

Peterborough Public Library Board Meeting Agenda

January 7, 2020

5:30 p.m.

345 Aylmer Street North

Library Board Room

Pages

1. **Call to Order**
2. **Election of Officers**
 - 2.1 Chair
 - 2.2 Vice Chair
3. **Confirmation of Minutes**
 - 3.1 December 10, 2019 1 - 4
4. **Disclosure of Pecuniary Interest**
5. **Consent Agenda - 6.2, 6.3, 6.4**
6. **Reports and Communications**
 - 6.1 Updates from the Library Foundation and Friends of the Library
Report PPL20-002 5 - 6
 - 6.2 Library CEO Report January 2020
Report PPL20-001 7 - 10
 - 6.3 Library Board Goals - check in
Report PPL20-003 11 - 13
 - 6.4 Library Policy Review - Update
Report PPL20-004 14 - 17
7. **Other Business**
8. **Next Meeting - February 11, 2020**
9. **Adjournment**

Peterborough Public Library Board Minutes City of Peterborough

December 10, 2019

Present	Amy Bowen Councillor Clarke Leigh McEachran Dan Moloney Gillian Sandeman Jayne White Leslie Woolcott, Chair
Regrets	Councillor Akapo Barb Connor
Staff	Natalie Garnett, Deputy Clerk Jennifer Jones, Library CEO

Call to Order

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

Confirmation of Minutes

Moved by Councillor Clarke

That the minutes of November 5, 2019 be approved.

Carried

Disclosure of Pecuniary Interest

There were no disclosures of Pecuniary Interest.

Consent Agenda

There were no Consent Agenda items.

Peterborough Public Library Board Minutes – December 10, 2019

Report PPL19-044

Emergency Overflow Shelter Update

Mayor Diane Therrien provided an update on the emergency shelter and advised that the facility should be open in the new year. The Library staff and Board Members were thanked for accommodating the temporary shelter in the Library.

Moved by Leigh McEachran

That the Library Board approve the recommendations outlined in Report PPL19-044, dated November 5, 2019, of the Library CEO, as follows:

That the report on Emergency Overflow Shelter Services Update, be received for information.

Carried

Report PPL19-053

Updates from the Foundation and Friends of the Library

In Barb Connor's absence, Jayne White provided an update from the Friends of the Library. It was noted that a cheque in the amount of \$20,000 has been presented to the library.

Moved by Councillor Clarke

That the Library Board approve the recommendation outlined in Report PPL19-053, dated December 10, 2019, of the Library CEO, as follows:

That a verbal report to inform the Library Board on the status of the Friends of the Peterborough Public Library be received for information.

Carried

Report PPL19-054

Library CEO Report December 2019

Moved by Dan Moloney

That the Library Board approves the recommendation as outlined in Report PPL19-054 dated December 10, 2019, of the Library CEO as follows:

That the Library CEO Report of December 2019, be received for information.

Carried

Report PPL19-055

Library Policy Review - Unattended Children

Moved by Jayne White

That the Library Board approve the recommendations as outlined in Report PPL19-055 dated December 10, 2019, of the Library CEO as follows:

That the Library Policy on Unattended Children be approved as amended.

Carried

Closed Session

239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees - CAO Performance Review

Moved by Councillor Clarke

That the Library Board of Trustees move into Closed Session at 6:33 p.m.

Carried

Moved by Councillor Clarke

That the Library Board of Trustees rise from Closed Session at 6:40 p.m.

Carried

Other Business

There were no items of Other Business.

Next Meeting - January 7, 2020

Adjournment

Moved by Gillian Sandeman

That the meeting adjourn at 6:45 p.m.

Carried

Peterborough Public Library Board Minutes – December 10, 2019

Natalie Garnett

Deputy Clerk

Leslie Woolcott, Chair



City of
Peterborough

To: Members of the Peterborough Architectural Conservation
Advisory Committee (PACAC)

From: Erik Hanson, Heritage Resources Coordinator

Meeting Date: January 7, 2020

Subject: Report PACAC20-002
PACAC Special Projects

Purpose

A report to recommend that the PACAC discuss the idea of undertaking a special project for 2020

Recommendation

That the PACAC approve the recommendations outlined in Report PACAC20-002, dated January 7, 2020 of the Heritage Resources Coordinator, as follows:

Budget and Financial Implications

Background

Dennis?

Submitted by,

Erik Hanson
Heritage Resources Coordinator

Jennifer Guerin
Heritage Researcher

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Peterborough Public Library

To: Library Board of Trustees
From: Jennifer Jones, Library CEO
Meeting Date: January 7, 2020
Subject: Report PPL20-001
Library CEO Report January 2020

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 PPL20-001 dated January 7, 2020, 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

Café

Things are progressing and we hope to have the café up and running in early 2020, pending a passed health inspection.

Library Service Review

Planning is on track for the 2020 Library Service Review. We are organizing four in-person feedback sessions and a number of pop up survey opportunities, along with online surveys and an interactive online forum at <https://www.connectptbo.ca/>

We are aiming to launch the Service Review February 1, 2020.

OLA Super Conference

The annual conference is taking place January 29-February 1, 2020. The theme is “Dream Here.” The OLBA Boot Camp taking place on Saturday is examining the following topics:

- Government relations Update
- Municipalities: What Public Library Boards Need to Know
- Community Engagement: What it looks like and why it’s important
- Board + CEO: The Crucial Governance Partnership
- Governance Spotlight: Leslie Weir (Librarians and Archivist of Canada)

Public Libraries Act – changes

Two amendments to the **Public Libraries Act** (PLA) that came into effect December 10, 2019 as part of the government’s **Better for People, Smarter for Business Act, 2019**.

The first amendment, to section 10(1) of the PLA, will permit Canadian permanent residents to serve as public library board members. Prior to this amendment, only Canadian citizens were permitted to serve on public library boards. This amendment provides boards with a larger and more diverse pool of potential board members.

The second amendment, to section 16(1) of the PLA, reduces the minimum number of annual public library board meetings from ten (10) per year to seven (7) per year. This amendment provides more flexibility for public library boards to determine the appropriate number of meetings needed for their local circumstances.

Collections

Our term with Overdrive officially ended December 31, 2019. We are now fully transferred over to our new ebook platform **Cloud Library**.

There will be a few new digital products launched in January, including a subscription to “RBdigital Streaming Video” which includes award-winning comedies, documentaries, drama, animation, shorts, classic TV, British TV and film, Spanish telenovelas and movies, and more.

Snofest

Snofest 2020 kicks off on Sunday, January 19 at the Peterborough Sport and Wellness Centre with the Mayor's Pancake Breakfast hosted by the East Peterborough Lion's Club, followed by activities, arts and crafts. The week has some traditional events and some new ones to help us all enjoy the winter. Please dress for the weather conditions for outdoor events.

Date & Time	Event	Location	Details
Sunday, January 19 9 a.m. to 12:30 p.m.	Mayor's Pancake Breakfast and Family Day	Peterborough Sport and Wellness Centre, 775 Brealey Dr.	Mayor's Pancake Breakfast, activities and crafts
Monday, January 20 6:30 a.m. to 8:30 p.m.	Fun Swim	Peterborough Sport and Wellness Centre, 775 Brealey Dr.	Free swim for all ages. Slide & therapy pool open
Tuesday, January 21 4:30 p.m. to 6 p.m.	History Walking Tour	Meet at Confederation Square, 499 George St. N.	Join Don Willcock for a downtown walking tour (registration required)
Wednesday, January 22 12 p.m. to 1 p.m.	Lunchtime Winter Walk	Meet at City Hall, 500 George St. N.	Enjoy a walk along London Street footbridge and Rotary Trail - 2 or 4K
Wednesday, January 22 4 p.m. to 5 p.m.	Craft Time for Kids	Peterborough Public Library, 345 Aylmer St. N.	Drop-in craft session with Pete and Patch
Wednesday, January 22 6:30 p.m. to 8:30 p.m.	Craft Time for Teens/Adults	Peterborough Public Library, 345 Aylmer St. N.	Paint your own pair of snowscape mugs, hot chocolate (registration required)
Thursday, January 23 4 p.m. to 5:30 p.m.	Lumberjack Bash	PACE@PCVS Downtown Youth Space and lower level gym, 201 McDonnell St.	Floor hockey, Dohjo Maury Thai kickboxing demo, inflatable axe throwing and photobooth
Thursday, January 23 6 p.m. to 8 p.m.	Art Mingle	Art Gallery of Peterborough, 250 Crescent St.	Tour exhibits and Art Gallery of Peterborough vault, refreshments
Friday, January 24 2 p.m. to 4 p.m.	Word on the Hill	Peterborough Museum and Archives, 300 Hunter St. E.	Historical storytelling by Dennis Carter-Edwards and tea
Saturday, January 25 2 p.m. to 4 p.m.	Family Skate	Peterborough Memorial Centre, 151 Lansdowne St.	Skate, popcorn and hot chocolate

A full schedule of events is available on the website at www.peterborough.ca/snofest.

Pick up your guide to Snofest at City Hall, Peterborough Sport and Wellness Centre, Peterborough Public Library, all our arenas and other local facilities.

2020 Budget

The 2020 budget is to go to Council for approval the week of January 13th.

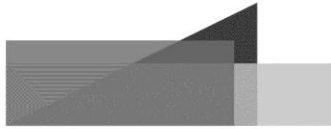
Programs

The Library will be participating in Family Literacy Day again this year January 25th at Peterborough Square.

Submitted by,

Jennifer Jones
Library CEO

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Library CEO
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Peterborough Public Library

To: Library Board of Trustees

From: Jennifer Jones, Library CEO

Meeting Date: January 7, 2020

Subject: Report PPL20-003
Library Board Goals – check in

Purpose

A report to provide the Library Board with an update to the list of goals for their term.

Recommendations

That the Library Board approve the recommendations as outlined in Report PPL20-003 dated January 7, 2020, of the Library CEO as follows:

That the report be received for information.

Budget and Financial Implications

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

Background

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

- Service review
 - The goal of this service review is to engage the community in a conversation about our core services to help us understand our community and member needs. With a combination of online and in person consultation, we hope to understand why people in the Peterborough community use and do not use the library. We would like to

know what they want to see from us as a service, but also find out where our community is spending their time when they are not at the library (what is our competition?). Knowing who and what we are up against will help us prioritize internal changes and explore partnership options.

- Policy review
 - 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.
- By-Law review
 - The first draft of the revised Procedure by-law was reviewed in 2019 and needs to be reviewed again by the sub-committee before presentation to the Board for comment and approval.
- Strategic plan maintenance and refresh (2021)
 - The CEO would like some guidance on evaluation criteria using quantifiable and qualitative objectives for the Strategic Plan. i.e. what type of information would be meaningful for the Board?
- Community partnership development
 - Work is continuing on the development of a partnership with the Peterborough Sport and Wellness Centre – centered on the Café arrangements and the installation of the NovelBranch kiosk at their location.
 - In partnership with Age Friendly Peterborough, a new program for seniors called "Living and Aging Well," will take place at the library once a month on Wednesday mornings.
- Library Board Performance Review (bi-annual)
 - To be started in February 2020
- CEO Performance review (annually)
 - Completed December 2019.
 - Three areas identified in the CEO's performance review:
 - Operational Plan for Strategic Plan
To be a focus for 2020.
 - Improvement of the CEO's political acumen for autonomous activity between Library and City of Peterborough
The CEO has completed the first two modules of the Municipal Administration Program (MAP) diploma.
[https://www.amcto.com/Education-Events/Education-Programs/Municipal-Administration-Program-\(MAP\)](https://www.amcto.com/Education-Events/Education-Programs/Municipal-Administration-Program-(MAP))

Further suggestions for training are welcome.

- Staffing and Service Review
The service review will begin in February 2020.
Staff organizational change is ongoing. Job descriptions are being updated and a new staffing model is being implemented gradually as vacancies allow with a customer service focus in mind.

Jennifer Jones
Library CEO

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To: Library Board of Trustees

From: Jennifer Jones, Library CEO

Meeting Date: January 7, 2020

Subject: Report PPL20-004
Library Policy Review - update

Purpose

A report to provide the Library Board with an updated list of Library Policies.

Recommendations

That the Library Board approve the recommendations as outlined in Report PPL20-004 dated January 7, 2020, of the Library CEO as follows:

That 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

A list of current Library Policies is attached (see Appendix A). The list has been divided into Governance policies - to be addressed by the Board; and Operational policies - to be addressed by staff and brought to the Board for approval.

There are a number of policies which are due for revision. The CEO will endeavour to continue to bring operational policies to most Board meetings for Board approval.

The policy sub-committee will continue to examine the Governance policies and bring them forward for Board approval.

Submitted by,

Jennifer Jones
Library CEO

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Attached:
Appendix A - List of Current Library Policies

Appendix A - List of Current Library Policies

Policy Type	Policy Name	Date last revised (yyyy-mm-dd)
Governance	Advocacy Policy	2005-04-26
	Board Evaluation	2019-10-08
	By-laws (Amendment of)	1910-10-03
	Committees of the Board	2001-06-04
	Composition of the Board and Terms of Reference (see MOU)	2018-06-25
	Delegations to the Library Board Policy	2012-02-28
	Duties and responsibilities of Individual Board members	2001-06-04
	Intellectual Freedom	2011-05-17
	Meetings of the Board (City's Adopted)	
	Planning Policy	
	Policy Development	2004-06-06
	Sponsorship (City's Adopted)	2017-05-30
	Statement of Authority and Powers of the Board (see MOU)	
Operational	Accessible Customer Service	2010-04-27
	Advertising Policy	2018-09-11
	Art Policy	2018-11-13
	Code of Conduct	2019-05-07
	Food Policy	2019-09-10
	Human Resources /Employment (City's Adopted)	1999-06-22
	Interlibrary Loan Policy	1997-05-27
	Internet and Computer Use Policy	2015-07-01
	Library Card Registration Policy	2017-03-28
	Materials Selection Policy	2017-11-21
	Membership Policy	2017-03-28
	Occupational Health and Safety (City's Adopted)	2009-04-06
	One Card Policy	2013-09-24
	Overdue Policy	2013-09-24
	Partnership Policy	2018-01-09
	Privacy Policy (MFIPPA)	2018-12-11
	Purchasing Policy (City's Adopted, by-law)	2009-01-03
	Refund Policy	2018-12-11
	Room Booking Policy	2017-06-27
	Safety, Security and Emergencies (City's Adopted)	
	Scent scensitivity - Striving to be Scent free (City's Adopted)	2018-07-30
	Unattended Children Policy	2019-12-10
	Video Surveillance Policy (City's Adopted)	2007-04-17
	Volunteer Policy	2005-02-20
	Workplace Harassment and Discrimination Policy (City's	2013-09-04

Adopted)

Workplace Violence Prevention (City's Adopted)

2013-01-01

Other items

Board/City MOU

2018-06-25

Collective Agreement - Local CUPE 1833

2015-12-31

Mission Statement (Strategic Plan)

2018-06-25

Values Statement (Strategic Plan)

2018-06-25

Vision Statement (Strategic Plan)

2018-06-25