

# Peterborough Public Library Board Meeting Agenda

June 4, 2019

6:00 p.m.

DelaFosse Library Branch

729 Park Street South

## Pages

1. **Call to Order**
2. **Confirmation of Minutes**
  - 2.1 May 14, 2019 1 - 4
3. **Disclosure of Pecuniary Interest**
4. **Consent Agenda - 5.3, 5.4, 5.5.**
5. **Reports and Communications**
  - 5.1 Information Services Librarian - Guest Presentation  
Report PPL19-026 5 - 6
  - 5.2 Updates from the Foundation and Friends of the Library  
Report PPL19-027 7 - 8
  - 5.3 Library Board Goals  
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  - 5.4 Policy Sub-Committee - update  
Report PPL19-030 12 - 13
  - 5.5 Library CEO Report June 2019  
Report PPL19-028 14 - 17
6. **Other Business**
7. **Next Meeting - September 10, 2019**
8. **Adjournment**

## **Peterborough Public Library Board Minutes City of Peterborough**

**May 14, 2019**

Present                      Councillor Akapo  
                                 Amy Bowen  
                                 Councillor Clarke  
                                 Barb Connor  
                                 Leigh McEachran  
                                 Dan Moloney  
                                 Jayne White  
                                 Leslie Woolcott, Chair

Regrets                      Gillian Sandeman

Staff                          Laura Gardner, Collection Development Librarian  
                                 Natalie Garnett, Deputy Clerk  
                                 Jennifer Jones, Library CEO

### **Call to Order**

The Chair called the meeting to order at 6:00 p.m.

### **Confirmation of Minutes**

Moved by Dan Moloney

**That the minutes of the April 9, 2019 meeting be approved as circulated.**

Carried

### **Disclosure of Pecuniary Interest**

There were no disclosures of Pecuniary Interest.

### **Consent Agenda**

No items were passed as part of the Consent Agenda.

**Reports and Communications**

Collections Librarian - Guest Presentation

Report PPL19-019

Laura Gardner, Collection Development Librarian, provided a presentation on the library collection.

Moved by Councillor Clarke

**That the Library Board approves the recommendation as outlined in Report PPL19-019 dated May 14, 2019, of the Library CEO as follows:**

**That the presentation by the Library's Collection Development Librarian be received for information.**

Carried

Updates from the Foundation and Friends of the Library

Report PPL19-021

Moved by Amy Bowen

**That the Library Board approve the recommendations outlined in Report PPL19-021, dated May 14, 2019, of the Library CEO, as follows:**

- a) **That the report 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.**

Carried

Q1 2019 Budget Review

Report PPL19-020

Moved by Barb Connor

**That the Library Board approves the recommendation as outlined in Report PPL19-020 dated May 14, 2019, of the Library CEO as follows:**

**That the report be received for information.**

Carried

June Meeting Date - Change Requested

Report PPL19-025

It was noted that the June meeting will be held at the DelaFosse Library Branch. Committee members wishing to have a tour are asked to arrive by 5:45 p.m.

Moved by Councillor Clarke

**That the Library Board approves the recommendation as outlined in Report PPL19-025 dated May 14, 2019, of the Library CEO as follows:**

**That the date of the June meeting be changed to June 4, 2019.**

Carried

Library Policy Review

Report PPL19-024

Moved by Leigh McEachran

**That the Library Board approve the recommendations as outlined in Report PPL19-024 dated May14, 2019, of the Library CEO as follows:**

- a) **That Report PPL19-024 be received for information;**
- b) **That a policy sub-committee be formed and include Amy Bowen and other members as available/required; and,**
- c) **That the policy sub-committee establish a policy review timetable.**

Carried

Library Code of Conduct

Report PPL19-023

Moved by Dan Moloney

**That the Library Board approve the recommendations as outlined in Report PPL19-023 dated May 14, 2019, of the Library CEO as follows:**

- a) **That Report PPL19-023 be received for information;**
- b) **That the revised Library Code of Conduct (2019) be adopted; and,**

- c) **That the CEO provide an update on the Code of Conduct in the fourth quarter.**

Carried

Library CEO Report May 2019

Report PPL19-022

Discussion was held regarding the provincial budget cuts to the Southern Ontario Library Service Interlibrary Loan program.

Moved by Councillor Akapo

**That the Library Board approves the recommendation as outlined in Report PPL19-022 dated May 14, 2019, of the Library CEO as follows:**

**That the report be received for information.**

Carried

### **Other Business**

There were no items of Other Business.

### **Next Meeting**

The next meeting will be held on June 4, 2019.

### **Adjournment**

Moved by Councillor Akapo

**That the meeting adjourn at 7:49 p.m.**

Carried

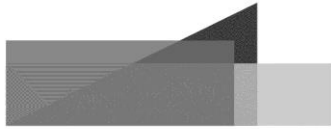
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Natalie Garnett

Deputy Clerk

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Lesley Woolcott, Chair



# Peterborough Public Library

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**To:** Library Board of Trustees

**From:** Jennifer Jones, Library CEO

**Meeting Date:** June 4, 2019

**Subject:** Report PPL19-026  
Information Services Librarian - Guest Presentation

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## Purpose

A report to inform the Library Board of Trustees that the Library's Information Services Librarian will be attending the June 4, 2019 Board meeting to provide a presentation on information services at the Library.

## Recommendation

That the Library Board approves the recommendation as outlined in Report PPL19-026 dated June 4, 2019, of the Library CEO as follows:

That Report PPL19-026 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.

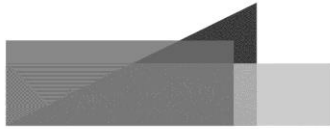
## Background

The Information Services Librarian, Karen Bisschop, will attend the June 4, 2019 Library Board meeting to provide a short presentation on library information services.

Submitted by,

Jennifer Jones  
Library CEO

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# Peterborough Public Library

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**To:** Peterborough Public Library Board of Trustees

**From:** Jennifer Jones, Library CEO

**Meeting Date:** June 4, 2019

**Subject:** Report PPL19-027  
Updates from the Foundation and Friends of the Library

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## 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 PPL19-027, dated June 4, 2019, of the Library CEO, as follows:

- a) That the report 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

Jayne White, from the Library Foundation Board, provided the following update on the current status of the Foundation.

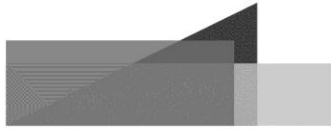
- The PPL Foundation Board met on Wednesday May 29, 2019.
- A donation of \$1005 was made in the memory of Becky Rogers. A medium sized plaque will be made to acknowledge this donation.
- The Financial report was reviewed and accepted.
- The campaign for the 3D printer continues.
- FOL and the PPL Board reports were presented and accepted.
- A fulsome discussion on fundraising opportunities including a raffle for an all-inclusive paid vacation and an event in the library with an author or two was explored. Planning will continue in the fall.
- The Board welcomed Jennifer Mac Isaac as a new Board member. Jennifer comes with event planning and fund raising expertise.

Barb Connor, co-chair of the Friends of the Library, will attend the Library Board meeting on June 4, 2019, 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

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**To:** Library Board of Trustees

**From:** Jennifer Jones, Library CEO

**Meeting Date:** June 4, 2019

**Subject:** Report PPL19-029  
Library Board Goals

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## Purpose

A report to provide the Library Board with a list of potential goals for their term.

## Recommendations

That the Library Board approve the recommendations as outlined in Report PPL19-029 dated June 4, 2019, of the Library CEO as follows:

- a) That Report PPL19-029 be received for information; and,
- b) That the Board approve the goals for completion during their term.

## Budget and Financial Implications

There are no immediate budget or financial implications resulting from the approval of the recommendations of this report, however there may be costs associated with goal execution if it is determined to hire a consultant or other third party to assist.

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## Background

During the Board's orientation meeting, a number of goals were discussed. These included:

- Service review (DelaFosse, other branches, alternative models)
- Policy review
- By-Law review
- CEO Performance review (annually)
- Strategic plan maintenance and refresh (2021)
- Community partnership development

Some general questions to consider: What would you like to do as a group? What elements are missing from this list? Are there any other goals to be added?

Some work has already begun on a few of the items listed above.

A Policy sub-committee has been established to work on overall policy updating, creating a framework for policy development and maintenance, and to review the Board's by-law.

The service review should include the examination of the viability of the DelaFosse, the possibility of other branches, as well as creative and innovative solutions to service provision. It could also include another review of the library's operating hours.

The Library made a change to its operating hours in 2017. Friday to Sunday hours have remained consistent, but Monday to Thursday we used to have *regular hours* (open 10am to 8pm) from September to May, and then *summer hours* (open 10:30am to 7pm) May to September. This change in hours was confusing for the public and for staff and only provided minimal cost savings. When we moved to the temporary location in Peterborough Square, the hours were adjusted slightly so we opened at 10am throughout the year. After moving back and having a year in the new space, we heard the feedback and recognized that having two schedules was still problematic.

2019 is our first year running on a consistent hours schedule of 10:00am to 8:00pm Monday to Thursday, 10:00-5:00pm Friday & Saturday, 2:00pm-5:00pm Sunday.

An operating hours review may also include re-consideration of closures for statutory holidays. We have received feedback from the public that the library should be open to serve the public on days/times when the public can come in. We have made a small change to improve this in the last year. We used to be closed on Sunday before a holiday Monday (Labour Day, Thanksgiving, Family Day, etc.) as well as the Monday. This practice was changed in the fall of 2018 to only be closed on the recognized holidays. Should the library choose to be open on statutory holidays, there would be additional staffing costs associated, but it is worth discussing the idea as part of a service review.

Submitted by,

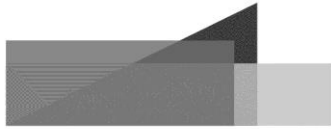
Jennifer Jones  
Library CEO

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# Peterborough Public Library

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**To:** Library Board of Trustees  
**From:** Jennifer Jones, Library CEO  
**Meeting Date:** June 4, 2019  
**Subject:** Report PPL19-030  
Policy Sub-Committee – update

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## Purpose

A report to provide the Library Board with an update from the Policy sub-committee.

## Recommendations

That the Library Board approve the recommendations as outlined in Report PPL19-030 dated June 4, 2019, of the Library CEO as follows:

That Report PPL19-030 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

The Library Board's policy sub-committee met briefly on May 24, 2019 to discuss the process and parameters for their meetings.

As this is a Board committee, meetings will be open for members of the public to attend. A schedule has not yet been set but, once known, all meetings will be advertised on the

Library's website under the Board's page:

<https://www.ptbolibrary.ca/en/about-your-library/board-of-trustees.aspx>

The sub-committee will be looking into a timeline for completion of the initial full review, a framework and a format for the policies, and a general maintenance plan for policy review ongoing.

Staff will be responsible for updating any operational policies and bringing them to the Board for approval. They will aim to bring 1 policy to each Board meeting for approval. A 3 year cycle was proposed for most Policies, with the understanding that any policy can be brought to the Board for updating as needs arise.

The sub-committee will begin with a review of the by-law and updating as needed before bringing it back to the Board for approval. The goal is to have the draft by-law up for approval at the September meeting. All governance policies should be on a 4 year review cycle in line with the term of the Board.

Submitted by,

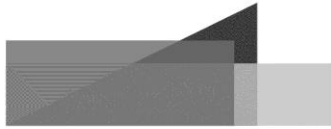
Jennifer Jones  
Library CEO

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# Peterborough Public Library

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**To:** Library Board of Trustees

**From:** Jennifer Jones, Library CEO

**Meeting Date:** June 4, 2019

**Subject:** Report PPL19-028  
Library CEO Report June 2019

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## Purpose

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

## Recommendation

That the Library Board approves the recommendation as outlined in Report PPL19-028 dated June 4, 2019, of the Library CEO as follows:

That Report PPL19-028 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

### Art in the Library

In recognition of Brain Injury Awareness Month we are displaying 20 masks created by clients of the Brain Injury Association Peterborough Region (BIAPR) on Charlotte St. There will also be an Artist Meet & Greet in the Friends of the Library Community Room on June 13 from 4:00pm to 7:00pm

There is also a second display from the Women's Book Art Collective in the Main area of the library. The exhibit will be up until August 4, 2019.

*The Women's Book Art Collective (WoBoArCo) is an open, ongoing collective of women artists (artists who identify as women), who have created a small work of art in the form of an accordion pop-up book. The artists receive a blank copy of the 8 page book and are told, "Fill it with whatever you want. The point is to play with what is at hand. 8 little scrappy bits of whatever you have lying around your studio." There is an opportunity for members of the public to participate by submitting their own works of Book Art.*

### Land Acknowledgement

Library staff met with a representative from the Nogojiwanong Friendship Centre to discuss opportunities to further develop a relationship. We are working on improving the Library's topical collection of books and materials. We are also exploring the installation of a permanent land acknowledgement statement on the eastern wall of the library entrance. Both parties are excited for the opportunity available to partner, to offer joint programs and activities, host art exhibits, and to develop a new relationship together.

### Cafe update

The Library is continuing its search for a solution for the Cafe space.

### Library Commons update

Work on the Library Commons (corner of Simcoe and Aylmer Streets) has started up again. Their goal is to have the space completed by the end of June, including the installation of the Public Art piece.

### Programming & Statistics

Drop In Story Time x 4 = 190 participants

Tween Book Group x 1 = 9 participants

Story Time en français x 1 = 30 participants

Mother's day craft x 1 = 13 participants

Cursive writing x 3 = 12 participants

Healthy Families presentation an evening with Ann Douglas x 1 = 65 participants



We had a record breaking number of school tours this month, not only at the Main Library, but at our DelaFosse Branch as well. There were 12 tours in total to over 300 children. Many teachers have been planning a community walk with their students which often includes the Wednesday market and the library. We've so enjoyed welcoming our local schools for a visit. Many children have never been to the library before and are pretty excited when they get their own library cards!

During National Accessibility Week (May 26-May 31), we were able to feature some of the tools we can offer including an Assistive Listening Device display and Wheelchair Clinic as well as Story Times and Book Club discussions with assistive listening devices provided for use.

Check out the [Events Calendar](#) on the Library website for up to date information about library programs and events.

Visitors through the doors: (showing an upward monthly trend)

	2018	2019
<b>January</b>	N/A	25,544
<b>February</b>	N/A	23,515
<b>March</b>	25,871	29,948
<b>April</b>	26,122	26,467

New members in 2019:

January	320
February	293
March	388
April	285

## Security Services and Incidents

Incidents at the library continue to occur. These range from minor disagreements to theft, reports of drug use, and inappropriate behaviour in a public facility. Security guard services continue to be a great support for staff.

There have been 63 incident reports filed by the Library between December 1, 2018 to May 22, 2019. Of these, 21 took place since April 1, 2019 when full time security services were implemented.

Drug Litter	Intoxication	Other	Public Altercation	Public Disturbance	Report Only	Theft	Threat
5	3	9	4	28	11	2	1

There are currently 19 active temporary bans from the library and 2 lifetime bans.

Submitted by,

Jennifer Jones  
Library CEO

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