

Caledon Public Library Board
Emergency Meeting
Thursday, April 2, 2020
6 PM



AGENDA

Due to efforts to contain the spread of COVID-19 and to protect all individuals, this meeting will be hosted electronically.

Members of the public may attend by accessing the following link:

<https://us04web.zoom.us/j/468260597>

or by calling 1.647.558.0588 and entering meeting ID 468 260 597 followed by #

1. Call to order
2. Apologies for non-attendance
3. Approval of the agenda
4. Disclosure of pecuniary interest
5. Urgent business
 - a. Amendment to Caledon Public Library Board By-Laws (CPL-16-06) regarding Electronic Meeting Provisions (Attachment 5-A)
6. Consent agenda

(All items under the Consent Agenda are considered to be routine and have been read by all Board members before the meeting. The items are recommended for approval by the Chair. They may be enacted in one motion. If any member wishes to discuss an item, it can be moved anywhere in the agenda.)

 - a. Minutes of the March 16, 2020 meeting (Attachment 6-A)
 - b. Correspondence
 - i. Kevin Finnerty, A message regarding public library board meetings, March 27, 2020 (Attachment 6-B-1)
7. Staff Reports
 - a. Verbal Update re: Caledon Public Library Response to COVID-19
8. Closed Session
 - a. Confidential Report re: Labour Relations or Employee Negotiations - Workforce Planning
9. New business
10. Public question period
11. Next regular meeting

a. Monday, April 20, 2020, 6 PM

12. Adjournment

Attached documents:

- 5-A Amendment to Caledon Public Library Board By-Laws (CPL-16-06) regarding Electronic Meeting Provisions
- 6-A Minutes of the March 16, 2020 meeting
- 6-B-1 Correspondence, Kevin Finnerty, A message regarding public library board meetings, March 27, 2020

Attachment 5-A

Date: April 02, 2020

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian



Subject: Amendment to Caledon Public Library Board By-Laws (CPL-16-06) regarding Electronic Meeting Provisions

Recommendation:

That Caledon Public Library Board review the proposed amendment to the Caledon Public Library Board By-Laws (CPL-16-06) for recommendation and approval.

Background

As per recent communication shared by the Deputy Minister, Heritage, Tourism Sport and Culture Industries:

Due to the need for 'social distancing', public library board meetings that are open to the public under the Public Libraries Act (PLA), may be held using a live video interface platform or conference call service, so long as the public may attend virtually, in real-time, and be able to ask questions. As with all library board meetings, advance notice is required and sufficient information of the topics to be considered should be made available to the public to enable them to make an informed decision as to whether or not to attend.

To this end, the following amendment to the Caledon Public Library Board By-Laws (CPL-16-06) supports the current and unprecedented need to host electronic meetings while ensuring physical distancing and public attendance. It is recommended that the following language be added to Section 6.12 of the By-laws:

Remote participation, as referenced above, is intended support participation by Board members who are unable to attend a regular meeting which is physically hosted within a library branch or other facility.

Fully electronic meetings, will all trustees participating remotely, may be held during a period of declared emergency, so as long as members of the public may attend virtually and participate in real-time.

The revised by-laws, once approved, will be posted on the Library's website and made available in print upon request.

Financial Implication

There is a minimal monthly cost associated with the subscription to the electronic meeting portal. This service may also be used to host public programming and other opportunities to engage residents remotely. It is expected that this subscription service will be terminated once branches reopen and regular services resume.

Recommended Motion

That the Caledon Public Library Board approve and adopt the proposed amendment to Section 6.12 of the Caledon Public Library Board By-laws (CPL-16-06), allowing for electronic meetings during a period of declared emergency.

Attachment 6-A

Caledon Public Library Board Meeting

Monday, March 16th, 2020

6:00 p.m.

Caledon Town Hall, Council Chambers



MINUTES

Present: Janet Manning (Chair); Paula Civiero (Vice-Chair); David Betty; Councillor Tony Rosa; Councillor Christina Early and Jacqueline lafrate

Staff: Colleen Lipp – CEO | Chief Librarian; Lesley Slobodian, Administrative Assistant

Absent: Sheralyn Roman; Brenda Clark; Catherine Jackson

1. The Vice-Chair called the meeting to order at 6:04 PM

2. Indigenous Acknowledgment

We acknowledge that the land on which we gather, which form the Town of Caledon, is part of the Treaty Lands and Territory of the Mississauga's of the New Credit.

The Town of Caledon and the Region of Peel – the traditional territory of the A-nish-in-abek (Ojibway), Huron-Wendat, Haud-en-osa-nee (Iroquois), and home to the Métis, was most recently, the territory of the Mississauga's of the New Credit First Nation.

We also acknowledge the cultural injustices of the past and express our collective hope full truth and reconciliation in the future

On this day our meeting place is home to many Indigenous peoples (First nations, Métis and Inuit) from across Turtle Island (North America).

We are grateful to have the opportunity to work on this land, and by doing so, we give our respect to its first inhabitants.

3. Apologies for non-attendance: Sheralyn Roman; Brenda Clark; Catherine Jackson

4. Approval of the Agenda

Motion: That the Agenda be approved with the Rights and Safety of Children and Teens in the Library Report, the Planning Policy Report, the Board By-Law Report and the Annual Board Assessment Policy Report moved to the Consent Agenda.

Moved: Paula Civiero

Seconded: Councillor Tony Rosa

Carried.

5. Disclosure of pecuniary interest: none

6. Consent Agenda

The CEO/Chief Librarian's Report was removed from the Consent Agenda for further discussion

- a. Minutes of the January 20, 2020 meeting
- b. Strategic Actions Update
- c. Rights and Safety of Children and Teens in the Library Report
- d. Planning Policy Report
- e. Board By-Law Report
- f. Annual Board Assessment Policy Report

Motion: That the Caledon Public Library Board receive and approve all reports within the Consent Agenda including the following recommendations:

That the Caledon Public Library Board approve and adopt the revised Rights and Safety of Children and Teens in the Library;

That the Caledon Public Library Board approve and adopt the Planning Policy and Timeline;

That the Caledon Public Library Board approve the formation of an Ad Hoc Planning Committee to be comprised of both members of the Board and the Library Management Team;

That the Caledon Public Library Board delegate authority for selecting a consultant to support the strategic planning process to the CEO/Chief Librarian;

That the Caledon Public Library Board repeal the previous Board By-Law, revised March 19, 2018;

That the Caledon Public Library Board approve and adopt the Caledon Public Library Board By-law and Appendices; and

That the Caledon Public Library Board approve and adopt the revised Rights and Safety of Children and Youth in the Library Policy.

Moved: Jacqueline lafrate

Seconded: David Betty

Carried.

Motion: That the Caledon Public Library Board receive the CEO/Chief Librarian's Report; and, That the Caledon Public Library Board confirm the authority delegated to the CEO/Chief Librarian to make all decisions regarding library operations, including compensation of staff, during unscheduled closures.

Moved: Councillor Tony Rosa

Seconded: David Betty

Carried.

7. Closed Session

Motion: That the Caledon Public Library Board move into closed session for the purposes of discussing the following:

- a. Confidential Report re: Personal matters about an identifiable individual – Employee Termination

b. Confidential Correspondence Re: Personal Matters about an identifiable individual – CEO/Chief Librarian Evaluation Committee Correspondence

Moved: David Betty

Seconded: Jaqueline lafrate

Carried at 6:25 PM

Motion: That the Caledon Public Library Board resume open session

Moved: Councillor Christina Early

Seconded: David Betty

Carried at 6:33 PM

Motion: That the Caledon Public Library Board receive the Confidential Report re: Personal matters about an identifiable individual – Employee Termination

Moved: David Betty

Seconded: Jacqueline lafrate

Carried.

Motion: That the Caledon Public Library Board approve the Confidential Correspondence Re: Personal Matters about an identifiable individual – CEO/Chief Librarian Evaluation Committee Correspondence

Moved: Paula Civiero

Seconded: Jacqueline lafrate

Carried.

8. Business arising from the minutes: none

9. Staff Reports

a. Treasurer's Report and Financial Statements

Motion: That the Caledon Public Library Board receive the Treasurer's Report and related financials.

Moved: Paula Civiero

Seconded: Jaqueline lafrate

Carried.

Motion: WHEREAS public libraries are an element of critical infrastructure in municipalities of all sizes across the province;

WHEREAS municipalities need to maintain strong, sustainable public libraries for current and future residents alike; and

THAT the Caledon Public Library Board fully support the Ontario Government's proposal to include public library capital costs as a fully cost-recoverable eligible service under the Development Charges Act.

Moved: Paula Civiero

Seconded: David Betty

Carried.

b. Annual Report 2019

Motion: That the Caledon Public Library Board approve the Caledon Public Library Annual Report 2019.

Moved: Councillor Christina Early

Seconded: David Betty

Carried.

10. New Business: None

11. Board Work Plan

a. 2020 Work Plan Review

Motion: That the Caledon Public Library Board approve the 2020 Work Plan as amended.

Moved: Paula Civiero

Seconded: David Betty

Carried.

12. Board Advocacy and Development

a. Discussion of OLA Super Conference Takeaways

Discussion of the Super Conference Takeaways was deferred to the next regular meeting.

b. Upcoming Events and Opportunities

- i. The Public Libraries Act: What You Need to Know Webinar – Recording now available on SOLS Governance Hub

13. Public Question Period: There were no members of the public present

14. Evaluation of Meeting

a. What was your key takeaway from the meeting?

- i. Members of the library board were in agreement of their dedication to the library during uncertain times.
- ii. Discussions were had on the option of having library board members conference into to library board meetings.

15. Time & location of next regular meeting:

Monday, April 20, 2020, 6 PM – Albion Bolton Branch

16. Adjournment

Motion: That the meeting adjourn.

Moved: Councillor Christina Early

Seconded: Paula Civiero

Carried.

The meeting adjourned at 6:48PM

Janet Manning
Chair

Colleen Lipp
CEO | Chief Librarian

Attachment 6-B-1

From: [Beaudin, Lisa \(MHSTCI\)](#) on behalf of [Finnerty, Kevin \(MHSTCI\)](#)
To: [Finnerty, Kevin \(MHSTCI\)](#)
Cc: [Lavery, Rob \(MHSTCI\)](#); [Havias, Adam \(MHSTCI\)](#)
Subject: A message regarding public library board meetings
Date: Friday, March 27, 2020 1:39:42 PM

Dear Public Library Boards, CEOs and First Nation Public Library CEOs and Librarians,

Following the Chief Medical Officer of Health's advice, emergency measures have required all public libraries' physical facilities in the province of Ontario to be closed to the public. Public library boards are also urged to consider the safety of library staff at this time.

We encourage all public library boards and staff to make their community aware, through social media and e-mail, of the wide range of e-resources and other on-line services their branches provide, where available.

Due to the need for 'social distancing', public library board meetings that are open to the public under the Public Libraries Act (PLA), may be held using a live video interface platform or conference call service, so long as the public may attend virtually, in real-time, and be able to ask questions. As with all library board meetings, advance notice is required and sufficient information of the topics to be considered should be made available to the public to enable them to make an informed decision as to whether or not to attend.

Also, under the PLA, any decisions related to public library staff and remuneration remain the purview of the public library board.

For provincial updates on Covid-19, please continue to refer to Ontario's website [here](#).

Organizations who have questions about closures of at-risk workplaces or how emergency measures impact their business or employment can call the Stop the Spread Business Information Line at 1-888-444-3659.

We understand that these are challenging times and appreciate all the efforts being made to ensure Ontarians across the province continue to have access to important library resources.

Ministry staff are available to answer questions. Feel free to reach out to your regular ministry contacts (adam.havias@ontario.ca and rob.lavery@ontario.ca if you have further questions.

Thank you,

Kevin Finnerty
Assistant Deputy Minister
Heritage, Tourism and Culture Division

Aux conseils de bibliothèques publiques, directeurs généraux et bibliothécaires des bibliothèques publiques des Premières Nations,

Sur les conseils du médecin-hygiéniste en chef, des mesures d'urgence sanitaires ont imposé la fermeture au public de toutes les installations physiques des bibliothèques publiques de la province de l'Ontario. Les conseils d'administration des bibliothèques publiques sont également invités à prendre en compte la sécurité du personnel des bibliothèques pour le moment.

Nous encourageons tous les conseils d'administration et le personnel des bibliothèques publiques à faire connaître à leur communauté, par le biais des médias sociaux et du courriel, le large éventail de ressources électroniques et autres services en ligne que leurs succursales proposent, le cas échéant.

En raison de la nécessité d'un « éloignement social », les réunions des conseils d'administration des bibliothèques publiques qui sont ouvertes au public en vertu de la *Loi sur les bibliothèques publiques* peuvent se tenir en utilisant une plateforme d'interface vidéo en direct ou un service de conférence téléphonique, à condition que le public puisse y assister virtuellement, en temps réel, et puisse poser des questions. Comme pour toutes les réunions du conseil de la bibliothèque, un préavis est nécessaire et des informations suffisantes sur les sujets à examiner doivent être mises à la disposition du public pour lui permettre de prendre une décision éclairée quant à sa participation ou non.

En outre, en vertu de la Loi, toute décision relative au personnel et à la rémunération des bibliothèques publiques reste du ressort du conseil de la bibliothèque publique.

Pour les mises à jour provinciales sur la pandémie de la Covid-19, veuillez continuer à vous référer au site web de l'Ontario [ici](#).

Nous comprenons que les temps sont difficiles et nous apprécions tous les efforts déployés pour que les Ontariens de toute la province continuent d'avoir accès à d'importantes ressources bibliothécaires.

Le personnel du ministère est disponible pour répondre aux questions. N'hésitez pas à contacter vos interlocuteurs habituels du ministère adam.haviaras@ontario.ca et rob.lavery@ontario.ca si vous avez d'autres questions.

Cordialement,

Kevin Finnerty
Sous-ministre adjoint
Division du patrimoine, du tourisme et de la culture