SOUTH ALGONQUIN PUBLIC LIBRARY (SAPL)
REGULAR MEETING OF THE BOARD
January 18th 2022 7 pm
AGENDA

1. Land Acknowledgement: We acknowledge that we are gathered on the unceded traditional territory of the Omaamiwininii Anishinaabeg (the Algonquin people). We acknowledge that the Algonquin people have been stewards of this land since time immemorial and as such we treat the land, its plants, animals, stories and people with honour and respect. Today, this land is home to Indigenous people from across Turtle Island, as well as many non-Indigenous peoples, and we acknowledge the shared opportunity to live and work within this beautiful territory. All my relations. Chi-miigwetch.
2. Call to Order
3. Approval of Agenda
4. Approval of Minutes: November 15th, 2021
5. Report of the Chairperson:
6. Business Arising from the Minutes
   6.1. OTF The Resilient Communities Fund: no updates
   6.2. Occasional Staff:
   6.3. Board Self Evaluation:
7. New Business:
   7.1. Move to curbside services, effective January 4th 2022.
   7.2. Board Recruitment: Sarah Ennor - potential new member
8. Reports
   8.1. Finance: Approval of Outstanding Accounts
   8.2. Librarian's Reports
   8.3. Council Report
9. Governance
   9.1. Policy: Purpose of the Board, Composition of the Board, Statement of Authority, Safety, Policy Review & Planning
   9.2. Strategic Planning/Strategic Doing: Legacy document

10. Programming:
    10.1 Author/Book Talks: Kevin Callan Speaking Tour - April 2022 Adam Shoalts - Fall 2022. Both in person events with the option of being virtual if needed.
    10.2 Frank Kuiack Documentary screening, still waiting for contact from the producer.
    10.3 Other ideas/suggestions

11. Correspondence:
12. Any Other Business
13. In Camera / Out of Camera
14. Next meeting: February 15th 2022
15. Adjournment

Township of South Algonquin Public Library
Minutes of the Meeting Held
November 15th, 2021 7:00pm Virtual Zoom Meeting

Present: Elaine Hare, Councillor Dave Harper, Jeff Bowman, Rose Jessup, Carol Peterson, Sharon Florent and Vicki forward **Staff:** Charlene Alexander **Regrets:** Cynthia Haskin

1. **Land Acknowledgement**
2. **Call to Order:** 7:06pm
3. **Motion # 2021-38**

Moved by – Sharon Florent Seconded by – Elaine Hare
To approve the agenda. Carried

4. **Motion # 2021-39**

Moved by – Rose Jessup Seconded by – Elaine Hare
To approve the minutes of **October 18th, 2021** Carried

6. **Business Arising from the Minutes**

6.1 Board Recruitment:
Motion # 2021-40

Moved by – Sharon Florent Seconded by – Jeff Bowman
To accept Vicki Forward as a board member. Carried

6.1 What Now! Re-thinking your Library Conference: Report submitted & discussed

6.2 Pop Up Art(OV-CAOS): Outdoor book sculpture removed. They will remain in touch for future projects.

6.3 Library roof completed. Muskoka chairs and gnome house have been moved for the winter season.

6.4 Libraries Assembly attended by Carol Peterson: This is a new organization, which started last year for board members to communicate across the province. A lot of information was shared Learned about the Federation of Public Libraries. Strategic plans. Board self-evaluation & assessments.

7 New Business

7.1 OTF: The Resilient Communities Fund: strategic plan, improve heating & air ventilation at Whitney branch.

7.2 Overdrive: Subscription renewed for 2022 (billing in January) Overdrive now includes magazines supplied by ZINIO with over 3,000 titles. All magazines are available as simultaneous use without circulation caps.

7.3 Changing meeting date/times:

Motion # 2021-41

Moved by – Rose Jessup Seconded by – Elaine Hare
To move board meetings to the 3rd Tuesday of every month at 7pm. Carried

8.1 Outstanding Accounts

Motion # 2021-42

Moved by – Carol Peterson Seconded by – Sharon Florent Carried
To approve the outstanding accounts. ($70.00)

8.3 Council report: Have received good feedback regarding the vaccine passports being made at the library. Requested that the meeting minutes be submitted monthly with council report. Council & staff are getting ready for winter. Santa Claus parade December 19th at 2pm.

10.2 Author/Book Talks: Kevin Callan Speaking Tour, Early Spring 2022

10.3 Other ideas/suggestions:

Next Meeting: December 21st, 2021 @ 7:00 PM

Motion # 2021-43

Moved by – Elaine Hare Seconded by - Sharon Florent
To adjourn 8:30pm Carried

_____Chairperson _____Secretary/CEO

Township of South Algonquin Public Library
Minutes of the Meeting Held
January 18th, 2022 7:00pm Virtual Zoom Meeting

Present: Elaine Hare, Councillor Dave Harper, Jeff Bowman, Rose Jessup, Carol Peterson, Sharon Florent and Vicki forward **Staff:** Charlene Alexander and Cynthia Haskin **Guest:** Sarah Ennor

1. **Land Acknowledgement**
2. **Call to Order:** 7:01pm
3. **Motion # 2022-01**

Moved by – Elaine Hare Seconded by – Rose Jessup
To approve the agenda. Carried

4. **Motion # 2022-02**

Moved by – Rose Jessup Seconded by – Elaine Hare
To approve the minutes of November 15th, 2021. Carried

6.1 OTF: The Resilient Communities Fund: Awaiting approval. It was decided that we would keep some pressure on the Township to provide an air purification solution for Whitney whether it be a HEPA filter system or a larger remediation of the space itself. Charlene will stay connected with Dave Gatley and/or Bryan Martin. Vicki made the point that if the Township is not forthcoming, we need to be sure we have all the information required for next year's Trillium Foundation application.

6.2 Occasional Staff: Charlene will speak with Brendia and Ambre regarding their continued availability/interest as occasional staff. Both will require retraining. Discussed training board members for coverage if occasional staff are unavailable. Jeff Bowman and Carol Peterson expressed interest. Training required.

6.3 Board Self Evaluation: reviewed by board members

7.1 Curbside: Charlene Alexander stated she is not comfortable with reopening to the public at this time. Curbside services will continue for another two weeks.

7.2 Board Recruitment: Welcomed Sarah Ennor who is interested in becoming a member of the Board. She has submitted her application for clearance from the OPP and will receive a response in 2 weeks.

8.1 Outstanding Accounts

Motion # 2022-03

Moved by – Sharon Florent Seconded by – Vicki Forward Carried
To approve the outstanding accounts. ($1079.72 Overdrive subscription)

8.3 Council report: Budget is being worked on. Both rinks are open, building open to change into/out of skates. Newsletter is being prepared. Mentioned the first special weather statement that was posted on Facebook.

9.1 Policy

Motion # 2022-04
Moved by – Vicki Forward Seconded by – Jeff Bowman
To approve "Composition of the Board" policy. Carried

Motion # 2022-05
Moved by – Jeff Bowman Seconded by – Rose Jessup
To approve "Purpose of the Board" policy. Carried

Motion # 2022-06
Moved by – Jeff Bowman Seconded by – Carol Peterson
To approve "Planning" policy. Carried

Motion # 2022-07
Moved by – Jeff Bowman Seconded by – Elaine Hare
To approve "Statement of Authority" policy. Carried

Motion # 2022-08
Moved by – Jeff Bowman Seconded by – Carol Peterson
To approve "Policy Review" policy. Carried

10.1 Author/Book Talks: Kevin Callan Speaking Tour - April 2022 Adam Shoalts - Fall 2022. Both in person events with the option of being virtual if needed.

10.2 Frank Kuiack Documentary screening, still waiting for contact from the producer.

Next Meeting: December 21st, 2021 @ 7:00 PM

Motion # 2022-09
Moved by – Elaine Hare Seconded by – Rose Jessup
To adjourn 9:09 pm Carried

_____Chairperson _____Secretary/CEO

Fairly straightforward meeting until Item 6.

- 6.1 It was decided that we would keep some pressure on the Township to provide an air purification solution for Whitney whether it be a HEPA filter system or a larger remediation of the space itself. Charlene will keep in touch with Dave Gatley and/or Bryan Martin. Vicki made the point that if the Township is not forthcoming we need to be sure we have all the information required for next year's Trillium Foundation application.
- 6.2 Concerns were expressed about the lack of information regarding Ambre and Brendia's interest in remaining occasional staff or whether they were too busy with other things. Charlene will talk to them about this matter.
- A second point was tabled that if the occasional staff were unavailable we will need to have two Board members trained to cover either branch if needed. Jeff and Carol volunteered to do this. Charlene will set up the training dependent on her conversations with Ambre and Brendia.
- 7.1 A discussion regarding Curbside service which began January 4th. Vicki made the very good point that the question of re-opening is a decision made by the CAO and not the Board. Charlene will make her decision at the end of the month.
- 7.2 We welcomed Sarah Ennor who is interested in becoming a member of the Board. She has submitted her application for clearance from the OPP and will receive a response in 2 weeks. Sarah certainly has a solid background which would make her an excellent member.
- 8.1 The bill for Overdrive was approved for payment.The price has increased by $100.00 to $1079.72.We suspect this is partly due to the addition of the Magazine section.
- 8.2 Librarian reports show an ongoing need to provide a vaccination receipt printing service. Usage by patrons was about average.
- 9.1 We approved 5 of the 6 Policy updates provided by Charlene. There was some discussion about the Safety and Security policy that will be brought back for the February meeting. The main point raised was to do with working alone and what is needed to ensure safe practice.
- 9.2 Charlene became the Chair of the Strategic Planning committee. She will set a date for the first meeting.
- 10.1 Author visits from Kevin Callan and Adam Shoalts are still expected to happen. All depends on Covid protocols.
- 10.2 Cahrlene awaits a phone call from the producer of the Frank Kuiack doc for potential partnership in screening.
- 10.3 We accepted a free neon 'Open' sign for the Madawaska branch. Cynthia and Carol will look after the installation.
- Carol also suggested that library opening times and other pertinent information be provided on refrigerator magnets and distributed (ways and means to be decided) to the public. Sarah, recently involved in a similar project, thought the price would be in the $250.00 to $300.00 per thousand price range depending on quantity etc. from Vistaprint. Sara offered to work with Carol as a volunteer until such time she is a Board member.

Next meeting is February 15th at 7pm.

Township of South Algonquin - Monthly Stats
December 2021

	Whitney	Madawaska	
Head Count	59	40	
Circulation	36	29	
Web Opac	2	0	
Curbside	6	1	
WIFI_in Library	15	23	
Inter Library Loans	8	2	
New Members	0	0	
Print/fax/copy	8	5	
Reference	2	0	
Tech/media/software support	0	4	
time spent on above requests	5 min	15 min	
other requests		0	
Programs		0	
Outstanding Accounts	$0.00	$0.00	
Over drive users			15
Overdrive circulation			108
Vaccine receipts	33	9	
time spent on above requests	330	79	
non members users	8	5	

TOWNSHIP OF SOUTH ALGONQUIN PUBLIC LIBRARY

COMPOSITION OF THE BOARD

Where required, the board adheres to the ***Public Libraries Act***, R.S.O. 1990, c. P44 as it relates to its composition. The purpose of this bylaw is to guide the council's appointment process and the board's appointment of its officers.

Section 1: Composition

1. While the ***Public Libraries Act,*** s. 9(1) prescribes a board of no fewer than 5 members and gives the municipal council the power to make appointments, the Trillium Library Board endorses a board that consist of at least 5, and no more than 9 members.
2. In accordance with the ***Public Libraries Act***, s. 10(4), municipal council will appoint all board members as new at the first meeting of council in each term.
3. In accordance with the ***Public Libraries Act,*** s. 10 (2a), municipal council shall not appoint more of its own members to the board than the number that is one less than a majority of the board.
4. In accordance with the ***Public Libraries Act,*** s. 10 (3), a board member shall hold office for a term concurrent with the term of the appointing municipal council, or until a successor is appointed.
5. A board member may be re-appointed for one or more terms.
6. A member seeking re-appointment must follow the same process of application for consideration as for new candidates to the board.
7. In accordance with the ***Public Libraries Act,*** s. 13, if any members of the board are disqualified from holding office***,*** the members shall forthwith declare the seat vacant and notify council accordingly.
8. In accordance with the ***Public Libraries Act,*** s.12, when a vacancy arises in the membership of the board, the municipal council shall promptly appoint a person to fill the vacancy and to hold the office for the unexpired term, except where the unexpired term is less than forty-five days. The new appointment's term will be concurrent with the term of the board.

Section 2: Officers

1. In accordance with the ***Public Libraries Act***, s. 14-15, the officers of the board are the chair, the secretary, the treasurer, and the Chief Executive Officer (CEO).
2. In accordance with the ***Public Libraries Act***, s. 14(3), the chair shall be elected at the first meeting in a new term.
3. The board appoints the CEO, who will be secretary and treasurer as allowed by the ***Public Libraries Act***, s. 15(5).
4. If any of the officers step down, retires, or is dismissed during his/her term, the board must immediately elect or appoint a new officer.

Date of Last Review: 2011 Approval Date: _____

Chairperson: _____ CEO: _____

TOWNSHIP OF SOUTH ALGONQUIN PUBLIC LIBRARY

PLANNING

The Library Board shall maintain an effective planning process for the library to fulfill its mandate under the Public Libraries Act, RSO 1990, c. P44, s 20(a): " A board shall seek to provide, in co-operation with other boards, a comprehensive and efficient library service that reflects the community's unique needs". This policy establishes a formal planning process.

1. The planning process ensures that:

    a) the library can respond to changing needs and trends in the community
    b) key decision makers in the community make a long-term commitment to library services
    c) services available elsewhere in the community are not unnecessarily duplicated
    d) library funds are responsibly expended in a deliberate and accountable manner
    e) continuity of services is maintained regardless of personnel changes in the board or staff

2. To this end, the board shall:

    a) in the second year of its four-year term, develop a formal planning document that includes the mission and vision statements, and priorities
    b) develop a cycle for reviewing and assessing:
        i. client needs in the community served by the library
        ii. the services of the library in the light of client needs
        iii. the board's mission statement, goals, and objectives
        iv. current board strategic planning documents
    c) report to the community on the library's progress in fulfilling its plan by means of:
        i. distribution of an annual report
        ii. presentations to Council, service groups and community organizations

3. Reviewing and assessing the library's current environment will be addressed through a situational analysis which may include:

    a) **Community analysis** – A range of community-related information with possible implications for library service, including demographic data, municipal planning documents, and information on local agencies and services, is gathered and formally analyzed at least once every four years, and the results used in the planning of library service.
    b) **Consultation with users** – Library users are consulted regularly concerning library service (e.g., by means of surveys, focus groups, formal and informal interviews, open houses, suggestion box, website, etc.).

Date of Last Review: 2003, 2011 Approval Date: _____

Chairperson: _____ CEO: Charlene Alexander

POLICY STATEMENT

ADOPTION AND REVIEW OF POLICIES

Policies are rules of conduct or guidelines created to implement plans which have been established to attain the objectives set by the Board. The policies of the library are statements made by the board about the way in which the library understands and interprets its mission statement. Once the Board has made a policy for any aspect of the operation of the library, staff can then develop procedures and make decisions based on the intent and content of the policy. That is, while the Board is concerned with the *What* of library operations, the *How* is the domain of the staff who are free to change procedures from time to time on condition that the intent of the policy is respected.

While there may be need to develop emergency policies from time to time, the development of policy should be part of a planned process where policies are developed intentionally rather than as a reaction to a problem. The planning process involves the following:

- Assessing the present situation
- Deciding which direction to take
- Deciding how to get there

Planning should follow a cyclical process:

- Conducting a needs assessment
- Developing a mission statement
- Development of a *Strategic Plan* that sets out goals and objectives
- Development and adoption of policies by the Board
- Development of procedures based on the policies
- Review and evaluation of the entire process

For staff, members of the Board, and members of the public to have easy access to them, the policies of the library will be filed in a *Policy Manual*, clearly marked as such.

The Board shall assist the CEO in reviewing the *Policy Manual* from time to time and make any required changes or additions. Policies will be reviewed on a regular basis, ideally every two years. This can be done by scheduling a certain number of policies for review at set intervals. The Board shall approve all new policies and all changes made to established policy

When reviews and revisions are done, the documents will indicate the original date of adoption by the Board and the date of all reviews and/or revisions, even if no changes are required.

Date of Last Review: December 2013 Approval Date: _____

Chairperson: _____ CEO: _____

PURPOSE OF THE BOARD

The mission of the Township of South Algonquin Public Library is to provide comprehensive and efficient services that address the information and reading needs of the residents of the Township to the highest degree possible within available resources.

The Board through the Council of the Township bears legal responsibility for the Township of South Algonquin Public Library.

The Board:

1. Determines and adopts written policies to govern the operation of the Board and the library.

2. Seeks to determine the library-related needs of the rate payers of the Township, both permanent and seasonal, through a variety of methods and on a regular basis.

3. Develops strategic plans from time-to-time outlining goals and objectives and seeks to secure funding to address the identified activities.

4. Determines the times and dates for regular meetings of the Board and the guidelines for calling and conducting them and ensures that full and correct minutes are kept.

5. Appoints a competent and qualified CEO and fixes the rate of pay for such. It is the duty of the Board to dismiss a CEO if such action is necessary.

6. Works with the CEO to prepare annual budgets designed to achieve the goals and objectives identified from time to time by the Board and participates in the presentation of the budget to Council.

7. Ensures that the library is operated in accordance with the ***Public Libraries Act, R.S.O. 1990, chapter P.44***.

8. Approves and submits all reports required or requested by the Municipal Council or the Government of Ontario.

Date of Last Review: 2003, Approval Date: _____
Chairperson: _____ CEO: _____

TOWNSHIP OF SOUTH ALGONQUIN PUBLIC LIBRARY

SAFETY AND SECURITY

The Board has a responsibility to patrons and staff to ensure that conditions in the Library and at the entrance are safe in terms of building repair, snow removal etc. The condition of equipment and the posting of rules regarding use of the same also be monitored and provide for the safety of users. The safety of staff working alone, especially during evening hours is also a matter for review and action.

1. **Review of Property**

There shall be ongoing review (staff who shall report on any areas requiring attention.

2. **Reporting to the Township**

If there are security and/or personal safety issues brought forward because of the review, the Township shall be notified of those that fall within their purview and requested to take appropriate action.

3. **Access to the Library**

Keys to the Library shall be held by the librarians, maintenance staff and Township office. Keys will be assigned to members of the Board and occasional staff as designated from time to time.

4. **Staff Working Alone**

Both branches of the Library are located at some distance from immediate sources of help should there be an incident which threatens the safety for the staff. For this reason, it is recommended that the librarians have a source of help standing by to respond to an alert. Both locations have panic buttons for staff.

5. **Mail**

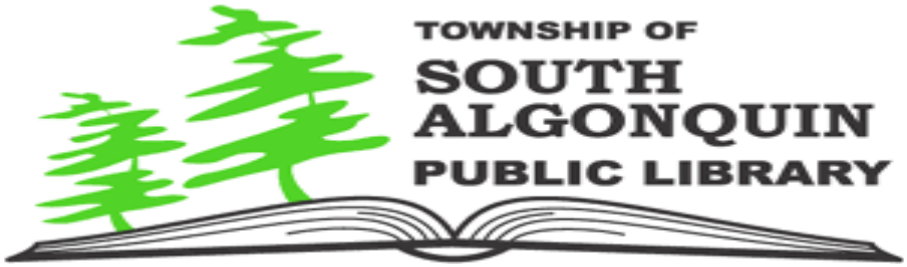
Librarians are responsible for checking/picking up the mail on a regular basis.

6. **Petty Cash, Revenue and Confidential Items**

Librarians are responsible for the safe and secure storage of all funds and confidential items.

Date of Last Review: 2003, Approval Date: January 18th 2022

Chairperson:Jeff Bowman CEO: Charlene Alexander



STATEMENT OF AUTHORITY/POWERS AND DUTIES OF THE BOARD

The Township of South Algonquin Public Library operates under the authority of the **Public Libraries Act** and is established in accordance with the **Public Libraries Act, Revised Statutes of Ontario, 1990 P.44**. The library is under the management and control of the ***Township of South Algonquin Public Library Board*** which is a committee of the ***Council of the Township of South Algonquin***.

The Board recognizes that the **Act** sets out procedures for the appointment of members of the Board, the number and qualification of members, terms of membership, disqualification of members, and vacancies on the Board.

Powers and Duties of the Board

The board bears legal responsibility for the Township of South Algonquin Public Library. The powers and duties of the board are prescribed in the ***Public Libraries Act,*** R.S.O. 1990, c. P44, to which this bylaw adheres.

1. In accordance with the ***Public Libraries Act***, s. 20, the Trillium Public Library Board:

    a) shall seek to provide, in co-operation with other boards, a comprehensive and efficient public library service that reflects the community's unique needs
    b) shall provide library services in the French language, where appropriate
    c) shall operate one or more libraries and ensure that they are conducted in accordance with this Act and the regulations
    d) may operate special services in connection with a library as it considers necessary
    e) shall fix the times and places for board meetings and the mode of calling and conducting them, and ensure that full and correct minutes are kept
    f) shall make an annual report to the Minister and make any other reports required by this Act and the regulations or requested by the Minister from time to time
    g) shall make provision for insuring the board's real and personal property
    h) shall take proper security for the treasurer
    i) may appoint such committees as it considers expedient

Date of Last Review: 2002 Approval Date: _____

Chairperson: _____ CEO: _____