SOUTH ALGONQUIN PUBLIC LIBRARY (SAPL)
REGULAR MEETING OF THE BOARD
January 21st, 2025, 7pm Madawaska Branch/Zoom
AGENDA

Land Acknowledgement:

Call to Order

1. **Approval of Agenda**
2. **Approval of Minutes: November 26th, 2024**
3. **Report of the Chairperson:**
4. **Business Arising from the Minutes**
   - 4.1. **ILL - Resource Sharing for Groups (RS4G):** Interlibrary loan services have fully resumed. The service has fully moved to the new RS4G web platform.
   - 4.2. **Staff & Board Evaluations:**
5. **New Business:**
   - **5.1. Library Speaker's Consortium has been renewed for 2025.**
   - 5.2. **OLS Updates:** OLS team have revamped all the sample policies, hope to have them available in March. They are next updating board governance resources.
   - 5.3. **Training**: CEO is registered for Foundations of Integrating AI in Libraries.
6. **Reports**
   - **6.1. Finance:** Bank Statements – November $3373.98 December $ 3,385.35
   - **6.2. Librarian's Reports:**
   - **6.3. Council Report:**
7. **Governance**
   - **7.1. Governance Committee:** CEO is drafting MOU.
   - **7.2. Policy:** CEO is revamping anti-spam & privacy, access to information draft policies and board bylaws documents.
   - **7.3. Strategic Planning/Strategic Doing:**
8. **Programming:** (strategic alignment: community outreach, programming)
   - 8.1. **School Visits:** Three classes, bi-weekly **Daycare Visits:** Occasional
   - 8.2. **Astronomy in Action:** Tentative date June 5th, 2025, update notes below
   - 8.3. **Adam Shoalts:** Fall 2025
   - 8.4. **Medicinal Plant Walk with Christine Luckasavitch:** Spring 2025
9. **Correspondence:**
10. **Any Other Business**
11. **In-Camera / Out-of-Camera**
12. **Next meeting: February 25th, 7pm Whitney Branch/Zoom**
13. **Adjournment**

Meeting Notes:

Astronomy in Action Program
Here are the program updates in point form:

- **Cost Reduction**: Astronomy in Action has reduced program costs; further reductions possible with more shows.
- **School Partnership**: Afternoon show for students and staff; evening show for the public confirmed. Permit needed for after-hours school use.
- **Venue**: Dragon Dome (capacity 60; 30-35 with inflatable seating) estimated cost: $1,186.50 for two shows.
- **Library Partnership**: Partnered with Madawaska Valley Public Library to save on travel costs.
- **Venue Limitation**: Event cannot be hosted at recreation centres due to space constraints. School gymnasium will be used instead.
- **Grant Application**: Plans to apply for Community Futures Local Initiative Grant in April 2025 for event funding.
- **Tentative Date**: June 5th, 2025, pending grant approval.
- **Alternative Funding**: If the grant is not received, alternative funding from Library Board fundraising account reserves will be used.

Library Journal & Library School Journal professional development Early bird rate: $251.94 usd

Foundations of Integrating AI in Libraries **Online | Mar 06 to Mar 20, 2025**

Learn practical ways to use AI tools to streamline work at your library in this introductory course. Recommended for AI beginners; open to all levels and types of personnel.

Course Description

Artificial Intelligence has splashed into cultural awareness and usage, prompting librarians to question if and how to use AI in and for their libraries. This online course will focus on tangible ways to apply AI to your communication, programming, and workplace challenges. We will discuss the potential challenges regarding ethics and copyright, as well as the opportunities to engage new users and streamline your work. You'll have a chance to get hands-on to play with commonly available tools and practice writing effective prompts. This course will primarily focus on using AI for internal library communications and operations. All live speaker presentations will be recorded and available on demand for six months.

This course includes one half-day (four hours) of live, online presentations from an expert speaker, as well as three weeks of a guided asynchronous workshop with facilitated peer cohorts and assignments. In this workshop, you'll have the opportunity to practice what you've learned through prompted activities, share and crowdsource issues with peers, and get feedback from peers and your facilitator. The workshop will culminate in you creating a "train the trainer" presentation to share your new knowledge with your colleagues at your organization.

The live sessions run on Thursday, March 6, 2025 from 12:00 to 4:00 pm (recorded for on demand viewing) with an asynchronous workshop over 3 weeks.

Township of South Algonquin Public Library
Minutes of the Meeting Held
November 26th, 2024, 7pm Whitney Branch/Zoom

Attendees: Rose Jessup, Jeff Bowman, Vicki Forward, Sarah Ennor and Councillor Laurie Siydock. **Staff:** Cynthia Haskin, Charlene Alexander **Regrets:** Elaine Hare
Land Acknowledgement: Rose Jessup
Call to Order: 7:02pm

1. **Motion # 2024-30**
   Moved by – Sarah Ennor Seconded by – Jeff Bowman /To approve the agenda/Carried
2. **Motion # 2024-31**

Moved by – – Sarah Ennor Seconded by – Jeff Bowman /To approve the minutes of October 15th, 2024 / Carried

3. **Report of the Chair:** Shared a report on the OLS Conference, included in the board package.
4. **Business Arising from the Minutes**
   - **4.1. OLS Virtual Conference:** CEO shared a report on the OLS Conference, included in the board package.
   - 4.2. **ILL Migration from VDX platform to Resource Sharing for Groups (RS4G):** staff have completed training & set up. Platform went live on November 12th. Interlibrary Loan services are on hold for the duration of the Canada Post strike.
   - 4.3. **Astronomy in Action Update:** Due to space limitations at both recreation centres, this event cannot be hosted at these venues. However, our partnership has been strengthened with the local school, and the school's gymnasium is large enough to accommodate the planetarium dome. The school principal has generously offered the gymnasium for the event. We have also partnered with Madawaska Valley Public Library to host on the same day to save on travel costs. Tentative date of June 5th. Additionally, plans are underway to apply for the Community Futures Local Initiative Grant, which opens in April 2025, to secure funding for the event.
   - 4.4. **Board Assemblies:** Jeff Bowman shared the presentation slides via email.
5. **New Business:**
   - **5.1. OLA Marketing Libraries Think Tank 2024:**
   - **5.2. Access Copyright License has been renewed.**
   - **5.3. Ontario Parks Passes Program has been renewed.**
   - **5.4. Overdrive Subscription has been renewed. Fees including taxes $1150.91**
   - 5.5. **Staff & Board Evaluations:** Evaluation forms distributed to staff and board members. To be completed and returned at the meeting.
   - **5.6. Social Media:** The library is now on the Threads social media app.
6. **Reports**
   - **6.1. Finance:** Bank Statements October, balance $3361.22.
   - **6.2. Librarian Reports:**
   - 6.3. **Council Report:** Laid a wreath for Remembrance Day. Township passing a noise bylaw and budget is on the radar for the December 4th meeting.
7. **Governance**
   - **7.1. Governance Committee:** To meet to discuss the review of Township HR policies. MOU – goal is to complete by the end of 2025.
   - **7.2. Governance Training:**
   - **7.3. Policy:**
8. **Programming**
   - 8.1. **School visits:** two classes, biweekly **Daycare Visits:** occasional
   - 8.2. **Card Making with Brendia Drew:** December 5th & 12th (1 adult/1 child).
   - 8.3. **Whitney Paint Afternoon with Kelsey Fuller**: One Saturday Afternoon Adult Painting event in December.
   - 8.4. **Adam Shoalts:** Fall 2025
9. **Correspondence: none**
10. **Any Other Business: none**
11. **In-Camera/Out of Camera:** none
12. **Next Meeting**: January 21st , 2025, 7pm Madawaska Branch/Zoom
13. **Motion # 2024-32**

Moved by – Sarah Ennor Seconded by – Jeff Bowman /To adjourn 8:34pm Carried

Township of South Algonquin Libraries Monthly Stats

January 21, 2025

	Whitney		Madawaska		
	November	December	November	December	2024
Head Count	180	107	130	78	
School/daycare visit headcount	34	26	0	0	
Program headcount	0	0	0	4	
combined total	214	133	130	82	
Circulation	539	414	80	38	
Activity Kits (includes Park passes)	7	2	4	0	
Device	9	11	0	0	
Computer users	25	18	16	10	
Inter Library Loans	0	0	0	0	
New Members	0	0	2	0	
Print/fax/copy	9	6	5	5	
Reference/Reader's Advisory	43	34	0	1	
Tech/media/software support	11	9	0	6	
minutes spent on above requests	545	470	28	73	
In Library Use	20	6	32	22	
Over drive users/both branches	16	18			
Overdrive circulation/both branches	236	123			
non members users	12	58	37	11	
seed library	0	0	0	0	

Head Count by Day

Tuesday	0	0	31	33
Wednesday	61	46	0	0
Thursday	81	39	39	31
Saturday	38	22	60	14

Key Workplace Legislation and Training Requirements for Public Libraries
- Checklist-

This checklist was created by the Ontario Library Service to outline the **policy, documentation or training requirements** that most commonly arise in public library workplaces in Ontario. **It is intended to help public library CEOs track legislative and training requirements that apply to new employees and board members.** The checklist is not intended to be exhaustive. It covers legislation and training requirements relating to the following pieces of legislation: Employment Standards Act (including the Ontario Working for Workers Act), Workplace Safety and Insurance Act, Workplace Hazardous Materials Information System (WHMIS), Accessibility for Ontarians with Disabilities Act, Occupational Health and Safety Act, Municipal Act, and Municipal Elections Act.

The checklist *does not cover* requirements set out by the Public Libraries Act, the Municipal Freedom of Information and Protection of Privacy Act, or the Pay Equity Act, nor does it cover federal legislation such as the Canadian Anti-Spam Law (CASL), the Income Tax Act, the Copyright Act, or the Canadian Not-for-profit Corporations Act.

Employment Standards Act (ESA)		
*	**All new employees receive the Employment Standards Poster within 30 days of their date of hire.**	*All workplaces covered by the Employment Standards Act must distribute an employment standards poster to all employees. Employers are no longer required to post it in the workplace. Download the employment standards poster.*
Ontario Working for Workers Act		
N/A	**A written policy on electronic monitoring has been created.** (Note: applies only to organizations that employ 25 or more employees)	*Under Bill 88, Working for Workers Act, **employers that employ 25 or more employees** on January 1 of any year must have a written policy on electronic monitoring in place by March 1 of that year. The policy must state whether the employer electronically monitors employees. If the employer does, the policy must include:* • *a description of how, and in what circumstances, the employer may electronically monitor employees*

		• *the purposes for which the employer may use the information obtained through electronic monitoring* *the date it was prepared and the date any changes were made to the policy* *Bill 88, Working for Workers Act, amends the Employment Standards Act.*
N/A	**A written policy on disconnecting from work has been created.** (Note: Applies only to organizations that employ 25 or more employees)	*Under Bill 88, Working for Workers Act, employers that employ 25 or more employees on January 1 of any year must have a written policy on disconnecting from work in place by March 1 of that year. They must provide a copy of that policy to employees.* *Bill 88, Working for Workers Act, amends the Employment Standards Act.*
Workplace Safety and Insurance Act		
*	**An In Case of Injury poster is posted in the workplace.**	*Employers who are covered by the Workplace Safety and Insurance Board (WSIB) must put up the in case of injury poster. This poster is from the WSIB and outlines the steps workers and employers need to take if there is an injury in the workplace. The poster must be displayed prominently in the workplace.*
Accessibility for Ontarians with Disabilities Act (AODA)		
*	**All library employees and volunteers, including board members, are trained on the Ontario Human Rights Code.** (where it relates to people with disabilities) All current staff and board members have completed. Training provided by the Twp.	*Under the Accessibility for Ontarians with Disabilities Act (AODA), all staff and volunteers must be trained on the Ontario Human Rights Code, as it relates to people with disabilities.* *AccessForward provides free training modules to meet the training requirements under Ontario's accessibility laws (Accessibility for Ontarians with Disabilities Act). The AccessForward training is developed in partnership with the Government of Ontario. AccessForward provides printable certificates upon completion of training modules.*

		The Ontario Human Rights Commission (OHRC) also offers free training modules to help workers learn about their rights and responsibilities under the Ontario Human Rights Code and the AODA.
*	**All library employees and volunteers, including board members, are trained on accessible customer service.** All current staff and board members have completed. Training provided by the Twp.	*Under the Accessibility for Ontarians with Disabilities Act (AODA), all staff and volunteers must be trained on how to interact with people with different disabilities.* *All new employees need to receive training, and employees need to be trained again when changes are made to accessibility policies.* *Public sector organizations of any size are required to maintain records of all completed customer service training.* *AccessForward provides free training modules to meet the training requirements under Ontario's accessibility laws (Accessibility for Ontarians with Disabilities Act). The AccessForward training is developed in partnership with the Government of Ontario. AccessForward provides printable certificates upon completion of training modules.*
*	**All library employees and volunteers, including board members, are trained on any other accessibility requirements that apply to their job duties and the organization.** All current staff and board members have completed. Training provided by the Twp.	*Under the Accessibility for Ontarians with Disabilities Act, all staff and volunteers must be trained on areas of the accessibility standards that are relevant to their work responsibilities, including employment, information and communications, transportation, and design of spaces.* *AccessForward provides free training modules to meet the training requirements under Ontario's accessibility laws (Accessibility for Ontarians with Disabilities Act). The AccessForward training is developed in partnership with the Government of Ontario. AccessForward provides*

		printable certificates upon completion of training modules.
Occupational Health and Safety Act (OHSA)		
*	**A health and safety at work poster is posted in the workplace.** (all library branches must have their own poster)	*All workplaces covered by the Occupational Health and Safety Act (OHSA) must put up a health and safety at work poster*
*	**A copy of the Occupational Health and Safety Act (OHSA) is posted in the workplace.** (all library branches must have their own copies of the OHSA)	*All workplaces covered by the Occupational Health and Safety Act (OHSA) must put up a copy of the Occupational Health and Safety Act (OHSA), OHSA, Section 25(2)(i)*
N/A	**The names and locations of your workplace joint health and safety committee members are posted in the workplace.** (the list of joint health and safety committee members should be posted at all library branches) Note: Applies only to workplaces that are required to have a joint health and safety committee, i.e. workplaces at which twenty or more workers are regularly employed.	*All workplaces covered by the Occupational Health and Safety Act (OHSA) must put up the names and locations of workplace health and safety committee members.* *According to Section 9(2)(a) of the OHSA, A joint health and safety committee is required,* *(a) at a workplace at which twenty or more workers are regularly employed;*
*	**All library employees have completed an occupational health and safety awareness training program.** All current staff a have completed. Training provided by the Twp.	*Under the Occupational Health and Safety Act, O.Reg. 297/13: Occupational Health and Safety Awareness and Training, employers are required to ensure that their workers and supervisors complete, or have completed an occupational health and safety awareness training program that meets regulatory requirements in O.Reg. 297/13, Health and Safety Awareness and Training.* *This training is offered in addition to requirements for workplace-specific and hazard-specific training.* *The mandatory occupational health and safety awareness training requirement applies to all workplaces covered under the OHSA.*

*	**A written workplace violence policy has been prepared and is reviewed at least once a year. The written policy is posted at a conspicuous place in the workplace.** Included in the Twp. HR Policy	*Under the Occupational Health and Safety Act, organizations must prepare a written workplace violence policy and review the policy at least once a year.* *The policy must be posted at a conspicuous place in the workplace.*
*	**An assessment of the risks of workplace violence has been conducted at all branches.** Conducted by the Twp.	*Under the Occupational Health and Safety Act, employers must proactively assess the risks of workplace violence that may arise from the nature of the workplace, the type of work or the conditions of work.*
*	**A program has been created to implement the workplace violence policy.** The workplace violence program includes measures and procedures for: • controlling risks identified in the assessment of risks • summoning immediate assistance when workplace violence occurs or is likely to occur, and • workers to report incidents of workplace violence The workplace violence program also sets out how the employer will investigate and deal with incidents or complaints of workplace violence. The program should include branch-specific information, i.e. measures and procedures to control risks associated with the physical aspects of the workplace.	*Under the Occupational Health and Safety Act, employers must develop and maintain a program to implement the policy. Employers must provide information and instruction to workers on the contents of these policies and programs.* *For more information on developing a workplace violence program, consult the Occupational Health & Safety Council of Ontario's guide, Developing Workplace Violence and Harassment Policies and Programs: What Employers Need to Know.* Included in the Twp. HR Policy. Township policy does not include library specific information.
*	**A written workplace harassment policy has been prepared and is reviewed at least once a year. The written policy is posted at a conspicuous place in the workplace.** Included in the Twp. HR Policy	*Under the Occupational Health and Safety Act, organizations must prepare a written workplace harassment policy and review the policy at least once a year.* *The policy must be posted at a conspicuous place in the workplace.*
*	**A program has been created to implement the workplace harassment policy.** The workplace harassment program must include:	*Under the Occupational Health and Safety Act, employers must develop and maintain a program to implement the policy. The program must be developed and maintained in consultation with the Joint Health and Safety Committee or a*

	• measures and procedures for workers to report incidents of workplace harassment to the employer or supervisor, or to report to a person other than the employer or supervisor, if the employer or supervisor is the alleged harasser • how incidents or complaints of workplace harassment will be investigated and dealt with, and how confidentiality will be maintained, and • how the results of the investigation will be provided to the worker who allegedly experienced workplace harassment and the alleged harasser	*health and safety representative, if any. Employers must provide information and instruction to workers on the contents of the policy and program.* *For more information on developing a workplace harassment program, consult the Occupational Health & Safety Council of Ontario's guide, Developing Workplace Violence and Harassment Policies and Programs: What Employers Need to Know.*
*	**A written occupational health and safety policy has been prepared and is reviewed at least once a year. The written policy is posted at a conspicuous place in the workplace.** Included in the Twp. HR Policy	*Under the Occupational Health and Safety Act, Section 25(2)(j)(k), organizations must prepare a written occupational health and safety policy and review the policy **at least once a year**.* *The policy must be posted at a conspicuous place in the workplace.*
Workplace Hazardous Materials Information System (WHMIS)		
*	**All workers have been trained on hazardous products before they use them.**	*The Workplace Hazardous Materials Information System (WHMIS) are laws, created in 1988 to:* • *Give employers and workers information about the hazardous products or chemicals they may be exposed at work* • *Reduce workplace injuries and illnesses* *Employers must pass the information about workplace hazardous products on to their employees and provide worker education programs.*
Municipal Act		
☐	**The library board has adopted and maintains a policy on the sale and other disposition of land** N/A	*Under Section 270 (2) of the Municipal Act, a local board shall adopt and maintain a policy with respect to its sale and other disposition of land.*
☐	**The library board has adopted and maintains a policy on the hiring of employees** Hiring practices are laid out in the AMALGAMATION proposal 1999. Twp HR Policy	*Under Section 270 (2) of the Municipal Act, a local board shall adopt and maintain a policy with respect to its hiring of employees.*

		The Ontario Library Service has developed a sample policy for use by public libraries in Ontario: HR-02 Staff Selection and Assignment
*	**The library board has adopted and maintains a policy on its procurement of goods and services.** Twp Procurement Policy	*Under Section 270 (2) of the Municipal Act, a local board shall adopt and maintain a policy with respect to its procurement of goods and services.* *The Ontario Library Service has developed a sample policy for use by public libraries in Ontario: OP-18 Purchasing/Procurement of Goods and Services*
Municipal Elections Act		
☐	**The library board has created rules and procedures with respect to the use of board resources during the municipal election campaign period**	*Under Section 88.18 of the Municipal Elections Act, local boards shall establish rules and procedures with respect to the use of board resources during the municipal election campaign period.* *If libraries wish to establish these rules in the form of a policy, the Ontario Library Service has developed a sample policy for use by public libraries in Ontario: OP-16 Library and Political Elections*

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POLICY DEVELOPMENT

2024

Organizational Roles for Policy Development

Library Board	CEO / Senior Management	Staff
Considers policy recommendations from CEO and staff	Drafts and recommends policy	Identifies policy gaps
Debates policy issues and implications	Advises the board on policy development	Provides input to draft policies or revisions
Reviews and revises policies on a regular schedule	Researches, provides examples and information	Follows policy and procedure
Approves policy by resolution	Establishes procedure for implementing policy	Informs library users of policy as needed
	Interprets policy for staff and the public	
	Maintains policy manual and ensures all requirements are met	

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Five Step Policy Development Process

Step 1: Research

Research will help everyone to better understand why the policy exists or should be created. This includes:

- Documenting the current practices in your library and reviewing related policies.
- Identifying best practices in other libraries. This may include reviewing policies from other libraries or consulting OLS' Trillium sample policies.
- Library boards may consult the policies of the municipality where necessary.

Step 2: Draft

Policies may be drafted by board members, the CEO, managers, or staff. Here are some tips for writing policies:

- Avoid the tendency to think there is only one right answer. That is, don't get too invested in draft statements. The purpose of a draft is to generate discussion and new ideas.
- Don't be paralyzed by perfection; there is no perfect wording.
- All policies should support the mission of the library – think big picture!
- Be concise, clear, consistent, and direct.

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Five Step Policy Development Process

Step 3: Approval

The library board, CEO and staff must understand the implications of a policy or policy change.

- Does the policy conform with legislation?
- Is the policy reasonable?
- Is it clear and concise (aka not confusing)?
- Can the policy be enforced in a non-discriminatory manner?

Step 4: Implementation

Here are some key steps to ensure implementation is successful across the organization:

- Internal and external communications.
- Staff need to discuss new or updated policies to ensure they have a shared understanding of the purpose.
- CEOs and managers should aim to monitor policies and procedures to see that they are adopted by all staff and to watch for the unexpected.
- Members of the library board, the staff and the public should have convenient access to library policies.

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Five Step Policy Development Process

Step 5: Review and Revise

Policies need to be regularly reviewed to ensure that they reflect current issues and practices.

The process for reviewing policies should include:

- Establishing a four-year cycle to review policies.
- Assigning a review date to each policy.
- Establishing a policy development work plan for the four-year term of the board.

For policy questions or assistance with policy development, contact the OLS Consulting Team at consulting@olservice.ca

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Where do you go from here?

Review Policies Critically and Constructively

- Does a policy still make sense for the library's current context?
- Is it outdated?
- Does the policy align with current practices and community needs?

Consideration Reminders

- Inclusion, Diversity, Equity and Accessibility (IDEA)
- The library's voice and values
- Target audience
- Consistency across policies
- Adopting municipal policies vs. creating your own

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ASK FOR HELP!

Reference Available Resources

- Trillium Sample Policies
- OLS Professional Resources

Contact us with questions about:

- Policy review
- Policies legislated by provincial or federal law
- Policy vs. procedure
- Assistance with Trillium sample policies

OLS Consulting Team

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Notes

Notes

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BANK RECONCILATION

Date	Code	Num/Acct	Remarks	Debit	Credit	Status	Statusdate
Dec 31, 2024	BKIN	15-4000-0000	Interest Earned - Dec 2024	0.00	11.37	CL	Dec 31, 2024
			Totals:	0.00	11.37		

Summary For: LIB1 - CIBC Library [11-1306-0000] Fro

Total Cleared Cheques:	0.00		
Bank Open Balance:	3,373.98	G/L Closing:	3,385.35
Debits (0)	0.00	Outstanding Cheques:	0.00
Credits (1)	11.37	Outstanding Trans:	0.00
Bank Closing Balance:	3,385.35	Bank Closing Balance:	3,385.35

Date	Code	Num/Acct	Remarks	Debit	Credit	Status	Statusdate

BKTRAN

Net

Outstanding Debits:			
Outstanding Credits:			
# of Outstanding Cheques:	0	Outstanding Cheques:	
# of Outstanding Transactions:	0	Outstanding Transactions:	

CIBC

Transaction and balance statement report

Company name: CORP OF THE TWN OF SOUTH ALGONQUIN

Library Board

001869679618 CAD

Transaction and balance details

Date	Description	Debit amount	Credit amount	Balance
Nov 01, 2024	**Opening balance**			**3,361.22**
Nov 04, 2024	CREDIT MEMO INT @ 4.4700% CIBC-AUTOMATED INTEREST SYSTI		12.76	3,373.98
Nov 30, 2024	**Closing balance**			**3,373.98**
	Total value		12.76	
	Total count	0	1	

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