LIBRARY BOARD
Regular Meeting
Tuesday, November 24, 2020 – 4:30 P.M.
VIRTUAL – BOARD ROOM & VIA ZOOM
AGENDA

1. Call to Order
   1.1 Excused Absence

2. Declaration of Conflict of Interest

3. Approval of Agenda

4. Approval of the Minutes
   4.1 October 19, 2020 Regular Board Meeting Minutes
   4.2 Matters arising from the October19, 2020 Regular Board Meeting Minutes
      4.2.1 Sump Pump Replacements
      4.2.2 Volunteer/Donor Recognition

5. Consent Agenda
   5.1 Friends Report
   5.2 Correspondence
      5.3.1 In-coming: See agenda Item #9
      5.3.2 Out-going: NONE
   5.3 Information Items
      5.3.1 Festival of Trees
      5.3.2 Paper Festival

6 Items Removed from Consent

7 Financials
   7.1 Financial Committee Report
   7.2 Monthly Expenditure Report – October 2020
   7.3 October 2020 Financial Reports
   7.4 2021 Budget Presentation
   7.5 Fines and Fees Schedule

8 SOLS and OLS-N Merger
   8.1 Presentation by Mellissa D'Onofrio-Jones MLIS

9 Resignation of Board member L. Dufour

10 Library Policies
   10.1 Policy Committee Report
   10.2 Procedural By-Law
   10.3 100-04 Executive Limitations Policy
   10.4 100-07 Board Contact Policy
   10.5 100-08 Signing Authority
   10.6 300-27 Face Covering Policy
   10.7 400-05 Vacation Carryover Policy – Management and Administrative Staff
   10.8 400-06 Health Care Leave Policy

11 Library Operations

12 Sault Star Archives

13 Board Orientation Manual Outline

14 Strategic Planning

15 OLA Superconference 2021

16 New Business

17 Resolved that the members of the Sault Ste. Marie Public Library Board move into Closed Session pursuant to the Public Libraries Act, Section 16.4 Closed Meetings, as the subject matter being considered is: Personal matters about an identifiable individual; Further be it resolved that should the said Closed Session be adjourned, the Board may reconvene in Closed Session to continue to discuss the same matter without the need for further authorizing resolution. Be it further resolved that the following individuals be permitted to attend: M. MacDonald

18 Report of the Closed Session

19 Next Board Meeting December 21, 2020 (optional)

20 Adjournment

Sault Ste. Marie Public Library
Library Board
REGULAR MEETING
Monday, October 19, 2020 – 4:30 P.M.
Virtual – BOARD ROOM & VIA ZOOM

Board Members Present:

Ashlee Gerard	Jami Van-Haaften	Luke Dufour
Wayne Greco	Sara McCleary	Elspeth Belair
Kevin Harrison		

Library: Matthew MacDonald, Rosanne Chan

Media: David Helwig

Absent: Frances Ryan, Erin Ferlaino

1. Call to Order

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

1.1 Excused Absence

No excused absences.

2. Declaration of Conflict of Interest

No conflicts declared.

3. Approval of Agenda

MOTION:

The Sault Ste. Marie Public Library Board approves the agenda of October 19, 2020 meeting as amended:

Item 5.1: Invoices Paid – September 2020 moved to as Item 7.4.

Moved: L. Dufour Seconded: J. Van-Haaften **CARRIED**

4. Approval of the Minutes

4.1 September 21, 2020 Regular Board Meeting Minutes

MOTION:

The Sault Ste. Marie Public Library Board approves the minutes of the September 21, 2020 meeting as presented:

Moved: K. Harrison Seconded: J. Van-Haaften **CARRIED**

4.2 Matters arising from the September 21, 2020 Minutes

A. Gerard will present a proposal for an updated Board Orientation Manual at the next Board meeting.

J. Van-Haaften will also volunteer for the Special Committee to plan celebrations for the Library's 125th anniversary.

5. Consent Agenda

5.1 Invoices Paid – September 2020

5.2 Friends Report

5.3 Correspondence

5.3.1 In-coming: NONE

5.3.2 Out-going: NONE

5.4 Information Items

5.4.1 Ontario Public Library Week

5.4.2 CEO Vacation

5.4.3 Staff Development Day

MOTION:

The Sault Ste. Marie Public Library Board approves the ***consent agenda*** of the October 19, 2020 meeting as amended:

Item 5.1: Invoices Paid – September 2020 be removed from the consent agenda.

Moved: E. Belair Seconded: K. Harrison **CARRIED**

6. Items Removed from Consent

5.1 Invoices Paid – September 2020

W. Greco informed the Board that the invoices paid for September 2020 were discussed in the October 15, 2020 Finance Committee meeting and a recommendation will be provided to the Board. As such, this item should be in the Financials category instead. Also, all monthly invoices paid will be discussed in future Finance Committee meetings with recommendations to be provided to the Board. Therefore, should be included under the Financials category in future Board meetings as well.

7. Financials

7.1 Financial Committee Report (verbal)

A. Gerard advised that financial-related items are to be discussed in the Finance Committee meetings with recommendations provided to the Board. The Board can then make succinct decisions on financial matters and spend less time in Board meetings.

A. Gerard reviewed the minutes from the October 15, 2020 Finance Committee meeting and outlined the committee's recommendations for the following:

- The Board accept the September 2020 financial reports as presented;

- The Board accept the revised audited financial statements as presented and the additional amendments to be made to the statements;

- The Board accept the invoices paid for September 2020 as presented.

7.2 September 2020 Financial Reports

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

MOTION:

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

Moved: A. Gerard Seconded: E. Belair **CARRIED**

7.3 Approval of Updated Audit

The Board accepted the revised 2019 Audited Financial Statements and the additional amendments to be made as recommended by the Finance Committee.

MOTION:

The Sault Ste. Marie Public Library Board approves the revised 2019 Audited Financial Statements as presented.

Further, that additional amendments be made to the financial statements for:

- Updating the groupings of the individual accounts;
- Updating Attachment II: Summary of Corrected Misstatements to the Management Representation letter as prepared by KPMG;
- Adding a clarifying statement to Note 6. Capital Lease Obligation that there is an annual inflationary increase of not more than 2% as per our lease agreement with the Algoma District School Board.

Moved: E. Belair Seconded: S. McCleary **CARRIED**

7.4 Invoices Paid – September 2020

M. MacDonald questioned that the amount of invoices paid for September 2020 appeared low. R. Chan advised that the wages and benefits for the month of September is to be included with the report for October 2020. As such, invoices paid for October 2020 will appear high.

The Board accepted the invoices paid for September 2020 as recommended by the Finance Committee.

MOTION:

The Sault Ste. Marie Public Library Board approves that the cheques for the month of September 2020, which include wages and benefits and RBC Visa in the amount of $60,269.07 be confirmed paid.

Moved: L. Dufour Seconded: J. Van-Haaften **CARRIED**

8. Library Operations

M. MacDonald advised that the Library had planned to expand its services, including reopening the North Branch, on October 5, 2020. These plans had to be delayed as the number of cases of COVID-19 had increased and the recent

announcement of increased health restrictions by the government of Ontario. The Library plans to reopen the North Branch sometime in the month of November instead.

9. Facilities

9.1 Facilities Committee Report (verbal)

L. Dufour advised that the Facilities Committee met on October 13, 2020 and reviewed the bids for the Sump Pump replacement and waterproofing project in the lower lobby of the James L. McIntyre Centennial Library. Of the five bids received, Park Construction was the lowest bidder. Therefore, the committee recommends that the Board award the contract for the Sump Pump replacement and waterproofing to Park Construction for $23,355.97.

9.2 Sump Pump Replacements

The Board accepted the Facilities Committee recommendation to award the Sump Pump replacement and waterproofing project to Park Construction.

MOTION:

The Sault Ste. Marie Public Library Board award the contract for Sump Pump replacement and waterproofing to Park Construction for $23,355.97.

Moved: L. Dufour Seconded: S. McCleary **CARRIED**

10. Volunteer and Donor Recognition

M. MacDonald recommended that the Board find some new way to demonstrate their appreciation of the volunteers, various sponsors and major donors for the 2020 year. Normally, an annual volunteer reception is held in the fall. However, due to COVID-19, the tradition cannot be upheld this year.

The Board agreed to forgo the volunteer reception. Instead, personalized “Thank You” cards with token gifts will be delivered. An announcement in media will be published as well as a post in the Library’s online platforms. In addition, an article of recognition published in the Sault Star.

Board members A. Gerard, J. Van-Haaften and S. McCleary will volunteer to help with the cards and gifts. M. MacDonald will draft a standard letter. A. Gerard and J. Van-Haaften will review catalogues and advise the Library what cards and envelopes to purchase. W. Greco advised that this project will need to be completed quickly and by the next Board meeting since it is already late in the season.

M. MacDonad advised that all volunteers, sponsors and donors that would have been invited to the volunteer reception this year, be invited to join next year's reception along with the volunteers, sponsors and donors of 2021.

11. Library Closures

11.1 Additional 2020 Holiday Closures

M. MacDonald advised that Management recommend the Board consider the Library closing to the public two additional days during the 2020 December holidays: Christmas Eve (Thursday, December 24) and New Year's Eve (Thursday, December 31).

During these two days, there would have been very limited opening with the current reduced hours of the Library and the already reduced hours for these days. In addition, they are the least busy days for library operations. The Board agreed to the closure of the Library for the additional two days.

MOTION:

Resolved that the Sault Ste. Marie Public Library Board approve the additional Library closures for the year 2020 as presented.

Moved: K. Harrison Seconded: A. Gerard **CARRIED**

11.2 2021 Closures

M. MacDonald recommended the following Library closures for 2021 based on City closures and past practice. As well as the Library operating limited hours on Christmas Eve and New Year's Eve. The Board agreed to the Library closures and limited operating hours for the year 2021.

MOTION:

The Sault Ste. Marie Public Library Board approve the Library closures for the year 2021 as presented:

New Year's Day:	Friday, January 1
Family Day:	Monday, February 15
Good Friday:	Friday, April 2
Easter:	Sunday, April 4
Easter Monday:	Monday, April 5
Victoria Day:	Monday, May 24
Canada Day:	Thursday, July 1
Sir William Hearst Day:	Monday, August 2
Labour Day:	Monday, September 6
Thanksgiving:	Monday, October 11
Remembrance Day:	Thursday, November 11

Staff Development Day:	Monday, November 22
Christmas:	Saturday, December 25
Boxing Day:	Sunday, December 26
Closed for Christmas:	Monday, December 27
Closed for Boxing Day:	Tuesday, December 28

Further, the Library will operate limited hours on the following days:

Christmas Eve:	Friday, December 24 (All locations close at 12 pm)
New Year's Eve:	Friday, December 31 (All locations close at 4:30pm)

Moved: E. Belair Seconded: K. Harrison **CARRIED**

12. Board Committees

M. MacDonald advised that the Board has four standing committees: Policy, Facilities, Finance and CEO Evaluation. However, the current Board's by-laws has language only for Special Committees and none for Standing Committees. In addition, several of the committees are operating without a terms of reference and require a more firm framework.

M. MacDonald recommended that the Board request the Policy Committee to review the Board's by-laws and update them to include language for standing committees to be approved at the next Annual General Meeting. W. Greco will contact F. Ryan, the current chair of the Policy Committee, on the setup of future meetings for the committee.

D. Helwig exits the meeting at 5:15 p.m.

Moved into Closed Session at 5:15 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: E. Belair Seconded: A. Gerard **CARRIED**

Returned to Open Session at 5:17 p.m.

14. Report of the Closed Session

No report of the Closed Session.

15 New Business

Board members asked about the development of a new Strategic Plan for the Library. Despite the existence of COVID-19, there is some sense of normalcy in Library operations now that a new plan can be worked on and created. The Library's last strategic plan expired in 2018. The City's current strategic plan will expire at the end of 2020. The Chair suggested that members bring some ideas for the strategic plan to the next board meeting.

16. Board Meeting

16.1 Next Meeting November 24, 2020 at 4:30 p.m.

17. Adjournment

MOTION

The Sault Ste. Marie Public Library Board move to adjourn the October 19, 2020 meeting at 5:22 p.m.

Moved: A. Gerard Seconded: J. Van-Haaften **CARRIED**

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Chairperson, Library Board

2020 FRIENDS INCOME

MONTH	BOOKSALE TABLE	FRIENDS BOOKSTORE	ON-LINE SALES	MONTHLY TOTALS	
JANUARY	$ 478.85	$ 2,758.25		$ 3,237.10	
FEBRUARY	$ 212.00	$ 3,148.95	$ 437.29	$ 3,798.24	
MARCH	$ 68.75	$ 1,370.85		$ 1,439.60	Library closed March 17/20 due to CO-VID19
1st Quarter Totals	$ 759.60	$ 7,278.05	$ 437.29	$ 8,474.94	
APRIL				$ -	
MAY					
JUNE				$ -	
2nd Quarter Totals	$ -	$ -	$ -	$ -	
JULY				$ -	
AUGUST		$ 2.00		$ 2.00	
SEPTEMBER	$ 55.00	$ 823.15		$ 878.15	Friends Book Store opened to public
3rd Quarter Totals	$ 55.00	$ 825.15	$ -	$ 880.15	on Sept. 15/20
OCTOBER	$ 29.00	$ 1,242.00		$ 1,271.00	
NOVEMBER					
DECEMBER				$ -	
4th Quarter Totals	$ 29.00	$ 1,242.00	$ -	$ 1,271.00	
TOTALS Year To Date	**$ 843.60**	**$ 9,345.20**	**$ 437.29**	**$ 10,626.09**	

	DATE	LIBRARY	FRIENDS	TOTAL
1st Quarter Totals	JAN-MARCH	$ 759.60	$ 7,278.05	$ 8,474.94
2nd Quarter Totals	APR-JUNE	$ -	$ -	$ -
3rd Quarter Totals	JULY-SEPT	$ 55.00	$ 825.15	$ 880.15
4th Quarter Totals	OCT-DEC	$ 29.00	$ 1,242.00	$ 1,271.00
Annual Total				
Seedy Saturday	Feb.29/20		$ 135.00	
Special Event Totals				
Rotary Sale				$ -
Grand Total		$ 10,626.09	$ 135.00	$ 10,761.09

Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 5.3

TO: LIBRARY BOARD

FROM: MATTHEW MACDONALD, CEO & SHARON WIGNEY, MANAGER OF PUBLIC SERVICES

SUBJECT: INFORMATION ITEMS

DATE: NOVEMBER 24, 2020

5.4.1 FESTIVAL OF TREES

This year marked the 6th year the Sault Ste. Marie Public Library has participated in The Festival of Trees, a charity fundraiser for the Lung Association of Algoma. This is a week-long event that involves the auctioning/raffling of beautifully decorated trees, wreaths and other items donated by local businesses and organizations. Due to the circumstances of COVID-19, the organizers of the event opted for a virtual platform for the community to safely participate in 2020. The library staff wanted to create something lighthearted and whimsical this year by creating "Sparkle and Joy", a unicorn-themed tree. Set on a white Christmas tree, multi-coloured lights highlighted rainbow coloured tulle, unicorn decorations and a glittery horned tree-topper. This event is a fun, well attended outreach project showcasing the Sault Ste. Marie Public Library within the community while supporting a worthy cause.

5.3.2 PAPERCRAFT FESTIVAL

Tuesday November 24th, marks the 5th anniversary of the Library's annual Paper Craft Festival. Due to the pandemic the event has been scaled down. Pre-packaged craft projects will be available for pick-up at the James L. McIntyre Centennial Library. A variety of adult crafting projects will be available for pick up at the Information Desk. Children's crafting kits will be available for pick-up at the Children's desk. The crafts will continue to be given out while supplies last.

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer

Sault Ste. Marie Public Library
FINANCE COMMITTEE
Thursday, November 19, 2020 – 4:30 P.M.
Centennial Library & Virtual

Board Committee Members Present:

Wayne Greco
Elspeth Blair
Kevin Harrison
Ashlee Gerard
Erin Ferlaino

Library: Matthew MacDonald, Rosanne Chan

1. Call to Order

W. Greco called meeting to order at 4:34 p.m.

2. Declaration of Conflict of Interest

No conflicts declared.

3. Approval of Agenda

The committee approves the agenda as presented.

Moved: Elspeth Blair Seconded: Ashlee Gerard

4. Approval of Minutes – Finance Committee

4.1. Finance Committee Meeting – October 15, 2020 Minutes

Moved: Elspeth Blair Seconded: Erin Ferlaino

4.2. Matters Arising

Minute Taking

Erin to take minutes for the finance committee moving forward.

Budget Adjustment: Insurance

Insurance will be increasing by almost $5,000 to cover the building among other items in 2021 from last year. We were not charged for 2019 insurance last year and received the invoice in 2020 after the budget was submitted.

We will be paying for 2019 and 2020 this year. 2021 insurance is $19,236; $12,000 over what was budgeted for 2021. There are funds available in the 2020 fiscal

budget to cover this cost now. R. Chan is proposing we pay for insurance now as we are able to support this expense this year. This will prevent the committee from having to go back to council with an amended budget proposal.

There are concerns as to why we were not provided bills for 2019, and a late bill in 2020. R. Chan will be implementing year-end processes to ensure we are not missing payments moving forward.

Committee Recommendation: The finance committee recommends we pre-pay our insurance for 2021.

5. 2021 Library Budget Presentation

R. Chan reviews budget presentation prepared for Council.

The committee is pleased with the budget presentation.

6. Financial Results as of October 31, 2020

R. Chan reviews the statement as presented.

Grants sits at 99%. We did not receive grants for students.

Salaries and benefits sit at 84%. There was an increase due to the termination payment for one staff and we have seen an increase in our retirement health benefits costs.

Office expenditures have increased due to purchasing supplies in relation to COVID 19. There will be an additional increase as the library will be upgrading hand sanitizing stations.

Operating expenditures is high due to inflationary costs that were not predicted.

R. Chan and M. MacDonald to address books and periodicals with C. Rumas, as this line item should be closer to 90%. Ordering should be wrapping up by now.

Recommendation: The finance committee recommends that the board accept the October financial statements as presented.

Proposed Motion: The board accepts the financial results as of October 31, 2020.

7. Invoices Paid October 2020

R. Chan reviews the invoices paid for October. The format has been updated to reflect existing formatting.

R. Chan to add the logo to the form.

Invoices paid are now broken down by cheques and EFTs. Prior statements do not reflect actual breakdown of how items are paid. Wages are paid by EFT.

Spikes in payments are a result of termination pay.

The board will see fewer cheques being processed once EFT transfers is set-up with RBC for Library transactions. EFTs will maximize efficiencies.

R. Chan and M. MacDonald will be revising all 2020 invoices paid statements to reflect actual payment methods and will present a revised report to the committee.

Recommendation: The finance committee recommends the board accept the statement of Invoices Paid as of October 31, 2020.

Proposed Motion: The board accepts the statement of Invoices paid as of October 31, 2020.

8. Review of Finance Committee Terms of Reference

Deferred

ACTION Finance committee to review and provide feedback on the Terms of Reference.

9. New Business

9.1. Whitehots

This service supports staff in cataloging. Whitehots also ensures our books arrive ready to be shelved.

We have received notice that our rates will be increasing by 5% of $10,000 for the processing and cataloging fees to maintain free shipping.

We previously worked with LSC. The library chose Whitehots as they offered better rates.

9.2. Next Meeting

Next meeting is scheduled for December 17, 2020 unless the board decides to move the next board meeting to January.

10. Adjournment

W. Greco adjourns the meeting at 5:35 pm.

Sault Ste. Marie Public Library

Resolution #: _____

Moved by: _____ Carried or Denied

Seconded by: _____

Cheque Register:

October 1, 2020	73,753.42
October 6, 2020	21,457.91
October 15, 2020	26,265.54
October 22, 2020	104,696.60
October 29, 2020	12,126.19
Subtotal	$238,299.66

EFT from Bank Statements:

Wages	138,263.87
RBC Visa 10/20/2020	2,403.85
Other	53.86
Subtotal	$140,721.58
Total	**$379,021.24**

RESOLVED THAT:

The expenditures for the month of October 2020, which include wages, benefits and RBC Visa in the amount of $379,021.24 be confirmed paid.

CHAIR - LIBRARY BOARD _____ DATE _____

CEO - MATTHEW MACDONALD _____ DATE _____

SSM LIBRARY
Summary of All Units
For the Ten Months Ending Saturday, October 31, 2020

Department	Actual	**Budget**	Percentage **to Date**
REVENUE			
Grants	($3,183,785.00)	($3,231,591.00)	99%
Fines	(4,146.84)	($20,500.00)	20%
Concessions			0%
Sales	(13,659.16)	($52,250.00)	26%
Donations	(15,829.79)	($43,331.00)	37%
Other income	(51,493.08)	($36,800.00)	140%
Change in future employee benefits			0%
Surplus, prior year			0%
	(3,268,913.87)	($3,384,472.00)	97%
EXPENDITURES			
Salaries and benefits	1,856,103.42	$2,521,920.00	74%
Future employee benefits			0%
Books and periodicals	139,695.86	$203,881.00	69%
Utilities	61,052.01	$94,000.00	65%
Office expenditures	105,174.09	$134,200.00	78%
Operating expenditures	285,218.03	$370,971.00	77%
Equipment purchases	42,177.73	$59,500.00	71%
Depreciation			0%
Default			0%
	2,489,421.14	$3,384,472.00	74%
(Surplus)/Deficit	(779,492.73)	$0.00	0%

SSM LIBRARY
LIBRARY ADMINISTRATION
For the Ten Months Ending Saturday, October 31, 2020

Department	Actual	**Budget**	Percentage **to Date**
REVENUE			
Grants	($3,183,785.00)	($3,231,591.00)	99%
Fines			
Concessions			
Sales	(9,457.51)	($31,500.00)	30%
Donations	(15,829.79)	($43,331.00)	37%
Other income	(48,450.00)	($28,000.00)	173%
Change in future employee benefits			
Surplus, prior year			
	(3,257,522.30)	($3,334,422.00)	98%
EXPENDITURES			
Salaries and benefits	639,990.93	$759,938.00	84%
Future employee benefits			
Books and periodicals		$1,000.00	0%
Utilities			
Office expenditures	69,785.64	$94,900.00	74%
Operating expenditures	1,611.07	$18,777.00	9%
Equipment purchases	42,177.73	$55,000.00	77%
Depreciation			
Default			
	753,565.37	$929,615.00	81%
(Surplus)/Deficit	(2,503,956.93)	($2,404,807.00)	104%

SSM LIBRARY
LIBRARY MAIN BRANCH
For the Ten Months Ending Saturday, October 31, 2020

Department	Actual	**Budget**	Percentage **to Date**
REVENUE			
Grants			
Fines	(3,487.75)	($18,000.00)	19%
Concessions			
Sales	(3,764.76)	($18,900.00)	20%
Donations			
Other income	(2,187.72)	($6,000.00)	36%
Change in future employee benefits			
Surplus, prior year			
	(9,440.23)	($42,900.00)	22%
EXPENDITURES			
Salaries and benefits	1,010,236.99	$1,474,091.00	69%
Future employee benefits			
Books and periodicals	103,757.17	$134,550.00	77%
Utilities	61,052.01	$94,000.00	65%
Office expenditures	34,173.83	$36,600.00	93%
Operating expenditures	89,881.73	$142,100.00	63%
Equipment purchases		$2,500.00	0%
Depreciation			
Default			
	1,299,101.73	$1,883,841.00	69%
(Surplus)/Deficit	1,289,661.50	$1,840,941.00	70%

SSM LIBRARY
LIBRARY KORAH BRANCH
For the Ten Months Ending Saturday, October 31, 2020

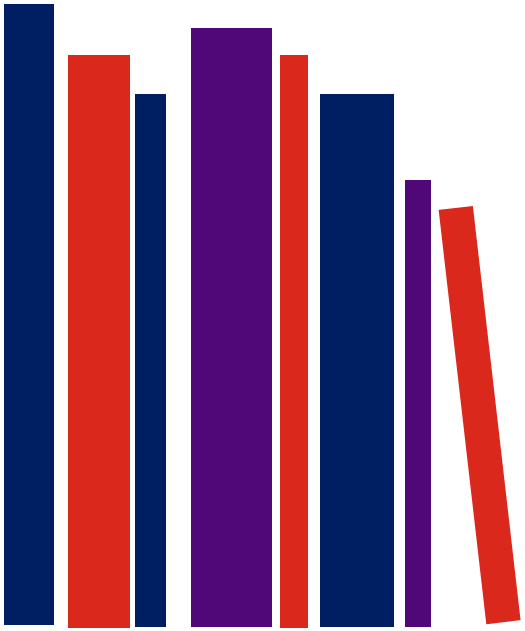
Department	Actual	**Budget**	Percentage **to Date**
REVENUE			
Grants			
Fines			
Concessions			
Sales			
Donations			
Other income			
Change in future employee benefits			
Surplus, prior year			
		$0.00	0%
EXPENDITURES			
Salaries and benefits			
Future employee benefits			
Books and periodicals			
Utilities			
Office expenditures	330.77		0%
Operating expenditures			
Equipment purchases			
Depreciation			
Default			
	330.77	$0.00	0%
(Surplus)/Deficit	330.77	$0.00	0%

SSM LIBRARY
LIBRARY NORTH BRANCH
For the Ten Months Ending Saturday, October 31, 2020

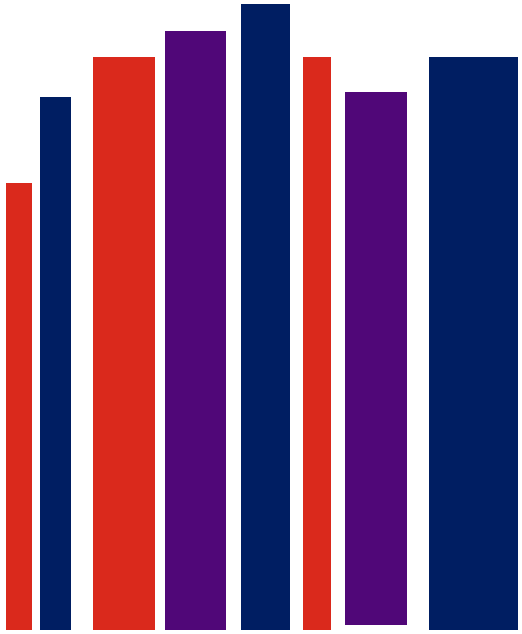
Department	Actual	**Budget**	Percentage **to Date**
REVENUE			
Grants			
Fines	(659.09)	($2,500.00)	26%
Concessions			
Sales	(436.89)	($1,850.00)	24%
Donations			
Other income	(855.36)	($2,800.00)	31%
Change in future employee benefits			
Surplus, prior year			
	(1,951.34)	($7,150.00)	27%
EXPENDITURES			
Salaries and benefits	205,875.50	$287,891.00	72%
Future employee benefits			
Books and periodicals	35,938.69	$68,331.00	53%
Utilities			
Office expenditures	883.85	$2,700.00	33%
Operating expenditures	194,043.95	$208,094.00	93%
Equipment purchases		$2,000.00	0%
Depreciation			
Default			
	436,741.99	$569,016.00	77%
(Surplus)/Deficit	434,790.65	$561,866.00	77%

SSM LIBRARY
LIBRARY CONCESSION
For the Ten Months Ending Saturday, October 31, 2020

Department	Actual	**Budget**	Percentage **to Date**
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"



2021 Budget Presentation

Sault Ste. Marie Public Library
www.ssmpl.ca
"One stop....endless possibilities"

Library Services - Diversified

We're about more than Books

James L. McIntyre Centennial Library

North Branch

Sault Ste. Marie Public Library
www.ssmpl.ca
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Accessible Materials

Circulation

- Magazines & Newspapers
- Movies & Music
- Audio & E-Books

Information Services

- Research & Reference
- Local History
- Genealogy

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Accessible Materials

Technology

- Computers & Wi-fi
- Lending Laptops
- 3D Printer

Public Archives

- 21 collections: Algoma Area & Notable Persons
- New – Sault Star archives

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Sault Star Archives

Kelly, B. (2020) «Sault Star archives get a new home,» The Sault Star, The Postmedia Network, November 6 [Online]. Available at https://www.saultstar.com/news/local-news/sault-star-archives-get-a-new-home [Accessed 12 November 2020].

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Sault Star Archives

Kelly, B. (2020) «Sault Star archives get a new home,» The Sault Star, The Postmedia Network, November 6 [Online]. Available at https://www.saultstar.com/news/local-news/sault-star-archives-get-a-new-home [Accessed 12 November 2020].

Della-Mattia, E. (2020) «Sault Star archives get a new home,» The Sault Star, November 6 [Online]. Available at https://www.saultstar.com/news/local-news/sault-star-archives-get-a-new-home [Accessed 12 November 2020].

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Community Hub

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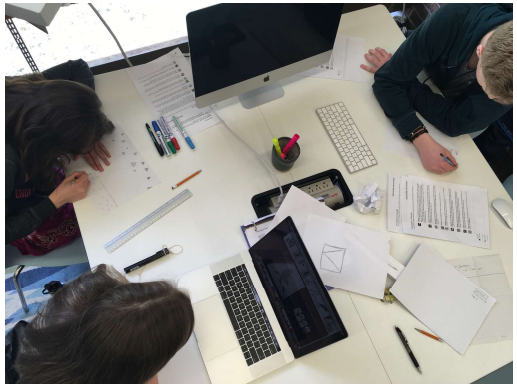
Community Hub

Northern THINK Hub



DGTL CREATOR

Sault Ste. Marie Public Library
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Online Library Services

Increase 40%!

Sault Ste. Marie Public Library
www.ssmpl.ca
"One stop....endless possibilities"

Digital Resources

Download and Online Streaming

• Audio & E-books, Movies, TV Shows, Music, Comics •

Increase 29%!

Sault Ste. Marie Public Library
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Online Resources

Children & Teens

NoveList

TumbleBook Library

SAG FOUNDATION PRESENTS
Storyline Online

Research Databases

Frontier Life:
Borderlands, Settlement and Colonial Encounters
AM Adam Matthew

ancestry library edition

Historical Forestry Database

ProQuest
SIRS® Discoverer

GALE
Literature Criticism Online

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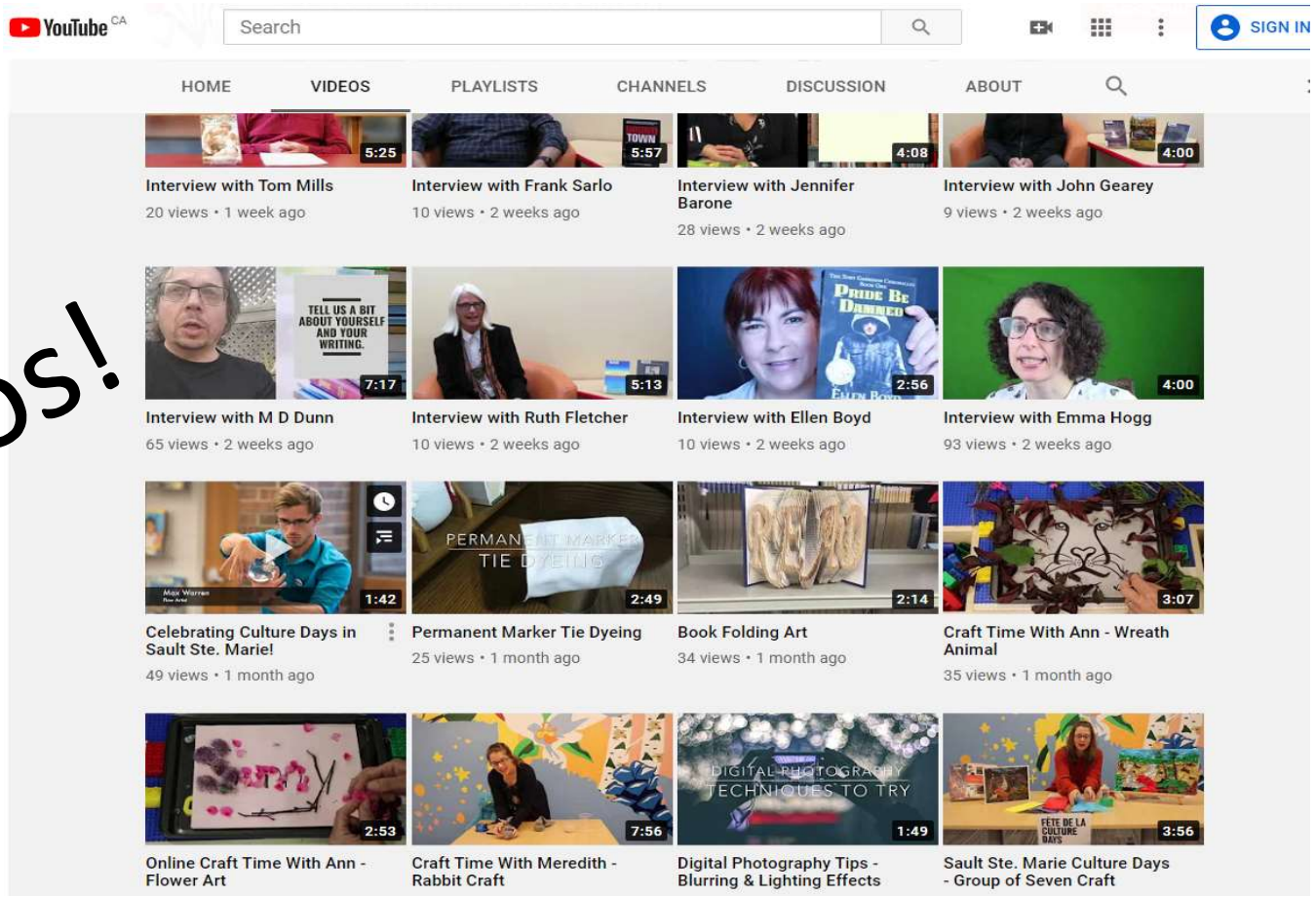
Online Community Hub - Programs

100+ Videos!



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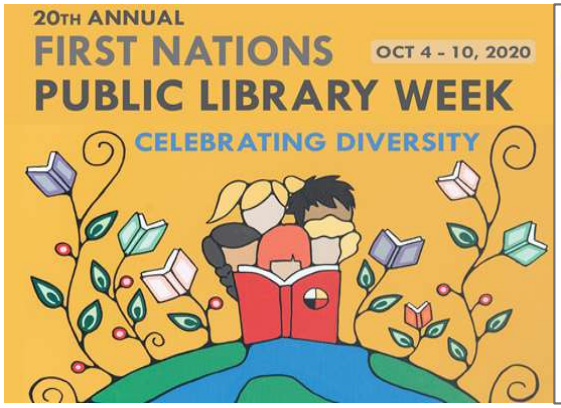
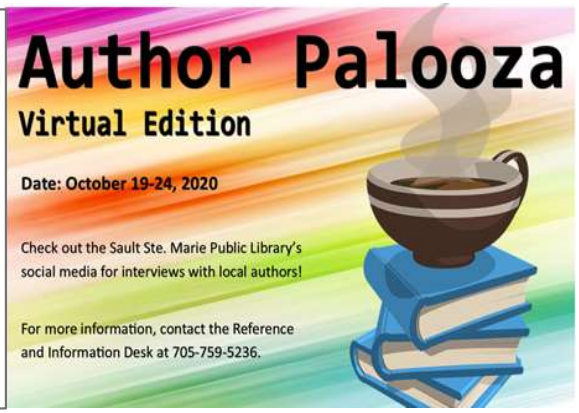
Online Community Hub - Events





Sault Ste. Marie Public Library
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Statistics

Social Media Platforms

Increase 35%

921,360 hits!

Active Library Cardholders

Increase 9%

20,000+

1 out of 4!

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Administration

50+ Year Old Building:

- Sump Pump & Waterproofing – Prevent Future Flooding
- 2 HVAC units – Capital Reserve
- LED Exterior Lights – Safety

Future Projects: Building Renewal, Cladding, LED Interior Lights

- Consultation with futureSSM – Energy Retrofit Incentives

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Levy Board Budget Motion

"… in future budget years, … that outside levy and local boards be requested to bring forward two scenarios, one, their recommended budget, and two, what spending cuts would be necessary in order to accommodate …"

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Budget Proposal

REVENUE	2021	2020	$ Change
MUNICIPAL GRANTS	(2,832,382)	(2,790,524)	(41,858)
CONTRACTING COMMUNITIES	(22,965)	(22,965)	0
PROVINCIAL GRANTS	(372,577)	(368,919)	(3,658)
OTHER GRANTS	(2,400)	(49,183)	46,783
FINES AND FEES	(19,500)	(20,500)	1,000
DONATIONS	(17,669)	(18,000)	331
COPY AND PRINT SERVICES	(9,000)	(11,350)	2,350
ROOM RENTALS	(7,300)	(7,300)	0
BOOK SALES	(40,700)	(38,100)	(2,600)
MISC. REVENUE	(27,650)	(30,300)	2,650
TOTAL REVENUE	(3,352,143)	(3,357,141)	4,998

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Budget Proposal

EXPENDITURES	2021	2020	$ Change
SALARIES	2,031,181	2,053,612	(22,431)
BENEFITS	510,218	472,854	37,365
LIBRARY MATERIALS	174,250	178,550	(4,300)
UTILITIES	95,000	94,000	1,000
OFFICE EXPENDITURES	129,500	134,200	(4,700)
OPERATING EXPENDITURES	358,486	368,971	(10,486)
EQUIPMENT PURCHASES	53,500	59,500	(6,000)
TOTAL EXPENDITURES	3,352,135	3,361,687	(9,552)
DEFICIT / (SURPLUS)	**$ (7)**	**$ 4,546**	**$ (4,553)**

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Budget Recommendation

REVENUE	2021	2020	$ Change
MUNICIPAL GRANTS	(2,818,429)	(2,790,524)	(27,905)
CONTRACTING COMMUNITIES	(22,965)	(22,965)	0
PROVINCIAL GRANTS	(372,577)	(368,919)	(3,658)
OTHER GRANTS	(2,400)	(49,183)	46,783
FINES AND FEES	(19,500)	(20,500)	1,000
DONATIONS	(17,669)	(18,000)	331
COPY AND PRINT SERVICES	(9,000)	(11,350)	2,350
ROOM RENTALS	(7,300)	(7,300)	0
BOOK SALES	(40,700)	(38,100)	(2,600)
MISC. REVENUE	(27,650)	(30,300)	2,650
TOTAL REVENUE	(3,338,190)	(3,357,141)	18,951

Sault Ste. Marie Public Library
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Budget Recommendation

EXPENDITURES	2021	2020	$ Change
SALARIES FULL TIME	1,611,414	1,594,458	16,956
SALARIES PART TIME	419,767	459,154	(39,387)
BENEFITS	510,218	472,854	37,365
TOTAL SALARIES AND BENEFITS	2,541,400	2,526,466	14,934
LIBRARY MATERIALS	174,250	178,550	(4,300)
UTILITIES	95,000	94,000	1,000
OFFICE EXPENDITURES	129,500	134,200	(4,700)
OPERATING EXPENDITURES	358,486	368,971	(10,486)
EQUIPMENT PURCHASES	53,500	59,500	(6,000)
TOTAL EXPENDITURES	3,352,135	3,361,687	(9,552)
DEFICIT / (SURPLUS)	**$ 13,945**	**$ 4,546**	**$ 9,399**

Alignment with Corporate Strategic Plan

- Deliver excellent customer service to the citizens of Sault Ste. Marie

- Promote the qualify of life advantages to the citizens of Sault Ste. Marie
- Promote and support the arts and culture in the cultural corridor
- Contribute to the vibrant and attractive downtown area of the City

Sault Ste. Marie

Public Library

1896 - 2021

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125th Anniversary

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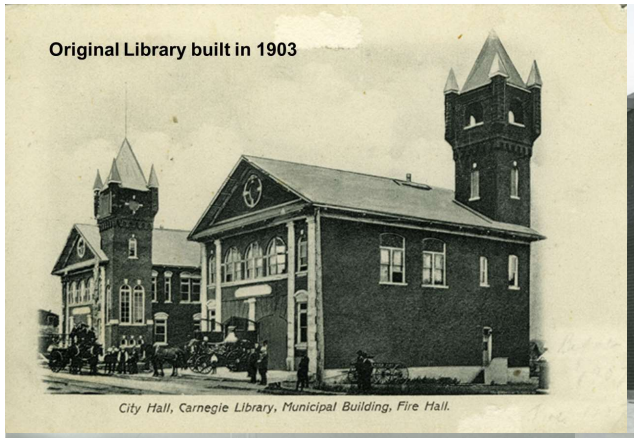
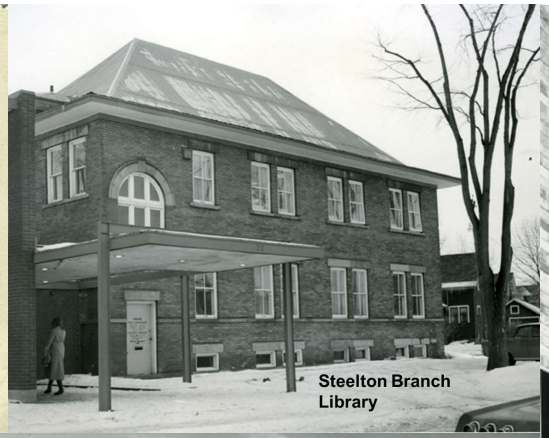
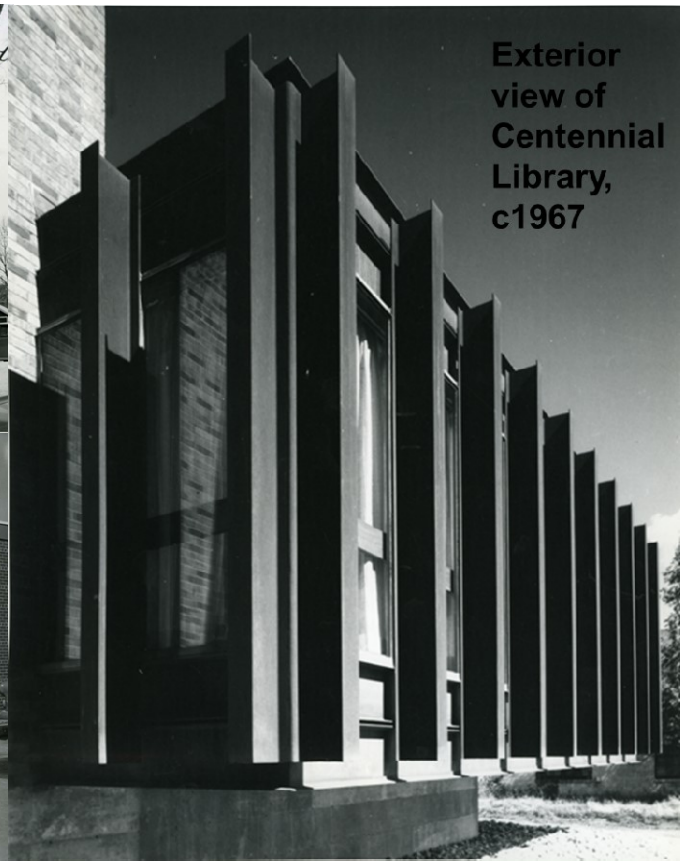
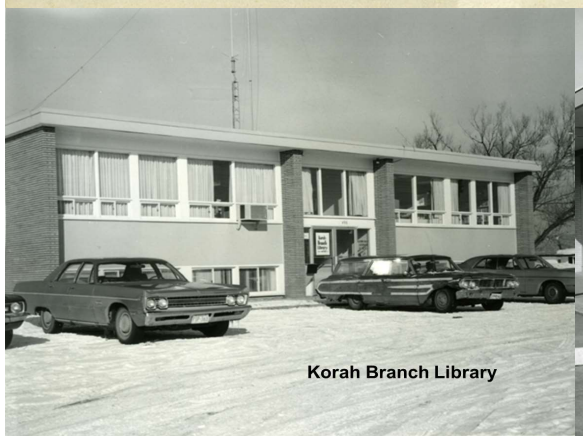
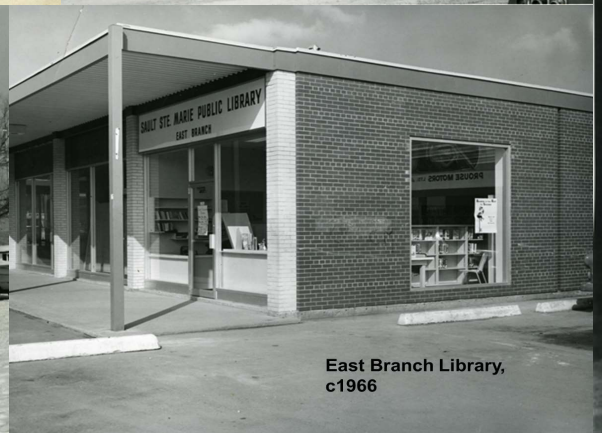
125 YEARS OF YOUR LIBRARY











Sault Ste. Marie Public Library Fines and Fees Schedule - Effective January 1, 2021		
Particular	**Price**	**Price with HST**
Damaged or Lost Items		
Collections including Books, DVDs, Blu-Rays,Video Games, Books on CD, Misc. other collections	Cost of item + $5.00 + HST	$5.65 + Cost of item
Magazines	$4.43 + HST	$5.00
Book Jacket	$4.43 + HST	$5.00
Jewel Boxes/CD Container/DVD Cases	$2.65 + HST	$3.00
Lending Laptops	Cost of item + $5.00 + HST	$5.65 + Cost of item
Plastic Media Bags	$2.66 + HST	$3.00
Urban Poles	$88.50 + HST	$100.00
Radon Kits	$265.50 + HST	$300.00
Ontario Park Pass	$154.88 + HST	$175.00
Cultural Pass	$26.55 + HST	$30.00
Disc Golf Kits	$30.98 + HST	$35.00
Faxes, Photocopies & Printing		
Faxes (No charge if part of reference service)	$1.11 + HST per page	$1.25 per page
Black & White Copies/Printing	$0.22 per side + HST	$0.25
Black & White 2 Sided Copies/Printing	$0.22 per side + HST	$0.25
Colour Copies/Printing	$0.43 per side + HST	$0.50
Colour 2 Sided Copies/Printing	$0.43 per side + HST	$0.50
Microprints (All Sizes)	$0.62 per print + HST	$0.70
Photo-reproductions (Archival Copies)	Cost of Reproduction + $5.00 Handling Fee + HST	Cost of Reproduction + $5.65
Items for Purchase		
Promotional Materials:		
Cloth Bag	$2.65 + HST	$3.00
Colouring Book - Drawn From Our Past	$7.08 + HST	$8.00
Chocolate Bar	$1.76 + HST	$2.00
Supplies:		
City Maps	$1.99 per map + HST	$2.25
Envelopes - Letter	$0.53 + HST	$0.60
Envelopes - 9"x12"	$0.89 + HST	$1.00
Headphones	$2.65 per set + HST	$3.00
Paper - Letter, Legal	$0.35 per sheet + HST	$0.40
USB Sticks	$7.08 + HST	$8.00
Memberships		
Institutional Organizations:		
Located Outside of Sault Ste. Marie	$70.00 per year (HST exempt)	
Sault Ste. Marie Organization	Free	
Non-Residents:		
Students (Elementary, Secondary, Post Secondary, Adult Literacy)	Free	
Adults	$45.00 (HST exempt)	
Seniors	$30.00 (HST exempt)	
Monthly Membership (Adults & Seniors)	$15.00 per month	
Membership Card Replacement	$3.00 (HST exempt)	
Miscellaneous		
Patron Refunds	Processing fees will be deducted from refunds for returned items declared lost and paid for.	
Senior Discounts (persons 60 years of age or older)	No overdue fines but seniors are liable for other fees.	
U.S. Exchange Rate	As per rate provided by City Hall	
Overdue Circulating Fines		
Books & Audio Materials - Adult	$0.25 per day (Max $10.00 per item)	
Books & Audio Materials - Juvenile	$0.10 per day (Max $2.50 per item)	
DVDs/Blu-Rays Adult & Juvenile	$1.00 per day (Max $10.00 per item)	
Express Reads	$1.00 per day (Max $10.00 per item)	
Failure to Pick up a Hold	$1.00	
Government Publications	$2.00 per day (Max $10.00 per item)	
Interlibrary Loans	$2.00 per day (Max $30.00)	
Laptops	$1.02/hour + HST	$1.15
Misc. Collections	$1.00 per day (Max $10.00 per item)	
Video Games	$2.00 per day (Max $10.00 per item)	

Client Input Survey Results

What you're saying about SOLS and OLS-North services and programs

Top Five Services and Programs

01 Interlibrary Loan/VDX (including postage rebate)

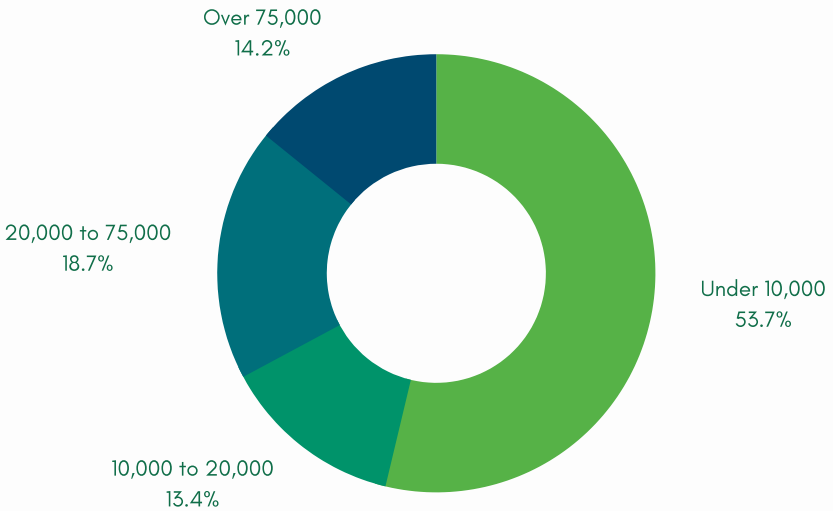
02 Guidance and Advice

03 Training and Professional Development

04 E-Resources

05 Professional Resources

44% of Ontario's public libraries responded to the survey. The respondent breakdown by resident population served was:



Training services

100% of libraries serving population of over 20,000 residents ranked training services as very important or important

Interlibrary Loan

100% of libraries serving populations of 1000 to 75,000 residents ranked ILL as very important or important

Guidance & Advice

93% of all libraries ranked guidance and advice services as very important or important

Joint Automation Server Initiative

100% of JASI members ranked this service as very important or important

JASI

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

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

Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 9

TO: LIBRARY BOARD

FROM: MATTHEW MACDONALD, CEO

SUBJECT: RESIGNATION OF BOARD MEMBER LUKE DUFOUR

DATE: NOVEMBER 24, 2020

PURPOSE

To inform the Board of one of its members resigning.

PROVIDED

- Resignation Letter

REPLACEMENT

The City Clerk's office has already put out a call for volunteers for various committees. The vacancy on the Library Board was included in this call.

RECOGNITION

In accordance with policy 400-12 Board recognition policy,

"When a Board Member leaves the Board with less than eight years of service, the following shall be presented as a mark of appreciation for volunteer service with the Library Board: a certificate of appreciation"

The Board will need to determine how and when to provide L. Dufour with his certificate acknowledging the many years of service he has given to the Library.

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer

November 10, 2020

LETTER OF RESIGNATION

To Mr Wayne Greco and Fellow Library Board Members,

I am writing to you today to tender my resignation from the SSM Public Library Board, effective at the end of this month.

I have been a proud member of this Board for the past 6 years, having been first appointed after running for Council in 2014. Being a member of the Public Library Board taught me the value that good governance provides to community boards and impressed upon me the need to get more people involved.

I am proud to have been a part of the team that saw the creation of the North Branch. Many capital projects have also been completed during my tenure where the Library and taxpayer has gotten excellent value for their money.

As a parent and as a citizen, I look forward to continued great service from SSM Public Library and would like to extend my thanks to all of my fellow members, past and present. It has been a pleasure to work and learn alongside you all and I trust that the current iteration of the Board has the leadership and capacity to continue the excellent Library service that SSM enjoys!

Sincerely,

-Luke Dufour

The Sault Ste. Marie Public Library Board

By-law No. 1998-01

Being a procedural by-law for the
Sault Ste. Marie Public Library Board

Adopted: February 16, 1998
Revised: March 20, 2000; May 14, 2007; May 12, 2016; June 18, 2018, February 24, 2020, November 24, 2020

Part One
Holding of Meetings of the Board

1. Regular Meetings:

1.1. In accordance with the Public Libraries Act, R.S.O. 1990, c. P.44, the Board shall hold at least seven (7) regular meetings annually. It will be the Board's policy to hold nine (9) regular meetings and conduct special meetings at such other times, as it considers necessary.

2. Time and Place of Regular Meetings

2.1. The Board's meeting schedule will be determined annually at January Regular Board meetings for a twelve (12) month period (February to January).
2.2. The time, date and/or location of a regular meeting may be altered by Board resolution. In exceptional circumstances, forty-eight (48) hours notice may be given to Board members of the time, date and location of any special Board meeting required.
2.3. Meeting length shall be no longer than two (2) hours. Should additional time be required, a motion must be passed to extend the length of the meeting.

3. Meetings Open to the Public

3.1. The meetings of the Board, including meetings of the Board sitting in Committee of the Whole, shall be open to the public and no person shall be excluded therefrom except for improper conduct.

3.2. The Chairperson may expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting.

Sault Ste. Marie Public Library

4. Commencement of the Proceedings

4.1. As soon after the designated meeting time as quorum is present, the Chairperson shall call the meeting to order.
4.2. The Secretary-Treasurer shall record in the minutes the members present.

5. Quorum

5.1. The presence of a majority of the Board is necessary for the transaction of business.
5.2. A member of the Board can participate electronically in a meeting and shall be counted in determining whether or not a quorum of members is present at any point of time as per the Municipal Act, 2001, S.O. 2001, c. 25.

6. Quorum Lacking

6.1. Should a quorum not be present within twenty minutes of the appointed meeting time, the meeting shall stand adjourned. The Secretary-Treasurer shall then record the names of the members present and enter them in the minutes.

6.2. Notwithstanding Item 6.1, the members present may agree to proceed with the agenda informally, on the understanding that any decisions taken will be placed before the next meeting for ratification.

7. Annual Meeting:

7.1. An Annual Meeting of the Board shall be held in February prior to the regular Board meeting for the purpose of appointing Board committees, receiving annual reports, and any other business as may be referred to it by the Board.

8. Special Meetings:

8.1. The Chairperson or any two members of the Board may summon a special meeting of the Board by giving each member forty-eight (48) hours' notice in writing, specifying the purpose for which the meeting is called.

Sault Ste. Marie Public Library

Part Two
Officials of the Board

9. Chairperson:

9.1. At the first meeting following appointment of the Board, the Sault Ste. Marie Public Library Board shall elect a Chairperson from its members.

10. Duties of the Chairperson:

10.1. The Board Chairperson shall be responsible for:

10.1.1. presiding at regular and special meetings of the Board in the manner and to the extent prescribed by the Board

10.1.2. conducting Board meetings in accordance with library and any other relevant legislation

10.1.3. in the absence of specific authority, not committing the Board to any course of action

10.1.4. serving as ex-officio member of all Board committees

10.1.5. acting as one of the authorized signing officers of all documents pertaining to Board business

10.1.6. representing the Board, alone or with other members of the Board, at any public or private meetings for the purpose of conducting, promoting or completing the business of the Board

10.1.7. acting as the spokesperson for the Board

10.1.8. determining the responsibility of committees to deal with matters which arise where it is unclear as to which committee has responsibility, subject to eventual confirmation by the Board

10.1.9. ensuring that vacancies on Board committees are filled as expeditiously as possible

10.1.10. advising the Vice-Chairperson, if for any reason, the Chairperson is temporarily unable to perform the duties of the Chairperson

10.1.11. any other powers, duties and responsibilities as may, from time to time, be assigned to the Chairperson by the Board

11. Vice-Chairperson:

11.1. At the first meeting following appointment of the Board, the Sault Ste. Marie Public Library Board shall elect a Vice-Chairperson from its members.

12. Duties of the Vice-Chairperson:

12.1. The Vice-Chairperson shall be responsible for:

12.1.1. performing all the duties and responsibilities of the Chairperson in the absence of the Chairperson.

12.1.2. any such other powers, duties and responsibilities as may, from time to time, be assigned to the Vice-Chairperson by the Board.

13. Elections of Officials of the Board:

13.1. At the first meeting following appointment, the Board shall elect a Chairperson and Vice-Chairperson from its members.

13.2. Elections shall be decided by majority vote when there are two candidates and plurality vote when there are more than two.

13.3. If only one nomination is received for a position, the candidate shall be declared elected by acclamation.

13.4. Voting shall be by secret ballot. The secretary shall act as scrutineer.

13.5. In the event of a tie, an additional secret ballot between the tied candidates shall be cast.

13.6. In the event of a second tie the decision will be made by a straw vote.

13.7. Casual vacancies that occur within the executive during the year shall be filled by conducting a written vote at the next regular meeting of the Board.

13.8. Ballots will be destroyed.

14. Nominations for Officials of the Board:

14.1. Nominations for Chairperson and for Vice-Chairperson may be made from the floor by any Board Member requires a mover and seconder.

14.2. Nominees shall be given the opportunity to accept or decline the nomination.

14.3. Candidates shall be free to withdraw verbally prior to the vote.

14.4. Members unable to attend are eligible for election by informing the Secretary in writing of their willingness to stand for office and in which positions, if nominated.

14.5. The Chairperson and Vice-Chairperson will be elected on an annual basis for a maximum of six (6) consecutive terms in that position.

Sault Ste. Marie Public Library

Part Three
Officers of the Board

15. Chief Executive Officer:

15.1. The Board shall appoint a Chief Executive Officer who shall have general supervision over the direction of the operation of the public library and its staff, shall attend all board meetings and shall have the other powers and duties that the Board assigns.

Secretary-Treasurer:

1. The Board shall appoint a Secretary-Treasurer who shall:

   a) conduct the Board's official correspondence
   b) keep minutes of every meeting of the Board
   c) receive and account for all the Board's finances
   d) manage financial accounts in the name of the Board including depositing all money received on the Board's behalf to those approved accounts
   e) disburse the money as the Board directs

2. The same person may be both the Chief Executive Office and the Secretary-Treasurer.

Part Four
Voting in the Board Meetings

Voting:

1. Every member present when a question is put shall either vote in the positive, in the negative, or abstain.
2. The Chairperson of the Board may vote upon all questions.
3. Any vote on a resolution shall require a simple majority of the members present to be passed, except for a resolution on a by-law, which shall require a two-thirds majority of the members present. Any question on which there is an equality of votes shall be deemed in the negative.
4. Any member present who has a conflict of interest (real or perceived) in the matter before the Board is not eligible to vote.
5. Voting shall normally be by a show of hands.

6. A member may request a recorded vote prior to a question being put.
7. Telephone and electronic votes are permitted provided that they are participants in the meeting. Email and proxy votes shall not be permitted.

Part Five
Agenda

Agenda:

1. The Chief Executive Officer, in consultation with the Chairperson, shall decide subject matters and items to appear on the Board Agenda as well as any delegations to be heard by the Board.

2. A full agenda package will be sent to Board members electronically and/or in paper format (as preferred) no later than the Friday preceding each regular meeting of the Board.

Part Six
Committee of the Whole

Moving into Committee of the Whole:

1. The Board may, by resolution, move into Committee of the Whole to deal with matters referred to it by the Board and in accordance with all applicable library and other legislation.

Report of the Committee of the Whole:

1. Following adjournment of the Meeting of the Whole, the Chairperson shall report on the proceedings and findings. A motion adopting the report, or adopting it and dealing with the subject matter shall be made.

Part Seven
Closed Meetings

Moving into a Closed Meeting:

1. The Board may, by resolution, move into a Closed Meeting to deal with matters referred to it by the Board and in accordance with the Public Libraries Act and the Municipal Act, as revised, and/or all other applicable legislation

    1.1. The security of the property of the Board;
    1.2. Personal matters about an identifiable individual;
    1.3. A proposed or pending acquisition or disposition of land by the Board;
    1.4. Labour relations or employee negotiations;
    1.5. Litigation or potential litigation, including matters before administrative
    tribunals, affecting the Board;
    1.6. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
    1.7. A matter in respect of which a board or committee of a board may hold a closed meeting under another Act 2002, c. 17, Sched. C, s. 24(5)

Educational or Training Sessions:

A meeting of the Board may be closed to the public if the following conditions are both satisfied:

1. The meeting is held for the purpose of educating or training the members.
2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Board. Municipal Act, 2006, c. 32, Sched. A, s. 103 (1).

Minutes of Closed Meetings:

1. The Secretary-Treasurer shall take the minutes of Closed Meetings. In the absence of the Secretary-Treasurer, the Chairperson shall appoint a member of the Board to take the minutes.

2. Minutes of Closed Meetings are confidential.

3. Minutes of Closed Meetings shall be approved at the next Closed Meeting of a regular meeting of the Board.

Part Eight
Board Committees

Sault Ste. Marie Public Library

Board committees specialize in key areas of the Board's overall operation and, where appropriate, develop recommendations that go to the full Board for consideration. The committees' objectives are to facilitate Board processes and promote effective decision-making.

Committees operate under delegated authority from the Board and so will not take action or make decisions unless specifically mandated to do so. These guidelines apply to all Board committees and supplement the specific terms of reference for each committee.

Standing Board Committees:

1. The Board's Standing Committees are as follows:
   a. CEO Evaluation Committee
   b. Facilities Committee
   c. Finance Committee
   d. Policy Committee

2. Committee members are appointed for the term of the Board at its first AGM.

3. The Chairperson is an ex officio member of every standing committee. Notwithstanding, the Chairperson may be appointed to any standing committee in which case he or she shall be counted in the formation of a quorum and may vote on any question.

4. Each committee will review its Terms of Reference annually which shall be approved by the Board.

Special Committees:

1. The Board may appoint Special Committees at any time as it is deemed necessary.

2. A resolution establishing a special committee shall set forth the terms of reference of the committee.

3. The Chairperson is an ex officio member of every special committee. Notwithstanding, the Chairperson may be appointed to any special committee in which case he or she shall be counted in the formation of a quorum and may vote on any question.

4. When a special committee has completed its work and made its report to the Board it dissolves automatically.

Quorum of Standing and Special Committees:

1. A quorum of any Board committee, whether a standing or a special committee, shall be a majority of the members thereof, including the Chairperson of the Board as ex officio.

2. A Committee shall not consider any business if a quorum is not present.

Chairperson of Committees:

1. A Committee shall select a chairperson for the term of the committee at its first meeting.

Members of Committees:

1. Where the resolution establishing a committee does not appoint members, the Chairperson of the Board shall appoint them.

2. The Board may appoint persons to committees who are not members of the Board.

Meetings:

1. Each committee shall meet at such time and place as the Chairperson or Committee shall determine at the Committee's first meeting.

2. The frequency of committee meetings shall be defined in each committee's Terms of Reference.

3. No Board committee, whether a standing or a special committee, shall meet while the Board is in session.

Secretary:

1. A secretary shall be appointed for each committee, who shall:

    1.1. Keep the minutes of the meetings

1.2. Perform any other secretarial functions as required

General Provisions for Standing and Special Committees:

1. The Chairperson of the committee may vote on any question before the committee and in the event of an equality of votes, the question is defeated.

2. The Chairperson of the committee will present a written report to the Board.

3. Committees may consider and report on such matters only as have been referred to them by the Board.

4. Members of the Board may attend the meetings of committees, but shall not be allowed to vote; nor shall they be allowed to take part in any discussion or debate except by the permission of the majority of the members of the committee.

Part Nine

Review and Changes to Bylaws

1. Bylaws shall be reviewed by the Policy Committee on request by the Board.

2. Bylaws may also be reviewed/revised at the direction of the Board, when required.

3. Any changes or revisions to the bylaws shall require a two-thirds majority of the members present at the Annual General Meeting.

PASSED by the Sault Ste. Marie Public Library Board this ____ day of _____.

_____
Chairperson

_____
Secretary-Treasurer

Title:	Executive Limitations Policy	
Policy Type:	Governance	**Policy Number:** 100-04
Approval by:	Resolution Number RB 2012-04-16	
Approval Date:	April 16, 2012	
Effective Date:	April 16, 2012	
Revised Dates:	June 19, 2017; November 24, 2020	
Review Date:	June 2023	

PURPOSE:

This policy defines the limits of the Chief Executive Officer (CEO) contributing to the overall accountability.

SCOPE:

This policy applies to the position of CEO

DEFINITIONS:

Board - Sault Ste. Marie Public Library Board.
Assets - assets that include property (buildings, furniture, equipment, land, print and electronic resources) and financial.

POLICY STATEMENT:

The CEO shall maintain a high standard of stewardship over the Library, its resources, its facilities, and its staff. The CEO shall not cause or allow any practice, activity, decision or organizational circumstance which is either imprudent or unlawful, or in violation of commonly accepted business ethics, the Public Libraries Act, RSO 1990, Ch. 44, other relevant statutes, contractual agreements with the bargaining unit or any other contractual agreements and shall observe at all times the Board's policies.

Asset Management and Protection:
The CEO shall ensure the assets of the organization are protected, adequately maintained and not unnecessarily risked.

Property Assets:
The CEO shall secure all Board assets, including facilities, furniture, equipment, print and electronic assets, from risk of theft or damage. Accordingly the CEO shall ensure that:

- facilities are properly maintained;
- procedures are in place to protect intellectual property, information and files from loss or significant damage;
- appropriate action is taken in response to theft or damage to Board assets;
- the insurable assets of the organization are insured against losses for replacement value, and
- surplus furniture and equipment are disposed of in a practical and advantageous method.

Financial Assets:
The CEO shall ensure that:

- the organization, its employees, and the Board are not unnecessarily exposed to claims of liability and that adequate third party liability insurance is in place for protection;
- effective internal control systems to protect the organization are in place with regard to access by personnel to material amounts of the organization's funds, and
- adequate internal financial controls that meet the standards of the organization's auditors are in place, and these controls are tested at periodic intervals.

Purchases:
The CEO shall not permit any purchases that are inconsistent with the Board's governing procurement policies and procedures.

Budgeting and Forecasting:
Budgeting in any fiscal year or the remaining part of any fiscal year shall not deviate materially from Board priorities, the requirements of the Public Libraries Act, 1990, C.P. 44 and other relevant legislation, risk fiscal jeopardy, or fail to show a generally acceptable level of foresight. Budgeting shall take into account the long-term financial health of the organization.

The CEO shall ensure that:

- all budgets disclose planning assumptions, cash flow projections, capital requirements including justification and a reasonable projection of costs and revenues, and
- operating and budget requirements for the ensuing year are prepared and presented according to prescribed time lines to meet the requirements of the Municipal budget cycle.

The CEO shall ensure that the operating budget:

- enables accurate projection of revenues and expenses, separation of capital and operational items, cash flow and disclosure of planning assumptions;
- provides adequate information to support a budget presentation that meets municipal budget presentation requirements;
- plans the expenditures in an fiscal year of funds that are conservatively projected to be received in that period, and
- provides resources for Board governance, such as costs of fiscal audit, Board development, Board meetings and special Board events.

The CEO shall ensure that the capital budget:

- presents capital budget estimates with sufficient detail to describe the nature, scale and scope of the proposal, including full disclosure of all the costs;
- presents comprehensive capital estimates to the Board following established City of Sault Ste. Marie requirements, and
- is based on realistic operating or capital budget estimates based on reasonable and/or expected funding and financial considerations.

Communication and Counsel to the Board:
The CEO shall ensure that the Board is always informed about all significant matters. The CEO shall:

- advise the Board in a timely, complete and accurate manner of relevant trends, anticipated adverse controversial media coverage, material external and internal changes, customer complaints, which in the judgment of the CEO are of pressing concern, and particularly changes in the assumptions upon which any governance policy has been previously established;
- submit the required monitoring data as scheduled and in an accurate and understandable fashion;
- never knowingly withhold or distort information that is needed for fully informed Board decisions;
- provide a mechanism to provide for all Board internal and external communications, including the appropriate distribution of media releases to the Board;
- deal with the Board as a whole except when responding to individual requests for information relevant to Board motions and processes or responding to officers or committees duly charged by the Board;
- report in a reasonable timely manner on actual or anticipated non-compliance with any policy of the Board, and
- advise the Board if, in the CEO's opinion, the Board is not in compliance with its own Governance Policies.

Emergency Executive Succession:
In order to protect the Board from sudden loss of the CEO services, the CEO may not have fewer than one other management staff familiar with Board and CEO policies, issues and processes and understand all aspects of the organization and able to carry on the responsibilities of CEO as set out in the policies. The CEO shall:

- ensure that the Board knows and understands the competencies of these individuals;
- designate a senior manager in charge and inform the Board when he/she is absent for a period of more than four (4) days or is outside of Canada, and
- ensure the continuance of such key positions within the organization.

Financial Condition:
With respect to the actual, ongoing financial condition and activities of the organization, the CEO shall be responsible for continuously monitoring the finances of the organization
to ensure that the financial condition remains sound and in accordance with, the established requirements under the Public Libraries Act, RSO 1990, Ch 44, or any other relevant legislation and municipal requirements. The CEO shall not:

- borrow money or pledge the assets of the Library;
- invest funds of the organization in instruments contrary to Board direction;
- allow liquid assets to drop below the amount deemed necessary to meet Library contractual obligations and settle debts in a timely manner;
- allow tax or other government mandated payments or filings to be overdue or inaccurately filed;

- acquire, encumber or dispose of real property without Board approval, and
- settle a claim in excess of $9,999.99 without Board approval.

Compensation and Benefits:
The CEO shall have in mind fairness and the fiscal integrity and public image of the organization in all matters relating to employment, compensation and benefits to employees, consultants, and casual workers. The CEO shall:

- oversee the compensation practices of the Library;
- oversee the administration of the Library's compensation and benefits programs for employees;
- review the performance and development of Library management in achieving corporate goals and objectives and assure that senior managers are compensated effectively in a manner consistent with the strategy of the Library and competitive practice;
- review and approve any employment agreements or severance arrangements, and
- never change his/her own compensation and benefits.

Staff Relations:
With respect to the treatment of paid staff and volunteers, the CEO will not cause or allow conditions that are unfair, undignified or unsafe or in violation of any legislation affecting labour or human rights. The CEO shall ensure all human resources policies and practices:

- comply with applicable legislation and such policies will be communicated and available to each employee;
- are updated as legislation or circumstances dictate and that employees are made aware of any changes to these policies and practices in a reasonable timely manner;
- are aligned with conditions in the collective agreement between the Board and the bargaining units, and
- adhere to the Library Board's Value Statements.

RELATED POLICIES

100-03 Board – CEO/Director of Public Libraries Linkage Policy
200-01 Purchasing and Procurement Policy
400-09 Human Rights Policy, Anti-Harassment/Discrimination/Violence
400-16 Relieving Pay Policy

Title:	Board Contact Policy	
Policy Type:	Governance	**Policy Number**: 100-07
Approval By:		
Approval Date:	**May 27, 2019**	
Effective Date:	**May 27, 2019**	
Reviewed Dates:	May 27, 2019, November 24, 2020	
Review Date:	May 2023	

PURPOSE:

This policy establishes proper procedure for contacting the Sault Ste. Marie Public Library Board.

SCOPE:

This document relates to the method in which the public may contact the Library Board.

DEFINITIONS:

Electronic Communications – email, social media posts and other methods of sending messages electronically

Written Correspondence – letters, faxes and any forms of communication which may be delivered to the Administration Office

POLICY STATEMENT:

The Board recognizes the value of communications with the public and outside agencies. It is the Board's policy to provide a method for open communication while protecting the personal information of its members.

BOARD PERSONAL CONTACT INFORMATION:

Board member's personal information, including telephone numbers, addresses, emails, and other electronic means, will not be made available to the public.

BOARD CORRESPONDENCE:

Incoming Board correspondence shall be filtered through the Administration Office and be distributed to Board members by the CEO or designate.

Electronic correspondence via the Board's email shall be made available to the Board Chair, Vice Chair, and CEO.

Correspondence will be included in Board Packages and be recorded for public record, with the exception of any correspondence regarding an identifiable person. Correspondence regarding identifiable individuals will be included in Closed Sessions.

EXCLUSION OF CORRESPONDENCE:

The CEO will not unreasonably withhold correspondence from the Board. The CEO, in conference with the Board Chair, may exclude and disregard any correspondence that is defamatory, obscene and/or promotes criminal activity. Further, any correspondence to the Board unrelated to Library service and Library governance will be disregarded.

POSTING CONTACT INFORMATION:

An email address shall be posted on the Library's website for those wishing to contact the Library Board by electronic means. Written correspondence can be mailed to the Administration Office, the details of which will also be posted to the Library's website.

RELATED POLICIES:

100-05 Delegations and Public Participation Policy

Title:	Signing Authority Policy	
Policy Type:	Governance	**Policy Number**: 100-08
Approval By:	Resolution Number RB 2012-06-18	
Approval Date:	June 18, 2012	
Effective Date:	June 18, 2012	
Revised Dates:	June 19, 2017; November 24, 2020	
Review Date:	June 2023	

PURPOSE:

The purpose of this policy is to establish signing authority as part of the overall financial control and oversight of the Library Board.

SCOPE:

This policy covers the signing officers for the Library.

DEFINITIONS:

Accounts – bank accounts or other financial instruments held on the Board's behalf at a recognized legal financial institution.

Board – the Sault Ste. Marie Public Library Board

Secretary/Treasurer of the Board – the Chief Executive Officer (CEO)
Signing Officer – an individual authorized to sign official documents and make payments and purchases.

POLICY STATEMENT:

Accounts shall be kept with a recognized legal financial institution and the signing authority described in this policy applies to the set up and use of these accounts.

The Secretary/Treasurer of the Board shall be the primary signing officer of the Board. In the event where additional signatures are required, signing officers for the Library shall be:

- Board Chair
- Business Administrator
- Any other Senior Manager authorized by the Board

The primary signing officer shall:

- enter into agreements and contracts for the supply of goods and/or services on behalf of the Board, subject to the expenditure limits specified in Library policy;
- authorize the Library's payroll;
- authorize any other transaction on behalf of the Board which could reasonably be expected to be in the realm of a signing officer.

Signing officers shall not approve payment of their own business credit cards. The Board Chair shall sign the approval for the CEO's business credit card.

RELATED POLICIES:

200-01 Purchasing and Procurement Policy

Title:	Face Covering Policy	
Policy Type:	Operational	**Policy Number:** 300-27
Approval By:	Resolution Number	
Approval Date:	**August 6, 2020**	
Reviewed Dates:		
Revised Dates:		
Review Date:		

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

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

DEFINITIONS:

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

APH – Algoma Public Health, the local health agency

EMCPA – Emergency Management and Civil Protection Act

POLICY STATEMENT:

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

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

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

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

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

Sault Ste. Marie Public Library

EXEMPTIONS:

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

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

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

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

NONCOMPLIANCE:

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

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

Title:	Vacation Carry Over Policy – Management and Administrative Staff	
Policy Type:	Human Resources	**Policy Number**: 400-05
Approval By:	Resolution Number RB 2014-04-28	
Approval Date:	April 28, 2014	
Effective Date:	April 28, 2014	
Revised Dates:	April 18, 2016; November 24, 2020	
Review Date:	April 2023	

PURPOSE:

This policy establishes limits on the number of vacation days that may be carried over from one calendar year to another for management and administrative staff.

POLICY STATEMENT:

The Library Board acknowledges that vacation is important to employees' health and work performance. Employees are entitled to vacation in each calendar year and are encouraged to use it annually.

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

The application to carry over vacation from one year to another must be submitted in writing to the CEO or Board as soon as possible before October 1st in the current year.

Sault Ste. Marie Public Library

Title:	Health Care Leave Policy	
Policy Type:	Human Resources	**Policy Number**: 400-06
Approval By:	Resolution Number RB 1987-04-27	
Approval Date:	April 27, 1987	
Effective Date:	April 27, 1987	
Revised Dates:	October 15, 2007; May 27, 2013; November 19, 2018; June 24, 2019, November 24, 2020	
Review Date:	June 2023	

PURPOSE:

This policy ensures responsible use of time required for health care appointments.

DEFINITIONS:

Health Care Appointments – medical appointments, dental appointments, medical tests prescribed by a physician, physiotherapy appointments, counseling, and chiropractor appointments.

SCOPE:

Health care leave applies to permanent Full-Time staff.

PROCEDURE:

1. Sick leave shall not be used for health care appointments except for all-day appointments, including medical appointments outside the city.
2. All-day appointments shall be charged to "Sick Leave."
3. The Library will compensate employees for up to two (2) hours for each of their medical appointments. The balance of time for appointments that exceed two (2) hours will be required to be made up within the week or be marked as unpaid hours.
4. Whenever possible health care appointments shall be made outside working hours or at the beginning or end of a work period.
5. Time taken for appointments scheduled for family members shall be made up.
6. Permission for health care leave to be taken during a work period shall be obtained in advance from a Manager. Employees shall submit their request to their Manager for approval at least 24 hours prior to going for the appointment. In the case of an emergency this requirement shall be waived.

Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 11

TO: LIBRARY BOARD

FROM: MATTHEW MACDONALD, CEO

SUBJECT: LIBRARY OPERATIONS

DATE: NOVEMBER 24, 2020

PURPOSE

To update the Board on the expansion of the Library services.

NORTH BRANCH

The Library reopened its North Branch after several delays on Wednesday November 18, 2020, just after the Sault Star archives were moved there. With the second location being opened, the Library has increased its capacity to assist the public. Though the collections at the North Branch have been available through curbside service and holds pick up at the James L. McIntyre Centennial Library, they are now available for browsing. Opening the branch has also increased the number of computer stations available to the public.

The Branch is operating at limited capacity, allowing a maximum of 20 members of the public in at a time. Similar to the Centennial Library, operating hours are reduced from normal. The North Branch is open Monday to Friday from 12 pm to 5pm.

JAMES L. MCINTYRE CENTENNIAL LIBRARY

Hours and services have not yet been expanded since the location first reopened for in Library services. While staff continue to be very busy both with assisting the public and finding new and engaging ways to reach our community, with a lack of in-person programming and a reduced demand for lending materials, Library Management has determined that for the time being the hours for both locations is sufficient to meet our community's current needs.

Hours for the James L. McIntyre Centennial Library will be reassessed early in the New Year.

UNAVAILBLE LIBRARY SERVICES

Library Services that are not available at this time include:

- Room Rentals
- Copying/Scanning/Faxing services
- Visiting Library Service
- Daily Periodicals/Newspapers
- Educational Toys in the Children's areas
- Study Area Space
- Self-service Public Access Catalogues
- Water Fountains
- 3D printing
- VHS-DVD Conversion

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer

Sault Ste. Marie Public Library

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AGENDA ITEM: 12

TO: LIBRARY BOARD

FROM: MATTHEW MACDONALD, CEO

SUBJECT: SAULT STAR ARCHIVES

DATE: NOVEMBER 24, 2020

PURPOSE

To inform the Board of the recent acquisition of the Sault Star Archives.

SAULT STAR ARCHIVES

On October 10th Elaine Della-Mattia of the Sault Star reached out inquiring if the Library would be interested in receiving the Sault Star's archive. The staff of the Sault Star were shifting to a work from home model and were vacating the Sault Star headquarters at 145 Old Garden River Road and needed everything moved out by the end of November. The Library recognized this as incredible opportunity to help preserve over 100 years of Sault Ste. Marie's history. Within a very short time frame, staff were able to evaluate the content of the archives and have it relocated before the month end deadline.

Monday and Tuesday, November 16th & 17th, 2020 saw the move of the Sault Star Archives from the former Sault Star building to its new home at the Library. All primary sources including microfilms and photographs are being added to the Library archives at the North Branch. The archives are currently being stored in cabinets in a program room, but will eventually be transferred to the new high density shelving after it has been adjusted to accommodate these collections. Secondary sources, including scrapbooks, paper clippings and research, are being added to the Local History collection located at the James L. McIntyre Centennial Library.

PLENTY OF WORK

Though the Sault Star archives have moved and are secure in its new home, it will still be some time before it is made accessible to the public. Accessioning the archive will take months, probably longer. That is very little time in comparison to the time it will take to fully digitize the

archive and make it even more accessible by making it available online through the Library's catalogue.

In the meantime, Library staff are making good use of the clipping and biography files in their research writing Remember This Articles.

SUMMARY

Staff at both organizations are appreciative that the Sault Star archives would endure and eventually be made accessible to our community.

To read Sault Star's article regarding their donation of their archives to the Library visit https://www.saultstar.com/news/local-news/sault-star-archives-get-a-new-home (Sault Star archives get a new home by Elaine Della-Mattia, November 6, 2020).

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer

SSMPL Board Orientation Outline

Board Orientation Package & Presentation Breakdown

November 17, 2020

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
- 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
        - 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: 14

TO: LIBRARY BOARD

FROM: MATTHEW MACDONALD, CEO, JAMI VAN-HAAFTEN, BOARD MEMBER

SUBJECT: STRATEGIC PLANNING

DATE: NOVEMBER 24, 2020

PURPOSE

To inform the Board about a strategic planning webinar that one of its members attended and to share some key takeaways.

STRATEGIC PLANNING DURING COVID

J. Van-Haaften attended a webinar entitled Updating Your Strategic Plan in the Age of COVID-19. A recorded version of the webinar is now available. A recording of the presentation is available

THE BOARD'S ROLE IN STRATEGIC PLANNING

"Everything has changed, yet the board's role remains the same..."

- Policy oversight
- Municipal engagement/relationship
- Advocacy & promoting engagement
- Realistic staff expectations

KEY TAKEAWAYS

Four tactics to update strategic plan – Pause * Pivot * Proceed * Create

- Have my planning ideas changed?
- Reconsider action plans
- Consider the human impact
- Is Strategic Plan attainable? Sustainable?
- Communicate with and connect to municipality, community partners, funders and granters
- Be proactive – see opportunities – new levels of service – connections are important

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer
Jami Van-Haaften, Board Member

Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 15

TO: LIBRARY BOARD

FROM: MATTHEW MACDONALD, CEO

SUBJECT: OLA SUPERCONFERENCE

DATE: NOVEMBER 24, 2020

PURPOSE

To inform the Board about the 2021 Ontario Library Association (OLA) Superconference and Board development opportunities.

OLA SUPERCONFERENCE – CLEVER MINDS & HUMAN HEARTS

The Ontario Library Association's annual conference will be held entirely virtually next year. It is scheduled from February 3rd to the 6th, 2020 and will include all-conference keynote sessions, divisional spotlight talks, over 100 interactive and engaging sessions and a virtual expo. The OLBA Boot Camp will be on the Saturday.

Since the conference is held virtually there will be a greater opportunity for Library staff and Board members to attend. Rates are as follows:

Member (Includes Partnership Library Associations)

- $175 early bird / $225 regular
- Includes full virtual conference
- Includes six months on-demand access

OLBA Member

- $150 early bird / $150 regular
- Includes full virtual conference

- Includes access to OLBA Boot Camp
- Includes six months on-demand access

An institutional/group rate may also be available which the CEO will investigate further.

Please inform the CEO if you plan to attend

For more information about individual sessions or to view the conference schedule visit https://www.olasuperconference.ca/

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer