

## **Library Board Discussion/ Decisions Regarding Relationship with the City 1996-2016**

**November 28, 1995** Correspondence from Board chair Walt Greenway to Minister (MCCR); 1995 correspondence relating to issues of conditional grants to public libraries, user fees , boards and legislative changes

“The PPL Board strongly supports the continuance of Library Boards as an arm of local government.” Versus abolition of the boards

**January 12, 1996**, Closed session; to discuss “administration restructuring”

**Jan 16, 1996** Meeting:

- budget considering staff reductions and potential closure of DLF; possible Admin reduction; led to budget Option D; open DLF Saturdays only; Admin to reduce salaries by \$16,915

**Jan. 25, 1996, Special Meeting**

- changed decision on DLF: open Thursdays and Saturdays
- unallocated monies used to reduce proposed admin salary cuts (no details) “smallest admin staff in the province and even with this adjustment they will still be faced with a large cut to their salaries.”
- amended budget approved; -in response to reduced funding levels

**Jan 29, 1996** correspondence from Ministry to Wendy Brown: 20% funding cut to library; base budget for 1996/97 = \$164,298

**April 16, 1996**

- Auditor comment: “the Library is treated like a City Division since City Finance keeps the Library’s financial records and issues cheques for the Library.”

**June 18, 1996**

- Motion 96-59 “Whereas the current practice of the Peterborough Public Library Board, in utilizing a separate Worker’s Compensation Board firm number, causes a duplication of administration tasks; therefore, it be resolved that a request be made to the Workers’ Compensation Board to consolidate the Peterborough Public Library Board firm number with the Corporation of the City of Peterborough firm number”.
- protest of the provincial government

**October 22, 1996:**

- Jeff Leal chair of budget sub-committee: extent of budget cuts unknown; “the subcommittee has held three meetings and is developing budget strategies.”
- Wendy Brown (CEO) met with Ron Chittick and Brian Horton to better understand City budget guidelines and forecast for next 3 years

**November 19, 1996**

Caucus: budget subcommittee can't "make specific recommendations until the Provincial announcements on transfer payments and user fees"  
-library comparing notes with City negotiating team "ensures that Library will be consistent in its negotiating strategies and settlements in relation to the City"

**January 21, 1997:**

-Caucus: Board asked staff members to leave during the meeting "during a discussion of possible budget scenarios."  
-reference to David Crombie's Who Does What Report just released: recommended full Municipal control over libraries

**February 5, 1997:**

-1997 budget discussions asked staff to leave during discussions  
Caucus: -Motion 97-02-04: "The Board has reached agreement to move ahead with restructuring the Senior Management position in the Library."  
-subcommittee to meet with Wendy Brown, Anne Donnellan and City staff as appropriate

**February 11, 1997 Caucus**

-“The Board will make an announcement concerning the 1997 budget process and decisions at a staff meeting at 9:00 a.m., Wednesday, February 12<sup>th</sup>.”

**February 11, 1997**

-provincial cut of \$41,075, city cut of \$75,000; board adopted budget  
-thanked Wendy Brown for past service  
-Anne Donnellan appointed Acting CEO  
-ratified Collective Agreement

**February 25, 1997: Caucus**

-“Trustees discussed the proposed agreement with Ken Doherty, Manager of Culture and heritage, to contract his management services, and emphasized that the Board will continue to operate autonomously.”

**October 28, 1997**

-1998 Operating budget requires \$75,000 cut  
-concern about potential loss of entire provincial grant of \$135,000

**November 25, 1997**

-Bill 109 withdrawn; provincial library funding reinstated

**February 17, 1998**

-entirely new board appointed; Mayor + 3 members of Council  
-Ron Chittick and Brian Horton: additional City budget cuts pending

**April 28, 1998**

-Motion 98-04-30 "The we agree to the request of CUPE Local 1833 to extend the full-time and part-time Collective Agreements to December 31, 1998 to fall in line with the expiry dates of the two City Locals, 126 and 504"

**September 22, 1998**

-Caucus: Board authorized Ken and Becky to negotiate with 1833 + Dianne Nielsen (City H.R.) as resource

**January 26, 1999**

-Motion 99-01-06 Contract ratified

**March 23, 1997**

-99-03-05 That the Library Manager be authorized to prepare a proposal to CUPE Local 1833 on Adoption of City's Human Resource Policy

-minutes of HR Committee: "Union advised that the document would not supercede the Collective Agreement but rather would provide a consistent process for professional development, progressive discipline, and procedures for hiring etc., many of which are already in place." (March 5, 1999)

-March 10 HR Sub-committee minutes: "Library management is recommending that this document be adopted by the Library as a guide because it will help forge closer ties with the City; many aspects have been followed for years, e.g. Process for hiring new staff; and because management would like to have a Human Resource Policy and Procedure in place – why reinvent the wheel!"

K. Doherty also pointed out that it is in the best interest of the library to follow the OLA's accreditation process which would also reinforce the need for having administrative policies and procedures in place."

**June 22, 1999**

-agreement from the Union to use

**-“Motion 99-06-04 That the Peterborough Public Library adopt the City of Peterborough’s H.R. Policy & Procedures Manual as a working guide for managers and supervisors.” Carried**

-relationship with the City: "The Peterborough Public Library and the Corporation of the City of Peterborough have an interesting relationship. The Library Board is the Library's formal and legal governing authority but with an "Arms Length" relationship with the City in that the municipality appoints the Library Board and provides approximately 70% of the funding. As a result of this relationship—especially the level of funding support—the Pay Equity process has affirmed that the municipality is the "de facto" employer.

**September 28, 1999**

-Caucus item re Pay Equity update

**January 25, 2000**

-Caucus update on Pay Equity

**February 22, 2000**

-Motion 00-02-03 re 19 angled parking spaces

-Motion 00-02-04 re change name of parking lot to Library and to reduce parking from 5 hours to one

**September 26, 2000**

-Caucus: motion to approve Ken Doherty, Becky Rogers and HR rep for contract negotiations

**October 24, 2000**

-Motion 00-10-04: "That the Library Board authorize the Library Manager to use his current office as the headquarters for the City's Culture & Heritage Division". Carried

-Board wishes to reduce Council rep to 3 members

**February 27, 2001**

-Board efforts towards Branch at Wellness Centre; City Councillors abstain

**May 1, 2001**

-Branch library proposal withdrawn

**January 22, 2002**

-draft by-law to appoint Library Board

**May 28, 2002**

-Motion 02-05-05 "That the Library Board adopt the angled parking concept for 21 spaces." Carried

**January 28, 2003**

-changes to Public Libraries Act discussed

-now 3 Council reps (9 board total + 3 advisors)

**February 25, 2003**

-changes to Libraries Act discussed re Board of Education reps no longer required

**March 25, 2003**

-Motion 03-03-03 "The the Library Board retain its current size of nine (9) members; reduce the number of appointed Councillors to two (2); retain one (1) representative from the Separate School Board and reduce the number of Public School Board representatives to one (1); and invite the Friends of the Library and the Foundation to recommend one (1) representative each." Carried.

-Christmas Closing: "it is in keeping with the City Hall guidelines the Board adopted in 1997"; board did not support

### **October 28, 2003**

-Manager's report: "the Library should feel good about its developing relationship with the City".... "Ken was invited to make presentations on the role of Municipal government in supporting the arts and culture sectors at the Ontario Library Associations, the Ontario Museum Association, the Community Cultural Impresarios Group, and the Association of Municipalities of Ontario..."

### **December 8, 2003** Caucus

-CUPE memorandum of settlement

### **February 24, 2004**

-Public Libraries Act amendments in Government Efficiency Act of 2002 "to increase flexibility for municipalities" re appointments  
-draft by-law discussed

### **March 23, 2004**

-Ken Doherty appointed Acting Director of Community Services for 4 month term; keeping library office + office at City Hall

### **November 23, 2004**

-Motion 04-11-05 "That the Board reluctantly accept the resignation of Ken Doherty as Manager/ C.E.O. of the Peterborough Public Library, recognizing the tremendous leadership role he has provided to the Peterborough Public Library." Carried.

-Motion 04-11-06: to appoint Becky Rogers as Library Manager/CEO

-Motion 04-11-07 "That the Board agree in principle to accept the City's Purchasing and Employment Policies pending a review in January." Carried

### **February 22, 2005**

-City HR Policy re Hiring of Relatives of Council and Senior Staff distributed

### **June 26, 2007**

-Changes to Collective Agreement, contract extended to 2009.

### **October 23, 2007**

-Motion 07-09-09: "That the Board refer the decision on expenditures for the Museum purposes of surplus flood mitigation funds pending clarification of procedures related to such transfers and that this decision be communicated to the City of Peterborough." Carried

**September 23, 2008**

-Motion 08-09-04 "The Library Board retain its current size of nine (9) members; reduce the number of appointed Councillors to two (2); and invite the Friends of the Library and the Foundation to recommend one (1) representative each. Other Board members will be appointed from the community at large." Carried

**January 27, 2009**

-Closed session re Labour Relations

-City asked for budget reductions

-Motion 08-12-05 "that the Board acknowledges the need to make a contribution to budgetary constraints and requests the flexibility to manage its operating and capital funds within the approved budget." Carried.

-Motion 09-01-03 "That the Library adopt the City's Purchasing By-law with the proviso that Staff will bring forward a proposal regarding material purchases at a later date." Carried

-Motion 09-01-07" That the Peterborough Public Library Board approve the upgrading of the Library's automated system and the continued association with SirsiDynix for the software and that City staff be authorized to negotiate a contract with SirsiDynix." Carried.

**April 28, 2009**

-Motion 09-03-08 "That the PPL Board support B. Rogers managing the Immigration Portal Project on the City's behalf." Carried

**May 26, 2009**

-Motion 09-04-07 "To invite the Director of Planning, Malcolm Hunt to come to a special meeting of the Library Board on Wednesday, May 6, 2009 at 7:00 pm to update Board on the Central Area Master Plan and brief us on the growth plan conformity." Carried.

**June 23, 2009**

-Motion 09-05-04 "That the Chair will submit a letter to the Planning Department outlining the Board's concerns as well as support for the Places to Grow documents." Carried.

**January 26, 2010**

-negotiations with 1833; update received

**February 23, 2010**

-City Bottled water report from Rob Anderson received

**March 23, 2010**

-Motion 10-03-03 "That the Library's capital funds be used to establish three individual reserves: Peterborough Collection Reserve; Healthy Families Reserve; ESL reserve." Carried.

-result of Tangible Capital Assets changes; capital funds can't stay in account

### **April 27, 2010**

-Motion 10-04-03 "That the Board of Trustees of the Peterborough Public Library will establish a general reserve for surplus funds from 2008 to 2009." Carried

-Motion 10-04-04 "That the Board of Trustees of the Peterborough Public Library adopt the Accessible Customer Service Policy, approved by Council in June 2009." Carried.

-Motion 10-04-05 "That the Workplace Violence Prevention & Workplace Discrimination and Harassment Policies be received." Carried.

### **June 22, 2010**

-Motion 10-06-04 "That the library space feasibility study be deferred for one year, to 2012." Carried

-Motion 10-06-05 "That the Workplace Violence Prevention Policy and Workplace Harassment Policy of the City of Peterborough be formally adopted by the Library Board." Carried.

-Motion 10-06-06 "That the Board directs the Library Manager to update information procedures regarding retention policy as per MFIPPA." Carried.

### **March 1, 2011**

-Motion 11-03-03 "The Board asks that the Director of Community Services emphasize the ways in which the Library has worked closely with the City of budget matters and highlight that after years of holding the line budgets any additional cost savings would lead to service reductions." Carried.

### **September 27**

-Motion 11-09-15 "That the Board endorse the prioritizing of the functional analysis to move ahead as soon as possible." Carried.

### **December 13, 2011**

-Report CSACH11-010 Dec. 5, 2011 Establishment of Budget and Contract for Investigating Humidity in the Basement of the Peterborough Public Library

-Motion 11-12-03 "That the report on the Humidity Study be received." Carried.

### **January 24, 2012**

-Motion 12-01-09 "That the privacy policy be submitted to the City solicitor, and be brought back for a final decision to the board." Carried.

**February 28, 2012**

-Motion 12-02-07 "That the Privacy Policy be reviewed by the City Solicitor and the City Clerk prior to final approval by the Board be received." Carried.

-Motion 12-02-09 "That Sandra Clancy, Director of Finance be appointed as Treasurer of the Peterborough Public Library." Carried.

**March 27, 2012**

-Closed, re Collective Agreement

-Motion 12-03-09 "That the Privacy Policy, as presented by Becky Rogers and reviewed by the City Solicitor and the City Clerk, be approved and received." Carried.

**April 24, 2012**

-Motion 12-04-05 "That the Board supports retaining Michael Lundholm, with the firm Lundholm Associates, Architects, to undertake the preparation of the Functional Analysis Plan." Carried.

**January 21, 2013**

-CUPE Settlement report

**March 26, 2013**

-Motion 13-03-04 "That the report regarding the City Official Plan amendment be received." Carried

**April 23, 2013**

-Motion 13-04-06 "That the Peterborough Public Library Board accepts the revised Workplace Violence Prevention Policy and the Workplace Harassment and Discrimination Policy." Carried.

**May 28, 2013**

-Motion 13-05-05 "That the Board supports the Library's request in its 2014 budget for a new full time permanent position at the Library and further that they support the recommendation to provide further funding towards the salary expense for the first six months, of the first year only, for the aforesaid position. Such funding is to be paid from the Library's reserve funds, if a new position is approved by City Council." Carried

**September 24, 2013**

-Motion 13-09-03 "That the Integrated Accessibility Standards Information and Communications Procedure developed by the City of Peterborough be adopted and applied, in the same format, by the Peterborough Public Library." Carried.

-Motion 13-09-06 "That the Board of the Peterborough Public Library requests that the City of Peterborough to find satisfactory, safe and accessible parking while construction is underway at the Shoppers Drug Mart site and the Medical Building site." Carried.



-Motion 13-09-07 "That staff be directed to contact the Planning & Development Department for the status of the proposed Landscape Plan in and around the Library to ensure improvement of the urban tree canopy and to determine if the pine trees at the front of the Library can be removed at this time to accommodate the implementation of the Landscape Plan." Carried.

### **October 22, 2013**

-Motion 13-10-03 "Whereas the Peterborough Public Library was instrumental in assisting the commercial development to the south of the library property;

And Whereas the Peterborough Public Library Board, based on representation of compensation in the form of landscaping and streetscaping, consented to convey the Library parking lot to the property owner to the south to permit the development project to be completed;

Therefore the Peterborough Public Library Board requests that Senior Administrative Staff facilitate a solution for landscaping and streetscaping that includes the remedial foundation repair on the south side of the Library building." Carried,

### **December 10, 2013**

-Motion 13-12-06 "That the presentation from Ken Doherty regarding the status of the Landscaping at the Library be received for information purposes." Carried.

### **January 28, 2014**

-Motion 14-01-06 That Staff provide written notice to the City of Peterborough's Engineering Department that the Peterborough Public Library be included in all discussions and review process regarding the landscaping and reconstruction of Bethune Street in that it directly impacts the Peterborough Public Library." Carried

### **April 24, 2014, Special Meeting**

-Motion: "That Ken Doherty be appointed as Acting Library Manager/ C.E.O. for a period not to exceed 6 months." Carried.

### **May 27, 2014**

-Motion: 14-05-03 "That the Board receive Report PPL14-009 from Ken Doherty, Acting Library Manager and approve the recommendations as follows:

... b) That the verbal update and support material on the Library Manager recruitment be received; and that Paul Stern be appointed as the Library Board's representative on the Search Committee;

c) That the verbal update on the Library Renovation and Expansion Project be received;

**September 23, 2014**

-Motion 14-07-05 "That the minutes of the Project Steering Committee for the Peterborough Public Library Renovations and Expansion Project, for the meetings on July 7<sup>th</sup> and September 3<sup>rd</sup>, 2014, be received for information." Carried.

-Motion 14-07-06 "That the Manager's Report PPL14-011 that the information on the Library's funding allocation from Development Charges for future collection development and the capital expansion project be received." Carried

**December 9, 2014**

-Motion 14-08-04 "To approve the recommendations in Report PPL14-013 as follows:

... b) That the Library Management be directed to complete discussions with solutions in a new facility for Board review at its January Board meeting;

c) That the Library Manager be directed to strike a staff committee to plan for the relocation of the Peterborough Public Library and the appropriate level of service to be provided during the project, with regular progress reports for the Board's consideration;

d) That Library Management be directed to advise all tenants, including Natural Blends Café, the Kawartha Artists Gallery and Studio, and the Kawartha Branch of the Ontario Genealogical Society; all organizations that regularly rent meetings rooms at the Main Branch; and the Kiwanis club and University Women's club which currently have display cases and/or filing cabinets stored at the Library, of the potential impact of the project on their activities during 2015 and 2016." Carried.

-Motion 14-08-05 "That Report PPL14-014 Acting Manager's report be received for information on the topics as follows: ... Pay Equity Maintenance; Annual Survey Budget Revisions. Carried.

-Motion 14-08-08 "To receive the resignation of Ken Doherty as Acting Library Manager, effective December 1, 2014". Carried

**January 27, 2015**

-Motion 15-01-06 "That the Library Manager report back to this Board with clarification on the legal and financial relationship, past, present, and future with Peterborough Eats" Carried.

**March 5, 2015, Special Meeting board**

-Motion 15-03-07 "That the Library Board directs the Library CEO/Manager to inform the City and the architects of the Board's decision and to enter into negotiations with City representatives, Legal Services, and COIN." Carried.

**March 31, 2015**

-Motion 15-04-05 "That the Library Manager/CEO will work with staff in Legal Services to write a letter to Seven Hills Developments to remind them of their obligation to

provide 30 parking spaces for Library patrons, in accordance with the Land Transfer agreement with the City.” Carried

-Motion 15-04-07 “That the Library Manager/CEO will author a report on the options for the positions of Secretary and Treasurer for the Library Board, to be presented at the next meeting.” Carried.

-Motion 15-04-10 “That the Board receive the proposed COIN agreement for information, and the Library Manager/CEO be directed to correspond with the City that, in future, the Board be given the chance to fulfill its legal obligations under the Public Libraries Act to approve agreements before they are presented to a third party; and the proposed letter be distributed to the Board members at the next meeting before it is delivered.” Carried.

### **April 28, 2015,**

-Motion: “That the Peterborough Public Board of Trustees support the renovation project as presented, and that the Library renovations plans be presented to Council in June 2015 and recommended for consideration as part of the 2016 Construction budget.” Carried.

-Motion: “That the Library Manager/CEO contact the City Clerk’s Office to request that this office assume secretarial functions for the Public Library Board.” Carried.

-Motion: “That the Library Renovation History report be received for information.” Carried.

-Motion: “That the Library Manager/ CEO contact the City to request that one additional parking spot in front of the Library be designated as accessible parking.” Carried.

### **October 27, 2015**

-Motion: “That the Library Manager/CEO prepare a report on the nature of relationships between municipalities and libraries in Ontario; and, That the Director of Community Services provide information on the structure of the relationship between the Peterborough Public Library Board of Trustees and the City of Peterborough; and That this report come forward in the first quarter of 2016.” Carried.

### **January 19, 2016**

-Motion: “That the Peterborough Public Library Board of Trustees approve the recommendations outlined in Report PPL16-001, dated January 19, 2016, of the Director of Community Services, as follows:

- a) That the Minutes of Settlement between the City of Peterborough and CUPE Local 1833 (Library) dated December 18, 2015, covering the contract period January 1, 2016 to December 31, 2019, as described in Report PPL16-001, be endorsed, and;

b) That the Chair of the Peterborough Public Library Board of Trustees be authorized to sign the Collective Agreement on the Library/City's behalf." Carried.

### **January 26, 2016**

-Motion: "That the Peterborough Public Library Board of Trustees approve the recommendations outlined in Report PPL16-006, dated January 26, 2016, of the Director of Community Services, as follows:

a) That the presentation by the Director of Community Services on the City's process and the Library's role in the selection of public art as part of the capital reconstruction project be received; and

b) That staff be directed to form a committee, with Board and Staff representation, to work with the City's Public Art Advisory Committee and project architects to identify sites and scope for potential public art installation(s)." Carried.

### **March 29, 2016**

-Motion: "A Report to receive a presentation on the upcoming library renovations from Mary Gallop, Special Projects Manager, City of Peterborough.

-Motion: "that the Board approve the recommendations outlined in Report PPL16-017, dated March 29, 2016, of the CEO/Library Manager as follows:

-Motion: "That the presentation dated March 29, 2016 by Peggy Malcolm, Library Consultant, SOLS, on the Municipal/Board relationship be received for information." Carried.