



Peterborough Public Library

To: Peterborough Public Library Board of Trustees

From: Jennifer Jones, Library CEO

Meeting Date: October 6, 2020

Subject: Report PPL20-019
Library Holiday Operating Hours

Purpose

A report to request a temporary change to the library operating hours during the period between December 24, 2020 and January 2, 2021.

Recommendations

That the Library Board approve the recommendations outlined in Report PPL20-019, dated October 6, 2020, of the Library CEO, as follows:

- a) That the hours of operation at the Main branch be adjusted to 10:00 a.m. to 5:00 p.m. for the dates of December 29 and December 30, 2020;
- b) That the Main branch close early, at 1:00 p.m. on Thursday December 24, 2020 and Thursday December 31, 2020, in accordance with the CUPE 1833 collective agreement; and
- c) That the DelaFosse branch remain closed between December 24, 2020 and January 2, 2021.

Budget and Financial Implications

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

Background

The Library traditionally 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 by closing at 5:00 p.m.

The Library will observe the statutory holiday closure as follows:

- Christmas Day on Friday, December 25, 2020
- Boxing Day on Saturday, December 26, 2020
- New Year's Day on Friday, January 1, 2021.

The CUPE 1833 Collective agreement, Article 16.01 (see Appendix A) 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, 2020 and December 31, 2020 - the library would be open to the public from 10:00 a.m. - 1:00 p.m.

It is also recommended that the DelaFosse remain closed for the holiday period and staff are reallocated to work at the Main library.

Should the library still be operating under temporary COVID operating hours at this time, the Main branch will remain closed to the public on Sunday, December 27, 2020 and Monday, December 28, 2020.

Submitted by,

Jennifer Jones
Library CEO

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Attachement :
Appendix A – CUPE 1833 Collective agreement, Article 16.01

Appendix A – CUPE 1833 Collective agreement, Article 16.01

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 ($\frac{1}{2}$) 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.