

Peterborough Public Library Board Meeting Agenda

February 11, 2020

5:30 p.m.

345 Aylmer Street North

Library Board Room

	Pages
1. Call to Order	
2. Confirmation of Minutes	
2.1 January 7, 2020	1 - 3
3. Disclosure of Pecuniary Interest	
4. Consent Agenda	
5.4 5.5	
5. Reports and Communications	
5.1 Governance Matters Report PPL20-009	4 - 5
5.2 Ontario Library Board Association Update Report PPL20-008	6 - 7
5.3 Update from the Friends of the Library Report PPL20-006	8 - 9
5.4 Library CEO Report - February 2020 Report PPL20-005	10 - 13
5.5 Library Policy Review - Policy Development Policy Report PPL20-007	14 - 17
6. Other Business	
7. Next Meeting - March 10, 2020	
8. Adjournment	

Peterborough Public Library Board Minutes

City of Peterborough

January 7, 2020

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

Staff	Natalie Garnett, Deputy Clerk Jennifer Jones, Library CEO
-------	--

Call to Order

The meeting was called to order by the Deputy Clerk at 5:31 p.m.

Election of Officers

The Deputy Clerk called for nominations for the position of Chair of the Library Board for 2020.

Moved by Dan Moloney

That Leslie Woolcott be elected as Chair of the Peterborough Public Library Board for 2020.

Carried

Leslie Woolcott assumed the Chair and called for nominations for the position of Vice Chair for 2020.

Moved by Jayne White

That Dan Moloney be elected as Vice Chair of the Peterborough Public Library Board for 2020.

Carried

Confirmation of Minutes

Moved by Councillor Clarke

That the minutes of the Library Board meeting on December 10, 2019 be approved.

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

Updates from the Library Foundation and Friends of the Library

Report PPL20-002

Moved by Councillor Akapo

That the Library Board approve the recommendation outlined in Report PPL20-002, dated January 7, 2020, of the Library CEO, as follows:

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

Carried

Library CEO Report January 2020

Report PPL20-001

Moved by Jayne White

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.

Carried

Library Board Goals - check in

Report PPL20-003

Moved by Dan Moloney

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.

Carried

Library Policy Review - Update

Report PPL20-004

Gillian Sandeman advised that she is willing to sit as a member of the Policy Review Committee.

Moved by Barb Connor

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.

Carried

Other Business

There were no items of Other Business.

Next Meeting - February 11, 2020

Adjournment

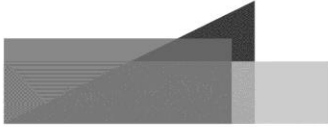
Moved by Councillor Clarke

That this meeting adjourn at 6:25 p.m.

Carried

Natalie Garnett, Deputy Clerk

Leslie Woolcott, Chair



Peterborough Public Library

To: Peterborough Public Library Board of Trustees

From: Jennifer Jones, Library CEO

Meeting Date: February 11, 2020

Subject: Report PPL20-009
Governance Discussion

Purpose

A report to inform the Library Board that a discussion will be held regarding governance issues at the meeting of February 11, 2020.

Recommendation

That the Library Board approve the recommendation outlined in Report PPL20-009, dated February 11, 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 associated with the recommendations of this report.

Background

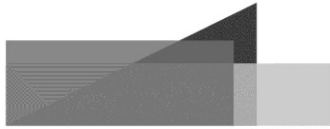
As the Board is aware, the City of Peterborough and the Peterborough Public Library Board entered into a Memorandum of Understanding in June 2018.

Sheldon Laidman, Commissioner of Community Services, will attend the meeting on February 11, 2020 to discuss governance issues with the Library Board.

Submitted by,

Jennifer Jones
Library CEO

Contact Name:
Jennifer Jones
Library CEO
Phone: 705- 745-5382 Ext.2370
Fax : 705-745-8958
E-Mail: jjones@peterborough.ca



Peterborough Public Library

To: Peterborough Public Library Board of Trustees

From: Jennifer Jones, Library CEO

Meeting Date: February 11, 2020

Subject: Report PPL20-008
Ontario Library Board Association Update

Purpose

A report to inform the Library Board on information from the Ontario Library Board Association (OLBA) “boot camp” on February 1, 2020.

Recommendation

That the Library Board approve the recommendation outlined in Report PPL20-008, dated February 11, 2020, of the Library CEO, as follows:

That the verbal report to inform the Library Board on the Ontario Library Board Association “boot camp” session at the OLA Super conference on February 1, 2020 be received for information.

Budget and Financial Implications

There are no budget or financial implications associated with the recommendation of this report.

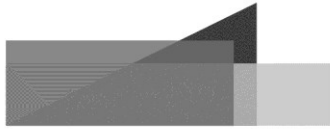
Background

Leslie Woolcott, Library Board Chair, will attend the Library Board meeting on February 11, 2020 to provide a verbal update and summary following her attendance at the Ontario Library Board Association boot camp at the Ontario Library Association (OLA) Super Conference on February 1, 2020.

Submitted by,

Jennifer Jones
Library CEO

Contact Name:
Jennifer Jones
Library CEO
Phone: 705- 745-5382 Ext.2370
Fax : 705-745-8958
E-Mail: jjones@peterborough.ca



Peterborough Public Library

To: Peterborough Public Library Board of Trustees

From: Jennifer Jones, Library CEO

Meeting Date: February 11, 2020

Subject: Report PPL20-006
Update from the 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.

Recommendation

That the Library Board approve the recommendation outlined in Report PPL20-006, dated February 11, 2020, of the Library CEO, as follows:

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

Budget and Financial Implications

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

Background

The Foundation has not met since the last Board meeting and there are no updates to report at this time.

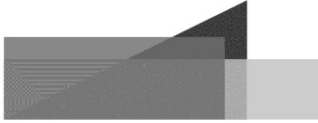
As of January 2020, The Peterborough Library Foundation has contracted a law firm. Their lawyer has expertise in working with non-profit charities. An estimated cost of \$1000 - \$1500 was provided for the dissolution of the Foundation. The time frame may take up to 12 months, depending on the various government agency's time to process the documentation.

The Friends had a meeting on January 30th to discuss their upcoming sale on Friday April 3rd and Saturday April 4th. They discussed how to make their sorting even better for their sales and lobby shelves.

Submitted by,

Jennifer Jones
Library CEO

Contact Name:
Jennifer Jones
Library CEO
Phone: 705- 745-5382 Ext.2370
Fax : 705-745-8958
E-Mail: jjones@peterborough.ca



Peterborough Public Library

To: Library Board of Trustees

From: Jennifer Jones, Library CEO

Meeting Date: February 11, 2020

Subject: Report PPL20-005
Library CEO Report February 2020

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 as outlined in Report PPL20-005 dated February 11, 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

The café has soft launched at both the Library and the Sport and Wellness Centre. Things are off to a good start, and the soft launch is giving the provider time to work through the initial start up challenges.

Library Service Review

The Service review launched on January 18, 2020. There were four in-person consultation sessions scheduled:

- February 4, 2020 at the Peterborough Sport and Wellness Centre
- February 6, 2020 at the Riverview Park and Zoo
- February 11, 2020 at the Lions Club Peterborough
- February 13, 2020 at the Highland Park Funeral Centre

Our online presence <https://www.connectptbo.ca/library2020> has an interactive map where individuals can indicate where they would like to see additional services in the City. There is also a survey available, a Q&A forum, and the opportunity to share your stories of the library. We have had close to 300 visits to the connectptbo.ca/library2020 site with 159 surveys filled out.

Collections

Our term with Overdrive officially ended December 31, 2019. We are now fully transferred over to our new e-book platform **cloudLibrary**. Currently, Peterborough is ranked seventh out of the 21 libraries using the cloudLink shared collection, and our use is relatively in line, when comparing with the other communities' populations. The usage of the new platform is steadily increasing, although it has not yet exceeded the level that was with Overdrive. It is hoped that as the collection is built within this platform that participation will continue to grow. There have been mixed reviews by our patrons of cloudLibrary, largely because of the change itself. For some, it will simply be a matter of getting used to the new platform. The library continues to offer the public support via in-house training sessions as well as one-to-one support in-person, by phone or through email.

New Collection: Rbdigital Streaming Video. Patrons now have access to AcornTV, The Great Courses, and more through the Rbdigital Gateway or through the Rbdigital app. After creating an account with their library card, patrons can choose to "checkout" the streaming video platforms that are available for a seven-day, all-inclusive pass. After the seven-day period expires, patrons simply return to the Rbdigital site and "checkout" another seven-day pass.

Staff have begun reviewing/evaluating items in the collection that may be classified as Indigenous. Any items that should be replaced/updated will be ordered. Items that will be retained will be set aside for revised cataloguing. The revised cataloguing will reflect standards that have been adopted by other libraries who have already modernized their descriptive cataloguing practices to reflect more appropriate and respectful terms for First Nations and Indigenous materials.

Text Messaging Service

As of January 1, 2020, patrons are offered the option of receiving text message notifications. These include hold pick up notices, reminders that items are due soon, and notices that items are overdue.

Tours

In January, the Children's area staff led a tour for a local Sparks group. The group particularly enjoyed the Scavenger Hunt part of their visit, and we had another tour request come in based on the rave reviews they provided.

Programs

For Try It Tuesdays, the Children's area staff offered a two-part program where the kids made dragon eggs. They started by learning how to paper mâché, and then came back to decorate what they made the following week. This program filled up fast, and the wait list was as long as the registered list! It was a great hit and will be offered again in the future.

In January, the Tween Book Club read "As Brave as You" by Jason Reynolds. This title was chosen as it was a Coretta Scott King Book Award Winner and the January meeting was scheduled on the same week as Martin Luther King Day (Jan 20). After discussing the book, the group had another big discussion about who Martin Luther King was and about his wife Coretta Scott King and his famous "I have a dream" speech. Many of the participants had never heard of him.

On Friday, January 31, we screened "Monkey Kingdom" for the PA Day program. It was a smaller group that attended compared to previous movie screenings, but the kids were eager to share the fun facts they learned about monkeys with staff.

March Break programs are ready to roll! Publicity and promotion are in full swing now, with registration beginning on Friday, February 14th.

Public Computers - upgrade

We will soon be upgrading our public computers to a Windows based system and moving away from the current Linux system. This has been a recurring request from patrons and should prove easier to maintain for staff. A new print release system and coin-op will also be a piece of this upgrade, allowing patrons to pay for their print/copy jobs with cash, debit or credit.

Strategic Plan

The Supervisors team is currently reviewing all in-process projects, planned projects, and wish list projects with the strategic plan in mind. One of the elements of this review is determining what would be a measurable goal for that project and what will determine

success. Once the review is complete, projects will be Gant charted and more complete action plans will be created to keep the library on track for 2020 and into 2021.

2020 Budget

The 2020 budget was approved at Council on January 30, 2020.

Staffing – compliments

Staff have had some really lovely feedback from patrons of late. Following an incident where a distraught patron yelled at a staff member, three other patrons came up to staff to compliment on how well the situation was handled. They also made a point of telling the desk staff what an excellent job they do and thanking them.

Submitted by,

Jennifer Jones
Library CEO

Contact Name:
Jennifer Jones
Library CEO
Phone: 705- 745-5382 Ext.2370
Fax : 705-745-8958
E-Mail: jjones@peterborough.ca



To: Library Board of Trustees

From: Jennifer Jones, Library CEO

Meeting Date: February 11, 2020

Subject: Report PPL20-007
Library Policy Review – Policy Development Policy

Purpose

A report to provide the Library Board with an updated Policy Development Policy.

Recommendation

That the Library Board approve the recommendation as outlined in Report PPL20-007 dated February 11, 2020, of the Library CEO as follows:

That the updated Policy Development Policy be approved.

Budget and Financial Implications

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

Background

The Policy Development Policy (see Appendix A) is up for review. The newly proposed Policy Management and Development Policy (see Appendix B) provides updates in bold regarding the language and includes a policy update timeline. A three-year cycle is proposed for most Operational Policies with a four-year cycle suggested for Governance Policies, which corresponds with the term of the Board.

It is also understood that any policy can be brought to the Board for updating as required. i.e. changes to technology that would require the policy to be update, or a changed to the code of conduct in response to an issue of concern.

Submitted by,

Jennifer Jones
Library CEO

Contact Name:
Jennifer Jones
Library CEO
Phone: 705- 745-5382 Ext.2370
Fax: 705-745-8958
E-Mail: jjones@peterborough.ca

Attached:
Appendix A – 2001 Policy Development Policy
Appendix B – 2020 Policy Maintenance and Development Policy

Appendix A – 2001 Policy Development Policy

1. Authority/Intent:

Appointed by the Council for the Corporation of the City of Peterborough, the Peterborough Public Library Board of Trustees (Board) is responsible for the establishment, maintenance, and regular evaluation of all framework, governance, and operational policies required to provide guidance and direction for the successful administration and operation of the Peterborough Public Library.

2. Compliance:

The Board shall ensure that all policies comply with provincial Library legislation, By-laws, Policies and Procedures of the municipality and those of any other higher authority.

3. Policy Development:

The Board shall encourage the initiation and development of new policies as required to reflect changing organizational needs and priorities and/or government legislation.

4. Policy Establishment:

After due consideration, the Board shall establish clearly defined, written, and dated (including review date) policy statements in a consistent format to ensure stability, continuity, and accountability.

5. Procedures Establishment:

The Board shall assign the development of procedures to senior management and/or Board/Staff committees. The board shall review all procedures for inclusion with the policy statements.

6. Policy Implementation:

The Board shall assign responsibility of policy implementation to the Library Manager and/or the appropriate committee and shall continue to monitor its progress.

7. Policy Evaluation:

The Board shall regularly (at least every two years) review each policy and revise or delete as required to reflect changing organizational needs or priorities.

8. Policy Manual:

The Board shall maintain a current Board Policy Manual and supply a copy to all Board members and City officials as required.

DATE:	BOARD APPROVAL:	Reviewed & reaffirmed
	September 25, 2001	
SCHEDULED REVIEW:	May 2003	

Appendix B – 2020 Policy Maintenance and Development Policy
(Items in **Bold** are primary changes.)

The Peterborough Public Library Board of Trustees (Board) is responsible for the establishment, maintenance, and regular evaluation of all framework, governance, and operational policies required to provide guidance and direction for the successful administration and operation of the Peterborough Public Library.

The Board shall ensure that all policies comply with provincial Library legislation, **municipal** By-laws, municipal Policies, Procedures, and those of any other higher authority.

The Board shall encourage the initiation and development of new policies, as required, to reflect changing organizational needs, priorities, and/or government legislation.

(#4 from 2001 removed)

The Board shall assign the development of procedures **resulting from Board approved policies** to **Library** management.

The Board is responsible for establishing and reviewing all Governance policies for the Library.

The Board shall assign **the** responsibility of **operational** policy **development to the Library CEO, as well as the** implementation of **any approved policy**.

The Board shall **review operational policies every 3 years from the last date of review. Governance policies shall be reviewed every 4 years from the last date of review. Any Library policy can be brought to the Board for updating if the need arises.**

All approved policies will be made public and posted on the Library website, with printed copies being available on request.