

## **Peterborough Public Library Policies and Plans 1996-2016**

### **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".

### **March 18, 1997**

-report to Board recommends change from CEO to Manager

### **April 15, 1997**

-presented paper on Policy development

### **May 27, 1997**

-"Motion 97-05-05: That we adopt the proposed policy on Policy Development, with a scheduled review in May of 1999."

### **June 24, 1997**

-Topless patron memo from John H. June 12, 1997

### **November 25, 1997**

Caucus: resistance from staff to Strategic Planning process

### **March 24, 1998**

-Policy on Policy Development; Committee Policy

### **April 28, 1998**

-draft Volunteer Policy

### **June 23, 1998**

-Motion 98-06-03 Revised Policy adopted; Committee Policy

-Motion 98-06-04 Volunteer Policy adopted as presented.

-Conflict of Interest Policy discussed

### **September 22, 1998**

-Conflict of Interest Policy discussed

**November 24, 1998**

-Motion 98-12-03 adoption of Strategic Plan in principle

**January 26, 1999**

-conflict of interest dropped in light of legislation

**February 23, 1999**

-work on Beliefs and Mission Statement

**March 23, 1997:**

-Motion 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!"

"It was noted that there are several things that do not apply; e.g. Dress Code. Ken noted that the dress code applies to staff working at City Hall and off-site workplaces have always had their own including the library, which may or may not need to be codified.

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

-Manager's reports note surprising lack of formal governance, framework, and admin policies

-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**

-Motion 99-09-06 That the Peterborough Public Library Board adopt the Mission Statement and Beliefs recommended by the Planning Committee; Carried

**October 26, 1999**

-Motion 99-10-03 to change wording of Mission statement from communities to community's; carried

**November 23, 1999**

-Motion 99-11-01 to change Main Hours seasonally into winter and summer hours; increase DLF to 10 hours weekly

**December 16, 1999**

“Motion 99-12-03 That the Board approve the Collection Review Committee's recommendations for 2000 in principle as a budget strategy”. Carried

**June 27, 2000**

-number of policies revoked (no details in Minutes)

**May 1, 2001**

-Motion 01-03-05 “That the Strategic Plan be approved as Circulated” carried

**May 30, 2001**

**-Motion 01-05-10 “That the Board adopt the Committee Policy as revised”; carried**

**June 26, 2001**

-Job Description for Board members approved; Job Description for Board Advisor and Board Chair approved with revisions (originally May 1997)  
-logo project underway

**September 25, 2001**

-Motion 01-09-03: “That the Board adopt the policy on Policy Development with the Scheduled Review date of May 2003.” Carried (no change)

**March 26, 2002**

-1<sup>st</sup> reading Advocacy Policy

**May 28, 2002**

-Motion 02-05-06: “The the Library Board adopt the Advocacy Policy as presented.” Carried.

-letter of Agreement with COIN re Ont. Public Library Help Desk for 3 year term  
June 25<sup>th</sup>, 2002, board

-Community forum on street People/Homeless in the PPL

**September 24, 2002**

-new logo approved

**November 26, 2002**

-draft Planning Policy presented

**January 28, 2003**

-draft code of conduct policy presented; draft code to be used as guide

**February 25, 2003**

-Motion 03-02-06 "That Code of Conduct Policy be approved as revised." Carried.

-Motion 03-02-07: "That the Planning Policy be approved as revised." Carried.

-Robert's Rules of Order adopted to replace Bourinot's

**March 25, 2003**

-Motion 03-03-03 "That 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

**May 27, 2003**

-Motion 03-05-04 "To approve the Committee Policy as amended". Carried

**May 27, 2004**

-Motion 04-05-08 "To re-adopt the Advocacy Policy and set its review date for May 2006." Carried.

**June 22, 2004**

-Motion 04-06-06 "To reaffirm the Policy Development Policy and schedule the next review for June 2006." Carried.

**November 23, 2004**

-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**

-Motion 05-02-03 "To accept the Policy as amended..." (Membership);  
Carried

-Motion 05-02-05 "To approve the Overdue Policy with the addition of "Fees and Fines" under "See Also"; Carried.

-Motion 05-02-06 "To accept the Registration Policy as presented"; carried

-approval of advocacy policy deferred; City HR Policy re Hiring of Relatives of Council and Senior Staff distributed

**April 26, 2005**

-Motion 05-04-04: "The revisions to the Advocacy Policy re accepted as presented".  
Carried.

**June 28, 2005**

-Motion 06-05-08 "To approve the Personal Information and Privacy Policy as presented." Carried.

**September 27, 2005**

-Motion 05-09-09 "to Adopt the Privacy Policy as amended." Carried.

-Motion 05-09-10 "To adopt the Internet and Computer use Policy as amended." Carried

**February 28, 2006**

-Motion 06-02-06 "To approve the Internet and Computer Use Policy as revised."  
Carried

**May 30, 2006**

-draft Food in the Library Policy

**June 20, 2006**

-Motion 06-06-04 "To adopt the proposed policy on Food in the Library." Carried

**November 27, 2007**

-eliminate Executive Administrative A position and fill Deputy CEO/ Head Librarian position (Becky had been doing both)

**February 26, 2008**

-Motion 08-02-07 "Draft Meeting Room Policy be approved as presented." 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

**October 28, 2008**

-Motion 08-10-05 "That the updated Internet and Computer Use Policy be approved." Carried

-Motion 08-10-06 "That the Children's Internet Acceptable Use Agreement be approved." Carried

**January 27, 2009**

-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.

**March 24, 2009**

-Motion 09-02-13 "That we explore any cost saving opportunities by partnering with other area libraries in the County and that we continue to investigate and support any initiatives as they arise." Carried.

**September 29, 2009**

-Overdue Policy discussed; approved January 22, 2002; reviewed January 2004?

**February 23, 2010**

-Bottle water report from R.A. 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.

**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.

**September 28, 2010**

-Library Privacy Policy, received

**April 19, 2011**

-Intellectual Freedom Policy presented

-Strategic Plan 2008-2013

**May 17, 2011**

-Motion 11-05-05 "That the foundation statements/ policies on Intellectual Freedom, the Library's Mission Statement, Vision Statement and Values Statement, as presented, be approved." Carried.

**September 27, 2011**

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

-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.

-board supports renovations to café.

**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.

**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



**February 25, 2014**

-Motion 14-02-05 "That the Board approves the following recommendations of Report PPL14-003:

- a) That the Peterborough Public Library Marketing and Programming Report by the Special Projects Librarian be received by the Board
- b) That the incoming Marketing and Programming librarian undertake in-depth research and analysis of the community with particular emphasis on the target markets identified in the 2008-2013 Strategic Plan
- c) That the Board extends the 2008-2013 Strategic Plan until the end of 2015."  
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: ...

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

**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

**October 30, 2014**

-no quorum; received presentation from Architects

**December 9, 2014**

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

- a) That the minutes of the Project Steering Committee for the Peterborough Public Library for the meeting of November 9<sup>th</sup> 2014, be received for information;
- 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.

### **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: "The 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: "The 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.

-Motion: "That the Library Manager/CEO provide a report on the status of the DelaFosse Library Branch." Carried.

-Motion: "That the Library Manager/CEO provide a report on rules of conduct policy and procedures to the June Board meeting for consideration." Carried.

### **May 26, 2015**

-Motion: "That the Peterborough Public Library Board approve the recommendation outlined in Report PPL15-010, dated May 26, 2015 of the Library Manager/CEO as follows:

That report PPL15-010 with respect to the DelaFosse Branch be received for information." Carried

-Motion: "That the Peterborough Public Library Board approve the recommendation outlined in Report PPL15-012, dated May 26, 2015 of the Library Manager/CEO as follows:

That the Peterborough Public Library Board approve the use of reserve funds to purchase an ergonomic circulation desk as approved by the City of Peterborough's Human Resources Department in concert with the Library Manager/CEO." Carried.

### **June 30, 2015**

-Motion: "That the Peterborough Public Board of Trustees approve the recommendation outlined in Report PPL15-011, dated June 30<sup>th</sup> 2015, of the Library Manager/CEO as follows: That the Peterborough Public Library Board approves the Code of Conduct , Policies and Procedures as amended." Carried.

### **September 29, 2015**

-Motion: "That the Peterborough Public Library Board of Trustees request the Library Manager/ CEO to provide a report at the October 27, 2015 meeting on the rationale for a new Strategic Plan and offer various options for Committee consideration." Carried.

-Motion: "That the Peterborough Public Board of Trustees approve the recommendation outlined in Report PPL15-014, dated September 29, 2015 of the Library Manager/CEO as follows: That the Peterborough Public Library Board of Trustees approve the revised Internet and Computer Use Policy." 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 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.

Motion: "That the Peterborough Public Board of Trustees approve the recommendation outlined in Report PPL16-005, dated January 26, 2016 of the Library Manager/CEO, as follows:

That Staff be directed to present options for the creation of a Strategic Plan at the June Board meeting." Carried

-Motion: "The staff provide a Closed Session report at the February 23, 2016 meeting on security at the temporary library location." Carried.

**February 23, 2016**

-Motion to adopt Policies for Accessible Customer Service and for Integrated Accessibility Standards, Lost

-Motion: "that Report PPL16-009 be brought forward for reconsideration at the April 26<sup>th</sup> 2016 Committee meeting." Carried.

-Motion: "That an ad hoc committee be created to develop policies for the Board's consideration; and

That Eric Prevost and Leslie Woolcott be appointed as members, and that Jennifer Zoethout be a resource to the Committee; and

-That the terms of Reference for the Policy Committee be drafted and brought forward for the Peterborough Public Library Board of Trustees consideration." Carried.

**March 29, 2016**

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

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