

Peterborough Public Library Board Meeting Agenda

March 10, 2020

5:30 p.m.

345 Aylmer Street North

Library Board Room

Pages

1. **Call to Order**
2. **Confirmation of Minutes**
 - 2.1 February 11, 2019 1 - 4
3. **Disclosure of Pecuniary Interest**
4. **Consent Agenda**
Items 5.2 and 5.3
5. **Reports and Communications**
 - 5.1 Updates from the Foundation and Friends of the Library
Report PPL20-010 5 - 8
 - 5.2 Library CEO Report March 2020
Rreport PPL20-009 9 - 12
 - 5.3 Library Board Evaluation
Report PPL20-011 13 - 21
6. **Other Business**
7. **Next Meeting - April 7, 2020**
8. **Adjournment**

Peterborough Public Library Board Minutes

City of Peterborough

February 11, 2020

Present	Councillor Akapo Amy Bowen (5:36 p.m.) Barb Connor Leigh McEachran Dan Moloney Gillian Sandeman Jayne White Leslie Woolcott, Chair
Regrets	Councillor Clarke
Staff	Natalie Garnett, Deputy Clerk Jennifer Jones, Library CEO Sheldon Laidman, Commissioner of Community Services

Call to Order

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

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

Governance Matters

Report PPL20-009

Sheldon Laidman, Commissioner of Community Services, attended the meeting and discussed matters related to governance.

Moved by Dan Moloney

That the City of Peterborough sign the agreement with CUPE 1833 following the conclusion of the current negotiations (reference to City/Board MOU, Schedule B, Section 15).

Carried

Moved by Jayne White

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.

Carried

Sheldon Laidman left the meeting at 6:21 p.m.

Ontario Library Board Association Update

Report PPL20-008

Moved by Jayne White

That business cards be obtained for the current Board members.

Carried

Moved by Dan Moloney

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.

Carried

Update from the Friends of the Library

Report PPL20-006

Moved by Jayne White

That a lawyer's opinion be obtained on how the Library Foundation fund transfer should be structured to ensure the money is used for the purpose(s) it was gifted to the Foundation.

Carried

Moved by Dan Moloney

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.

Carried

Library CEO Report - February 2020

Report PPL20-005

Jayne White left the meeting at 6:50 p.m.

Moved by Councillor Akapo

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.

Carried

Library Policy Review - Policy Development Policy

Report PPL20-007

Moved by Leigh McEachran

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

That the updated Policy Development Policy be approved.

Carried

Other Business

There were no items of Other Business.

Next Meeting - March 10, 2020

Adjournment

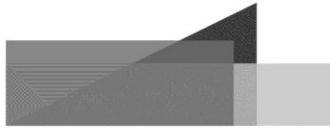
Moved by Councillor Akapo

That this meeting adjourn at 7:13 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: March 10, 2020

Subject: Report PPL20-010
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 PPL20-010, dated March 3, 2020, of the Library CEO, as follows:

- a) That the report to inform the Library Board on the status of the Friends of the Peterborough Public Library be received for information;
- b) That the report to inform the Library Board on the status of the Foundation be received for information; and
- c) That the summary of the CEO's information gathering on possible options for the Foundation assets being transferred to the Library be considered for next steps.

Budget and Financial Implications

There is a financial implication associated with the recommendations of this report. The Board will need to decide on their preferred path for dealing with the assets transferred from the Foundation (when it is dissolved), to the Library.

Background

Friends

The Friends of the Library held their Annual General Meeting (AGM) on March 2, 2020. Their next sale is planned for Friday, April 3 and Saturday, April 4, 2020.

Foundation – Information provided by Jayne White

In order to proceed with the dissolution of the Foundation the following steps as advised by our lawyer will need to occur:

1. Pass a resolution pursuant to Subsection 7(4) of the Letters Patent of your letters patent, resolving to distribute all the Corporation's remaining property and assets to the Peterborough Public Library.
2. The distribution of monies can proceed subject to a holdback to cover final legal account and accountant fees.
3. We then mail or fax a letter to the CRA asking for revocation of the Corporation's charitable registration under s.149.1(l)(f) of the Income Tax Act. The letter must be signed by an authorized signatory and dated. The CRA will acknowledge receipt of your request and will provide you with the date the charity's registration will be officially revoked. The CRA will also provide you with a Form T2046 Tax Return which the Corporation must complete and file. The purpose of the tax return is to ensure that all remaining charitable property has been properly applied to charitable use (i.e. spent on the Corporation's charitable programs or donated to eligible donees).
4. Prepare an application for surrender of charter (on Form 9) for filing with the Ontario Public Guardian and Trustees Office (OPGT).
5. Pass minutes or a resolution of the directors and members indicating approval of the application.

6. Submit the following documents to the OPGT, with applicable filing fees:
 - a. duplicate original signed copies of the Application for Surrender of Charter;
 - b. covering letter;
 - c. copy of the Letters Patent and any Supplementary Letters Patent;
 - d. current names and addresses of the directors and officers;
 - e. annual audited financial statements for the last three financial years;
 - f. if charitable property remains to be distributed, the proposed plan of distribution including the names of the proposed charitable beneficiaries (although there shouldn't be any left at this point); and
 - g. confirmation the Corporation does not hold any trust monies and if it does, how it proposes to transfer them to any successor charities.

The OPGT will provide a letter confirming compliance with the **Charities Accounting Act** and consenting to the surrender of charter and will forward same to the Ministry of Government Services. Once the Ministry of Government Services has approved the Surrender of Charter Application, you should forward a copy of the issued order surrendering the charter to the CRA and to the OPGT.

Library

As directed at the February 11, 2020 Board meeting, the Library CEO consulted with a lawyer on the Board's behalf to determine the next steps for the Board once the Foundation has dissolved.

At that time, the Library will be in receipt of both invested and restricted funds whose conditions will still need to be respected. The type of restriction placed on the funds may affect the approach chosen.

The Board will need to decide if it wishes to continue to invest the monies being transferred.

The Board has three options available:

1. Manage the funds in house.

This will require the opening of an additional investment or savings account at the bank, annual check-ins with the bank, and annual decisions from the Board on actions to be taken with the money. Tax receipts will be issued by the Library

CEO on the Board's behalf. The Board would still be responsible for ensuring that the appropriate paperwork and audits were completed annually. There would be fees for these services.

2. Hire an independent investment advisor.

This will also require the opening of an additional investment bank account, annual check-ins with the advisor, and annual decisions from the Board on actions to be taken with the money. Tax receipts will be issued by the Library CEO on the Board's behalf. The Board would still be responsible for ensuring that the appropriate paperwork and audits were completed annually. There would be fees for these services.

3. Utilize the expertise of the Community Foundation of Greater Peterborough (CFGP). <https://cfgp.ca/>

This organization is also a registered charity. They manage investments to balance risk and return, while keeping management and administrative costs to a minimum. There would be fees for their services.

Essentially, they would be running a foundation on the Board's behalf.

The CFGP option was considered by the Foundation as well when talks of dissolution began, and they may be able to provide some additional insight.

It was suggested that the board form an Investment Committee and/or an Endowment Committee consisting of at least one board member and an outside financial expert for options 1 and 2.

The opinion given was also that if the investments and funds totalled less than \$5 million, it may not be worth the time and effort for the Board and staff to manage the monies themselves. There may be more value in joining forces with the CFGP, or another such organization. However, this would all depend on the type of restrictions connected to the funds.

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: March 10, 2020

Subject: Report PPL20-009
Library CEO Report March 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 PPL20-009 dated March 10, 2020, of the Library CEO as follows:

That the report to inform the Library Board on general matters concerning Library operations and service 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 held its grand opening on February 25, 2020 at the Library and February 26, 2020 at the Peterborough Sport & Wellness Centre.

Library Service Review

The Library Service Review launched on January 18, 2020. There were four in-person consultation sessions scheduled, however with no registrations and no attendance at the first two sessions, the remaining sessions were cancelled.

There is a voluntary staff session scheduled for March 5, 2020. This will be facilitated by Laridae and no management staff will be present to ensure that staff can voice their opinions anonymously.

The survey closed on February 29, 2020. We received over 350 responses and now need to analyze the information received to prepare a report. Initial indications are that many responses were well thought out and thorough, providing us with a large amount of data to work with.

Our online presence <https://www.connectptbo.ca/library2020> did not have as much interaction as we had hoped. There were 6 markers placed on our interactive map showing interest in having branches in the North End of the City.

Collections

The library has acquired some new digital magazines in its RBdigital platform: Bon Appetit, This Old House, Conde Nast Traveller, Mindful, and Horticulture.

We have had over 100 patrons try the library's new Acorn TV platform since it was launched in January. We will be doing more advertising of the platform in our next What's Happening Guide. A smaller number (17) have been trying out the Great Courses element of the platform.

The library has cancelled its electronic subscription to Consumer Reports due to relatively low and stagnant use. It was becoming cost prohibitive to maintain the online option. The library will continue to offer the print subscription to patrons.

Kiosk

The NovelBranch kiosk machine has arrived and is being installed at the Peterborough Sport & Wellness Centre (PSWC) location. Initial testing has taken place, the branding element has been ordered and the books are in the final stages of preparation to stock the machine.

We are finalizing details for a "Get Carded" event at the PSWC and preparing a quick FAQ guide for the staff there as additional support primarily consisting of who to call for help if someone is stuck. Once all is sorted and in place a formal launch day will be announced.

The staff at the PSWC have been amazing, and feedback from them has been incredibly positive with a lot of curiosity. There is a lovely buzz around the kiosk and the possibilities it opens for the library.

Programs

Blind Date with a book was a success. 85 dates were had, and staff were buoyed by all the positive feedback that patrons provided regarding the program.

The Library participated in **I Read Canadian Day** on February 19, 2020. This was the first year that the event took place, which challenged people to read Canadian for 15 minutes. Staff wore red to show their support and posed for photos reading Canadian books in the library that were posted on social media to generate discussion.

The March Break programming brochure is out, and it looks to be a full week of fun for the kids!

Strategic Plan

The Supervisors team has been reviewing all in-process projects, planned projects, and wish list projects with the strategic plan in mind. Our current list of ongoing projects is quite extensive, and it has taken some time to gather the list together and tie it back to the strategic plan.

There are several regular daily tasks that will always need to take priority over the special projects, but everyone agrees that it is important to ensure that we are tying things to the strategic plan. Some of our regular operations do tie in easily, but the challenge has been the irregular ones.

One of the elements of this review is determining what would be a measurable goal for that project and what will determine its success. Staff are trying to focus on the following questions with the aim of being SMART (Specific, Measurable, Actionable, Realistic and Timetabled) in their approach:

- What are you aiming to achieve?
- What you are going to do to achieve it?
- When are you going to do it?
- How much will it cost?
- How will you know you've achieved your objectives?

Positive experiences

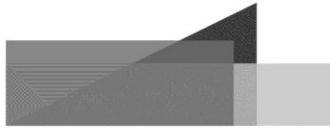
This month one of our programming staff had a meaningful experience at their regular Adult Book Club meeting (attended by 29 participants!), in which they discussed *The Library Book* by Susan Orlean. This book deals with the subject of the Los Angeles central library fire of 1986, the history of the library and its librarians, the diversity of library users (including the homeless population), and the current changes in library

services. It was an excellent opportunity to discuss issues related to library services and opportunities for continued changes in libraries, including our own. Many people in the room were strong library supporters, and the overwhelming consensus was positive regarding social inclusion for the homeless and marginalized folks in our public libraries.

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: March 10, 2020

Subject: Report PPL20-011
Library Board Evaluation

Purpose

A report to provide the Library Board with a copy of the documents needed to begin their Evaluation.

Recommendations

That the Library Board approve the recommendations as outlined in Report PPL20-011 dated March 10, 2020 of the Library CEO as follows:

- a) That Report PPL20-011 be received for information; and
- b) That the Board begin their annual evaluation process.

Budget and Financial Implications

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

Background

One of the Board goals established at the June 4, 2019 meeting was to perform a self-evaluation. The attached forms (see Appendix A) were approved at the October 8, 2019 meeting.

The completed forms should be returned to the Library CEO no later than March 20, 2020 for presentation of the results at the April meeting.

Library Board self-evaluation procedure

In co-operation with the CEO, the Board will establish a set of measurable standards by which the function and process of the Board performance can be evaluated.

Under the leadership of the Chair, on a bi-annual basis, the Board will conduct a self-evaluation.

- a. The Board will evaluate itself in the areas outlined by the Public Library Act under Powers and Duties of the Board.
- b. The Chair will distribute a report to the Board outlining the results of the self-evaluation.
- c. The Board will formulate a work plan that will highlight specific goals and objectives for improvement of identified areas.

Template Procedures

- In years two and four of the Board's term, at the February meeting, the Board will review the template of possible survey questions that may be used to evaluate the Board's performance in the coming two-year period.
- Categories to be evaluated should be limited to between three and five in total and reflect the collective focus of the Board over the coming two-year period.
- At that time the Board should also evaluate its performance as a base line measure against which to compare future performance.

Evaluation Procedures

- On a bi-annual basis the Board will evaluate its performance for a period from April to March.
- At the March meeting the Board will distribute the selected questions to evaluate the Board's performance over the past year.
- Results will be tabulated and shared with the Board at their next meeting.
- The same questions should be used for two consecutive years for comparison purposes.

- A work plan should be developed to address any areas that the Board has identified as requiring attention.

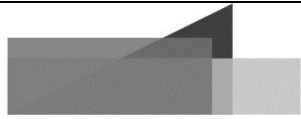
Submitted by,

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Library CEO

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Attached:

Appendix A – Library Board Evaluation Forms



**Peterborough
Public Library**

Board Self-Evaluation Questionnaire

Name: _____

(Optional)

For period from _____ **to** _____

Board Self Evaluation Questionnaire

Questions should be answered by all Board members. When completed individually, the results of Sections **A**, **B** and **C** should be compiled, shared and discussed by the whole Board to determine an average group answer to each question and an overall section rating. Section **D** should be answered by Board members alone but not shared with the group. Sections **A**, **B** and **C** should also be completed by the **Secretary**. This questionnaire also includes Section **E**, which provides feedback to the **Chair of the Board**.

*Circle the response that **best** reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5)*

A. How well has the Board done its job?

1. Our organization operates with a strategic plan or a set of measurable goals and priorities.	1	2	3	4	5
2. The Board's regular meeting agenda items reflect our strategic plan or priorities.	1	2	3	4	5
3. The Board has created or reviewed, in this period, some key governance job descriptions (eg. Board Chair, Directors and Committees.	1	2	3	4	5
4. The Board gives direction to staff on how to achieve the goals by setting, referring to, or revising policies.	1	2	3	4	5
5. The Board has identified and reviewed the organization's relationship with each of its key stakeholders.	1	2	3	4	5
6. The Board has ensured that the organization's accomplishments and challenges have been communicated to key stakeholders.	1	2	3	4	5
7. The Board has ensured that stakeholders have received reports on how our organization has used its financial and human resources.	1	2	3	4	5
8. _____	1	2	3	4	5

My overall rating (add together the total of the numbers circled):

☐ Excellent (30-24) ☐ Satisfactory (23-19) ☐ Poor (18- 6)

B. How well has the Board conducted itself?

Circle the response that **best** reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5)

1. As Board members we are aware of what is expected of us.	1	2	3	4	5
2. The agenda of Board meetings are well planned so that we are able to get through all necessary Board business.	1	2	3	4	5
3. It seems like most Board members come to meetings prepared.	1	2	3	4	5
4. We receive written reports to the Board in advance of our meetings.	1	2	3	4	5
5. All Board members participate in important Board discussions.	1	2	3	4	5
6. We do a good job encouraging and dealing with different points of view.	1	2	3	4	5
7. We all support the decisions we make.	1	2	3	4	5
8. The Board assesses its composition and strengths in advance of recruiting new Board members.	1	2	3	4	5
9. The Board assumes much of the responsibility for director recruitment and orientation.	1	2	3	4	5
10. Board members have some interaction with external stakeholders at Board meetings (eg. as guests) or between meetings.	1	2	3	4	5
11. Our Board meetings are always interesting.	1	2	3	4	5
12. Our Board meetings are frequently fun.	1	2	3	4	5

My overall rating: (add together the total of the numbers circled)

☐ Excellent (60-50) ☐ Satisfactory (49-35) ☐ Poor (34-12)

C. Board's relationship with Executive Director

Circle the response that **best** reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5)

1. There is a clear understanding on most matters where the Board's role ends and the Executive Director's begins.	1	2	3	4	5
2. There is good two-way communication between the Board and the Executive Director.	1	2	3	4	5
3. The Board trusts the judgement of the Executive Director.	1	2	3	4	5
4. The Board provides direction to the Executive Director by setting and reviewing policies.	1	2	3	4	5
5. The Board has discussed and communicated the kinds of information and level of detail it requires from the Executive Director.	1	2	3	4	5
6. The Board has developed formal criteria and a process for evaluating the Executive Director.	1	2	3	4	5
7. The Board, or a Committee of the Board, has formally evaluated the Executive Director within the past 12 months.	1	2	3	4	5
8. The Board evaluates the Executive Director primarily on the accomplishment of the organization's strategic goals and priorities and adherence to policy.	1	2	3	4	5
9. The Board provides feedback and shows its appreciation to the Executive Director on a regular basis.	1	2	3	4	5
10. The Board ensures that the Executive Director is able to take advantage of professional development opportunities.	1	2	3	4	5
11. _____	1	2	3	4	5

My overall rating: (add together the total of the numbers circled)

☐ Excellent (40+) ☐ Satisfactory (28-39) ☐ Poor (11-27)

D. My performance as an individual Board Member (Not to be shared)

Circle the response that **best** reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5)

1. I am aware of what is expected of me as a Board Member.	1	2	3	4	5
2. I have a good record of meeting attendance.	1	2	3	4	5
3. I read the minutes, reports and other material in advance of our Board meetings.	1	2	3	4	5
4. I am familiar with what is in the organization's by-laws and governing policies.	1	2	3	4	5
5. I frequently encourage other board Members to express their opinions at Board meetings.	1	2	3	4	5
6. I am encouraged by other Board Members to express my opinions at Board meetings.	1	2	3	4	5
7. I am a good listener at Board meetings.	1	2	3	4	5
8. I follow through on things I have said I would do.	1	2	3	4	5
9. I maintain the confidentiality of all Board decisions.	1	2	3	4	5
10. When I have a different opinion than the majority, I raise it.	1	2	3	4	5
11. I support Board decisions once they are made even if I do not agree with them.	1	2	3	4	5
12. I promote the work of our organization in the community whenever I have a chance to do so.	1	2	3	4	5
13. I stay informed about issues relevant to our mission and bring information to the attention of the Board.	1	2	3	4	5

My overall rating: (add together the total of the numbers circled)

☐ Excellent (40+) ☐ Satisfactory (28-39) ☐ Poor (11-27)

E. Feedback to the Chair of the Board

Circle the response that **best** reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5)

1. The Chair is well prepared for Board meetings.	1	2	3	4	5
2. The Chair helps the Board stick to the agenda.	1	2	3	4	5
3. The Chair tries hard to ensure that every Board Member has an opportunity to be heard.	1	2	3	4	5
4. The Chair is skilled at managing different points of view.	1	2	3	4	5
5. The Chair demonstrates versatility in facilitating Board discussions.	1	2	3	4	5
6. The Chair knows how to be direct with an individual Board Member when their behaviour needs to change.	1	2	3	4	5
7. The Chair helps the Board work well together.	1	2	3	4	5
8. The Chair demonstrates good listening skills.	1	2	3	4	5
9. The Board supports the Chair.	1	2	3	4	5
10. The Chair is effective in delegating responsibility amongst Board Members.	1	2	3	4	5
11. The Chair ensures the Board is aware of his/her organizational activities outside of our Board meetings.	1	2	3	4	5
12. _____	1	2	3	4	5

My overall rating: (add together the total of the numbers circled)

☐ Excellent (40+) ☐ Satisfactory (28-39) ☐ Poor (11-27)