

Peterborough Public Library Board Meeting Agenda

February 13, 2018

6:00 p.m.

345 Aylmer Street North

Library Board Room

Pages

- 1. Call to Order**
- 2. Confirmation of Minutes**
Minutes of January 9, 2018 1 - 5
- 3. Disclosure of Pecuniary Interest**
- 4. Consent Agenda**
5.b., 5.c., 5.d., 5.e
- 5. Reports and Communications**
 - 5.1 Updates from the Foundation and Friends of the Library
Report PPL18-008 6 - 7
 - 5.2 MOU Update
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 - 5.3 Library CEO Report - February 2018
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 - 5.4 Library Strategic Plan - Status Update
Report PPL18-011 15 - 16
 - 5.5 Security Services for the Library
Report PPL18-012 17 - 19
- 6. Other Business**
 - 6.1 Foyer Table Rentals
- 7. Next Meeting - March 27, 2018**
- 8. Adjournment**

Peterborough Public Library Board Minutes

Date: January 9, 2018

Roll Call Councillor Baldwin
 Barb Connor
 Mauro DiCarlo
 Dan Moloney
 Councillor Riel
 Paul Stern, Chair
 Garth Wedlock
 Leslie Woolcott

Staff Natalie Garnett, Deputy Clerk
 Jennifer Jones, Library CEO
 Becky Waldman, Marketing and Communications Coordinator

Call to Order

The meeting was called to order at 6:08 p.m.

Elections

Election of Chair

The Deputy Clerk called for nominations for the Chair of the Peterborough Public Library Board.

Moved by Mauro DiCarlo

That Paul Stern be the Chair of the Peterborough Public Library Board for 2018.

Carried

Paul Stern assumed the Chair and called for nominations for the position of Vice Chair.

Election of Vice Chair

Moved by Councillor Baldwin

That Lesley Woolcott be the Vice Chair of the Peterborough Public Library Board for 2018.

Carried

Confirmation of Minutes

Moved by Councillor Riel

That the minutes of the Public Library Board of Trustees meeting on December 12th, 2017 be approved.

Carried

Disclosure of Pecuniary Interest

There were no Disclosures of Pecuniary Interest.

Reports and Communications**Library Strategic Plan - Status Update**

Paul Stern, Chair, led the Board members through a review of the information provided by TCI at the December meeting.

Moved by Barb Connor

That the Library Board approve the recommendation outlined in Report PPL18-003, as follows:

That Report PPL18-003 be received for information.

Carried

Moved by Dan Moloney

That item 6e be approved as part of the Consent Agenda.

Carried

MOU Update

Moved by Dan Moloney

That the Library Board approve the recommendations outlined in Report PPL18-004 dated January 9, 2018, of the Library CEO as follows:

That the Report PPL18-004 be received for information.

Carried

Update from the Foundation and Friends

Moved by Councillor Baldwin

That the Library Board approve the recommendations outlined in Report PPL18-002, dated January 9, 2018, of the Library CEO, as follows:

- a) That a verbal report to inform the Library Board on the status of the Foundation be received for information; and**
- b) That a verbal report to inform the Library Board on the status of the Friends of the Peterborough Public Library by Barb Connor be received for information.**

Carried

Sponsorship Update

Moved by Leslie Woolcott

That the Library Board approve the recommendations outlined in Report PPL18-001, dated January 9, 2018, of the Library CEO, as follows:

That Report PPL18-001 and the presentation from the City's Corporate Sponsorship Coordinator be received for information; and,

That the Board consider this issue again at the March 27, 2018 meeting following the implementation of phase 1.

Carried

Partnership Policy

Moved by Barb Connor

That the Library Board approve the recommendations in Report PPL18-006, dated January 9, 2018, of the Library CEO, as follows:

- a) That Report PPL18-006 be received for information; and,**
- b) That the Partnership Policy be approved as amended.**

Carried

Library CEO Report January 2018

Moved by Councillor Riel

That the Library Board approve the recommendation outlined in Report PPL18-005, as follows:

That Report PPL18-005 be received for information.

Carried

Library Renovation Update

Moved by Barb Connor

That the Library Board approve the recommendation outlined in Report PPL18-003, as follows:

That Report PPL18-003 be received for information.

Carried

Other Business**Security Services at the Main Branch**

Moved by Councillor Riel

That security services be provided at the Main Library Branch as a pilot project until December 31, 2018; and,

That the cost be paid out of reserve funds.

Withdrawn

Moved by Mauro DiCarlo

That a staff report regarding Security Services at the Main Library branch be prepared for Board consideration at the February 13, 2018 Board meeting.

Carried

Adjournment

That the meeting adjourn at 8:46 p.m.

Natalie Garnett, Deputy Clerk

Paul Stern, Chair



**Peterborough
Public Library**

To: Peterborough Public Library Board of Trustees

From: Jennifer Jones, Library CEO

Meeting Date: February 13, 2018

Subject: Report PPL18-008
Updates from the Foundation and Friends of the Library

Purpose

A report to inform the Library Board on the status of the Peterborough Public Library Foundation and the Friends of the Peterborough Public Library.

Recommendations

That the Library Board approve the recommendations outlined in Report PPL18-008, dated February 13, 2018, of the Library CEO, as follows:

- a) That a verbal report to inform the Library Board on the status of the Foundation by Jayne White be received for information; and
- b) That a verbal report to inform the Library Board on the status of the Friends of the Peterborough Public Library by Barb Connor be received for information.

Budget and Financial Implications

There is no budget or financial implications associated with the recommendations of this report.

Background

A representative from the Library Foundation Board will attend the Library Board meeting on February 13, 2018, to provide a verbal update on the current status of the Foundation.

The Friends of the Library representative on the Board, Barb Connor, will attend the Library Board meeting on February 13, 2018, to provide a verbal update on the current status of the Friends of the Library.

Submitted by,

Jennifer Jones
Library CEO

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**Peterborough
Public Library**

To: Peterborough Public Library Board of Trustees

From: Jennifer Jones, Library CEO

Meeting Date: February 13, 2018

Subject: Report PPL18-009
MOU Update

Purpose

A report to inform the Library Board of the status of the Library Board/City of Peterborough Memorandum of Understanding (MOU).

Recommendation

That the Library Board approve the recommendation outlined in Report PPL18-009 dated February 13, 2018, of the Library CEO, as follows:

That the report of the Library CEO be received for information.

Budget and Financial Implications

There is no budget or financial implication resulting from the approval of the recommendation of this report.

Background

The draft MOU document was delayed from being presented to the Committee of the Whole in 2017 as there are still a few outstanding elements regarding the real property piece of the document. The City representatives from the MOU committee are continuing to work on this and their intention is to get the document to Council for approval in early 2018.

There will soon be a meeting between City staff and the Library Board to discuss the outstanding property elements in order to close out the last outstanding issue of the document.

Submitted by,

Jennifer Jones
Library CEO

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**Peterborough
Public Library**

To: Library Board of Trustees

From: Jennifer Jones, Library CEO

Meeting Date: February 13, 2018

Subject: Report PPL18-010
Library CEO Report February 2018

Purpose

A report to inform the Library Board of Trustees on general matters concerning Library operations and services.

Recommendation

That the Library Board approve the recommendation in Report PPL18-010 dated February 13, 2018, of the Library CEO as follows:

That the report be received for information.

Budget and Financial Implications

There are no budget or financial implications resulting from the approval of the recommendation of this report.

Background

General Note

We've moved, and we've opened! January was an intense month for the staff. We all worked outside of our comfort zones and our regular duties in order to prepare for this incredible undertaking.

Staff were amazing in their dedication to getting the building ready to open. There were still a number of sub-trades on site during our move, as well as the first few weeks we were in the new building. This presented some challenges for staff training on the new

flow, new technology and general workspace set up. The staff pulled through and overcame those challenges as best as they could, and we were ready to open on January 30, 2018.

The grand opening went smoothly. Comments from those in attendance were very positive and everyone was truly impressed with the new building.

There are without a doubt some issues to address as we settle into our new space. The staff and I will be focusing on these over the next few weeks. We have created a central list of issues, and I am still working with the Project Manager of Facilities and Planning to address the deficiencies with the Contractor and Architect, as appropriate.

Programming

February is full of amazing programs, events, and special guests to celebrate our opening month. (See Appendix A).

Café space

The RFP for the Café space closed and bidders were evaluated by the committee based on their submissions. We are moving ahead with an interview/presentation process for the bidders over the next week or so.

Many patrons have commented that they are disappointed that the café is not in place yet. We will be adding a “coming soon” sticker to the directional signs, and will keep everyone updated as the process continues.

Art in the Library

The library will once again play host to SPARK in April. There are two, possibly three exhibitors who will have their works on display for the month. I am looking into hanging systems and other options that will allow for the library to continue showcasing artworks on a rotational basis in the future.

Many patrons have commented on and presented options for art for the empty library walls. I would like to add an Art Policy to the list of policies to be worked on by the subcommittee.

Staffing Update

We have had a resignation in the part-time caretaker position. There is also a pending maternity leave for our children’s librarian. Recruitments for these positions are underway.

Statistics

With approximately 150 people waiting in the lobby on opening day and easily a record setting week of people through the door, February looks lined up to be our best month yet statistically.

An update on all the amazing numbers will be provided in next month's report.

In the news

Too many to list here. There have been newspaper articles, TV spots, radio interviews, social media pushes, and a number of other awesome interactions. We have had fantastic support from all of the local news agencies surrounding our grand opening. I was also invited to speak with Wei Chen for a short interview on CBC Radio 1 the morning of the grand opening and the Collection Development Librarian spoke with her the next morning regarding our top circulating items.

Submitted by,

Jennifer Jones
Library CEO

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Attachment: Appendix A – February Programming Guide

Peterborough Public Library GRAND OPENING MONTH

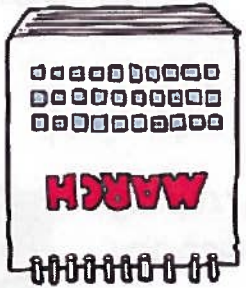
Planning for March Break?

We've got you covered!

The Library plans a full week of fun programs for kids of all ages.

More details will be available on our website soon.

www.ptbolibrary.ca

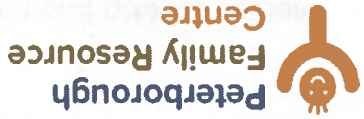


PA DAY @ the Library

Toy Corner with the PFRC

Come play with us! The PFRC toy library is filling our storycorner with all kinds of toys! A toyland of fun at the library!

0-6 year olds & caregivers in the Storycorner Friday, February 2 all day



Family Movie - LEGO Batman

Bring your stuffies, a blanket to sit on, and a nut-free snack. We're watching LEGO Batman on the BIG screen!

Movie rated PG

FOL Community Room

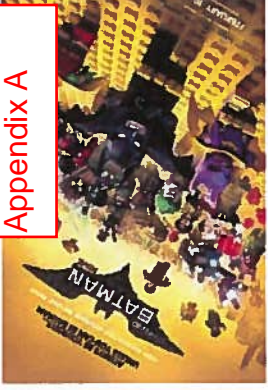
Friday, February 2 at 2:00 pm

Registration not required, but

please arrive at the beginning

of the program. Children 10

and under must have adult supervision.



Appendix A

Blind Date with a Book

Bored with the same old Tom (Clancy), Dick (Francis), and Harry (Turtledove)? Try a Blind Date with a Book. Whether you're looking for love at first word, or just a casual book-up with a one night stand, we've got a book for everyone's taste.

Jan. 30 – Feb. 14

Book Display

World Read ALOUD Day

Every year on World Read ALOUD Day, people around the globe read aloud together to advocate for literacy. We love to share our favourite stories with you, so we will be reading aloud at the top of every hour.

Come and listen, or share a photo of you reading aloud @ptbolibrary #WorldReadALOUDay.

Main Floor of the Library

Thursday, February 1 starting at 10:00 am



BOOK CLUB IN A BAG

Be the hero of your next book club!

Reserve a kit with everything you

need to host your next meeting.

reserve your kit today:

ptbolibrary.ca/BCIAB



Knit - In

Get your knit on! Join us for a community fibre arts sharing event. Whether you knit, crochet, spin or weave, all are welcome!

Multipurpose Room

Saturday, February 24 from 10:00 am - 2:00 pm

Board-Games Week

Love board games? We have a collection of

games at both the Children's and Adult areas of the library. Drop by and challenge your friends

and family to get their game on!

Children's Area and Mezzanine

February 25 - March 3



In honour of Black History Month we're discussing *The Immortal Life of Henrietta Lacks* by Rebecca Skloot.

The PPL Adult Book Club meets the last Tuesday of each Month. Our website will be updated soon with the list of books we will be reading this year. New participants welcome!

Multipurpose Room

Tuesday, February 27 at 2:00 pm

FREEDOM TO READ WEEK

February 25-March 3

According to Japanese tradition, if you fold a thousand paper cranes, you can make a single, special wish. Celebrate your Freedom to Read with us this year by helping the Library staff make our wish: that people around the world will soon enjoy this same freedom.

Drop in and learn how to make a paper crane any time this week.



Adult Book Club



Thursday, February 22 all day

Children's Area & Mezzanine

social media using #PPLbuilds

LEGO challenges. Share your creations on

Put your building skills to the test with our

Use your imagination to create with LEGO!

LEGO Day



Instant access to over 1100 children's e-books for grades K-6 FREE with your Library Card!



ptbolibrary.ca



Dub Trinity

It will be an afternoon of unforgettable music, dance and family entertainment. Dub Trinity is a high-spirited band with deep roots in our Peterborough community. Your family will be unable to resist the dance-inducing reggae-dub-ska-funky beats.

FOL Community Room
Sunday, February 4 from 2:30pm - 4:30 pm

Catfish Willie

Enjoy some live and local music featuring Catfish Willie! He will perform a set on every level of the Library. Catfish Willie plays: Western Swing Music & Hillbilly Jazz.

Monday, February 12
Children's Area: 4:30 pm
Foundation Area: 5:15 pm
Mezzanine: 6:00 pm



Paint Party

Spirits & Splatters will help you discover your inner artist. Come by yourself or bring a friend. No experience required!

Materials Fee due at time of registration.

Register by Monday, February 5 at the Main

Floor checkout desk.

* The only spirits at this event will be creativity and enthusiasm!

FOL Community Room

Tuesday, February 6 at 6:30 pm
Cost: \$15.00 Space is limited.



Drop in Storytime

Help your child's imagination and attention span grow. Join us for a fun filled 30 minutes of stories, songs, giggles and more!

For 2 - 4 year olds in the Storycorner
Tuesdays at 10:30 am

Never miss a minute!
Sign up for one of our monthly newsletters at ptbolibrary.ca/newsletters



Meet Olaf & Make Snow Crafts

We have a frosty friend visiting the library! Come and enjoy a special meet & greet with OLAF!

Kids can drop by and make some cool snowman crafts, suitable for all ages, while supplies last.

Children's Area
Saturday, February 10
Olaf Visits: 10:30, 1:00, 3:00



PJ Storytime

Bring your families, friends, and stuffies to participate in interactive stories, songs, and rhymes.

Includes a fun activity for the whole family!

Thursday, February 8 from 6:00 - 7:00 pm
Storycorner

FILL UP @ PPLI

Bring your own water bottle and fill up at one of **two** water bottle filling stations.



located in the Children's Area and on the Mezzanine Level.

FOL Community Room
Thursday February 15 at 7:00 pm

Come listen, come tell. Listen to master storytellers weave together traditional tales and modern adventures. Try it out for an evening, and you'll be hooked on the art of storytelling and the joys of learning with a supportive group.

Peterborough Storytellers

FOL Community Room
Wednesday, February 14 at 7:00 pm

Bring a date or go solo, and join us as we dress up and dust off a classic from the silver screen for Valentine's Day. We'll even provide some chocolate treats - we may be free, but we are certainly not cheap!

Date Night and a Movie

Button Making Day

A free DIY button-making day. All materials will be provided. Come and create your own individual buttons.

Children's Area & Teen Area
Tuesday, February 20 all day

Drop-In Genealogy

Drop in and learn about the Kawartha Branch of the Ontario Genealogical Society (KBOGS), local resources for your research, and how library staff and local genealogy experts can help you uncover your family history.



FOOD FOR FINES

1 item of food = \$2 of fines forgiven

February 17-March 3



For a full calendar look, visit our website.

all ages program
adult program
kids program



**Peterborough
Public Library**

To: Library Board of Trustees

From: Jennifer Jones, Library CEO

Meeting Date: February 13, 2018

Subject: Report PPL18-011
Library Strategic Plan - status update

Purpose

A report to inform the Library Board of matters concerning the Library Strategic Planning process.

Recommendation

That the Library Board approve the recommendation in Report PPL18-011, dated February 13, 2018, of the Library CEO, as follows:

That Report PPL18-011 be received for information.

Budget and Financial Implications

There is no budget or financial implication resulting from the approval of the recommendation of this report.

Background

The work on the Strategic Plan is ongoing. We are slightly behind schedule but this is understandable given the other major projects underway; the renovation and move in January in particular.

The consultants were presented with the feedback from the January Board meeting via email, and it was further discussed at a Steering Committee meeting on January 24, 2018. At this meeting, TCI presented a first draft of the Strategic Plan goals to the committee. Grant from Key Gordon was also in attendance and presented a draft of the possible new logo and tag line.

Though some feedback was given at the meeting, the steering committee members will have until February 20 to provide further feedback to the Library CEO on the materials presented.

Submitted by,

Jennifer Jones
Library CEO

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To: Library Board of Trustees

From: Jennifer Jones, Library CEO

Meeting Date: February 13, 2018

Subject: Report PPL18-012
Security Services for the Library

Purpose

A request to the Board to approve the contracting of Security Services for the Library.

Recommendation

That the Library Board approve the recommendation in Report PPL18-012, dated February 13, 2018 of the Library CEO, as follows:

That Security Services be contracted for the Library for the Aylmer Street location.

Budget and Financial Implications

If this recommendation is approved, there would be budget and financial implication.

Based on the 2018 increase to minimum wage, current rates are as follows:

| | |
|---------------------------------------|--------------|
| Security Guard Regular Rate | \$20.88/hour |
| Security Guard Overtime Rate | \$31.32/hour |
| Security Guard Statutory Holiday Rate | \$52.20/hour |

If the Library were to contract the guard for our regular operating hours this would be 57 hours per week, which would likely mean 2 part-time guards. At the regular rate of \$20.88/ hour this is would be 28.5 hours each = \$595.08 x 2 guards for a total of \$1,190.16/week, \$4,760.64/month or \$57,127.68/year.

An alternative would be to only have the security guard present evenings and weekends when there are less full-time staff and supervisors in the building.

A below the line request was made in the 2018 budget for security to be scheduled Monday-Friday 5:00 - 8:00 p.m., Saturday 10:00 a.m.-5:00 p.m. and Sunday 1:00 - 5:00 pm for a total of 26 hours. The original estimate was calculated previous to the minimum wage increase. With the current numbers of \$21/hour, the costs would be \$546/week, \$2184/month and \$26,208 for the year.

The actual yearly total would be slightly less as there would be no need for a guard on days when the library is closed such as statutory holidays (which vary from year to year).

Background

The library is meant to be a place where everyone is welcome. We have a basic Code of Conduct to ensure the enjoyment of the library for all patrons. From time to time, some patrons disregard this code of conduct and will be asked to leave.

In 2015 there were 121 reported incidents. 2016 yielded 68 incident reports, 2017 produced 20 reports. In 2018, there have already been 3 incidents reported, mainly involving empty alcohol containers being found in the washrooms.

Based on the number of incident reports before the library moved to Peterborough Square in May of 2016 and the decrease of reported incidents while at the Square, it could be said that having the presence of security at the Square was a deterrent. It is worth noting that the Square is private property and they are able to handle trespassing differently than the library.

In general, the staff continue to advise that the levels of misbehaving and disrespect has increased over the last few years. The time at the Square provided a respite but as soon as we returned to our Aylmer St location certain old habits were quick to resurface, notably needles and empty alcohol containers being found in the washrooms.

There are currently no patrons banned from the library, other than those under a lifetime ban. Banning patrons can be a challenge as many patrons who misbehave are of no fixed address and no known identity. Another challenge is consistency, as we do not currently have guidelines to determine what constitutes the reason for a ban, or how long that ban should be for.

Any time we ask someone to leave, we are unsure of how they will react. There is an inherent risk in this task. It is possible that with some additional training, we would become more comfortable with these situations and how to approach our more challenging patrons. This is not an issue when they are acting within the parameters of

the Code of Conduct, but when the rules are being broken, unpredictable behaviour may show itself.

Though management staff are the main points of enforcement, often it is the Chief Custodian that is called upon to assist with these issues. When these 3 staff members are not available, most other staff may not feel that they are empowered or in a safe space to enforce the rules of conduct in the library. Staff have been encouraged to call the Police if they do not feel safe in any way. Although the Police have been very supportive of us, we feel a bit uncomfortable calling them for the seemingly minor incidents requiring a firmer hand than we can or know how to provide.

The Security Guards at the square add a sense of safety for both the staff as well as other patrons. We do not wish for security services to deter patrons from coming to the library, but we would like ensure that staff and patrons feel safe and are safe when they are in our building. Staff feel that a security guard would act as a deterrent for disruptive, violent and abusive behaviour, as well as discourage vandalism and theft.

At the June 28, 2016 Board meeting, the Library Board approved report 16-030 regarding the implementation of a Security Services Pilot project to have a security guard present evenings and weekends when there are less full-time staff and supervisors in the building. The funding for this project was submitted as a below the line request as part of both the 2017 budget and the 2018 budget processes, however it was not approved.

There is the possibility for the Library Board to fund the costs out of reserves as a pilot project to determine the need and value of this service.

Submitted by,

Jennifer Jones
Library CEO

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