committee Terms of Reference
 - 9.3 200-07 Enhanced Research Policy
 - 9.4 200-05 Travel and Expenses Policy
 - 9.5 300-10 Business Continuity Plan Policy
 - 9.6 400-09 Human Rights Policy; Anti-Harassment/Discrimination/Violence
 - 9.7 400-12 Board Member Recognition Policy
 - 9.8 Board Orientation Outline
10. Library Operations
11. Ontario Library Service Board
12. Board Development
 - 12.1 AODA Training (Discussion)
 - 12.2 Cut to the Chase

- 12.3 LearnHQ Year 1: Governance Roles and Responsibilities (Discussion)
- 12.4 OLA Superconference Reports
- 12.5 Board Self-Reflection Survey (Discussion)

13 New Business

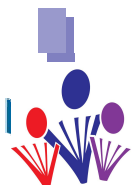
- 14 Resolved that the members of the Sault Ste. Marie Public Library Board move into Closed Session pursuant to the Public Libraries Act, Section 16.4 Closed Meetings, as the subject matter being considered is: Personal matters about an identifiable individual; Labour relations or employee negotiations 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 individuals be permitted to attend: M. MacDonald, R. Chan

15 Report of the Closed Session

- 16 Board Meetings
 - 16.1 Meeting Schedule

17 Adjournment

**Sault Ste. Marie Public Library
Library Board
REGULAR MEETING
Monday, January 18, 2021 – 4:30 P.M.
ONLINE – VIA ZOOM**



Board Members Present:

Ashlee Gerard
Wayne Greco
Elspeth Belair

Jami Van-Haaften
Sara McCleary
Kevin Harrison

Mike Olejnik
Erin Ferlaino
Frances Ryan

Library: Matthew MacDonald, Rosanne Chan

Media: None

Guest: None

1. Call to Order

W. Greco called meeting to order at 4:40 p.m.

1.1 Excused Absence

No excused absences.

2. Declaration of Conflict of Interest

No conflicts declared.

F. Ryan entered the meeting at 4:45 p.m.

3. Approval of Agenda

MOTION:

The Sault Ste. Marie Public Library Board approves the agenda of the January 18, 2021 meeting as amended:

Items 7.3 – 7.5 be renumbered as items 7.4. – 7.6.

Revised Monthly Expenditure Reports: January – October 2020 be added as Item 7.3.

Moved: J. Van-Haaften

Seconded: S. McCleary

CARRIED

4. Approval of the Minutes

4.1 November 24, 2020 Regular Board Meeting Minutes

MOTION:

The Sault Ste. Marie Public Library Board approves the minutes of the November 24, 2020 meeting as presented:

Moved: E. Ferlaino

Seconded: A. Gerard

CARRIED

4.2 Matters arising from the October 19, 2020 Minutes

4.2.1 Board Orientation Outline

W. Greco stated that a working group consisting of A. Gerard, M. MacDonald and himself were to work on the Board Orientation Package and Presentation. However, he recommended that the project be moved to the Policy Committee for completion. As members of the Committee, F. Ryan and J. Van-Haaften volunteered to work on the project. A. Gerard wishes to see the project finished through the end and would like to attend the Policy Committee meeting as well.

W. Greco asked that M. MacDonald setup a Policy Committee meeting. M. MacDonald advised that going forward he would like to make the policy documents available to the Committee via Google Docs. This would allow the Committee to comment and edit the documents before the meeting, and then have the documents finalized at the meeting.

M. MacDonald advised that the Library did not have a standard PowerPoint template in order to make the Orientation Presentation. R. Chan advised that she saw no issues using the Budget presentation as a template and would e-mail the PowerPoint presentation to the Policy Committee.

4.2.2 Sump Pump Replacements

M. MacDonald advised that Parkland Construction completed the replacement of the sump pumps and repaired the hole in the foundation floor. In addition, the total cost of the project was a little less than originally quoted.

5. Consent Agenda

5.1 Friends Report

5.2 Correspondence

5.2.1 In-coming: NONE

5.3.2 Out-going: NONE

5.3 Information Items

5.3.1 OLA Superconference

5.3.2 Wayfinding Updates

5.3.3 Vacant FOPL Executive Position

5.4 FOPL AGM

MOTION:

Resolved that W. Greco serve as the Board's proxy at the upcoming 2021 Federation of Ontario Public Library's Annual General Meeting.

Moved: A. Gerard

Seconded: M. Olejnik

CARRIED

MOTION:

The Sault Ste. Marie Public Library Board approves the **consent agenda** of the January 18, 2021 meeting as amended:

Item 5.3.2 be removed from the agenda.

Moved: A. Gerard

Seconded: M. Olejnik

CARRIED

6. Items Removed from Consent

5.3.2 Wayfinding Updates

W. Greco informed that a motion passed in September 2020 was for the wayfinding to be trilingual by adding an Indigenous language. However, a third language does not appear on the new wayfinding added to the Library. M. MacDonald reminded the Board that the original motion was to update wayfinding because of a Francophone grant received in October 2019. However, the grant was insufficient to upgrade all the wayfinding at once and the grant deadlines did not permit enough time for further translation. As such, a phased update for the remaining wayfinding will occur when additional funds are available.

E. Belair entered the meeting at 5:03 p.m.

7. Financials

7.1 Financials Committee Report

K. Harrison reviewed the minutes from the January 14, 2021 Finance Committee meeting and outlined the committee's recommendations for the following:

- The Board accept the monthly expenditure report for November 2020 as presented;
- The Board accept the revised monthly expenditure reports for January – October 2020 as presented;
- The Board accept the November 2020 financial reports as presented;
- The Board accept the revised Terms of Reference as presented;
- The Board accept Scenario #3 for the archive shelving upgrades as presented.

J. Van-Haaften noted that the minutes stated the hiring of two managers. M. MacDonald clarified that the hiring is for one manager and one full-time employee due to retirements. J. Van-Haaften advised that the hiring process should be fast-tracked for the managerial position since it has been vacant for about a year. M. MacDonald advised that he would look into placing a job posting at the upcoming virtual OLA Superconference. M. MacDonald further advised that the full-time employee position was being modified to include IT support and provide additional assistance to C. Rumas, Manager of Digital Literacy.

7.2 Monthly Expenditure Report – November 2020

The Board accepted the monthly expenditure report for November 2020 as recommended by the Finance Committee.

MOTION:

The Sault Ste. Marie Public Library Board approve that the expenditures for the month of November 2020, which include wages, benefits and RBC VISA in the amount of \$295,439.32 be confirmed paid.

Moved: K. Harrison

Seconded: E. Belair

CARRIED

7.3 Revised Monthly Expenditure Reports: January – October 2020

The Board accepted the revised monthly expenditure reports for January to October 2020 as recommended by the Finance Committee.

MOTION:

The Sault Ste. Marie Public Library Board approves that the revised expenditures, which include wages, benefits and RBC VISA, for the months January to October 2020 be confirmed paid as presented.

Moved: A. Gerard

Seconded: K. Harrison

CARRIED

7.4 November 2020 Financial Reports

The Board accepted the November 2020 financial reports as recommended by the Finance Committee.

MOTION:

The Sault Ste. Marie Public Library Board accepts the financial reports ending November 30, 2020 as presented.

Moved: K. Harrison

Seconded: A. Gerard

CARRIED

7.5 Terms of Reference

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

MOTION:

The Sault Ste. Marie Public Library Board approves the revised Terms of Reference – Finance Committee as presented.

Moved: K. Harrison

Seconded: E. Ferlaino

CARRIED

7.6 Archive Shelving Upgrades

F. Ryan questioned the recommendation made by the Finance Committee to accept Scenario #3 of the archive shelving upgrade since the financial reports ending November 30, 2020 showed a large surplus. R. Chan explained that the Library had received some advance funding from the provincial government meant for 2021 operating expenditures. M. MacDonald advised that the Library still have December 2020 expenses to be paid and there is an expected deficit for the year 2021. In addition, the Library further intends to upgrade the archive shelving but will need the remaining restricted funds for the archives to apply for any government grants. Hence, the Committee recommended the lowest cost option at this time. W. Greco advised that F. Ryan could ask the Finance Committee to re-examine all the numbers and reconsider their recommendation.

No motion was passed by the Board since the cost to upgrade the archive shelving under Scenario #3 was less than \$10,000.

8. Facilities Committee – No Report

9. Policy Committee – No Report

10. Library Operations

M. MacDonald informed the Board that the Library closed and reverted to curbside service previously offered to the public due to the second provincial lockdown. However, the North Branch was offering the service as well. If possible, staff were asked to work from home in order to minimize the number of people in the building. Presently, there is a skeleton crew at the Library with Management working on rotation in the building to assist with any issues.

11. Strategic Planning

W. Greco stated that it is difficult to engage with stakeholders in order to develop the Library's next strategic plan due to the pandemic and current provincial lockdown. K. Harrison advised that Board members could still independently work on initial stages of the plan, i.e. the Library's Mission, Vision and long-term goals, until environmental conditions improve. Further, that the Board Orientation Package and Presentation be prioritized over the new strategic plan. W. Greco advised that a Strategic Plan Committee be formed consisting of J. Van-Haaften, F. Ryan, S. McCleary, M. MacDonald and himself. In addition, a Committee meeting set to work on the initial stages of the strategic plan. M. MacDonald recommended postponing the Committee meeting until after the Library's AGM in February.

12. New Business

W. Greco thanked S. McCleary and J. Van-Haaften for their assistance on the "Thank You" and Christmas cards to all the volunteers, sponsors and donors of the Library for 2020.

W. Greco advised that the Library's Annual General Meeting was next month. As recommended at the previous AGM, somehow our upcoming AGM have more profile and recognition in the community. M. MacDonald advised that he would look into online social media advertising of our AGM.

W. Greco advised that the OLA Superconference is scheduled for the first week of February 2021. He asked that members provide feedback on what seminars they attended and share what they have learned. M. MacDonald advised that conference materials can be accessed online afterwards for up to six months.

Moved into Closed Session at 5:41 p.m.

13. 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. 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: E. Belair

CARRIED

Returned to Open Session at 6:15 p.m.

14. Report of the Closed Session

NONE

15. Board Meeting

15.1 AGM February 22, 2021

15.2 Next Regular Board Meeting February 22, 2021

16. Adjournment

MOTION

The Sault Ste. Marie Public Library Board move to adjourn the January 18, 2021 meeting at 6:16 p.m.

Moved: F. Ryan

Seconded: A. Gerard

CARRIED

Chairperson, Library Board



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 5.3

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: INFORMATION ITEMS
DATE: FEBRUARY 22, 2021

5.3.1 ART BOOK

The Children's Department launched a new 4 week program called Art Book for Children in February with Nora Ann Harrison as the Guest Curator. Children receive weekly art lessons through their email, and building on these lessons they complete art pieces. The children submit photos of their completed art projects which will be compiled into a book. It has been very successful with 87 people registering for this program.

5.3.2 FREEDOM TO READ WEEK

February 21 – 27, 2021 is Freedom to Read Week. Freedom to Read Week is an annual event that encourages Canadians to think about and reaffirm their commitment to intellectual freedom, which is guaranteed them under the Charter of Rights and Freedoms.



Respectfully submitted,
Matthew MacDonald, Chief Executive Officer

Sault Ste. Marie Public Library

FINANCE COMMITTEE

Thursday, February 18, 2021

Virtual

Board Committee Members Present:

Wayne Greco	Ashlee Gerard
Elsbeth Belair	Erin Ferlaino
Kevin Harrison	Rosanne Chan
Matthew MacDonald	Jami Van Haaften (guest)

1 Call to Order

W. Greco called the meeting to order at 4:35pm.

2 Declaration of Conflict of Interest

No conflict was declared.

3 Approval of the Agenda

The committee approves the agenda as presented.

4 Approval of Minutes – Finance Committee

Minutes from January 14, 2021 and the Monthly Expenditure Report for November 2020 were accepted as read.

5 Monthly Expenditure Report for December 2020

Motion to accept the December 2020 Monthly Expenditure Report as written – moved by Kevin and seconded by Erin. Approved

6 Monthly Expenditure Report for January 2021

Motion to accept the January 2021 Monthly Expenditure Report as written – moved by Wayne and seconded by Kevin. Approved

7 Financial Results as of December 2020

There was a discussion of carrying a surplus. Rosanne believes it should remain with the library as reserves. Also it has allowed us to “catch up” from previous years’ deficits. We recommend that the board accept the Financial Results as of December 2020 at the next board meeting (Monday February 22, 2021)

8 Management Wage Increase

According to the collective agreement the full time union gets a 1.45% raise and the part time union gets a 1.5% raise. We recommend that the management wage increase is reflective of the full time union collective bargaining.

9 2021 Fines and Fees Schedule

We looked at information from 2019 (2020 was not a normal year). We received \$21 000 in fines and fees and we also waived \$21 000 in fines and fees. If we stopped charging fines for all it would be a loss of approx. \$15 000. If we stopped charging fees for juvenile books that would be a loss of \$6300. We decided to defer until next month for more analysis and to get our messaging clear (to connect the decision to our 125 anniversary).

10 Friends of the Library Book Sales

Item has been deferred.

11 Finance Committee Meeting Schedule

We recommend that this be deferred until we set our board meetings for the year.

12 New Business

None

13 Adjournment

Meeting adjourned at 6:00 p.m.



Sault Ste. Marie Public Library

Resolution #: _____

Moved by: _____

Carried
or

Seconded by: _____

Denied

Cheque Register

December 3, 2020	13,941.86
December 10, 2020	21,831.85
December 17, 2020	57,093.07
December 22, 2020	95,283.03

Subtotal \$188,149.81

EFT from Bank Statements

Wages	96,079.86
RBC Visa 12/21/2020	2,884.56
Other	158.68
Subtotal	<u>\$99,123.10</u>

Total **\$287,272.91**

RESOLVED THAT:

The expenditures for the month of December 2020, which include wages, benefits and RBC Visa in the amount of \$287,272.91 be confirmed paid.

CHAIR - LIBRARY BOARD

DATE

CEO - MATTHEW MACDONALD

DATE



Sault Ste. Marie Public Library

Resolution #: _____

Moved by: _____

Carried
or
Denied

Seconded by: _____

Cheque Register

January 7, 2021	15,462.92
January 14, 2021	42,131.84
January 21, 2021	21,898.02
January 28, 2021	132,521.83

Subtotal \$212,014.61

EFT from Bank Statements

Wages	91,700.01
RBC Visa 1/20/2021	1,819.15
Other	51.38
Subtotal	<u>\$93,570.54</u>

Total **\$305,585.15**

RESOLVED THAT:

The expenditures for the month of January 2021, which include wages, benefits and RBC Visa in the amount of \$305,585.15 be confirmed paid.

CHAIR - LIBRARY BOARD

DATE

CEO - MATTHEW MACDONALD

DATE

SSM LIBRARY
Summary of All Units
For the Twelve Months Ending Thursday, December 31, 2020

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants	(\$3,204,957.12)	(\$3,231,591.00)	99%
Fines	(4,229.54)	(\$20,500.00)	21%
Concessions			0%
Sales	(16,969.72)	(\$52,250.00)	32%
Donations	(17,329.60)	(\$43,331.00)	40%
Other income	(52,755.09)	(\$36,800.00)	143%
Change in future employee benefits			0%
Surplus, prior year			0%
	<u>(3,296,241.07)</u>	<u>(\$3,384,472.00)</u>	<u>97%</u>
EXPENDITURES			
Salaries and benefits	2,178,811.25	\$2,521,920.00	86%
Future employee benefits			0%
Books and periodicals	199,943.88	\$203,881.00	98%
Utilities	82,135.08	\$94,000.00	87%
Office expenditures	127,684.60	\$134,200.00	95%
Operating expenditures	365,441.97	\$370,971.00	99%
Equipment purchases	57,687.64	\$59,500.00	97%
Depreciation			0%
Default			0%
	<u>3,011,704.42</u>	<u>\$3,384,472.00</u>	<u>89%</u>
(Surplus)/Deficit	(284,536.65)	\$0.00	0%

SSM LIBRARY
LIBRARY ADMINISTRATION
For the Twelve Months Ending Thursday, December 31, 2020

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants	(\$3,204,957.12)	(\$3,231,591.00)	99%
Fines			
Concessions			
Sales	(11,983.21)	(\$31,500.00)	38%
Donations	(17,329.60)	(\$43,331.00)	40%
Other income	(49,667.04)	(\$28,000.00)	177%
Change in future employee benefits			
Surplus, prior year			
	<u>(3,283,936.97)</u>	<u>(\$3,334,422.00)</u>	<u>98%</u>
EXPENDITURES			
Salaries and benefits	751,571.23	\$759,938.00	99%
Future employee benefits			
Books and periodicals		\$1,000.00	0%
Utilities			
Office expenditures	79,646.48	\$94,900.00	84%
Operating expenditures	16,073.24	\$18,777.00	86%
Equipment purchases	49,525.50	\$55,000.00	90%
Depreciation			
Default			
	<u>896,816.45</u>	<u>\$929,615.00</u>	<u>96%</u>
(Surplus)/Deficit	(2,387,120.52)	(\$2,404,807.00)	99%

SSM LIBRARY
LIBRARY MAIN BRANCH
For the Twelve Months Ending Thursday, December 31, 2020

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines	(3,570.45)	(\$18,000.00)	20%
Concessions			
Sales	(4,505.42)	(\$18,900.00)	24%
Donations			
Other income	(2,232.69)	(\$6,000.00)	37%
Change in future employee benefits			
Surplus, prior year			
	<u>(10,308.56)</u>	<u>(\$42,900.00)</u>	<u>24%</u>
EXPENDITURES			
Salaries and benefits	1,177,820.42	\$1,474,091.00	80%
Future employee benefits			
Books and periodicals	142,871.73	\$134,550.00	106%
Utilities	82,135.08	\$94,000.00	87%
Office expenditures	45,237.51	\$36,600.00	124%
Operating expenditures	121,500.21	\$142,100.00	86%
Equipment purchases	1,084.76	\$2,500.00	43%
Depreciation			
Default			
	<u>1,570,649.71</u>	<u>\$1,883,841.00</u>	<u>83%</u>
(Surplus)/Deficit	1,560,341.15	\$1,840,941.00	85%

SSM LIBRARY
LIBRARY NORTH BRANCH
For the Twelve Months Ending Thursday, December 31, 2020

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines	(659.09)	(\$2,500.00)	26%
Concessions			
Sales	(481.09)	(\$1,850.00)	26%
Donations			
Other income	(855.36)	(\$2,800.00)	31%
Change in future employee benefits			
Surplus, prior year			
	<u>(1,995.54)</u>	<u>(\$7,150.00)</u>	<u>28%</u>
EXPENDITURES			
Salaries and benefits	249,419.60	\$287,891.00	87%
Future employee benefits			
Books and periodicals	57,072.15	\$68,331.00	84%
Utilities			
Office expenditures	2,800.61	\$2,700.00	104%
Operating expenditures	228,187.24	\$208,094.00	110%
Equipment purchases	7,077.38	\$2,000.00	354%
Depreciation			
Default			
	<u>544,556.98</u>	<u>\$569,016.00</u>	<u>96%</u>
(Surplus)/Deficit	542,561.44	\$561,866.00	97%

SSM LIBRARY
LIBRARY CONCESSION
For the Twelve Months Ending Thursday, December 31, 2020

<u>Department</u>	<u>Actual</u>	<u>Budget</u>	<u>Percentage to Date</u>
REVENUE			
Grants			
Fines			
Concessions			
Sales			
Donations			
Other income			
Change in future employee benefits			
Surplus, prior year			
		\$0.00	0%
EXPENDITURES			
Salaries and benefits			
Future employee benefits			
Books and periodicals			
Utilities			
Office expenditures			
Operating expenditures	(318.72)	\$2,000.00	(16%)
Equipment purchases			
Depreciation			
Default			
	(318.72)	\$2,000.00	(16%)
(Surplus)/Deficit	(318.72)	\$2,000.00	(16%)



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 7.5

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: MANAGEMENT WAGE INCREASE
DATE: FEBRUARY 22, 2021

PURPOSE

For the Board to set the wage increase for Management/Non-Union staff for 2021.

FINANCIAL COMMITTEE RECOMMENDATION

After review, the Finance Committee recommends that the Management Non-Union wage increase for 2021 match the same rate bargained by CUPE Local 67 Library Group for the same year.

MOTION

That the Management wage increase is reflective of the full time union collective bargaining increase.

MOVED BY: SECONDED

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer

POLICY COMMITTEE MINUTES

Date of Meeting:

January 27, 2021 4:30 pm - 7:08 pm

VIA Zoom

PRESENT: M. MacDonald, F. Ryan, J. Van Haaften, W. Greco

REGRETS: S. McLeary, E. Ferlaine

1. The Policy Committee developed a Terms of Reference for the committee.
2. The committee reviewed the edits of the By-Laws over the last twelve months. The committee recommends that the edits be approved at the next Annual General Meeting as presented.
3. The following policies were reviewed by the committee:
 - **200-07 Enhanced Research Policy**
 - **200-05 Travel and Expenses Policy**
 - **300-10 Business Continuity Plan Policy**
 - **400-09 Human Rights Policy; Anti-Harassment/Discrimination/Violence**
 - **400-12 Board Member Recognition Policy**
4. The following are the revisions, additions and edits to the policies.

Travel and Expenses Policy

- Updated terminology
- Volunteers added to the scope of the policy.
- The addition of "Any expenses that arise that are not specifically covered by this policy shall be at the discretion of the CEO and Business Administrator."
- Mileage Claim form added as appendix.
- Travel and Expenses Claim form appendix updated.
 - Mileage claims and meal per diems will be reimbursed at the Canada Revenue Agency's standard rates.
- Permitted use of personal vehicles changed from a distance of 200 km to 750 km.
- Clause for Non-attendance added.

Board Member Recognition Policy

- Improved sentence structure
- Line added, "Recognition will be approved by the Board."

Business Continuity Plan Policy

- Added Business Continuity Plan to be reviewed annually.
- Added Business Continuity Plan added as an appendix.
- Added related policies reference.

5. The committee reviewed the Board Orientation Guide Outline and discussed Board development. The committee made the following recommendations:

- That the Board approve the Board Orientation Guide Outline as presented.
- That the CEO follow up that all Board members have completed the AODA training.
- To include the Cut to the Chase document to the next Board package.
- That Board orientation and development be a standing item on the Board agenda from now on.
- That Board members be required to participate in LearnHQ's Year 1: Governance Roles and Responsibilities module and have 30 days to complete the module.

J. Van Haaften volunteered to look into process for assessing the performance and operation of the Board, follow up with F. Ryan, and bring suggestions back to the next Policy Committee meeting.

6. The following resolutions will be presented at the February 22, 2021 Annual General Meeting:

- Resolved that the Sault Ste. Marie Public Library Board approve its By-Laws as presented.

7. The following resolutions will be presented at the February 22, 2021 Board Meeting:

- Resolved that the Sault Ste. Marie Public Library Board approve the Policy Committee's Terms of Reference as presented.
- Resolved that the Sault Ste. Marie Public Library Board renew 400-09 Human Rights Policy; Anti-Harassment/Discrimination/Violence and 200-07 Enhanced Research Policy.
- Resolved that the Sault Ste. Marie Public Library Board approve 200-05 Travel and Expenses Policy, 300-10 Business Continuity Plan Policy, 400-12 Board Member Recognition as presented.
- Resolved that the Sault Ste. Marie Public Library Board approve the Board Orientation Guide Outline as presented.

8. The meeting adjourned at 7:08 pm. Date of next meeting TBD.



Policy Committee

Terms of Reference

Membership

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

Committee Officials

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

Meetings

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

Functions of the Policy Committee

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

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

Annually review and recommend changes to the Terms of Reference.

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

Establish an annual work plan and meeting schedule.

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

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

Reporting

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

Title:	Enhanced Research Policy	Policy Number: 200-07
Policy Type:	Business/Financial	
Approval By:	Resolution Number RB1990-09-17	
Approval Date:	September 17, 1990	
Effective Date:	September 17, 1990	
Revised Dates:	February 22, 2021 ; May 15, 2017; December 18, 2000; January 15, 1996;	
Review Date:	May 2023	

PURPOSE:

This policy provides guidelines for the provision of fee based enhanced research.

SCOPE:

This policy applies to all enhanced research requests.

DEFINITIONS:

Basic research – Reference and information services provided free of charge to residents of Sault Ste. Marie and Contracting Communities as part of general library services. This includes but is not limited to instruction on use of library catalogue, equipment, resources, locating quick facts, retrieving library and on-line resources.

Enhanced research – in-depth fee based research including but not limited to archival and genealogical research requiring extensive staff time, expertise and use of library and available online resources.

POLICY STATEMENT:

The Library provides basic research free of charge and also provides a fee based enhanced research service.

The Library reserves the right to refuse requests for enhanced research due to staff or collection limitations.

Requests for enhanced research will be accepted in person, by telephone or electronic means.

Results will be provided upon payment and in the most appropriate format as decided by the library in consultation with the client.

Fees for enhanced research are listed in the Fines and Fees Schedule.

Title:	Travel and Expenses Policy	
Policy Type:	Business/Financial	Policy Number: 200-08
Approval By:	Resolution Number RB 2013-04-16	
Approval Date:	April 16, 2013	
Effective Date:	April 16, 2013	
Revised Date:	February 22, 2021 ; April 24, 2017; April 16, 2013	
Review Date:	April 2023	

PURPOSE:

This policy outlines the reimbursement of expenses incurred while attending to authorized library business.

SCOPE:

This policy applies to Library Board members, employees and volunteers.

DEFINITIONS:

Authorized - prior approval from the supervisory personnel or Board.

POLICY STATEMENT:

The Library shall reimburse Library Board Members, volunteers and employees for expenses incurred while conducting authorized business, and attending conferences and meetings. Any expenses that arise that are not specifically covered by this policy shall be at the discretion of the CEO and Business Administrator.

AUTHORIZED TRAVEL AND EXPENSES:

- a) Travel within the City of Sault Ste. Marie limits as approved by the CEO.
 - Board members, volunteers and employees provide their transportation on the understanding that reimbursement will be based on the most direct and economical method, taking into account any City of Sault Ste. Marie discounts, as approved by the supervisory personnel or Board.
 - The driver must have a valid license issued by the Province of Ontario and must be covered by appropriate liability insurance (not reimbursable by the Library) with coverage amounts of not less than \$1,000,000 for third party liability.
 - Use of personal vehicle
 - i. The Board member, volunteer or employee shall keep a motor vehicle log to track the business use for reimbursement purposes.
 - ii. In the event of an accident involving a Board member, volunteer or employee using their own personal vehicle while traveling on Library business, the Board member, volunteer or employee must submit prompt, written notification to the CEO providing details as to when, where, how and who was in the accident. Any Library liability, in excess of employee coverage does not apply until the Library has received written

notice from its insurance company, that the Library insurance will, in fact, cover all the Library's liability arising from the accident reported.

- Shared transportation in personal vehicle
 - i. If two or more Board members, volunteers or employees travel in one personal vehicle, only the owner of the vehicle is entitled to reimbursement.
- There is no reimbursement for traffic or parking violations
- Compensation will be based on Canada Revenue Agency's guidelines for expenses. All claims must be made using the Mileage Claim Form (Appendix A) which will be updated annually.

b) Travel outside of the City of Sault Ste. Marie limits as approved by the supervisory personnel or Board.

- Personal vehicles may only be used for travel of 750 km or less.
- Rental vehicle
 - i. If Board members or employees prefer ground travel, a rental vehicle shall be arranged for by the Business Administrator.

The rental agreement shall list the City of Sault Ste. Marie as the renter and shall require the full insurance coverage as designated by the City.

ii. Receipts shall be submitted with a TRAVEL EXPENSE CLAIM FORM (Appendix B) for reimbursement.

- Air Travel
 - i. When booking flights the most economical class will be the standard option.
- Ground Transportation
 - i. Prior approval to use a taxi, limousine, or ride sharing service should be obtained from the CEO whenever possible.
 - ii. Receipts shall be submitted with a TRAVEL EXPENSE CLAIM FORM (Appendix B) for reimbursement.
- Public transportation
 - i. Local public transportation including hotel/airport shuttles, buses, rail and any other forms of public transportation should be used whenever possible.

MEAL ALLOWANCES AND ALCOHOL:

Meal allowances not exceeding \$69.00 total per day shall be reimbursed with itemized receipts. Allowances include taxes and gratuity. Gratuity should not exceed 15% of the meal cost before taxes.

Where a meal is provided as part of accommodations, a conference or meeting it cannot be claimed separately.

The Library will not reimburse the cost for any alcoholic beverages.

ACCOMODATIONS:

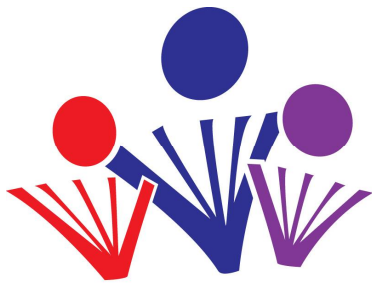
All hotel accommodations shall be booked through the Administration Office.

- Single accommodations in a standard room shall be booked for Board members and employees on authorized library business. Upgrades are permitted if standard rooms are unavailable.
- Shared accommodation if requested by attendees, will be accommodated without any upgrade to room style. Upgrades are permitted if standard rooms are unavailable.
- Board members and employees may stay with family or friends; however, there is no reimbursement for such stays.

NON-ATTENDANCE:

All Board members and employees who incur travel expenses for authorized library business but fail to attend said library business will not be entitled to reimbursements and will be required to repay the Board for any expenses paid on their behalf. Reasonable notice must be given if a Board Member or employee is unable to attend the library business so that bookings may be canceled. Exceptions to this will be made in emergency situations at the discretion of the CEO and Board Chair.

APPENDIX A: MILEAGE CLAIM FORM



Sault Ste. Marie Public Library

MILEAGE CLAIM

Employee / Volunteer Name: _____

Activity: ☐ Courier ☐ Programming ☐ Visiting Library Services

☐ Other: _____

Claim Period: _____

Reason for Claim: _____

Amount Claimed

Kilometres Travelled _____ @ 59¢ per kilometre = \$ _____

Reimbursement rate per kilometre as per section 7306 of the Income Tax Regulations.

I certify that the above claim is entirely for Library business.

Name

Date

Approval

Date

For Office Use Only

Account:

☐ Admin

☐ Centennial

☐ North

APPENDIX B: TRAVEL EXPENSE FORM



Sault Ste. Marie Public Library

Travel Expense Claim Form

Name: _____ Date Submitted: _____ Department: _____

Function: _____ Location: _____

Function Dates - From: _____ To: _____

**Attach receipts for all travel expenses.*

	Canadian Dollars	Corporate Visa	Total
Transportation: Air _____	_____	_____	-
Car _____ km. @ .50 per km.	_____	_____	-
Ground Transportation - Taxi, Limo, Uber, etc.	_____	_____	-
Lodging - Hotel / Motel Room, Airbnb	_____	_____	-
Registration Fees	_____	_____	-
Meals - Per Diem Rates: Breakfast - \$15.00	_____	_____	-
(including taxes & gratuity) Lunch - \$21.00	_____	_____	-
Dinner - \$33.00	_____	_____	-
Miscellaneous (specify): _____	_____	_____	-
Total	\$ -	+ \$ -	= \$ -

Are any of these expenses eligible for payment to you by an outside Association / Agency? Circle one: Yes / No

If yes, complete the following section:

_____ Total Expenses not on Corporate Visa
 _____ Less: Cash Advance from Assoc./Agency
 _____ Amount Due to Library
 _____ Amount Due to Employee

 Certified Correct by Employee (signature)

 Approved By (Name, Title)

Travel and Expenses Policy #200-08

Effective: January 1, 2021

Title:	Business Continuity Plan Policy	Policy Number: 300-10
Policy Type:	Operational	
Approval By:	Resolution Number RB 2013-4-15	
Approval Date:	April 15, 2013	
Effective Date:	April 15, 2013	
Revised Dates:	February 22, 2021; June 19, 2017; April 15, 2013	
Review Date:	June 2023	

PURPOSE:

This policy ensures that all library personnel, patrons, assets and facilities are safeguarded during an emergency or disruption to library operations and guidelines are in place to direct continuity of critical business processes and crucial data systems.

SCOPE:

This policy applies to all situations where Library assets, facilities, personnel, services and patrons using the Library are affected because of a business interruption. The Business Continuity Plan deals with the four distinct phases of integrated emergency management: risk mitigation, preparedness, response and recovery.

DEFINITIONS:

Business continuity - the uninterrupted availability of all key resources supporting essential business functions.

Business continuity plan or BCP - a collection of procedures and information that directs decisions and actions in the event of a business interruption, emergency or disaster.

Risk mitigation - includes actions taken to eliminate or reduce the degree of risk to human resources, capital assets and technology systems.

Preparedness - the actions taken in advance of an emergency to develop operational capacities and facilitate an effective response in the event an emergency occurs.

Response - the actions taken immediately before, during or directly after an emergency occurs, to minimize damage, reduce risk to lives and enhance the effectiveness and speed of recovery.

Recovery and evaluation - activities initiated to return vital systems to minimum operating standards and long-term activity designed to return functionality to normal or improved levels. Evaluation includes actions taken to debrief the response and identify improvements that could be made to processes or systems.

POLICY STATEMENT:

The Library shall have a Business Continuity Plan which contains appropriate operational policies, guidelines, measures and procedures to safeguard the health, safety and welfare of staff, volunteers and patrons and to protect property within the



Library facilities when an emergency occurs which threatens continuity in business operations. The BCP shall address:

- risk mitigation;
- preparedness;
- response;
- recovery, and
- evaluation.

RESPONSIBILITIES:

The CEO shall ensure that the BCP is developed, maintained and annually reviewed.

The CEO shall act to ensure the continuity of business operations and the response to emergencies.

The CEO shall advise the Board on major business interruptions and engages the Board where governance action is required.

The BCP will be reviewed and updated annually by the Board.

RELATED POLICIES:

300-12 Emergency Closing Procedure



BUSINESS CONTINUITY PLAN

PURPOSE OF THE PLAN

The Business Continuity Plan (BCP) provides guidelines to aid in the continuing operation of some or all of the Library's functions should a major emergency occur. In the event of an emergency situation or disruption of Library operations which interferes with the Library Board's ability to conduct business from one, or all of its locations, this plan is to be used to coordinate the Library's business recovery.

The plan is designed to contain, or provide reference to, all of the information that might be needed at the time of a business recovery. It shall ensure that all library personnel, patrons, assets and facilities are safeguarded during an emergency or disruption to library operations, and provide guidelines to direct continuity of critical business processes and crucial data systems.

DEFINITIONS

Business continuity - the uninterrupted availability of all key resources supporting essential business functions.

Business Continuity Plan or BCP - a collection of procedures and information that directs decisions and actions in the event of a business interruption, emergency or disaster, and supports an orderly return to business operations.

Risk mitigation - includes actions taken to eliminate or reduce the degree of risk to human resources, capital assets, and technology systems.

Preparedness - the actions taken in advance of an emergency to develop operational capacities and facilitate an effective response in the event an emergency occurs.

Response - the actions taken immediately before, during, or directly after an emergency occurs, to minimize damage, reduce risk to lives and enhance the effectiveness and speed of recovery.

Recovery and evaluation - activities initiated to return vital systems to minimum operating standards and long-term activity designed to return functionality to normal or improved levels. Evaluation includes actions taken to debrief the response and identify improvements that could be made to processes or systems.

SCOPE

It is important to ensure that core business activities of the Library can be maintained for several weeks or months with limited staff and resources due to a pandemic, natural disaster, civil unrest, or other type of emergency.

The BCP applies to all situations where Library assets, facilities, personnel, services, and patrons using the Library are affected because of a business interruption. The BCP deals with the four distinct phases of integrated emergency management: risk mitigation, preparedness, response, and recovery.

RESPONSIBILITIES

The Board of Directors is responsible for:

1. Reviewing the BCP annually.

The CEO is responsible for:

1. Ensuring the BCP is updated, as applicable, including all appendices to the plan.
2. Coordinating changes and communicating to the Management team when certain changes require them to update their plans.
3. Actively engaging in risk mitigation.
4. Responding promptly during emergencies, activating the BCP.
5. Notifying the Board, City CAO, and media of the impact of the emergency to Library services.
5. Engaging in recovery processes to return the Library to ordinary operations.
6. Evaluating the effectiveness of the BCP once activated and post recovery.

The Management Team is responsible for:

1. Ensuring the workability of the BCP.
2. Ensuring that staff are sufficiently aware of the plan's details.
3. Supporting the CEO in the application of the BCP.

4. Keeping staff informed during the application of the BCP.
5. Ensuring that the Library website and Social Media is updated regularly once the BCP is activated.
6. Evaluating the various processes of the BCP once activated and post recovery.

ACTIVATION OF THE BUSINESS CONTINUITY PLAN

During an emergency, the BCP will be activated jointly by the CEO and the Board Chair or Vice Chair who will subsequently advise the Board of Directors accordingly.

If the CEO is not available, becomes incapacitated, or dies, a minimum of two (2) Managers with the Board Chair or Vice Chair may activate the plan.

OBJECTIVES OF BUSINESS CONTINUITY PLAN

The following criteria must be considered in the event of an emergency:

- 1) Employee Protection Measures
- 2) Library Core Services to the Public
- 3) Essential Services to Employees
- 4) Recovery

1. EMPLOYEE PROTECTION MEASURES

The Library is committed to the health and safety of its employees, and will endeavour to take every step necessary to ensure this commitment is upheld. Depending on the circumstances and severity of the emergency, in addition to mandates communicated by Algoma Public Health, Police Services, and/or various levels of government, the Library will uphold its responsibility, legislatively and humanely, to provide employees with a safe and healthy environment during a pandemic, civil unrest and/or disaster.

Staff members should ensure that they are familiar with the Leave Entitlements as set out in their respective Collective Agreements.

PROTECTION MEASURES

Other protection measures may include but are not limited to:

- a) the provision of PPE (Personal Protective Equipment) items such as hand sanitizer, use of gloves, eye protection, and/or facemasks
- b) review and adjustments to Individual Accommodation Plans (IAPs)
- c) the reduction or cancelling of programs that involve groups of people
- d) the suspension of certain library services

e) staff being instructed to use telephones, conference calls and the Internet to conduct business whenever possible rather than direct contact with other staff or members of the public

f) staff who are ill being restricted from returning to work until deemed healthy with medical clearance from a medical practitioner to ensure the worker is healthy and poses no health risk other staff or the public

g) staff working from home

h) closures or reduction of hours

STAFF RESPONSIBILITY

Staff who become symptomatic or injured during an emergency situation should immediately seek medical assistance and notify their supervisor.

LAYOFFS

Please note that should the Library have an extended closure, the applicable Layoff Language in each Collective Agreement may be engaged. Staff will be recalled to work as outlined in the Collective Agreements.

EMERGENCY SHELTER

In the event of an emergency and it is unsafe for staff to leave work, a Library Branch may act as an emergency shelter for staff. Branches declared as an emergency shelter by the CEO and Board Chair, or their designates, shall be locked and closed to the public.

2. LIBRARY CORE SERVICES TO THE PUBLIC

During an emergency the Library must follow directives from local health organizations, police services and the government to ensure the safety of employees and the general public, which may mean cancelling programs or closing branches. The following is a general outline of the core services, what may be cancelled, and by whom the decisions will be made.

BRANCHES AND PROGRAMS

In the event of a city-wide or province-wide Public Health Emergency, defined by the Health Protection Act as 'an imminent and serious threat to the public health that is posed by a dangerous disease or health hazard', the Library will cancel all programming.

Branches may have to operate with reduced hours or be closed. A branch may also be closed due to damage to the facility resulting from a natural disaster. Closures will be undertaken after consultation with the Board Chair or, if unavailable, the Vice Chair as per 300-12 Emergency Closing Policy.

Every effort will be made to keep libraries open. Staff may be redeployed to another location or be asked to work from home due to closures. Location closures will be considered when there is inadequate numbers of staff available to work, closure in the interest of public health, or if it is unsafe to work at the branch due to damages to the facility.

When a Library branch is damaged or destroyed due to fire, flooding and/or some other cause, the Library Board, with the assistance of the CEO and Management team, shall investigate temporary branch options in such places as shopping centres, office spaces and other appropriate locations. If feasible, a temporary library branch will be created until the former is restored/rebuilt.

If staffing shortages necessitates a closure, the priority is to keep the James L. McIntyre Centennial Library open.

If a health authority such as Algoma Public Health or government directs to close the Library, and if permitted by the order, staff may still be required to report to work and will be assigned tasks to be completed while the library remains closed to the public.

LENDING SERVICES

Lending services are core to the Library's operations. Should collections be destroyed or become inaccessible due to an emergency, staff will continue to offer and promote access to the Library's digital collections and databases. Recovery efforts shall focus on rebuilding and/or enabling access to Library collections.

FINES

The Library will be flexible about fines and overdue items if items cannot be returned due to illness or natural disaster.

Fines will not be incurred while the Library is closed due to an emergency.

HOLDS

It is possible that holds for items may not be filled should there be a general break down of services. When regular hours and services resume every effort will be made to process holds and requests in a timely a manner.

INTER LIBRARY LOANS (ILL)

ILLs may be suspended due to service disruption.

COMPUTER AND INTERNET SERVICES

Computer and some internet services may be temporarily suspended during a health emergency. Whereas the internet is an essential mode of communication, the Library will make every reasonable effort to maintain computer and internet services to the public, including free Wi-Fi, during an emergency.

VISITING LIBRARY SERVICE

Visiting Library Services may be temporarily suspended.

ROOM RENTALS

Room rentals may be suspended due to service disruption. Full refunds will be issued to renters.

NOTIFICATION

The CEO is responsible for the suspension and reinstatement of the above mentioned services. The CEO will notify the Board of Directors and media about the impact of the emergency to Library services and will ensure that notices are posted at the entrances of each location, on the Library's website, and on the Library's social media sites.

3. ESSENTIAL SERVICES TO EMPLOYEES

Two essential services have been identified as critical to Library employees which are:

PAYROLL

Payroll is identified as essential to the Library. During an emergency, the Library is responsible for continuing to pay employees.

The Responsibility of this task lies with the CEO & Business Administrator.

SYSTEMS ADMINISTRATION

Systems Administration is identified as essential to the Library because during an emergency, the Library must have a means of communication, which systems administration provides. The Library's website and online resources are also key services which can be provided to the community while library locations are closed.

The responsibility for this task lies with the CEO & Manager of Digital Literacy

Staff have the ability access their work email remotely. It is their responsibility to ensure that they are familiar with accessing their work email remotely and to check it regularly during emergency situations.

Employee's home phone number and/or cell phone number is available to each Manager through its online scheduling software Peoplewhere. It is the responsibility of each employee to ensure that the Library has up-to date

contact information. Each staff person should have contact information for their immediate manager or supervisor.

WEBSITE

Should libraries need to close, the Library's website will be an essential communication tool to both employees and the public. Staff responsible for updating the website, may be required to work remotely if necessary. Laptops may be provided for this purpose.

Responsibility for updating the library website lies with the Manager of Digital Literacy or designate.

SOCIAL MEDIA

Should libraries need to close, Social Media will also be an essential communication tool to the public. Staff responsible for updating the Library's Social Media, may be required to work remotely.

Responsibility for updating the Library's Social Media lies with the Manager of Community Engagement or designate.

4. RECOVERY

As the emergency abates, it will be important to get Library employees back to work and reestablish Library services.

FACILITIES

All affected facilities should be thoroughly cleaned before reopening. In the event of a natural disaster, any repairs that are needed should be done as quickly as possible when safe to do so.

The CEO will contact the City Legal Department if an insurance claim needs to be made.

Facilities may reopen fully or in part, and staff may return to work, only when it is confirmed safe to do so. A building inspection may be required prior to reoccupation.

EMPLOYEES



Employees will be recalled to work as soon as possible and in accordance with the Collective Agreements. Employees may be required to report to work prior to the Library being reopened to the public to assist in service recovery.

Recall is the responsibility of the CEO.

Any overtime related to the recovery process must be approved by the CEO.

SERVICES

Lending services and public computer access are of the highest priority when reestablishing Library services. Other services such as programming, Visiting Library Service, and ILLs are secondary but should be reestablished as soon as possible.

In the event that Collections are damaged or destroyed during an emergency, additional library staff may be reassigned to assist the Collections Librarian and Technical Services staff in disposing and rebuilding those lost collections.

The CEO will keep the Board of Directors apprised of the Library's recovery efforts and notify the City CAO and media when services are restored.

RELATED DOCUMENTS

300-10 Business Continuity Plan Policy
300-12 Emergency Closing Policy
400-03 Health and Safety Commitment Policy
Sault Ste. Marie Public Library Emergency Manual

DOCUMENT CONTROL

Revised: N/A

Approved: April 20, 2020

"Wayne Greco"

Board Chair

"Matthew MacDonald"

Chief Executive Officer

Title:	Human Rights Policy; Anti-Harassment/Discrimination/Violence	
Policy Type:	Human Resources	Policy Number: 400-09
Approval By:	Resolution Number RB 2013-04-15	
Approval Date:	April 15, 2013	
Effective Date:	April 15, 2013	
Revised Dates:	February 22, 2021 , January 2020; April 2018; April 2017;	
Review Date:	January 2022	

PURPOSE:

This policy establishes a framework for preventing / mitigating the occurrence of harassment, discrimination and/or violence to foster safety and security.

SCOPE:

This policy applies to all employees, volunteers, Friends of the Library, Board members, any person having business with the Library, and members of the public.

DEFINITIONS:

Volunteer – authorized, unpaid worker assisting the Library with the provision of service.

Workplace - in or on the property of Sault Ste. Marie Public Library or off site, including facilities and worksites and vehicles.

Violence – the perceived, attempted or actual use of physical force against an individual that causes or could cause physical injury.

Harassment – the implicit or perceived use of a vexatious comment or conduct against another that is known or ought reasonably to be known to be unwelcome.

Unacceptable behaviour - physically or psychologically aggressive behaviours including but not limited to:

- Hitting, kicking, punching, shoving, slapping, pinching, grabbing, and biting.
- Carrying or brandishing weapons of any sort.
- Throwing objects at an individual with a view to cause physical injury or fear.
- Destruction of workplace or co-workers' property.

Sexual harassment - any comment or conduct which is intimidating or malicious and related to sex or sexual orientation and includes but is not limited to:

- Unwelcome and / or inappropriate or insulting remarks, jokes, innuendoes or taunting about a person's body, attire, sex or sexual orientation.
- Jokes of a sexual nature.
- Displaying of sexually explicit pictures or other offensive material.
- Suggestive staring, leering or other gestures.
- Unnecessary or unwanted physical contact such as touching, patting or pinching.
- Request for sexual favours from an employee implying or suggesting that employment status could be affected.

Personal harassment includes but is not limited to:

- Unwelcome and/or insulting remarks, jokes, innuendoes, or taunting of another person.
- Displaying of racist, derogatory, or offensive pictures or material.
- Refusal to work with or share facilities with an employee because of;
 - i. his / her disability
 - ii. gender, race, religion, ethnicity or sexual orientation.
- Unwelcome, inappropriate or insulting gestures based on;
 - i. his / her disability
 - ii. gender, race, religion, ethnicity or sexual orientation.

POLICY STATEMENT:

The Library is committed to the prevention of harassment, discrimination and violence as outlined in the Canadian Charter of Rights and Freedoms, and will make every effort to:

- Develop and promote a positive, inclusive and safe environment.
- Provide sound procedures for reporting and resolving complaints.
- Comply with governing legislation.

All staff responsibilities (i.e. performance appraisals, scheduling, and implementation of disciplinary action) will adhere to this policy.

A complaint filed under this Policy does not preclude an individual from pursuing other appropriate avenues of resolution.

Responsibilities

All employees, volunteers, Board members, any person having business with the Library, and members of the public are responsible for promoting mutual respect and for preventing and resolving incidents of harassment, discrimination or violence.

Each Employee Has the Responsibility To

- Be knowledgeable about workplace policies and procedures;
- Ensure proper reporting and documenting.

The Supervisor Has the Responsibility To

- Communicate workplace policies and procedures to all staff and volunteers.
- Receive and report any harassment, discrimination or violence complaint.
- Take whatever immediate action is appropriate and available.
- Encourage employees and volunteers to report incidents of harassment discrimination or violence.

Management Has the Responsibility To

- Provide and encourage an environment free of harassment, discrimination and violence through education and training.
- Review with all employees and volunteers relevant Library Policies.
- Make this Policy accessible on the Library website.
- Resolve harassment, discrimination and violence complaints without delay.

- Take appropriate corrective action, monitor the situation and protect confidentiality.

Confidentiality

- Except where disclosure is required by law or agreed to by consent of the parties, all records relating to a harassment, discrimination or violence complaint will be kept confidential.
- Records of incidents involving an employee or volunteer will be maintained in the employee's / volunteer's personnel file.
- Records of incidents involving a member of the public are maintained in the CEO's files.
- When a complaint is unsubstantiated and the Policy has been used in a vindictive or frivolous manner, a record will be maintained in the complainant's personnel file.
- Investigative files will be retained permanently, separate from personnel files in the CEO's.

This policy shall be reviewed annually.

APPENDIX A

Harassment, Discrimination, Violence Program

The workplace harassment program applies to all workers including managers, supervisors, temporary employees, students and subcontractors.

1. Reporting Harassment, Discrimination, Violence

How to Report Workplace Harassment, Discrimination or Violence

Workers must report incidents or complaints of harassment, discrimination or violence in writing using the workplace harassment complaint form (see Appendix B).

Who to Report Harassment, Discrimination or Violence To

An incident or a complaint of harassment, discrimination or violence must be reported as soon as possible after experiencing or witnessing an incident, to allow an investigation in a timely manner.

If the worker's supervisor is the person engaging in the harassment, discrimination or violence contact the department's manager. If the employer (e.g. manager, CEO) is the person engaging in the workplace harassment, contact the Board Chairperson. (Note: The person designated as the reporting contact should not be under the direct control of the alleged harasser).

Administration shall be notified of the incident or complaint to ensure an appropriate investigation is conducted. If the incident or complaint involves the Supervisor, Manager or CEO, an external qualified person will be retained to conduct the investigation.

All incidents or complaints shall be kept confidential except to protect workers; to investigate the complaint or incident; or to take corrective action or otherwise as required by law.

2. Investigation

a. Commitment to Investigate

The CEO will ensure that an investigation is conducted upon receipt of a complaint of harassment, discrimination or violence.

b. Who Will Investigate

The CEO will determine who will conduct the investigation. Any allegations against the CEO will be referred to the Library Board Chairperson.

c. Timing of the Investigation

The investigation must be completed in a timely manner and generally within 90 days or less unless there are extenuating circumstances (i.e. illness, complex investigation).

d. Investigation Process

The person conducting the investigation whether internal or external to the workplace will, at minimum, complete the following:

- The investigator must ensure the investigation is kept confidential. Any identifying information must not be disclosed unless necessary to the investigation. The investigator should remind the parties of this confidentiality obligation at the beginning of the investigation.
- The investigator must thoroughly interview the complainant and the alleged harasser(s), if the alleged harasser is an employee. If the alleged harasser is not an employee, the investigator should make reasonable efforts to interview them.
- Both parties must be given the opportunity to respond to the specific allegations.
- The investigator must interview any relevant internal or external parties, collect and record any relevant information.
- The investigator must prepare a summarized written report which must set out findings of fact and come to a conclusion.

b. Results of the Investigation

Within 10 days of the investigation being completed, the relevant parties will be informed in writing of the results and any corrective action to be taken.

c. Confidentiality

While the investigation is on-going, the relevant parties will not discuss the incident or complaint or the investigation with each other or others except to obtain advice about their rights. The investigator may discuss the investigation and disclose the incident or complaint-related information only as necessary.

All records of the investigation will be kept confidential.

3. Record Keeping

The CEO or the Library Board will keep records of the investigation including:

- a copy of the complaint or details about the incident;
- a record of the investigation including notes;
- a copy of the investigation report;
- a summary of the results;

All records and documents of the investigation will be kept confidential unless necessary to investigate a subsequent incident or complaint, take corrective action or otherwise as required by law.



APPENDIX B

Harassment, Discrimination or Violence Complaint Form

Complainant Information:

Name: _____ Department: _____

Email: _____ Phone #: _____

Accused Information:

Name(s): _____

The accused is a: ☐ Staff Member ☐ Volunteer ☐ Contractor ☐ Member of the Public

Identifying Information (including phone #'s and emails): _____

The incident involved: ☐ Harassment ☐ Discrimination ☐ Violence

The complaint is for: ☐ A Single Incident ☐ A Series of Incidents

Date(s) and time(s) of incident(s): _____

Location of incident(s): _____

Details of alleged harassment, discrimination or violence:

Witnesses (if applicable)

Name: _____ Contact Info: _____

Name: _____ Contact
Info: _____ Name: _____
Contact Info: _____ Name: _____
_____ Contact Info: _____
Name: _____ Contact Info: _____

Relevant Documents/Evidence

Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

Complainant Signature: _____ Date: _____

Manager's Signature: _____ Date: _____

Title:	Board Member Recognition Policy	Policy Number: 400-12
Policy Type:	Human Resources	
Approval By:	Resolution Number RB 1987-06-15	
Approval Date:	June 15, 1987	
Effective Date:	June 15, 1987	
Revised Dates:	February 22, 2021; June 19, 2017; May 27, 2013; June 15, 2007; March 20, 2002; May 25, 1998	
Review Date:	June 2023	

PURPOSE:

This policy provides for the suitable thanks and recognition to Library Board members.

SCOPE:

This policy applies to Sault Ste. Marie Public Library Board members.

DEFINITIONS:

Certificate of appreciation – a document formally commemorating an individual's service.

POLICY:

When a Board Member leaves the Board with less than eight years of service following an end of term or resignation, they shall be presented as a mark of appreciation for volunteer service with the Library Board:

- a certificate of appreciation

When a Board Member leaves after eight or more years of service following an end of term or resignation, they shall be presented as a mark of appreciation for volunteer service with the Library Board:

- a gift of up to the value of \$100, and
- a certificate of appreciation

Recognition will be approved by the Board.

SSMPL Board Orientation Outline

Board Orientation Package & Presentation Breakdown

February 22, 2021

About Board Orientation

- SSMPL Board Orientation takes place outside of regular Board meetings.
- New Board Members, Chair/Vice Chair, Finance Officer, CEO, and Support Staff (optional) are required to attend.
- A board orientation package is provided 1-2 weeks prior to the Orientation.
- A PowerPoint is employed to deliver the presentation.
- Board Orientation should take place *before* a board member attends their first meeting.

Board Orientation Package

- Agenda
- Mission & Values
- Board Expectations & Responsibilities (Taken from Cut to the Chase guide)
 - Purpose/Role
 - Responsibilities of Governance
 - Individual Responsibilities
 - SSMPL Responsibilities to Board Members
 - Board Policies
 - Table of Contents
 - Attach all Policies related to the board
- Board Talking Points
 - Ensures consistent messaging.
- Skillset Matrix & Matrix Definitions
 - To understand Board Profile
- By-Laws
- Public Libraries Act
- Resources & Training

Board Orientation Presentation

- Welcome
 - Remarks and Introductions
- Governance
 - Mission/Values

- Purpose/Role
- Responsibilities of Governance
- Individual Responsibilities
- SSMPL Responsibilities to Board Members
- Board Policies
- By-laws
- Public Libraries Act
- Questions/Sign offs
- Resources & Training
 - [OLS-North](#)
 - [OLA/OBLA](#)
 - [Federation of Ontario Public Libraries](#)
 - [Canadian Federation of Library Associations](#)
 - [Ontario Public Library Guidelines](#) – Accreditation
 - [LearnHQ](#) – [Governance Hub](#) – the 4 year Board cycle
 - [Accessibility](#) – free training modules/training requirements under Ontario's accessibility laws
 - [Education Institute](#)
 - [OLA Super Conference 2021](#)
 - [Webinars and Podcasts](#) - LearnHQ
 - TedTalks
- About SSMPL (CEO)
 - Introduction
 - Brief History
 - Website/Social Media
 - Strategic Plan
 - Talking Points
 - SSMPL Team and Roles
 - Recent Milestones/highlights from Annual Report
 - Programs/Activities
 - How to Get Involved/Support
- Finance (Business Administrator/Finance Committee Chair)
 - Review of Annual Budget
 - Financial Statements



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 10

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: LIBRARY OPERATIONS
DATE: FEBRUARY 22, 2021

PURPOSE

To update the Board on Library's continuing operations during the COVID-19 pandemic.

RELATED LEGISLATION

2. Public libraries may open if circulating materials that are returned or accessed within the library are disinfected or quarantined for an appropriate period of time before they are recirculated.

Ontario Reg 364/20 (Rules for Areas in Stage 3 under the Reopening Ontario [A Flexible Response to COVID-19] Act, 2020, S.O. 2020, c. 17) December 26, 2020

LIBRARY OPERATIONS

As of February 22, 2021, the Library will again be open to the public since the second lockdown on December 26, 2020. The Library will continue with the same operations, services, and hours for both locations that it had in the fall of 2020. Curbside service will still be available to those who wish to use the service.

Also reopening is the Friends of the Library bookstore, which will be limited to 3 customers in the store at a time.

The Library is happy to welcome back its patrons and volunteers.

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 11

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: ONTARIO LIBRARY SERVICE BOARD
DATE: FEBRUARY 22, 2021

PURPOSE

To put to the Board for consideration to nominate one of its members to the Ontario Library Service Board.

PROVIDED

- Correspondence from Ontario Library Service North

ONTARIO LIBRARY SERVICES BOARD

With the amalgamation of the Southern Ontario Library Service and Ontario Library Service – North, there is an opportunity for one of the Sault Ste. Marie Public Library Board Trustees to represent Sault Ste. Marie, northern libraries, and libraries with a population of 40,000-74,999 at a provincial level. Should anyone be interested, their name must be submitted soon since the first meeting is scheduled for April 1, 2021.

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer



334 rue Regent St.
Sudbury, ON
P3C 4E2

Telephone |
Téléphone
(705) 675-6467

Fax | Télécopieur
(705) 675-2285

Website | Site Web
www.olsn.ca

January 2021

Library Board Chairperson
Sault Ste. Marie Public Library
50 East Street
Sault Ste. Marie, ON P6C 3C3

Dear Board Chairperson,

As we work toward the Ontario Library Service amalgamation, we would like to take this opportunity to provide you with information regarding the Ontario Library Service Board.

On April 1, 2021, the first meeting of the Ontario Library Service Board will take place. It will be an interim Board made up of representatives from both the Southern Ontario Library Service and Ontario Library Service North Boards. At the June 2021 Annual General Meeting, the first elected Ontario Library Service Board will begin to serve its term from, June 2021 to June 2024. We are writing to give you a brief orientation to the election process and to ask your board to make its appointment to the appropriate Board Assembly.

About the Ontario Library Service Board:

- It is composed of 13 people: 9 elected Board Assembly representatives and 4 Ministerial Appointees.
- A full term for the Board is four years, beginning at least one full year after Ontario municipal elections.
- Representatives are elected from their corresponding population-based Board Assembly.

About Board Assemblies:

- There are 9 Board Assemblies based on population served, to represent Ontario public libraries (see chart below).
- All public libraries boards in Ontario are invited to appoint an official representative to their respective Board Assembly.

In addition to their role in the Ontario Library Service governance process, Board Assemblies provide library board members with opportunities to share information and hear how other boards deal with issues, like the ones you face, in governing a public library. They offer suggestions and support for board training and serve as a communication link between the Ontario Library Service and local boards.

Board Assemblies will meet virtually twice a year, once in the Fall and once in the Spring. The first round of meetings is scheduled for April 2021.





Ontario Library Service – North
Service des bibliothèques de l'Ontario – Nord



SOLS | SBOS
Southern Ontario Library Service
Service des bibliothèques de l'Ontario-Sud

334 rue Regent St.
Sudbury, ON
P3C 4E2

Telephone |
Téléphone
(705) 675-6467

Fax | Télécopieur
(705) 675-2285

Website | Site Web
www.olsn.ca

Category	Number of Board Assemblies per Category
Under 2,500	2
2,500 – 4,999	1
5,000 – 9,999	1
10,000 – 19,999	1
20,000 – 39,999	1
40,000 – 74,999	1
75,000 – 149,999	1
150,000 +	1

Once your library Board appoints its representative, please submit their name, address, telephone number, and e-mail address via <<https://www.surveymonkey.com/r/XRDT3YH>> or to Gisèle Montgomery (gmontgomery@olsn.ca), 705-675-6467/1-800-461-6348, extension 214. An introduction letter will follow. All meeting notices will be sent directly to them. We will also add their name to the Board Assembly listserv which is designed to facilitate communications among library board representatives.

Please make your appointment soon. We look forward to welcoming your representative at their respective Board Assembly this spring.

Yours truly,

Melissa D'Onofrio-Jones
CEO Ontario Library Service – North

Barbara Franchetto
CEO Southern Ontario Library service

Cut to the Chase

Ontario public library governance *at-a-glance*



Definitions

A public library board

is a governing board, a legal corporation, with the authority to make policy and to govern the library's affairs under the Public Libraries Act, RSO 1990, c. P.44.

Governing

is different from managing. A board doesn't run an organization but ensures that it is properly run.

Governance

is the entire framework set by the board to direct the organization, that identifies how a board will conduct business, how power will be divided and delegated and what processes will be set up to achieve accountability.

Cut to the Chase is a quick reference guide on public library governance in Ontario and the library board's fundamental responsibilities for achieving effective leadership and sound governance. It serves as the foundation document in **OLBA's Leadership by Design** – a primary resource for library trustees to find the information and make the connections they need to strengthen their capacity as key decision-makers in their communities.

www.accessola.com/olba/LBD

Ten principles guiding effective library governance

- Build a solid governance framework that includes by-laws, policy and an achievable plan that is based on why you exist: your mission.
- When you've built it, make sure it works and keep it in shape.
- Know who you are there to represent and how to connect with them.
- Make good decisions on their behalf.
- Know what it is that you need to achieve.
- Assess what you have accomplished and report progress regularly.
- Know what information you need and where and how to get it in order to manage risk.
- Know who you need on the board and who you need to run the library.
- Know where and how to get the resources you need.
- Remember, you are not there to manage – you are there to govern.

The Board's authority

3 Major Responsibilities

1. A board's duty is to provide comprehensive and efficient public library service that reflects its community's unique needs.
2. A board must submit budget estimates to municipal council and participate in the municipality's annual audit that includes boards.
3. To receive its annual grants from the Government of Ontario, a board is required to submit statistics and financial information along with a completed public library operating and pay equity grants application form to the province each year.

The Public Libraries Act, RSO 1990, c. P.44 governs the operation of public libraries in Ontario and is specific legislation that can override certain sections of other more general acts such as the Municipal Act.

A library board is an independent body and cannot become a committee of council without legislation being passed that enables this.

Membership

- Members are appointed by municipal council according to rules set out in the Act.
- Minimum size for a library board is five members.
- The number of municipal councillors on a library board may not exceed one less than the majority; a county board may have a bare majority of councillors.
- Library or municipal employees may not be board members.

Municipal integration

Ontario public libraries enjoy varying levels of integration with their municipalities. One library may operate with separate financial policies and processes, while another may simply adopt its municipality's policies. Many boards have forged closer ties with their municipality to maximize their effectiveness and to collaborate in achieving common goals. While the library board is an independent body and responsible for directing the disbursement of library funds, it can be advantageous to align agendas and streamline business processes with its municipality. Both the library and the municipality serve the same public and address issues common to both bodies.

Fiduciary duty

As a member of a library board, your fiduciary duty is to act honestly and in good faith and in the best interests of the library. This means that the interests of the library take precedence over your personal interests or those of any other group with which you are associated.

Meeting requirements

The Public Libraries Act, RSO 1990, c. P.44:

- Board shall hold regular meetings once a month for at least 10 months each year and at such other times as it considers necessary.
- Meetings are open to the public.
- Majority of members must be present.
- Chair may vote with other members.
- Tie vote is deemed to be negative.

Power to oversee the library's finances

Financial oversight involves:

- Understanding the implications of a budget and a financial report;
- Recognizing if the allocation of monies aligns with board priorities;
- Ensuring that financial policies are in place to control receiving, processing and disbursing money, to ensure fiscally-sound budgeting, to comply with current municipal legislation with respect to purchasing and hiring, to manage risks, and to limit liability to the library and the board.

Financial oversight does not mean...

- Simply approving a budget or financial report;
- Approving a cheque register;
- Challenging a miniscule amount on a budget line.

Power to make policy

Policies provide the necessary framework for all of the operations and priorities of the library and allow for a smooth transition from old to new boards. Library policies include:

- Advocacy
- Children's services
- Circulation
- Collection development
- Community information
- Customer service
- Facilities use
- Internet use
- Personnel and hiring*
- Purchasing*
- Volunteers
- Youth Services

Policies must be framed within the limitations set out in government legislation and regulations. * Required under the Municipal Act.

The Public Library Board and the Chief Executive

LEGAL ISSUES	Board Responsibilities	CEO Responsibilities
Existing local and provincial laws	Knows local and provincial laws	Knows local and provincial laws
New legislation affecting libraries	Responds to new legislation	Responds to new legislation
Library records	Ensures records are kept and protected in compliance with privacy legislation Approves annual reports for Government of Ontario	Keeps complete and accurate records re finance, personnel, inventory, insurance, annual statistics, membership Prepares, submits annual reports to Government of Ontario
Accountability	Municipal/County council and Government of Ontario	Board
Board meetings	Attends/participates in all Appoints a board Secretary	Attends/participates in all If the CEO is the Secretary, records and maintains minutes of all meetings Reports regularly on all areas of responsibility
COMMUNITY DEVELOPMENT	Board Responsibilities	CEO Responsibilities
Understanding the community	Understands local issues, the implication of community demographics and the contributions of community groups Identifies community needs and concerns	Understands local issues, the implication of community demographics and the contributions of community groups Identifies community needs and concerns
Community relationship-building	Builds a strong and communicative relationship with municipal council Maintains a dialogue with the community Is aware of the municipal planning context Develops strategic partnerships with community groups and leaders Demonstrates accountability to the community	Builds solid relationships with municipal staff Promotes library services in the community Forges relationships with community groups and leaders
Library's role in the community	Establishes the library as an essential community service Builds community pride in the library Advocates library's role in the community	Establishes the library as an essential community service Builds community pride in the library Advocates library's role in the community
POLICY DEVELOPMENT	Board Responsibilities	CEO Responsibilities
Library policy	Analyzes CEO policy recommendations Debates policy issues and implications Approves policy Reviews and revises policies as necessary	Recommends policies Advises board on policy development framework and format Provides information sources and policy examples Establishes procedures for implementing policies Interprets policies and procedures to library staff and public Maintains policy manual and ensures its accessibility
PLANNING	Board Responsibilities	CEO Responsibilities
Community needs for library service	Assesses needs	Assists board to assess and understand needs Carries out a formal assessment as necessary
Mission and overall direction	Defines mission and overall direction	Analyzes library strengths and weaknesses
Library goals and objectives	Develops and approves	Advises board and facilitates in development
Plan for meeting goals and objectives	Approves plan	Recommends programs, services and activities Formulates plan Administers library in accordance with plan
Monitoring and evaluation	Evaluates library performance annually or more often if appropriate Revises plan accordingly	Provides necessary data to demonstrate progress Participates in ongoing evaluation Adjusts plan accordingly

Power to set fees

The Public Libraries Act, RSO 1990, c. P.44, sec.23 (1-3) ALLOWS a board to charge for:

- use of parts of the library building not being used for library purposes;
- library services for non-residents;
- some services not outlined in Regulations.

A board is NOT permitted to charge for:

- admission to the library;
- using library materials in the library;
- reserving or borrowing circulating materials specified in Regulations.

Power to hire the CEO

The Public Libraries Act, RSO 1990, c. P. 44 gives a library board the sole right to hire the library’s chief executive officer.

Conflict of Interest

A library board member must disclose any direct, indirect or deemed pecuniary interest prior to consideration of any matter. Once the interest is disclosed, the member is prohibited from participating in the decision-making process.

Standard of care

A library board member is required to carry out his or her duties with the same care and attention that would reasonably be expected from someone of his or her knowledge or experience.

Officer: Who Does What?

FINANCE	Board Responsibilities	CEO Responsibilities
Annual budget	Analyzes preliminary budget and proposes necessary changes Officially adopts budget	Consults with municipal staff and advises board on municipal budget policy requirements and procedures Prepares preliminary budget in conjunction with board based on present and anticipated needs and board’s plan
Budget presentation to Council	Presents budget to council in accordance with municipal budget policy and procedures	Participates in budget presentation, supplying facts and figures, analysis and comments as requested
Sustainable resources	Determines revenue sources in relation to special project needs and/or funding gaps	Identifies options for generating additional revenue to support special project needs and/or funding gaps
Financial control measures	Appoints a board Treasurer Secures its own bank account and directs the disbursement of library funds Ensures safe financial control measures are in place to expend budget with due diligence and in accordance with board policies	If the CEO is Treasurer, oversees all accounting functions and prepares regular financial statements Monitors the budget Identifies and addresses problems as they arise
PERSONNEL	Board Responsibilities	CEO Responsibilities
CEO selection	Hires CEO	
Board-CEO relationship	Builds a strong relationship that recognizes board authority and respects CEO expertise Delegates to the CEO the authority for the organization and operation of the library and its staff	Builds a strong relationship that recognizes board authority and respects CEO expertise
Staff selection		Hires and directs all staff, adhering to board policies. May seek board input on senior staff selection
Employee performance appraisal	Evaluates CEO performance annually	Ensures that annual performance appraisals are conducted on all staff
Salary scales and union contracts	Approves	Negotiates salary and working conditions for staff including union contracts as applicable
Grievances	Ensures that appropriate steps are in place to handle any grievances that have not been satisfactorily resolved by the library’s grievance procedures	Handles all grievances and keeps the board informed
CEO succession management	Ensures that there is provision for succession management	Contributes input to succession management
GOVERNANCE PROCESS	Board Responsibilities	CEO Responsibilities
Board orientation and development	Board chair supports and participates in planning and delivery Board members engage and participate	Supports and facilitates planning and delivery
Board performance	Evaluates regularly Individual board members conduct annual self-appraisal	Contributes input to evaluation process
Succession planning	Identifies the skills and competencies necessary for the incoming board to meet new term challenges	Liaises with municipal staff on board appointments with input from outgoing board
Legacy planning	Summarizes highlights, successes and challenges of the term to provide the incoming board with a framework for moving forward	Provides input and support to the board for developing a legacy plan

Legislation to consult

The Public Libraries Act, RSO 1990, c. P.44
http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90p44_e.htm
 The Municipal Act, 2001, SO 2001, c. 25
http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_01m25_e.htm
 The Municipal Conflict of Interest Act, RSO 1990, c. M.50
http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90m50_e.htm
 The Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, c. M.56
http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90m56_e.htm
 Accessibility for Ontarians with Disabilities Act
http://www.e-laws.gov.on.ca/html/source/regs/english/2011/elaws_src_regs_r11191_e.htm
 For full listing of provincial and federal legislation affecting public libraries in Ontario . . . <http://www.library.on.ca/links/clearinghouse/legislation/index.htm>

Leadership

The stakeholders of today's libraries expect strong leadership. Modern governance must reach beyond budget oversight and a regular strategic planning exercise. A library board must embrace new ideas, probe its basic values and raison d'être and forge relationships to generate a comprehensive and efficient service that reflects its community's unique needs.

To be an effective board member...

1. Know your job.
2. Be open to continuous learning.
3. Recognize that only the board has the authority to act on behalf of the library; individual board members have no authority to act on their own.
4. Share in the responsibility for the effective functioning of the board by ensuring full discussion of issues and making reasoned decisions.
5. Build your knowledge and understanding of the broader library community.

Your Board's Path to Library Leadership by Design

Each column highlights the fundamental responsibilities in achieving effective leadership and sound library governance. Below each responsibility are the component tasks. Use this chart to find the resources your board needs in OLBA's **"Leadership by Design – One Place to Look"** database.

www.accessola.com/olba/oneplacetolook

BOARD ORGANIZATION	BOARD PERFORMANCE	PLANNING	LIBRARY MANAGEMENT	STEWARDSHIP	COMMUNITY DEVELOPMENT	ACCOUNTABILITY
Size	Duties and responsibilities	Mission, vision and values	CEO selection	Legislative compliance	Reciprocal dialogue with community members	Conflict of interest disclosure
Composition	Orientation and smooth transition from old to new	Community needs assessment	Board-CEO relationship	Commitment to library principles and intellectual freedom	Board-council relationship	Transparency
By-laws	Board development	Strategic direction	Defined board-CEO roles and responsibilities	Board commitment	Participation in community-wide planning processes	Response to changing needs based on sound evidence
Succession management	Performance assessment	Annual budget	Delegation of authority	Sound policy framework	Advocacy	Performance measures
Committee structure	Code of conduct Boardroom decorum Confidentiality Decision-making process Conflict resolution Speaking with one voice	Securing resources	CEO performance appraisal	Risk management Asset protection Liability Financial Health and safety Information privacy	Demonstration of the library's value to the community	Annual report
	Effective meetings	Monitoring and evaluation	CEO succession	Monitoring policy compliance	Connections with broader library community	
	Effective chairmanship					



∴ ontario library boards' association

50 Wellington St. East, Suite 201, Toronto M5E 1C8 www.accessola.com/olba 1-866-873-9867 FAX 1-800-387-1181

THE FOUR YEAR BOARD CYCLE

The Governance HUB is organized around a 4-year life cycle for public library boards, aligned with Ontario's 4-year board and council terms. Below you will see the theme and some sample topics for each of the 4 years.

By no means prescriptive, the 4-year cycle is designed to offer boards suggestions for developing a work plan. A balanced work plan should consider the board's education needs as well as the scheduling of tasks to meet the intended goals of the board.

You can access the resources by clicking on any one of the Year Boxes below.

Resources to assist with board orientation are part of Year 1 and include suggestions for successfully orienting new board members.

Year 1: Governance Roles & Responsibilities

Legislative Context
Public Library Sector
New Board Orientation

Year 2: Community & Municipal Relations

Board/Council Relationships
Linkage to Municipal facilities
Responding to Changing Needs

Year 3: Assessing & Planning for the future

Performance Measures
Risk Management
Board Succession Planning

Year 4: Legacy & Transition Readiness

Relationships Audit
Municipal Election Campaign
Board Appointments

Super Conference 2021
Report to the Board
Submitted by Wayne Greco

Siha Tooskin Knows His People and His Culture
Nakota ways of living and learning. Eight book series to educate with literature focused on native culture and traditions.

Keynote: Anna Tremonti
The power of telling stories; history, ideas, discussion and debate. Change is powerful and painful.

Powwow: Reconciliation through Celebration
Session exceeded the maximum number. Will view at a later date.

Spotlight: Dr. Evan Adams. Native history through photos and paintings. Colonization to the present. Education, employment, housing, income; indigenous people last in every category.

Recognizing library Value: Supporting Community and Economic Recovery Through social media, research, and community engagement.

Hamilton Reads: Finding Pandemic Inspiration in Indigenous Apocalyptic Fiction
Moon of the Crusted Snow: one book, one community. Book talk over a 6 month period.

Keynote: Ryan McMahon Anishanabee comedian. Story of Canada from an indigenous perspective. Truth, healing, reconciliation, and the path forward.

National FilmBoard of Canada: Indigenous cinema. CAMPUS one of the world's largest collections of indigenous films.

Evaluating Mental Illness in YA Fiction. Mental illness as diversity. Evaluating collections to identify images that are distorted, negative or laughable.

Spotlight: Angela Misri. Journalist and author @ Walrus. The positive side of social media in creating supportive communities, especially during a time of pandemic.

Legacy Schools: Education is the Key to Reconciliation. Free toolkits for schools to become aware and engage in Reconcili Actions.

Author: Jodie Callaghan. The Train. Indigenous author. Residential schools and survivors.

NFB Indigenous Offer: Indigenous Voices, learning program.

OLBA Boot Camp:

Ceo and Performance Appraisal. Connect to strategic goals. Encourage CEO development. Identify problems early and create a strong partnership with the Board. Set goals for Board/staff/CEO for the year. CEO personal performance goals: organizational priorities, leadership tasks, professional development. Action Plan focused on what and when.

**Governance Hub www.librarygovernance.ca

Municipal Boards: Making them work effectively.



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 16

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: MEETING SCHEDULE
DATE: FEBRUARY 22, 2021

PURPOSE

To have the Board set its meeting schedule from March 2021 to January 2022.

PAST BOARD MEETINGS

In the past, the Board's By-laws dictated that meetings of the Board of Trustees were to be held every third Monday with the exception of when that Monday fell on a holiday. Those meetings were to be held on the fourth Monday of the month. The Board meet 10 times a year, from January to June, and from September to December.

Recent revisions to the By-laws now allows for the Board to schedule its meetings for the year. Changes to the Public Libraries Act also reduced the number of mandatory meetings required and so the Board has chosen to make December an optional meeting.

SCHEDULING MEETINGS

The Board must schedule its upcoming meetings the first of which will be in March. Things to consider are which day of the week is most suitable as well what time of the month would be most beneficial (early, midmonth, or late in the month). Other considerations should include Committee meetings, Council meetings, holidays, events and anything else that may impact when the meetings may happen.

This will require a motion of the Board.

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer