

Georgina Public Library
Library Board Meeting
November 17, 2022 @ 7:00 p.m.
Zoom

1. Call to Order
2. First Nations Acknowledgement Statement

“The Town of Georgina recognizes and acknowledges that we are on lands originally used and occupied by the First Peoples of the Williams Treaties First Nations and other Indigenous Peoples, and we would like to thank them for sharing this land. We would also like to acknowledge the Chippewas of Georgina Island First Nation as our close neighbour and friend, one with which we strive to build a cooperative and respectful relationship. We also recognize the unique relationship the Chippewas have with the lands and waters of this territory. They are the water protectors and environmental stewards of these lands and we join them in these responsibilities.”

3. Roll Call
4. Introduction of Addendum Items
5. Approval of the Agenda
6. Announcements
7. Declarations of Pecuniary Interest
8. Adoption of the Past Minutes – October 20, 2022 Board meeting minutes
9. Delegations/Speakers
 - a. None
10. Presentations
 - a. None
11. Consent Agenda
 - a. Branch Report
 - b. Work Plan Update
 - c. Financial Statement – October

12. Verbal Communications
 - a. CEO update (V. Stevens)
 - b. Board Chair update (M.C. Macaluso)
 - c. Friends of the Library update (B. Sabatini)
 - d. Strategic Planning Committee update
13. Old Business
 - a. Board Legacy Document
14. New Business
 - a. Policy Review: Financial Policy
 - b. Board Holiday Gathering
15. Other Business For Which No Notice Has Been Given
16. Closed Session - None
 - i. Motion to move into closed session
 - ii. Motion to reconvene into open session
17. Next Meeting Date /Time

December 15, 2022 @ 7:00pm
18. Adjournment

Georgina Public Library Board
Regular Board Meeting Minutes
October 20, 2022 @ 7:30 p.m.
Zoom

1. Call to Order

The meeting was called to order by the Chair at 7:36 p.m.

2. First Nations Acknowledgement Statement

"The Town of Georgina recognizes and acknowledges that we are on lands originally used and occupied by the First Peoples of the Williams Treaties First Nations and other Indigenous Peoples, and we would like to thank them for sharing this land. We would also like to acknowledge the Chippewas of Georgina Island First Nation as our close neighbour and friend, one with which we strive to build a cooperative and respectful relationship. We also recognize the unique relationship the Chippewas have with the lands and waters of this territory. They are the water protectors and environmental stewards of these lands and we join them in these responsibilities."

3. Roll Call

The following Board Members were present:

Mary Catherine Macaluso, Chair
Bobbi Sabatini, Vice-Chair
Rita Beechey
Leslie Johnstone
Nancy Rodrigues
Adrienne McDowell
Naomi Davison

The following Board Members were absent with notice:

Councillor Dave Neeson
Shari Hawkins

The following staff members were in attendance:

Valerie Stevens, *Director of Library Services/CEO*
Serena Hamlyn, *Executive Assistant (Recording Secretary)*
Anna Delong, *eServices Library Technician*

4. Introduction of Addendum Items

A discussion about the process of reapplying to be on the Library Board has been added under Other Business.

5. Approval of the Agenda

Moved by Nancy Rodrigues, Seconded by Rita Beechey

RESOLUTION NO. GLB-2022-109

That the Georgina Public Library Board meeting Agenda of October 20, 2022 be approved as presented

Carried.

6. Announcements - *None*

7. Declarations of Pecuniary Interest – *None*

8. Adoption of the Past Minutes

- September 15, 2022 Board meeting minutes
- October 11, 2022 Special Board meeting minutes

Moved by Leslie Johnstone, Seconded by Bobbi Sabatini

RESOLUTION NO. GLB-2022-110

That the minutes of the September 15, 2022 Board meeting be adopted as circulated

Carried.

Moved by Adrienne McDowell, Seconded by Bobbi Sabatini

RESOLUTION NO. GLB-2022-111

That the minutes of the October 11, 2022 Special Board meeting be adopted as circulated

Carried.

9. **Delegations/Speakers – None**

10. **Presentations – None**

11. **Consent Agenda**

- a. Branch & CYS Report
- b. Quarterly Statistics
- c. Work Plan Update
- d. Financial Statement –September 2022

Moved by Rita Beechey, Seconded by Nancy Rodrigues

RESOLUTION NO. GLB-2022-112

That Item 11 – Consent Agenda be received as circulated.

Carried.

12. **Verbal Communications**

- a. CEO Update (V. Stevens)

COMMUNITY CONNECTIONS

- Amy Butcher continues to connect with various community organizations. One meeting of note in September was a meeting with Brianna Callaghan to discuss furthering the partnership between GPL and Chippewas of Georgina Island First Nation Library.

SPACES

- Parking lot upgrades in Sutton now delayed until 2023-2024 school year (meaning, summer 2024)
- The programming room in Sutton is once again hosting library programs. Staff will be refreshing their training on the Town's room booking software in October, after which we will be able to start renting rooms to the public once again.

PEOPLE & LEADERSHIP

- Mary Catherine Macaluso and I presented the 2021 Year in Review to Council on September 14, 2022
- Hiring is ongoing for additional Casual Library Clerks & Library Students

COLLECTIONS & PROGRAMS

- Nothing to report

TECHNOLOGY

- Nothing to report

MISCELLANEOUS

- Continue to work with Finance on drafting GPL's 2023 budget
- b. Board Chair Update (M.C. Macaluso)
 - The Board Chair has been attending the strategic planning committee meetings, budget committee meetings, and the legacy document committee meetings
 - The Board Chair continues to meet regularly with the CEO
 - The Board Chair attended the Truth & Reconciliation event on October 1st at the Keswick branch
- c. Friends of the Library Update (B. Sabatini)
 - The Friends are hosting the Tea Party next month and are currently in full planning mode. The event is taking place on November 13th at De La Salle. There are tickets available at all three library branches at a cost of \$25 each.

Moved by Leslie Johnstone, Seconded by Nancy Rodrigues

RESOLUTION NO. GLB-2022-113

That items 12 a., b., and c. Verbal Communications be received as presented

Carried.

13. Old Business - None

14. New Business

- a. Policy Review: Children's & Youth Services Policy

Moved by Leslie Johnstone, Seconded by Rita Beechey

RESOLUTION NO. GLB-2022-114

That the Children's & Youth Services Policy be accepted as amended

Carried.

b. Programming Policy

Moved by Bobbi Sabatini, Seconded by Adrienne McDowell

RESOLUTION NO. GLB-2022-115

That the Programming Policy be accepted as amended with further edits as directed

Carried.

c. Board Self-Evaluation

The Board Vice-Chair will send out the self-evaluation form for everyone to complete individually.

15. Other business

a. Re-applying for the next Board term

The CEO informed the Board members that, if they are interested in being on the Board next term, they will have to re-apply. The application notice does not go up until after the Municipal election is complete. There will be instructions on the Town's website for how to re-apply. Pamphlets are out at the Library branches.

It was requested that the CEO check in with the Town Clerk to see what information she can provide regarding the re-application process.

16. Closed Session - *None*

17. Next Meeting Date /Time

November 17, 2022 @ 7:00 p.m. – Zoom

18. Adjournment

Moved by Bobbi Sabatini, Seconded by Rita Beechey

RESOLUTION NO. GLB-2022-116

That the Georgina Public Library Board meeting of October 20, 2022 adjourn at 8:19 p.m.

Carried.

Board Chair

Recording Secretary

JOINT BRANCH REPORT - 10 - OCTOBER 2022

Submitted by: Amy Butcher - Manager, Library Community Engagement
Justin Johnston – Manager, Library Collections
Becky George - Manager, Library eServices
Sarah James - Manager, Library Customer Experience

COMMUNITY CONNECTIONS

- The Library Board Meet and Greet was hosted at the Keswick branch during the evening of October 20. Over 20 people, including many candidates for council positions, were in attendance to discuss library and community issues.
- On Saturday, October 1, GPL partnered with Georgina Island to run a “National Day for Truth and Reconciliation at GPL” event. Program participants enjoyed cultural teachings from Jake Charles (Na-nock-ashee) from First Nation Cultural Tours. Friends of the Library co-sponsored the program.
- On Saturday, October 22, Jennifer Murray, Danielle Davidson, and Chris Croome attended Family Freight Fiesta at Georgina Pioneer Village. From 4:30 p.m. to 8:30 p.m. they spoke with over 1,110 people about library programs and services.
- On Tuesday, October 18, Jennifer Murray visited EarlyON and ran an offsite storytime for 22 people. Going forward, CYS will be making monthly visits to EarlyON in Keswick to build connections in the community.

SPACES

- The Sutton Branch welcomed school classes back for in-person visits to the library starting in October. We are focused on learning recovery as the teachers and our staff have noticed a decrease in overall reading levels and learning readiness in kids, especially the younger ones. This will mean a noticeable increase in foot-traffic numbers for the branch.

PEOPLE AND LEADERSHIP

- Our newest library students have completed training.
 - Sydney Davey - Pepperlaw
 - Lilly Wallbank - Sutton
 - Ava Anthony - Keswick
 - Taya Simon - Keswick
- Harinder Bell joined our library team as a Casual Library Clerk on October 21st.
- Cathy Giambattista began her new part-time Library Assistant - Collection position at Keswick on October 15th.
- Tracy Emery moved into her new full time Library Assistant - Collection position at Keswick on October 15th

- Becky George and Sarah James attended virtual training hosted by the Centre for Addiction and Mental Health (CAMH) focused on managing mental health in the workplace for leaders.

COLLECTION AND PROGRAMS

- We've discovered a discrepancy with how our ILLO Stats are being reported. Working with OLS, we've determined the relevant report statistics that we need to be using for ongoing reporting. For the moment, we are also keeping track (manually) of the items that are being brought in and being sent out through the ILLO Service to make sure that there isn't a reporting issue within the system itself.
- On Wednesday, October 26, we ran "Hockey Night at GPL" in partnership with Georgina ICE. Participants had the opportunity to listen to a reading of "The Three Canadian Pigs: A Hockey Story" by local author Jocelyn Watkinson and purchase copies of her book from onsite bookseller Blue Heron Books. Georgina ICE also led a variety of hockey-themed activities. The program was a massive success with nearly 100 people attending.
- On Thursday, October 20, Ruth Berry ran an online program showcasing GPL's eResources as part of Small Business Week. Program participants were impressed with Ruth's presentation and the variety of eResources that GPL offers.

Dates	Program Name	Platform/format	Total views/ participants
Various dates	One-on-one technology help (eServices)	Email, chat, phone	31
Oct 4, 11, 18	Family Storytime	Pefferlaw	12
Oct 4, 11, 18	Babytime	Sutton	16
Oct 4, 11, 18	Reading Buddies	Keswick	43
Oct 5, 7, 12, 14, 19, 21	Family Storytime	Keswick	121
Oct 5, 19	Ukulele Circle- Beginner	Keswick	14
Oct 5, 19	Ukulele Circle - Intermediate	Keswick	13
Oct 5, 12, 19	Teen Public Art Project	Keswick	10
Oct 6, 13, 20	Babytime	Keswick	48
Oct 6, 13, 20	Let's Make Stuff- Paper Edition	Keswick	55
Oct 18	Visit to EarlyON (offsite storytime)	RL Graham	22

Oct 21	Star Wars PA Day	Sutton	16
Oct 21	GPL at Family Freight Fiesta	Georgina Pioneer Village	1118
Oct 26	Hockey Night at GPL	Keswick	92
Oct 1	National Day for Truth and Reconciliation at GPL	Keswick	22
Oct 4	Sutton Book Club	Zoom	5
Oct 4	Pefferlaw Book Club	Pefferlaw	6
Oct 4, 11, 18, 25	Hooks and Needles Corner	Keswick	44
Oct 5	Pins and Needles	Sutton	12
Oct 6, 20	Welcome Centre Immigrant Services	Keswick	11
Oct 11	Keswitches Fall Celebration	Sutton	12
Oct 18	Be Seen, Be Heard, Be Found on Social Media with Hollie Hoadley	Sutton	11
Oct 20	Small Biz Week Seminar – Supporting Small Business	Zoom	9
Previous uploads	All recorded videos, re-watched in October		1
		TOTAL	1, 744

TECHNOLOGY

- Nothing to report

2022 Work Plan – October Update

Board Governance Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Legacy Document	Board Chair	Q1-2022	Q4-2022		Reviewed at March Board meeting; updated to Q4 end date per Board Chair
Succession Planning-staff					
Library Advocacy	Board	Q1	n/a	On going	<ul style="list-style-type: none"> Councillor Neeson connected with FOPL Government Advocacy Working Group (Sept 2021).
2021 Annual Report	Val Stevens	Q1	Q2	Complete	Copies have arrived in each branch Board Chair & CEO presentation to Council on Sept 14, 2022.
Sutton Multi-Use Transfer and Operating Agreement	Val Stevens	Q1-2019	2023?	In Progress	Development of a legal agreement for the Sutton Multi-Use Building between the School Boards, Town and Library. Currently with School lawyers. Likely on hold due to pandemic. Updated projected end to 2023. Intro meeting set with Town Solicitor for Nov 29/22.
Library & School Boards Agreement on Sutton Branch	Val Stevens	Q1-2019	2023?	In Progress	Transfer and Operating Agreement take precedent. Currently with Library/Town lawyer. Likely on hold due to pandemic. Updated projected end to 2023. Intro meeting set with Town Solicitor for Nov 29/22.
MoU between Library Board & Town	Val Stevens	Q4-2020	Q2-2022	Complete	Signed by all parties as of June 3, 2022
Board Self-Evaluation	Board Chair	Q4	Q4	In Progress	Year 2 and end of term

Capital Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
MURC Branch	Val Stevens	Q1	Q3-2023	In Progress	Ground breaking on Nov 10, 2021. Foundations are in place, steel is up, walls are going up.
Strategic Plan	Library Board/ Val Stevens	Q2-2021	Q1-2023	In Progress	Committee meeting on monthly basis. Printing and roll-out will likely happen in early 2023.
Security Camera Installation	Town Facilities/ Sarah James	Q2-2022	Q4	In Progress	Facilities has begun planning.
Teen area-Keswick branch	Amy Butcher (Sarah James)	Q1	Q4	Deferred from 2020	Delayed due to pandemic. Planning discussions have started among GPL managers. Working on furniture placement and costs.
De/re-magnetizers	Sarah James (Becky George/ Justin Johnston)	Q2	Q3	In Progress	Meeting with vendors
Pefferlaw Carpet Replacement	Town Facilities/ Justin Johnston (Sarah James)	Q1	Q4	In progress	Carpet has been chosen. Install date set for November 14.

Staffing Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Summer Reading Club Assistant-grants	Amy Butcher	Q1	Q3	Complete	SRCA contract ended Aug 2022
Adult Programming support	Amy Butcher	Q2	Q4		Three additional hours budgeted in 2022 operating budget

Operating Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Transition to Office 365	Town IT (Becky George)	Q1?	ongoing		Approved through Town IT budget for entire municipality, including library staff

Georgina Public Library

Financial Statement - October 2022

Date: Nov. 1, 2022

	2022 Actuals	2022 Approved Budget	Variance	Percentage To Date	Target to Date	Notes
Revenue						
Town Grant	2,108,366.67	2,530,040	421,673	83%	83%	Pro-rated
Provincial Grants	52,167	62,600	10,433	83%	83%	Pro-rated
Misc Grants	7,260	9,240	1,980	79%	83%	
School Board Revenue	48,750	58,500	9,750	83%	83%	Pro-rated
Donations	1,833	1,800	(33)	102%	83%	
Fines	1,060	22,000	20,940	5%	83%	
Misc Fees	278	3,100	2,822	9%	83%	Exam Proctoring, etc
Photocopying Fees	1,970	8,500	6,530	23%	83%	
Program Registrations	170	4,200	4,030	4%	83%	
Book Sale	115	2,400	2,285	5%	83%	
Room Rentals	-	4,100	4,100	0%	83%	
Provision from Reserve	-	-	-	100%	83%	
Total Revenues	2,221,969	2,706,480	484,511	82%	83%	
Expenses						
Salaries & Benefits	1,385,383	1,909,070	523,687	73%	83%	
Library Board	2,840	4,800	1,960	59%	83%	
Library Operations	175,543	349,500	173,957	50%	83%	Utilities, cleaning, courier, supplies, etc.
Training	6,467	18,800	12,333	34%	83%	
Collections	124,905	232,730	107,825	54%	83%	
Telecommunications	18,468	30,040	11,572	61%	83%	
Covid-19 Expenses	1,256	-	(1,256)	N/A	N/A	No allotted budget
Misc	2,450	3,300	850	74%	83%	
Contribution to Reserve	131,867	158,240	26,373	83%	83%	Pro-rated
Total Expenses	1,849,180	2,706,480	857,300	68%	83%	
Net	372,789	-	(372,789)			

Georgina Public Library Board Policy Manual

Policy Title: Financial Policies

Intent

In accordance with the Public Libraries Act, R.S.O. 1990, Chapter P.44, the Library Board is responsible for overseeing the Library budget and advising the Director of Library Services/CEO ~~one~~ fiscally responsible budgetary/financial practices.

Regulations

- The Director of Library Services/CEO is responsible for the oversight and administration of all Library financial matters
- A financial statement shall be presented to the Board on a monthly basis, ~~with a copy of the same submitted to the Treasurer of the Town of Georgina~~
- An audited financial statement, as prepared by the Town auditor, will accompany the Annual Survey submitted to the Ministry of Tourism, Culture and Sport
- Any or all financial records, or part thereof, shall be made available to any Board Member upon request or visitation to the Director of Library Services/CEO, with notice-
- Deposits shall be completed a minimum of once per week by Library staff and appropriate paperwork forwarded to the Town of Georgina Finance Department
- Cash sheets/cash register report shall be maintained daily, and tallied weekly by the appropriate staff member at each Branch for income derived from ~~fines, book sales, photocopying, blue box sales, etc. all~~ sources
- Staff with responsibility for Branch bank deposits are required to maintain, in a safe place, copies of reconciliation sheets of total funds submitted and deposited, in order to provide an accurate audit trail. Safety protocols for the storage and transfer of money will be adhered to by all staff-
- ~~As per Personnel policy #2(b) — Conduct: "it should be stressed that~~ Provable theft from fellow employees or from the libraries-Library will be cause for immediate dismissal with cause"-
- All accounts receivable/payable shall be handled in accordance with Town of Georgina policies
- Issuing of payroll deposits shall be the responsibility of the Town of Georgina Payroll ~~Clerk~~Department- Time sheets shall be submitted to the appropriate Manager in accordance with a set schedule
 - ~~Time sheets shall be submitted to the appropriate Branch Librarian in accordance with a set schedule (currently before closing on the Tuesday of the second week of the pay period). Failure to submit a timesheet will result in no pay deposit being made by payroll that week. The hours worked will be credited to the next pay period.~~

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Georgina Public Library Board Policy Manual

- Purchases under ~~\$500-2,500~~ are handled through authorized Purchasing- cards (VISA). Limits are pre-set. Any purchase request over \$2,500 must be accompanied by a Purchase Requisition form and authorized by the Library Director/-CEO-
- In the case of a major budgeted approved expenditure in excess of \$5,001, the Library's Procurement Policy will be followed
- No Petty Cash is kept on hand
- Office, library, and program supplies are ordered through a designated staff person and from approved vendors-
- The Library Director/CEO shall advise the Board on any category of expenditure in the approved budget that may go over budget in any calendar year, and advises them how the additional expenditure will be met-
- In the event of a surplus, the Library Director/CEO shall advise the Board at the earliest opportunity, and provide a list of recommendations as to how the surplus should be utilized for their approval. The general practice is that ~~deficit/surplus~~ is used to balance the budget or increase reserves-
- ~~In the case of a major budgeted approved expenditure in excess of \$10,000.00, Town of Georgina Procurement Policies will be followed, with the Board Chair being the second authorized signature ..~~
- Staff may not access cash from the weekly monies through personal cheques or debit.

Commented [SH1]: Language: budgeted/approved

Commented [SH2]: To be discussed

POLICY HISTORY:	
Initial Draft	November 22, 2006
Draft Presentation Review	April 16, 2007
Board Adoption:	April 19, 2007
Revised:	May 18, 2017
	<u>November 17, 2022</u>