

# **Peterborough Public Library Board Meeting Agenda**

September 11, 2018

6:00 p.m.

345 Aylmer Street North

Library Board Room

	<b>Pages</b>
<b>1. Call to Order</b>	
<b>2. Confirmation of Minutes</b>	
2.1 June 26, 2018	1 - 5
<b>3. Disclosure of Pecuniary Interest</b>	
<b>4. Consent Agenda - 6.2., 6.3., 6.4., 6.5., 6.6., 6.7.</b>	
<b>5. Reports and Communications</b>	
5.1 Updates from the Foundation and Friends of the Library Report PPL18-043	6 - 7
5.2 Library CEO Report September 2018 Report PPL18-044	8 - 12
5.3 Security Services - update Report PPL18-045	13 - 15
5.4 Advertising in the Library Policy - Update Report PPL18-046	16 - 19
5.5 Library CEO Annual Evaluation Process Report PPL18-047	20 - 27
5.6 Library Cafe - update Report PPL18-048	28 - 29
5.7 2018 Christmas Operating Hours Report PPL18-049	30 - 32
<b>6. Other Business</b>	

7. Next Meeting - October 2, 2018

8. Adjournment

## **Peterborough Public Library Board Minutes**

### **City of Peterborough**

**June 26, 2018**

Present	Leslie Woolcott Paul Stern, Chair Barb Connor Mauro DiCarlo Jayne White Garth Wedlock Dan Moloney Councillor Baldwin Councillor Riel (6:21 p.m.)
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Staff	Natalie Garnett, Deputy Clerk Jennifer Jones, Library CEO
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#### **Call to Order**

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

#### **Confirmation of Minutes**

Moved by Councillor Baldwin

**That the minutes of the Public Library Board of Trustees meeting on May 29, 2018 be approved.**

Carried

#### **Disclosure of Pecuniary Interest**

There were no disclosures of Pecuniary Interest.

#### **Consent Agenda**

Moved by Barb Connor

**That item 5.5 be approved as part of the Consent Agenda.**

Carried

Library CEO Report June 2018

Report PPL18-039

Moved by Barb Connor

**That the Library Board approve the recommendation in Report PPL18-039 dated June 26, 2018, of the Library CEO as follows:**

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

Carried

Newspaper Digitization Project

Report PPL18-040

Erik Hanson, Heritage Resources Coordinator and Lisa Oversby, Heritage Intern, provided a presentation on Report PPL18-040.

Moved by Jayne White

**That the Peterborough Public Library Board approve the recommendations outlined in Report PPL18-040, dated June 26, 2018 of the Heritage Resources Coordinator, as follows:**

- a) **That the Library Board receive for information a presentation on a project to digitize microfilm copies of the various historic city newspapers; and,**
- b) **That the Library Board approve the expenditure pf \$42,357 of reserve funds in support of the digitization of microfilmed copies of city newspapers.**
- c) **That an update on the status of the grant application be provided to the Library Board at a future meeting.**

Carried

Auditor's Report

Report PPL18-042

Joanna Park, Collins Barrow Kawarthas, provided a review of the 2017 Audited Financial Statements for the Peterborough Public Library.

Moved by Councillor Riel

**That the Library Board approve the recommendation outlined in Report PPL18-042 dated June 26, 2018, of the Library CEO, as follows:**

**That a verbal report to inform the Library Board of the status of the Library accounts by the Auditor be received for information.**

Carried

Updates from the Foundation and Friends of the Library

Report PPL18-038

The Board was advised that the Foundation is working on their donor wall and are seeking two new members.

It was noted that the Friends of the Peterborough Public Library raised \$6,433 at the first book sale at the renovated library. A special children's book sale will be held on July 3, 2018.

Moved by Dan Moloney

**That the Library Board approve the recommendations outlined in Report PPL18-038, dated June 26, 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;**
- 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

Library Board Legacy Planning

Report PPL18-041

Moved by Councillor Baldwin

**That the Library Board approve the recommendations outlined in Report PPL18-041 dated June 26, 2018, of the Library CEO as follows:**

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

Carried

## 2018 Holiday Operating Hours

Report PPL18-037

Moved by Dan Moloney

**That the following motions be deferred to the September 11, 2018 meeting:**

- a) **That the Library hours of operation at the Main branch be adjusted to 10:00 a.m. to 5:00 p.m. for December 27, 2018.**
- b) **That the Main branch be closed early, at 1:00 pm on Monday December 24, 2018 and Monday, December 31, 2018, in accordance with the CUPE 1833 collective agreement.**

Carried

## Other Business

Library Café

Moved by Councillor Riel

**That the verbal update by the Library CEO regarding the Library Café be received for information.**

Carried

## Strategic Plan - Next Steps

It was noted that the Strategic Plan sub-committee will be meeting over the summer to discuss the next steps.

Moved by Leslie Woolcott

**That the verbal update on the Strategic Plan be received for information.**

Carried

## CEO Performance Review

Moved by Mauro DiCarlo

**That a sub-committee consisting of Jayne White, Paul Stern and Dan Moloney be established to work on the Performance review templates; and,**

**That the sub-committee provide a report at the September 11, 2018 Board meeting.**

Carried

**Adjournment**

Moved by Dan Moloney

**That the meeting adjourn at 8:12 p.m.**

Carried

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Natalie Garnett

Deputy Clerk

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Paul Stern, Chair



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

**From:** Jennifer Jones, Library CEO

**Meeting Date:** September 11, 2018

**Subject:** Report PPL18-043  
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 PPL18-043, dated September 11, 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

Jayne White, from the Library Foundation Board, will attend the Library Board meeting on September 11, 2018, to provide a verbal update on the current status of the Foundation.

Barb Connor, co-chair of the Friends of the Library, will attend the Library Board meeting on September 11, 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

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**To:** Library Board of Trustees

**From:** Jennifer Jones, Library CEO

**Meeting Date:** September 11, 2018

**Subject:** Report PPL18-044  
Library CEO Report September 2018

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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 approve the recommendation in Report PPL18-044 dated September 11, 2018, of the Library CEO as follows:

That Report PPL18-044 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

This report includes information from activities which took place in July and August.

## **Computers and software**

The bandwidth level has been increased at the Library, and we have seen an increase in overall service levels. We continue to change our password once a month and have reduced the IP address lease time to 2 hours. Less connection issues are being noted overall.

We are now looking into wireless printing to respond to patron requests for this type of service.

## **Training**

The library will be closed on Thursday, October 18, 2018 for a staff development day. All staff are expected to be in attendance and we will be having two primary training sessions: Bridges out of Poverty and Customer Service training.

## **Renovations - deficiencies**

There are few deficiencies remaining from the renovation. Repairs to the roof and subsequent damage after some minor leaks in the spring have been resolved. We are awaiting the delivery of some backordered material, including window coverings. Otherwise, the outstanding items are minimal and should soon be resolved.

## **Programs & Statistics**

The library hosted a Chamber of Commerce PBX (Peterborough Business Exchange) in June. There were roughly 60 people in attendance.

This year's theme for the TD Summer Reading Club was Feeding Your Passions. We offered a wide range of fun and interactive programs throughout the summer to a wide range of age groups all highlighting this year's theme.

- 30 programs were offered with a total of 1,905 participants.
- 339 children were registered in the Club and a total of 2,495 books read.

	July		August	
	Programs	Participants	Programs	Participants
TD Summer Reading Club Launch	1	153		
Drop in Lego	1	61		
Silkscreening with Skye	1	40		
Sing in the Summer	1	38		
Reader's Theatre	1	35		
Chess for Kids	1	20		
Jeff Pinkney, local author	1	16		
Down to Earth - <i>Ocean's Alive</i>	1	86		
LARGE board games - pop up event	1	15		
Improv with Ray and Dan	1	20		
Drive in Movie Night	1	70		
PJ Storytime	1	22	1	10
Storytime in the Park	5	536	2	220
Kids Coding			2	71
Kids can Knit			1	33
Paddling Puppeteer			1	89
Hula Hooping with Basia			1	58
Movie: The Breadwinner			1	28
Taking care of Beesness with Kathy Reid-Naiman			1	74
Groove dance with Stephanie			1	55
End of TD Summer Reading Club celebration			1	105

	June	July	August
Public computer use	4,075 (doubled last year)	4,802	4,863
Wifi Use	1,480 unique connections (3x last year)	1,739	n/a
Reference Questions	3,454 (50% more than last year)	3,752	n/a
Research requests	15	14	15
Interlibrary Loan Transactions	410	457	570
Board game usage - in house		50	30
Maker Box usage - in house		5	12

### Outreach

Seniors showcase = 111 people interacted with us at our booth

Downtown market = 40 people interacted with us at our booth

PULSE = 2,000+ people interacted with us at our booth

Teddy Bear Picnic at Lansdowne Mall = 48 participants

Artworks at Lansdowne Mall with the Art Gallery of Peterborough = 48 participants

### Tours

Community Living = 1 tour, 8 participants

Red Hat Society = 1 tour, 13 participants

Electronic records loaded = 1,999

Items added to the collection = 2,083

### Visiting Library Services

The library was able to hire a new full time staff member and we are now in the process of reactivating our Visiting Library Service. The parameters for the service have been revamped to ensure its sustainability and we are introducing a new add-on module to our existing software to help track deliveries and borrowing history for patrons.

## Checkout History

We are now able to offer patrons the option to record and view their checkout history (from mid July 2018 onwards). At this time, we will only be keeping up to 2 years worth of history in the database. Patrons have the option to opt out at any time.

## Social Media Statistics

	Website	Facebook	Twitter	Instagram
July Visits	14,295	445	786	N/A
August Visits	14,111	446	660	N/A
June	12,448	553	1,349	N/A
July New Followers	10,758	50	14	1,167
August New Followers	10,501	39	16	1,204
June	9,140	27	16	1,135
July Engagement	N/A	3,542	47,900	N/A
August Engagement	N/A	3,441	33,700	N/A
June	N/A	3,000	35,000	N/A

## In the news:

- <https://www.thepeterboroughexaminer.com/whatson-story/8707862-artist-talk-on-thursday-at-art-gallery-of-peterborough/>
- <https://www.thepeterboroughexaminer.com/whatson-story/8773892-peterborough-public-library-offering-storytime-in-the-park-events/>
- <https://www.thepeterboroughexaminer.com/whatson-story/8772220-a-summer-reading-list-from-peterborough-s-greenup-team/>
- <https://www.thepeterboroughexaminer.com/whatson-story/8816484-family-fun-events-at-lansdowne-place-mall-in-peterborough-this-week/>

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:** September 11, 2018

**Subject:** Report PPL18-045  
Security Services – update

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### **Purpose**

A report to provide the Board with an update on the status of the Security Services at the Library.

### **Recommendation**

That the Library Board approve Report PPL18-045, dated September 11, 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

Security services at the library have been in place since April 2018. There were a number of concerns and issues raised with the original company hired to provide these services and the current provider replaced them effective June 18, 2018.

As approved at the May 29, 2018 Library Board meeting, a request will be made in the 2019 budget to expand security services to all library operating hours (Report PPL18-033).

Month	Total incidents reported	Occurred with security on site	Comments
March	13	n/a	Security services officially began April 1, 2018.
April	6	1	1 of these incidents involved the police (drug related – trespass notice issued by the Library CEO).
May	6	1	1 incident was a call to 9-1-1 for an ambulance, the others were minor disturbances and breaches of the code of conduct.
June	3	0	All reported incidents took place during the day and were handled by staff.
July	8	2	All reported incidents took place during the day and were handled by staff. Evening security log showed warnings issued, but not major incidents.
August	7	1	2 calls to 9-1-1 for paramedics for possible overdose situations. Evening security log showed various warnings issued, but no major incidents reported.



It is worth noting that there may have been unreported incidents in the evening prior to June 18, 2018 as there was no information transferred from the original security company to library staff. The current company maintains a log book in which they record daily as of June 28, 2018.

The most common notes in the log book so far are asking people to not smoke in front of the entrance doors or on the bench in front of the library, minor noise disturbances, people sleeping, and beer cans being found in the bathrooms.

Overall, it appears that there has been a reduction in the number of reported incidents at the library since security services began.

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:** September 11, 2018

**Subject:** Report PPL18-046  
Advertising in the Library Policy - Update

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### Purpose

A report to inform the Library Board of Trustees on a draft Advertising Policy for the Library.

### Recommendations

That the Library Board approve the recommendations in Report PPL18-046 dated September 11, 2018, of the Library CEO as follows:

- a) That the report be received for information; and
- b) That the Advertising Policy be approved.

### Budget and Financial Implications

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

## Background

With the addition of the digital promotional screens to the Library and the community bulletin board being reinstated in the lobby, the Library's Advertising Policy has been updated to reflect a more generic overview of advertising within the library.

Guidelines and internal processes for staff are being developed for the various promotional mediums available within the Library.

Submitted by,

Jennifer Jones  
Library CEO

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Attachment:  
Appendix A - Advertising in the Library Policy

**Appendix A – Advertising in the Library Policy**

## **Peterborough Public Library Policy**

### **Advertising in the Library**

Department	<b>Community Services</b>	Effective Date	<i>October 1, 2018</i>
Division	<b>Arts Culture &amp; Heritage</b>	Approval Level	<b>Library Board</b>
Section/Facility	<b>Public Library</b>	Policy #	<b>Adv2018</b>

**Purpose**

The Library may advertise on its premises events and activities of a cultural, educational, or community oriented nature.

The Advertising Policy, as approved by the Board, governs all advertising opportunities within the Library's purview.

**Terms**

1. All advertising and promotion within the Library will comply with the mandate, mission, and values of the Library.
2. The Library provides neutral public spaces and universal access to information, knowledge, resources, collections, services and programs that help to enrich lives, facilitate social engagement, and enhance opportunities for success in our community.
3. The Library reserves the right to reject advertising that, in the Library's sole opinion, may adversely affect public confidence in the Library or the value of the Library brand.
4. The Library does not have an obligation to accept any advertising submitted.
5. The Library may remove at its discretion advertising that contravenes this policy from its property.
6. The acceptance of advertising by the Library is not an endorsement of a product or service.
7. Advertisements must be in compliance with any Library Board policies, City by-laws, applicable provincial and federal laws and regulations, including the

Ontario Human Rights Code; and the Canadian Code of Advertising Standards. It is the responsibility of advertisers to ensure that proposed advertising does not contravene any applicable legislation prior to submission to the Library for consideration.

8. The Library assumes no liability for advertisements that contravene legislation and all advertisers will be required to indemnify the Library for any costs or damages the Library may incur as a result of their advertising.
9. In instances where members of the public wish to file complaints or inquiries about advertising displayed on Library property, they may bring their concerns forward to the Library Services Manager.

## **Scope**

The Library will NOT accept the following types of advertising content:

- a) advertising that detracts from the Library's public image or could place the Library at the centre of a controversy or sensitive issue;
- b) advertising that is considered of questionable taste, or which in the Library's discretion is considered irritating in its style, content, or method of presentation.
- c) advertising that is partisan or political in nature;
- d) the promotion of religious beliefs or convictions;
- e) personal ads and notices, and notices of personal items for sale or rent;
- f) the promotion of illegal substances, tobacco, and alcohol companies and products.
- g) the promotion of surveys, pledges, forms or petitions;
- h) fundraising, unless otherwise agreed upon through mutual consultation between the Library, Friends of the Library, and the Foundation;
- i) any items that contravene this Policy.



# Peterborough Public Library

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

**From:** Paul Stern, Chair

**Meeting Date:** September 11, 2018

**Subject:** Report PPL18-050  
Library CEO annual evaluation process

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## Purpose

A report to inform the Library Board on the status of the annual evaluation process for the Library CEO.

## Recommendations

That the Library Board approve the recommendations outlined in Report PPL18-047, dated September 11, 2018, of the Library CEO, as follows:

- a) That the report be received for information;
- b) That the process outlined be adopted by the Board; and,
- c) That an appropriate timeline be determined for the annual evaluation.

## Budget and Financial Implications

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

## Background

A sub-committee of the Board was formed consisting of Board members Dan Moloney, Paul Stern, and Jayne White to discuss the Library CEO annual evaluation process.

The committee examined both the existing job evaluation questions used by the City and the Library CEO job description. Suggested updates were made where necessary, and the following Performance Review form was created for use by the Board (see Appendix A) and the City Liaison (see Appendix B) for the annual review process.

As the former liaison to the City, Ken Doherty, Director of Community Services (retired) was consulted and asked to provide feedback.

Previously, the CEO's annual review was conducted in March, to coincide with their hire date.

Submitted by,

Paul Stern  
Library Board Chair

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Attachments:  
Appendix A - Performance Review Template  
Appendix B - City Liaison Input

**Appendix A - Performance Review Template**

Review Information					
Date of this review: [Date] Annual Review Period: [Date] to [Date]					
Appraising Board Members:					
Reason for completing assessment at this time (check one):					
<input type="checkbox"/> Major Project Completed (please identify): _____ <input type="checkbox"/> Ongoing Development/Assessment (Semi Annual)					
Competencies					
	Expectations				
	Below	Meets	Exceeds	Opportunities for Growth	Examples of How
Develops and maintains healthy relationships with others by working collaboratively, problem-solving collectively and practicing informal leadership in order to achieve common goals.					
Provides vision, strategic direction and effective leadership to library staff, board members and the community.					
Develops and implements operational plans based on the library's strategic plan as well as performs ongoing evaluations to gauge the success of the strategic plan.					
Empowers and supports employees to deliver effective, high-quality library services.					
Establishes effective strategies, initiatives and resources to promote a culture of continuous learning and extemporary service delivery.					
Pursues creative and innovative approaches to library service while anticipating and adapting to change with a sense of optimism and opportunity.					
Cultivates and promotes a health workplace environment.					
Demonstrates professionalism, leadership and decision-making abilities.					
Understands, applies and explains applicable laws in the development of policies and procedures that guide efficient, effective library operations.					



## OTHER:

Working in a growth orientated and achievement model:

What are you learning as you work towards your objective? What have you done to address challenges and enhance your performance?

What value is there in your programs? How do you identify customer service needs and wants for the Library services and programs? Who will assist you in achieving these goals?

Creating links with your strategic directions:

Identify potential partners and community collaborators who will be affected by the implementation of your strategic goal.

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Observation Notes:

Please include any notes that may assist you with providing feedback, support or coaching to the employee or that support your recommendation re: salary benefits. If below expectations have been identified, what are the strategies to improve areas for concern? (e.g. Coaching, Education, other, etc..)

Appraiser's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix B - City Liaison Input**

**Stakeholder Input**  
**Peterborough Public Library – CEO Performance Review**

<b>CEO Name:</b>	<b>Date of Review:</b>
<b>Name of Reviewer:</b>	<b>Department:</b>
<b>Position of Reviewer:</b>	<b>Appraisal Period:</b>

1 = Not meeting Expectations

2 = Meets Expectations

3 = Exceeds Expectations

Performance Indicators	Evaluation			
	1	2	3	N/A
Cultivates a positive relationship by working collaboratively with municipal staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cultivates a presence and relationship with Board of Directors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seeks to expand and deepen municipal leaders' awareness and understanding of the Peterborough Public Library.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understands and applies legal standards and requirements for personnel/HR management/union issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understands and employs basic budget and finance concepts and terminology.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contributes to the strategic planning efforts of the municipality and Board of Directors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participates effectively on municipal project teams by demonstrating effective communication and problem-solving skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates professionalism in all interactions with staff and community members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Major Collaborative Projects/Activities:				
City Comments:				
PPL Board Representative Comments				
CEO Comments:				

**Appendix A - Performance Review Template**

Review Information					
Date of this review: [Date] Annual Review Period: [Date] to [Date]					
Appraising Board Members:					
Reason for completing assessment at this time (check one):					
<input type="checkbox"/> Major Project Completed (please identify): _____ <input type="checkbox"/> Ongoing Development/Assessment (Semi Annual)					
Competencies					
	Expectations				
	Below	Meets	Exceeds	Opportunities for Growth	Examples of How
Develops and maintains healthy relationships with others by working collaboratively, problem-solving collectively and practicing informal leadership in order to achieve common goals.					
Provides vision, strategic direction and effective leadership to library staff, board members and the community.					
Develops and implements operational plans based on the library's strategic plan as well as performs ongoing evaluations to gauge the success of the strategic plan.					
Empowers and supports employees to deliver effective, high-quality library services.					
Establishes effective strategies, initiatives and resources to promote a culture of continuous learning and extemporary service delivery.					
Pursues creative and innovative approaches to library service while anticipating and adapting to change with a sense of optimism and opportunity.					
Cultivates and promotes a health workplace environment.					
Demonstrates professionalism, leadership and decision-making abilities.					
Understands, applies and explains applicable laws in the development of policies and procedures that guide efficient, effective library operations.					

## OTHER:

Working in a growth orientated and achievement model:

What are you learning as you work towards your objective? What have you done to address challenges and enhance your performance?

What value is there in your programs? How do you identify customer service needs and wants for the Library services and programs? Who will assist you in achieving these goals?

Creating links with your strategic directions:

Identify potential partners and community collaborators who will be affected by the implementation of your strategic goal.

---

Observation Notes:

Please include any notes that may assist you with providing feedback, support or coaching to the employee or that support your recommendation re: salary benefits. If below expectations have been identified, what are the strategies to improve areas for concern? (e.g. Coaching, Education, other, etc..)

Appraiser's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix B - City Liaison Input**

**Stakeholder Input**  
**Peterborough Public Library – CEO Performance Review**

<b>CEO Name:</b>	<b>Date of Review:</b>
<b>Name of Reviewer:</b>	<b>Department:</b>
<b>Position of Reviewer:</b>	<b>Appraisal Period:</b>

1 = Not meeting Expectations

2 = Meets Expectations

3 = Exceeds Expectations

Performance Indicators	Evaluation			
	1	2	3	N/A
Cultivates a positive relationship by working collaboratively with municipal staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cultivates a presence and relationship with Board of Directors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seeks to expand and deepen municipal leaders' awareness and understanding of the Peterborough Public Library.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understands and applies legal standards and requirements for personnel/HR management/union issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understands and employs basic budget and finance concepts and terminology.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contributes to the strategic planning efforts of the municipality and Board of Directors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participates effectively on municipal project teams by demonstrating effective communication and problem-solving skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates professionalism in all interactions with staff and community members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Major Collaborative Projects/Activities:				
City Comments:				
PPL Board Representative Comments				
CEO Comments:				



## Peterborough Public Library

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**To:** Library Board of Trustees

**From:** Jennifer Jones, Library CEO

**Meeting Date:** September 11, 2018

**Subject:** Report PPL18-048  
Library Café - update

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### **Purpose**

A report to inform the Library Board of matters concerning the Library Café.

### **Recommendations**

That the Library Board approve the recommendations outlined in Report PPL18-048, dated September 11, 2018, of the Library CEO, as follows:

- a) That the report be received for information; and,
- b) That an RFP process be followed to retain the services of a cafe vendor.

### **Budget and Financial Implications**

There is no budget or financial implications associated with the recommendations of this report at this time. The result of the proposed RFP may have financial implications in the need to establish infrastructure for the potential vendor.

## Background

The Library participated in a competitive RFP process with other City facilities to retain the services of a vendor for a cafe within the Library. This process did not result in any viable options or a solution for the Library Cafe.

The scope of the original project has now changed. There is no longer any major City facilities attached to the RFP as the Memorial Centre and Evinrude requirements have been fulfilled.

The Library location as a standalone is not an ideal business model for any vendor. The Library would be best served as a satellite location or a pop up location for an existing establishment.

The Peterborough Sport & Wellness Centre (PSWC) finds itself in a similar situation and staff at both locations feel that it would be beneficial to work together to acquire the services of a vendor for both of our cafes. The needs and wants for service for both locations are very similar and it would be a beneficial partnership for both the PSWC and the Library.

It is suggested that a new joint RFP process be completed for the two service locations (the PSWC and the Library). This new RFP could also include the seasonal Bower's park canteen located at the Wellness centre, providing an additional service point for the successful vendor.

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:** September 11, 2018

**Subject:** Report PPL18-049  
2018 Christmas Operating Hours

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### Purpose

A report to seek approval to adjust the Library hours of operation during the 2018 Christmas holiday period.

### Recommendations

That the Library Board approve the recommendations outlined in Report PPL18-049, dated September 11, 2018, of the Library CEO as follows:

- a) That the Library hours of operation at the Main branch be adjusted to 10:00 a.m. to 5:00 p.m. for the date of December 27, 2018;
- b) That the Main branch close early, at 1:00 p.m. on Monday December 24, 2018 and Monday December 31, 2018, in accordance with the CUPE 1833 Collective Agreement; and,
- c) That the DelaFosse branch be closed on Tuesday December 25, 2018 in observance of Christmas Day.



## Budget and Financial Implications

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

## Background

The Library typically adjusts its operating hours during the last week of December, between the Christmas and New Year's holidays to accommodate the reduced amount of traffic seen in the library in the evening hours during this time period by closing at 5:00 p.m.

The Library will observe the statutory holiday for Christmas on Tuesday December 25, 2018, for Boxing Day on Wednesday December 26, 2018, and for New Year's Day on Tuesday January 1, 2019.

The CUPE 1833 Collective agreement, Article 16.01 (captured below) lists the recognized paid holidays and states that there shall be an additional half day on the last working day prior to Christmas and New Years as a paid holiday. On these dates - December 24, 2018 and December 31, 2018 - the library would be open to the public from 10:00 a.m. -1:00 p.m.

January 1, 2016 - December 31, 2019

### Article 16 - Holidays

#### 16.01 Holidays - Full-Time Employees

(a) The Employer recognizes the following as paid holidays:

New Year's Day	Peter Robinson Day (Civic Holiday)
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Boxing Day
Canada Day	Christmas Day

In addition to the above any other day proclaimed as a holiday by the Federal, Provincial or Municipal Government. There shall be an additional one-half (½) day, (3.5 hours, 4 hours for Custodian and Caretaker) paid holiday to be taken the last working day prior to Christmas, and one-half day (3.5 hours, 4 hours for Custodian and Caretaker), paid holiday to be taken the last working day prior to New Years.

Submitted by,

Jennifer Jones  
Library CEO

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