

AGENDA

This meeting will be hosted electronically.

Members of the public may attend by calling 1.647.558.0588 and entering meeting ID 882 9609 5520 followed by #.

Please note: Recording of this meeting by anyone in attendance, and regardless of format, is strictly prohibited.

1. Call to order
2. Indigenous Acknowledgement

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 for 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
4. Approval of the agenda
5. Disclosure of pecuniary interest
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 May 11, 2020 meeting (Attachment 6-A)
- b. CEO/Chief Librarian's Report (Attachment 6-B)
- c. Strategic Actions Update (Attachment 6-C)
- d. Correspondence

7. Business arising from the minutes
 - a. Board Code of Conduct Report (Attachment 7-A)
8. Staff Reports
 - a. Treasurer's Report and Financial Statements (Attachment 8-A)
 - b. Fundraising and Gift Acceptance Policy Report (Attachment 8-B)
 - i. Gift Acceptance –Bolton and District Horticultural Society (Attachment 8-B-1)
 - c. Library Phased Recovery Plan (Attachment 8-C)
9. Board and Committee Work and Reports
10. Board and Committee Reports
 - a. Closed Session
 - i. Confidential Report re: Personal matters about an identifiable individual – CEO/Chief Librarian Annual Performance Appraisal
 - b. CEO/Chief Librarian Goals 2019-2020 (Attachment 10-B)
11. New business
12. Board Work Plan
 - a. 2020 Work Plan Review (Attachment 12-A)
13. Public question period
14. Evaluation of meeting
 - a. In anticipation of our strategic planning work, what information raised during the meeting could inform the Board's understanding of shifting patron expectations?
15. Time of next regular meeting
 - a. Monday, August 15, 2020, 6 PM
16. Adjournment

Documents Attached:

- 6-A Minutes of the May 11, 2020 meeting
- 6-B CEO/Chief Librarian's Report
- 6-C Strategic Actions Update
- 7-A Board Code of Conduct Report
- 8-A Treasurer's Report and Financial Statements
- 8-B Fundraising and Gift Acceptance Policy Report
- 8-B-1 Gift Acceptance – Albion Bolton Horticultural Society
- 8-C Library Phased Recovery Plan
- 10-B CEO/Chief Librarian Goals 2019-2020
- 12-A 2020 Work Plan

Attachment 6-A

Caledon Public Library Board Meeting
Monday, May 11th, 2020
6:00 p.m.



MINUTES

- Present:** Janet Manning (Chair); Paula Civiero (Vice-Chair); Brenda Clark; David Betty; Councillor Tony Rosa; Catherine Jackson; Sheralyn Roman; Councillor Christina Early and Jacqueline lafrate
- Staff:** Colleen Lipp – CEO | Chief Librarian; Kelley Potter – Director, Public Service; Lesley Slobodian, Administrative Assistant
- Guest:** David Arbuckle– General Manager, Strategic Initiatives, Town of Caledon
- Absent:** None

Note: This meeting was conducted electronically

1. The Chair called the meeting to order at 6:03 PM

Sheralyn Roman joined the meeting 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: None

4. Approval of the Agenda

Motion: That the Caledon Public Library Board approved the agenda.

Moved: Catherine Jackson

Seconded: Brenda Clark

Carried.

5. Disclosure of pecuniary interest: None

6. Consent Agenda

a. Minutes of the April 20, 2020 meeting

b. CEO/Chief Librarian's Report

c. Strategic Actions Update

Motion: That the Caledon Public Library receive all reports within the consent agenda.

Moved: Jacqueline lafrate

Seconded: Sheralyn Roman

Carried.

7. Business arising from the minutes: None

8. 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: David Betty

Carried.

Councillor Tony Rosa joined the meeting at 6:44 PM

b. **Board Code of Conduct Report**

Motion: That the Caledon Public Library Board direct the CEO/Chief Librarian to revise the Board Code of Conduct as discussed for reconsideration by the Board at the June 15, 2020 meeting.

Moved: Paula Civiero

Seconded: Sheralyn Roman

Carried.

c. **Public Code of Conduct Report**

Motion: That the Caledon Public Library Board approve and adopt the revised Public Code of Conduct Report.

Moved: Catherine Jackson

Seconded: David Betty

Carried.

d. **Use of Library Board Resources for Election Purposes Report**

Motion: That the Caledon Public Library Board approve and adopt the revised policy regarding the Use of Library Board Resources for Election Purposes.

Moved: David Betty

Seconded: Sheralyn Roman

Carried.

e. Verbal Update re: Covid-19 Recovery Planning Process

The CEO/Chief Librarian provided the Board with a verbal update regarding the Library's Covid-19 recovery planning process. Priorities in re-opening involve the safety of staff and patrons, compliance with Public Health and Government Mandates, continued provision of library services to residents – online and/or in person, fiscal accountability to Council and taxpayers and return Staff on Leave. Considerations on addressing re-opening assumptions, best practices as well as opportunities and challenges were included.

9. Board and Committee Reports:

a. Finance Committee Meeting Minutes – May 4, 2020

i. CPL Audited Financial Statements 2019

Motion: That the Caledon Public Library Board receive and approve the May 4, 2020 Finance Committee Meeting Minutes and the Library's 2019 Audited Financial Statements.

Moved: Catherine Jackson

Seconded: David Betty

Carried.

b. Adhoc Strategic Planning Committee Appointments

Motion: That the Caledon Public Library Board appoint Janet Manning, David Betty and Brenda Clark to represent the Board on the Library's joint Ad Hoc Strategic Planning Committee.

Moved: Paula Civiero

Seconded: Councillor Christina Early

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: Sheralyn Roman

Carried.

12. Public Question Period: There were no members of the public in attendance.

13. Evaluation of Meeting

a. Feedback regarding electronic meetings format

- Board members expressed that electronic meetings have been working well and that members have a good handle on the process and the technology.

b. Suggestions for future evaluation questions

- Suggested questions for future consideration included:
 - What is the Library's role?
 - What are patron expectations and how will the Library Board meet those expectations?
 - What does the Library Board really need to be ready for?

14. Time of next regular meeting:

Monday, June 15, 2020, 6 PM

15. Adjournment

Motion: That the meeting adjourn.

Moved: Councillor Christina Early

Carried.

Seconded: Catherine Jackson

The meeting adjourned at 7:53 PM

Janet Manning
Chair

Colleen Lipp
CEO | Chief Librarian

Attachment 6-B

CEO/Chief Librarian's Report

Prepared by Colleen Lipp
June 2020



Governance and Advocacy

Black Lives Matter

The senseless murder of George Floyd by police in Minneapolis has prompted outrage and sadness, sparking protests across the globe. This injustice has incited many businesses and organizations to release statements acknowledging and condemning systemic racism, formalizing their support for the Black Lives Matter movement. This includes the Communiqué on Anti-Black Racism which was approved by the Board of the Canadian Federation of Library Associations (CFLA) on June 5, 2020 ([Appendix A](#)). Similar statements were recently released by public libraries in Toronto and Brampton.

No formal statement has been issued by the Caledon Public Library. In an effort to build an improved understanding of these issues and the actions needed to address them, library staff have created and shared dedicated reading lists. This is just a small step in the work that must be done to deliver on the Library's responsibility to eliminate racial barriers and build environments that encourage inclusivity. This commitment will be confirmed within a new Diversity and Inclusion Policy. Originally scheduled for the Board's review in June 2020, creation of this document was delayed due to the pandemic and had been previously deferred to September 2020.

Amalgamation of SOLS and OLS-N

As reported in March 2020, last year's budget challenges prompted the Southern Ontario Library Service (SOLS) and Ontario Library Service – North (OLS-N) to announce their intent to explore the possibility of joining forces to become the Ontario Library Service. A Joint Amalgamation Committee was struck for the purposes of reviewing this proposed merger. The Committee's final report was received by the Boards of OLS-North and SOLS in late May. Both Boards have accepted the Committee's recommendation that the merger proceed. A Joint Transition Committee has been established to finalize an Amalgamation Agreement. It is anticipated that this will be completed and presented to each Board in the fall of 2020, with the newly amalgamated organization in place in advance of the new fiscal year beginning in April 2021.

Services and Facilities

Albion Bolton Refurbishment

A contract for the Design Phase for the Albion Bolton Branch Refurbishment has been awarded to Lebel & Bouliane Inc. As the successful respondent to the second Request for Proposal, the

architectural firm will complete a detailed design, and tender ready submission and subsequent contract administration for a reimagined Albion Bolton Branch. Through creative space planning and updated finishes, the improved branch will be better equipped to provide modern library services and welcoming spaces for the community. The firm was selected in part, for their experience within the public library sector. Relevant projects include work with the Markham Public Library and Ajax Public Library and a soon-to-be-opened branch of the Clearview Public Library.

Southfields Village Branch Construction

As per the Province’s reopening guidelines, construction work at the Southfields Community Centre has resumed. Though physical distancing and public health protocols have slowed the work, substantial completion is anticipated in mid-July. This will allow for the delivery and installation of furnishings, and the eventual receipt of the branch’s opening day collections. It remains unclear when the Library will gain official occupancy of the branch. Much work is still necessary to ensure that the branch is ready to be opened and timing of this opening will be considered in alignment with the Town of Caledon’s recovery planning and facility readiness. Additionally, the hiring of new branch staff was delayed due to the pandemic. Recruitment efforts will resume in advance of any return to full hours of operation at all branches, but not before staff currently on leave are recalled.

Staff News

Work From Home Survey

The Library’s current approach to work is unlike anything most public library staff have experienced before. A survey was created to engage staff working remotely and gain greater insight regarding their experience in working from home. This survey was inspired by a similar survey initiated by the Town and library results were shared with Town Human Resources.

The survey was completed by 18 of the 19 CPL employees currently working from home, including Management. Results were largely favourable with 94% of respondents reporting that they agreed or strongly agreed with a statement confirming their satisfaction with their current home arrangement. Most staff reflected their appreciation for the listed benefits of working from home and additional comments included an improved sense of personal safety. Individual comments included a request that the option to work from home be extended beyond the closures, while another staff member shared their preference for working in branch.

Detailed survey findings are included below:

Q1. Please rate each of these items as it relates to your experience working from home:

	STRONGLY DISAGREE	DISAGREE	NEUTRAL	AGREE	STRONGLY AGREE	TOTAL
Overall, I am satisfied with my current home arrangement.	0.00% 0	0.00% 0	5.56% 1	50.00% 9	44.44% 8	18

I feel connected with my colleagues.	0.00% 0	11.11% 2	5.56% 1	72.22% 13	11.11% 2	18
My immediate manager has made an effort to communicate regularly with me.	0.00% 0	0.00% 0	0.00% 0	22.22% 4	77.78% 14	18
I feel confident about how the Library's Management Team has responded to the COVID-19 on library services.	0.00% 0	0.00% 0	5.56% 1	38.89% 7	55.56% 10	18
The Library has communicated well current COVID-19 pandemic.	0.00% 0	0.00% 0	5.56% 1	33.33% 6	61.11% 11	18
I feel supported by the Library when I am anxious and uncertain.	0.00% 0	5.56% 1	16.67% 3	61.11% 11	16.67% 3	18
I have access to the info I need to do my since commencing working remotely.	0.00% 0	0.00% 0	0.00% 0	44.44% 8	55.56% 10	18

Q2. Please indicate below any issues you've experienced while working from home. If you've experienced issues that are not on this list, please mention them in the comments section at the end of the survey.

	NOT AN ISSUE	NEUTRAL	SLIGHT ISSUE	MAJOR ISSUE	TOTAL
Feeling Isolated when working from home.	38.89% 7	11.11% 2	50.00% 9	0.00% 0	18
Family and Environmental distractions	55.56% 10	16.67% 3	27.78% 5	0.00% 0	18
Lack of workspace/ergonomics at home	61.11% 11	5.56% 1	33.33% 6	0.00% 0	18
Managing work-life balance	66.67% 12	11.11% 2	22.22% 4	0.00% 0	18
Technical access and support from Library NetExtender, Outlook, SharePoint, etc	55.56% 10	5.56% 1	38.89% 7	0.00% 0	18
Home internet access	55.56% 10	22.22% 4	22.22% 4	0.00% 0	18

Q3. What do you enjoy about working from home? Select all that apply.

ANSWER CHOICES	RESPONSES
More Productivity due to lack of distractions during the day	76.47%
No commute	82.35%
Cost savings	76.47%
Flexible work hours	64.71%

Appendix A

Approved June 5, 2020

COMMUNIQUÉ on Anti-Black Racism

The Canadian Federation of Library Associations - Fédération canadienne des associations de bibliothèques (CFLA-FCAB) condemns racism, white supremacy, and all systems of oppression which continue to deny citizens equitable treatment and justice in contemporary society. Recent events in the United States and in Canada have clearly demonstrated that racialized members of society are more at risk of mistreatment by the law enforcement system. We recognize the particular emotional burden on our Black colleagues and community members at this time.

CFLA further condemns all forms of violence and acknowledges that racialized people continue to be subject to greater negative police intervention. CFLA acknowledges the recent murders of George Floyd, Breonna Taylor, Ahmaud Arbery in the United States, and the death of Regis Korchinski-Paquet in Canada, as well as the many others.

Twenty-first century libraries strive to be safe, respectful, and welcoming spaces, and library buildings and virtual spaces act as important community hubs and spaces of innovation, of learning, and of refuge. Libraries aim to provide equitable access to information resources, physical and digital resources, and engage in community and academic partnerships, and community outreach. Libraries have the ability to lift up citizens at all stages of life, providing access to accurate information, technology, and vital programming

At the same time, we acknowledge that inequity exists in Canada. Systemic racism also continues to exist within our library systems, and in our profession. Inequity is present in the lack of representation of racialized people of colour in books and resources, including as authors, and inequality is present in our systems of organization and access, and programming. We acknowledge the lack of racialized people in our professional associations. CFLA commits to fulfil the goals of equity and inclusion we have enshrined in our Position Statement on [Diversity and Inclusion](#). As an organization we recognize we have gaps in our work in the area of diversity and inclusion and will be taking concrete steps to ensure this is no longer the case.

As we begin the month of June, a month marking both the celebrations of Pride and National Indigenous History month across Canada we want to recognize the challenges and discrimination faced by Black colleagues and community members with identities which intersect with LGBTQ2S and Indigenous identities.

Sharing stories, engaging in learning, and building knowledge are important aspects of dismantling racism and libraries can provide important spaces for the interaction of ideas and the support of civil society. CFLA-FCAB commits to continue to advocate for equity in access to information and support for libraries across Canada and calls on libraries of all types to continue to play a part in fostering a more just, equitable, and inclusive society.

For more information please contact:

Julie McKenna
Chair, CFLA-FCAB
jmckenna@reginalibrary.ca

Attachment 6-C



Strategic Actions Update

June 2020

Strengthen Facilities

Furnishings and hardware have been configured, and additional cleaning supplies have been procured, at the Albion Bolton, Caledon Village and Margaret Dunn Valleywood Branches in preparation for the launch of Contactless Holds Pickup Services.

Invest in People

Development of library staff is ongoing, with staff representatives and members of the management team participating in the following learning opportunities over the past month:

- Beyond E-Storytimes: Virtual Services & Programs for Youth
- Canadian Professional Grant Writing 2 Day virtual workshop
- Covid 19-Preparing to Reopen You Library with Symphony
- COVID-19 Safety Tips for Reopening Your Library
- CULC toolkit webinars: programs, collections, buildings, Information Services, communication
- Customer Experience Management
- Effective Advocacy in the Current Municipal Climate
- Engagement in Isolation: Keeping Kids and Caregivers Captivated during COVID-19
- From Chaos to Composure with Ron Tite
- Going the distance: Library Programs for Teens & Tweens
- How to Bring your Live or In-Person Events Online
- Keys to Effective Communication (course)
- Maximizing & Measuring Virtual Programs
- Supporting Teen Services: Fostering Community, Programming, and Outreach (ALA Course)
- TD Summer Reading Club - Summer 2020 SOLS Training
- The New Reality: Stabilizing and Restoring Your Workplace from COVID-19.

Build Relationships

Staff participated on the Town of Caledon Community Green Fund Grant committee.

Library staff are participating in the Town's Community Connections and Community Recovery Teams.

Virtual meetings have been held with Brampton and Mississauga libraries as part of CPL's recovery planning efforts.

The Mayor, and representatives of the OPP and Caledon Fire & Emergency Services kindly agreed to share stories online as guest readers in celebration of community helpers.

Encourage Discovery, Innovation and Creativity

Efforts to mitigate the closures of the branches by shifting services and programs to online platforms are ongoing and include the following:

- Hosting of an online Wills and Estate Planning Zoom presentation with lawyer, Morgan McCabe.

A new Tech Help form and sign-up process was developed and implemented to assist patrons with tech and digital resource assistance.

Continuation of online book club discussions, movie club and trivia nights.

Creation of a new reader's advisory form called "What to Read Next" which allows library customers to request a personalized, curated list of recommended reading titles, based on their reading preferences.

"What's Your True Literary Personality" quiz created and launched online.

Children and teen virtual summer reading club launched June 1st.

Curated booklists for children, teens and adults on racism and diversity were created and shared.

Attachment 7-A

Date: June 15, 2020

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian



Subject: Board Code of Conduct Report

Recommendation:

That Caledon Public Library Board review the attached revisions to the Board Code of Conduct for recommendation and approval

Background

Recommended revisions to the Board Code of Conduct were previously considered at the May meeting of the Library Board. Further amendments, including the addition of a policy acknowledgment, were suggested and the CEO/Chief Librarian was directed to bring an amended version of the policy forward for further consideration by the Board at the June 15 meeting. These additional revisions, along with those originally proposed, are reflected within [Appendix A](#).

As per the Board's direction, the following clarifying language has been inserted:

- The Chair *of a meeting* may deny a Member the right to speak on a particular topic if the Member is disruptive or persistently interrupts others.
- The Chair *of a meeting* may exclude a Member from the meeting who has been given a warning but continues to disregard the rulings from the Chair.

As this language was originally duplicated from that previously approved and adopted within the Caledon Public Library Board By-Laws (CPL-16-06), it is recommended that the suggested changes also be applied to the By-Laws. This will ensure consistency of intent and interpretation across both documents.

The revised policy, once approved, will be shared with staff, posted on the Library's website and made available in print upon request. All members of the Board will also be required to provide the CEO/Chief Librarian with a signed copy of the document.

Financial Implication

None.

Recommended Motion

That the Caledon Public Library Board approve and adopt the revised Board Code of Conduct; and,

That the Caledon Public Library Board approve the recommended revisions to the language duplicated within the Caledon Public Library Board By-Laws.

Appendix A

Title	Board Code of Conduct
Policy Number	CPL-16-10
Policy Type	Governance
Approval Date	[approval date] 2020
Review Date	[review date] 2022
Notes	Previously revised May 2012, April 18, 2016 and April 16, 2018



Purpose

As per Section 223.2 of the Municipal Act, “a municipality shall establish codes of conduct for members of the council of the municipality and of its local boards”. As the definition of a local board within the relevant section of the Act explicitly excludes public library boards, a distinct code has been adopted to promote a common understanding of the expectations of conduct for individual Trustees and the Board as a whole and to provide guidance during the term of service. Every Trustee is expected to comply with both the content and spirit of this code while serving as a Board Member and to continue to abide by its provisions after leaving the Board.

This Code of Conduct is written and published with respect to the responsibility assumed by trustees of the Board of the Caledon Public Library (the “Board”) by virtue of applying for and accepting the role. It outlines fundamental principles to guide Library trustees to act in a way that is fair, ethical, accountable and beneficial to Caledon Public Library (the “Library”), all residents of the Town of Caledon’s community of communities that the Board represents, Library staff and all other Library stakeholders.

~~This code was written to promote a common understanding of the expectations of conduct for individual trustees and the Board as a whole and to provide guidance during the term of service. Every trustee is expected to comply with both the content and spirit of this code while serving as a Board member and to continue to abide by its provisions after leaving the Board.~~

All members of the Board will be required to acknowledge their receipt and understanding of the Code of Conduct upon initial appointed to the Board and upon any revision to the document.

Governing Style

The Board will govern in a manner emphasizing:

- Encouragement of, and respect for, diversity of opinions and experiences;
- Strategic leadership;
- Clear distinction between Board and CEO roles; and,
- Collective, rather than individual, decisions.

Furthermore, the Board will:

- Operate in all ways mindful of its civic trusteeship obligation to the Caledon Public Library;
- Speak with one voice;
- Ensure continuous good governance through periodic discussion of process improvement, succession planning and through active recruitment of new Board members; and,
- Monitor and discuss the Board's performance.

Guidelines

A Trustee is expected to abide by the following guidelines:

Leadership and Advocacy

- Strive to achieve the vision and mission as set out in the Caledon Public Library Strategic Plan.
- Ensure that all Board activities are in compliance with the Ontario *Public Libraries Act*, R.S.O. 1990, Amended 2009, and the by-laws and policies of Caledon Public Library.
- Leverage personal and professional interests and connections to raise the Library's profile in the community and support the shared Library vision.
- Engage in public advocacy for the Library by promoting its work, keeping informed about its programs and activities, understanding the message it strives to deliver, and inviting the public's opinions and reporting input to the Board.
- Remember that he or she represents all of Caledon, not just an individual location, community or ward.

Integrity and Impartiality

- Act with honesty, fairness and openness in all dealings as a member of the Board.
- Maintain a professional level of courtesy, respect and objectivity in all Board activities.
- Assist other members of the Board in upholding the highest standards of professional conduct.
- Conduct oneself in a manner which does not damage or undermine the reputation of the Board or Library, avoiding actual impropriety and any appearance of improper behaviour.
- As per the *Caledon Public Library Board By-laws (CPL-16-06)*, each "member will be courteous and will not engage in any action which disturbs a meeting of the Board."

Conflicts of Interest

- Exercise the powers vested in trustees for the good of the Library rather than to secure any benefit or advantage to a Board Member, family or business connection.
- Make all decisions solely on the basis of what is in the best interests of the Board or Library.
- Disclose and deal with conflicts of interest, either pecuniary or non-pecuniary (or the appearance thereof) promptly.
- Declare any conflict of interest, as defined in the Ontario *Municipal Conflict of Interest Act*, and absent himself or herself from any discussion or decision-making related thereto.
- Avoid accepting gifts and hospitality that might reasonably be thought to influence a Boardmember's judgment.
- Must not use their positions to obtain employment in the organization for themselves, family members or close associates.
- Should a Board Member be considered for employment with the Library, he/she must temporarily withdraw from the Board deliberation, voting and access to applicable Board information.

Accountability and Responsible Stewardship

- Comply with the Ontario *Public Libraries Act*, Ontario *Municipal Act*, and be cognizant of the mission and vision stated in the Library's Strategic Plan.
- Act with probity and sustainability to protect all financial assets and resources of the Library and ensure that they are used to deliver the Library's objectives.
- Exercise the fiduciary standard of care that would be expected of a reasonable and prudent person in the management of his or her own affairs.
- Exercise the fiduciary duty to be informed by being proactive in requiring regular financial information and insuring that government regulations are met.

Individual Authority

- Board Members may not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies.
- Board Members' interaction with the CEO/Chief Librarian or with staff must recognize the lack of authority in any individual Board member or group of Board members except as noted above.
- Board Members' interaction with the public, press or other entities must recognize the same limitation and the similar inability of any Board member or Board members to speak for the Board.
- Board Members will express no **judgements** **opinion** or **assessment** of the CEO/Chief Librarian or **any individual** staff **member's job** performance except as that performance is assessed through the official process.

Effective Board Performance

- Respect the appropriate confidentiality of Board papers, discussions, decisions and related correspondence.
- Commit to a process that fosters candid discussions and open engagement of all Members leading to consensus decisions whenever possible.
- Strive to attend all Board meetings being prepared to contribute to productive meetings.
- Make informed decisions and give due consideration to differing points of view.
- Accept and endorse Board decisions as publicly communicated by the Board Chair, or an appointed spokesperson.
- Apply principles consistent with effective Board performance in all communication and dissemination of information including over the Internet, in person and through social and traditional media.
- Adhere to all relevant guidelines within the Caledon Public Library Social Media Policy (CPL-17-19)
- Work co-operatively with Library staff, recognizing their roles and responsibilities.
- Participate in the Board's performance appraisal, renewal and succession planning as identified in the *Annual Board Assessment Policy (CPL-16-07)*.
- Provide comments and insights regarding the CEO/Chief Librarian's performance in support of the CEO/Chief Librarian Performance Evaluation Committee's annual appraisal of the CEO/Chief Librarian.
- Actively participate in committees of the Board and special meetings.
- Take responsibility for personal training, attend relevant conferences and library association meetings to enhance Board performance.

Non-Compliance with the Code

As per the *Caledon Public Library Board By-Laws (CPL-16-06)*, and in alignment with the *Public Libraries Act*:

- The Chair of a meeting may deny a Member the right to speak on a particular topic if the Member is disruptive or persistently interrupts others.
- The Chair of a meeting may exclude a Member from the meeting who has been given a warning but continues to disregard the rulings from the Chair.

Any Trustee who identifies or witnesses behaviour or an activity by a fellow Member of the Board that is believed to be in contravention of this Code, should first inform the Member of these concerns, providing an opportunity for them to address the issue and/or modify their conduct.

Those with ongoing concerns regarding continued non-compliance may file a complaint with the Board Chair. Any such complaint concerning the conduct of the Board Chair should be directed to the Vice-Chair. The Chair or Vice-Chair shall then investigate the complaint and provide the full Board with a report of their findings and any recommended remedies.

Complex investigations or persistent violations of this policy by a Member may prompt the Board to seek the assistance of an external advisor or issue a request to Town Council for an investigation to be undertaken by the municipality's Integrity Commissioner.

Acknowledgement

I hereby acknowledge that I have read the Caledon Public Library Board Code of Conduct (CPL-16-10). I understand my responsibilities as a member of the Board and representative of the Library, and will act in accordance with the fundamental principals confirmed within the Policy and Guidelines.

Name	Signature	Date
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Related Documents:

- [Municipal Act, 2001, S.O. 2001, c. 25](#)
- [Public Libraries Act](#), R.S.O. 1990, c. P.44
- [Municipal Conflict of Interest Act](#), R.S.O. 1990, c. M.50
- Caledon Public Library Board By-Laws, CPL-16-06
- Caledon Public Library Annual Board Assessment Policy, CPL-16-07
- Caledon Public Library Social Media Policy, CPL-17-19

Attachment 8-A

Treasurer's Report

Prepared by Colleen Lipp
June 2020



2020 Budget

Financial statements, confirming budgets and expenditures as of May 31, 2020, are attached as [Appendix A](#). As a result of the closures and the placement of staff on unpaid leave, monthly revenues and expenditures vary significantly from budgeted figures. Specific items of note include the following:

- Prompted by a question raised when reviewing the April 30, 2020 financials, an error in the calendarization of Wages – Casual within the Communications and Community Development Department was investigated. As explained by Town Finance, it is common practice for the previous year's monthly distribution to be used in determining the calendarization of the current year. This failed to account for a reallocation entry that was posted in mid-2019. This has been corrected and the calendarization for April to December now accurately reflects anticipated budget expenditures.
- Bank Charges of \$617.95 posted in May far exceed the average monthly cost of this service. As billing for this service is received and allocated by the municipality, a request to investigate this discrepancy has been submitted to Town Finance.
- Expenditures of \$11,379.77 within Online Databases reflects the acquisition of the BiblioBoard Digital Content platform. This expenditure supports access to this solution until December 31, 2021, therefore, only \$3790 of this purchase should have been allocated to the 2020 budget, with the remainder reflected as a prepaid expense for 2021. A correction has been requested and will be noted within the June financial documents. This will result in a reduced unfavourable variance of approximately \$2790. This will be offset by favourable variances within Automation accounts and will support the shift to online services in response to the branch closures.

As per the relevant portion of the Town of Caledon Purchasing By-Law, "the Chief Librarian shall prepare and present to the Library Board a report summarizing all purchases between \$10,000 and \$50,000 twice annually". With the exception of consolidated invoices for library print and A/V materials and related processing, the following reflects relevant purchases during the first five months of 2020:

- Payment of \$21,091.78 (including tax) to Southern Ontario Library Service (SOLS) to secure provincial consortium pricing of digital resources and online databases.
- Eleven (11) laptops were replaced for a total cost of \$12,312.96 (including tax) in February. This procurement was allocated to the 2019 Library IT Equipment Capital Budget (19-033)
- As referenced above, \$11,379.77 was allocated to the purchase of the BiblioBoard Digital Content Platform, however the majority of this cost was to be allocated as a prepaid expense for 2021.
- The Library's portion of architectural fees and construction costs related to the new Southfields Village Branch has also resulted in individual expenditures greater than

\$10,000. To this point, all such expenditures have been initiated and approved by the Town's Project Manager. Any eligible invoices received and submitted by Library Management, including those for furniture and equipment, will be provided to the Board as part of the next scheduled bi-annual report.

Donations Reserve

Confirmation of the Library's charitable status has prompted the need for a dedicated reserve for donated or raised funds. Such a reserve will ensure that funds are not transferred to the Town's consolidated reserve and can be held and accessed by the Library beyond the end of the fiscal year. As directed at the April 15, 2019 meeting of the Board, correspondence confirming the Library's call for the creation of dedicated reserves in support of the Library's charitable revenues was drafted. This communication was received at the April 30, 2019 meeting of Council and prompted the referral of this correspondence to Town Finance staff. Resulting consultation with the Town Treasurer has been ongoing.

It was recently advised that the most expedient means of moving this forward would be through a second communication to Council, officially requesting a motion to approve the creation of such a reserve. As per common practice within the public library sector, this reserve will be administered by Town Finance, however the Library Board will retain authority over its use. To this end, the creation of this reserve will necessitate the adoption of a related policy, clarifying levels of authority granted to Library Management and the Board to expend reserved funds.

Recommended Motions:

That the Caledon Public Library Board receive the Treasurer's Report and related financials; and,

That the Caledon Public Library Board direct the CEO/Chief Librarian to draft a letter to Council requesting the creation of a dedicated Donations reserve, for the Board's consideration at the August meeting.

Appendix A



Library
ST: Object Code - Budget vs Actual by Cost Centre
As of May 31, 2020

	May	May	Monthly		YTD	YTD	YTD		Annual	Percentage	Annual
	Budget	Actuals	Variance		Budget	Actuals	Variance		Budget	Expended	Variance
40010 Administration											
50050 Miscellaneous	(750.00)		(750.00)		(3,750.00)	(1,926.65)	(1,823.35)		(9,000.00)	21.4%	(7,073.35)
50125 Merchandise Sales	(250.00)		(250.00)		(1,250.00)	(33.00)	(1,217.00)		(3,000.00)	1.1%	(2,967.00)
50319 Grants/Subsidies			0.00				0.00		(58,200.00)	0.0%	(58,200.00)
50570 Donations	(83.00)		(83.00)		(415.00)	(58.00)	(357.00)		(1,000.00)	5.8%	(942.00)
50705 Fines/Fees	(3,333.00)		(3,333.00)		(16,665.00)	(7,498.93)	(9,166.07)		(40,000.00)	18.7%	(32,501.07)
50715 Programs	(292.00)		(292.00)		(1,460.00)	(980.51)	(479.49)		(3,500.00)	28.0%	(2,519.49)
50725 Comm.Access Prgm Funding			0.00			(7,016.76)	7,016.76				7,016.76
50750 Book Sales	(215.00)		(215.00)		(1,075.00)	(323.45)	(751.55)		(2,500.00)	12.9%	(2,176.55)
50770 FOL-Recoverable			0.00				0.00				0.00
61510 Salaries-Permanent	16,903.00	16,586.99	316.01		76,317.00	74,781.63	1,535.37		213,248.00	35.1%	138,466.37
61513 Benefits-Permanent	4,806.00	4,657.13	148.87		21,899.00	22,805.33	(906.33)		53,694.00	42.5%	30,888.67
61520 Wages-Casual Temporary			0.00		1,000.00	7,661.45	(6,661.45)		1,000.00	766.1%	(6,661.45)
61522 Recovery-Wages-Casual Temp						(10,465.23)	10,465.23				10,465.23
61523 Benefits-Casual Temporary			0.00			1,013.37	(1,013.37)		1.00	101337.0%	(1,012.37)
62018 Operating Supplies	64.00		64.00		320.00	120.54	199.46		760.00	15.9%	639.46
62113 Maint & Repairs-A/V Equip							0.00		3,500.00	0.0%	3,500.00
62129 FOL-Initiatives							0.00				0.00
62244 Bank Charges	125.00	617.95	(492.95)		625.00	808.15	(183.15)		1,500.00	53.9%	691.85
62253 Lib. Brd Education & Exp.	405.00		405.00		2,177.00	1,687.34	489.66		5,000.00	33.7%	3,312.66
62310 Training/Development/Seminars	1,573.00	425.92	1,147.08		13,886.00	13,529.58	356.42		32,576.00	41.5%	19,046.42
62311 Memberships/Dues			0.00		12,000.00	11,519.77	480.23		12,500.00	92.2%	980.23
62314 Mileage	1,197.00	37.82	1,159.18		3,622.00	2,739.01	882.99		12,000.00	22.8%	9,260.99
62317 Audit						(4,305.55)	4,305.55		4,370.00	-98.5%	8,675.55
62319 Grants			0.00			18.09	(18.09)				(18.09)
62322 Postage	204.00		204.00		1,020.00	450.46	569.54		2,400.00	18.8%	1,949.54
62335 Contracted Services	251.00	31.83	219.17		1,255.00	2,301.53	(1,046.53)		3,000.00	76.7%	698.47
Total 40010 Administration	20,605.00	22,357.64	(1,752.64)		109,506.00	106,828.17	2,677.83		228,349.00	46.8%	121,520.83
40020 Emergency Management											
62018 Operating Supplies		174.96	(174.96)			174.96	(174.96)				(174.96)
62335 Contracted Services		61.05	(61.05)			478.26	(478.26)				(478.26)
Total 40020 Emergency Management	0.00	236.01	(236.01)		0.00	653.22	(653.22)		0.00		(653.22)
41010 Library Public Services											
61510 Salaries-Permanent	51,146.00	38,021.76	13,124.24		235,250.00	214,536.06	20,713.94		661,486.00	32.4%	446,949.94
61513 Benefits-Permanent	15,340.00	12,517.30	2,822.70		70,564.00	68,381.60	2,182.40		186,763.00	36.6%	118,381.40
61520 Wages-Casual Temporary	60,523.00	6,603.18	53,919.82		213,165.00	127,569.26	85,595.74		663,200.00	19.2%	535,630.74
61523 Benefits-Casual Temporary	8,967.00	1,102.41	7,864.59		33,591.00	21,158.44	12,432.56		100,674.00	21.0%	79,515.56
62017 Caretaking Supplies	75.00		75.00		375.00	(4.04)	379.04		900.00	-0.4%	904.04
62018 Operating Supplies	580.00		580.00		1,592.00	1,393.85	198.15		5,042.00	27.6%	3,648.15
62312 Insurance			0.00		1,996.00		1,996.00		1,996.00	0.0%	1,996.00
62321 Rental-Facility					199,370.00	194,869.80	4,500.20		247,370.00	78.8%	52,500.20



Library
 ST: Object Code - Budget vs Actual by Cost Centre
 As of May 31, 2020

	May	May	Monthly		YTD	YTD	YTD		Annual	Percentage	Annual
	Budget	Actuals	Variance		Budget	Actuals	Variance		Budget	Expended	Variance
62335 Contracted Services	2,332.00	1,341.20	990.80		10,040.00	7,600.21	2,439.79		23,660.00	32.1%	16,059.79
62346 Courier	3,235.00		3,235.00		12,350.00	6,100.70	6,249.30		35,000.00	17.4%	28,899.30
62427 Cash Under/Over						(0.05)	0.05				0.05
Total 41010 Library Public Services	142,198.00	59,585.85	82,612.15		778,293.00	641,605.83	136,687.17		1,926,091.00	33.3%	1,284,485.17
41015 Reference/Collection Dev											
61510 Salaries-Permanent	32,428.00	28,710.20	3,717.80		144,055.00	132,184.33	11,870.67		371,055.00	35.6%	238,870.67
61513 Benefits-Permanent	10,298.00	9,451.02	846.98		45,298.00	42,546.05	2,751.95		104,877.00	40.6%	62,330.95
61520 Wages-Casual Temporary	11,374.00	861.70	10,512.30		41,797.00	21,282.20	20,514.80		96,800.00	22.0%	75,517.80
61523 Benefits-Casual Temporary	2,425.00	176.39	2,248.61		8,932.00	4,493.71	4,438.29		20,636.00	21.8%	16,142.29
62018 Operating Supplies	272.00		272.00		1,360.00	799.88	560.12		3,300.00	24.2%	2,500.12
62058 Online Databases	200.00	11,379.77	(11,179.77)		59,800.00	70,382.58	(10,582.58)		60,000.00	117.3%	(10,382.58)
62414 Special Programs	1,000.00		1,000.00		2,512.00	1,687.00	825.00		8,000.00	21.1%	6,313.00
Total 41015 Reference/Collection Dev	57,997.00	50,579.08	7,417.92		303,754.00	273,375.75	30,378.25		664,668.00	41.1%	391,292.25
41020 Library Grants											
50319 Grants/Subsidies (Revenue)			0.00			(4,948.93)	4,948.93				(4,948.93)
62319 Grants (Expenses)			0.00			218.34	(218.34)				218.34
Total 41020 Library Grants		0.00	0.00			(4,730.59)	4,730.59				4,730.59
41025 Library Info Technology											
61510 Salaries-Permanent	13,682.00	13,682.20	(0.20)		63,065.00	63,064.67	0.33		177,127.00	35.6%	114,062.33
61513 Benefits-Permanent	3,991.00	4,428.18	(437.18)		18,396.00	20,067.71	(1,671.71)		46,883.00	42.8%	26,815.29
62018 Operating Supplies	508.00		508.00		2,540.00	1,357.59	1,182.41		6,100.00	22.3%	4,742.41
62304 Automation	10,500.00		10,500.00		15,000.00	9,556.65	5,443.35		20,400.00	46.8%	10,843.35
62305 Computer Services	545.00	264.56	280.44		2,725.00	2,147.00	578.00		18,990.00	11.3%	16,843.00
62312 Insurance					2,376.00	2,347.39			2,376.00	98.8%	28.61
62335 Contracted Services	370.00	2,543.25	(2,173.25)		3,556.00	3,600.35	(44.35)		12,800.00	28.1%	9,199.65
62396 Mobile Phones / Pagers	582.00	599.93	(17.93)		2,977.00	2,069.55	907.45		7,400.00	28.0%	5,330.45
62397 Telephone	2,459.00	2,380.12	78.88		9,589.00	9,579.88	9.12		30,110.00	31.8%	20,530.12
63037 Software Licence Subscription	974.00		974.00		13,045.00	12,111.12	933.88		19,200.00	63.1%	7,088.88
Total 41025 Library Info Technology	33,611.00	23,898.24	9,712.76		133,269.00	125,901.91	7,367.09		341,386.00	36.9%	215,484.09
41030 Youth Services											
61510 Salaries-Permanent	24,211.00	18,239.59	5,971.41		110,498.00	83,108.40	27,389.60		311,988.00	26.6%	228,879.60
61513 Benefits-Permanent	7,139.00	5,969.09	1,169.91		32,582.00	26,567.85	6,014.15		85,532.00	31.1%	58,964.15
61520 Wages-Casual Temporary		5,072.70	(5,072.70)			22,352.79	(22,352.79)				(22,352.79)
61523 Benefits-Casual Temporary		1,304.33	(1,304.33)			5,301.01	(5,301.01)				(5,301.01)
62018 Operating Supplies	150.00		150.00		427.00	171.41	255.59		1,200.00	14.3%	1,028.59
62414 Special Programs	3,500.00		3,500.00		5,958.00	2,170.16	3,787.84		20,000.00	10.9%	17,829.84
Total 41030 Youth Services	35,000.00	30,585.71	4,414.29		149,465.00	139,671.62	9,793.38		418,720.00	33.4%	279,048.38
41035 Communications/Community Dev											
61510 Salaries-Permanent	18,671.00	18,671.20	(0.20)		86,107.00	86,108.24	(1.24)		241,780.00	35.6%	155,671.76
61513 Benefits-Permanent	5,490.00	6,095.86	(605.86)		25,314.00	27,527.97	(2,213.97)		65,649.00	41.9%	38,121.03



Library
ST: Object Code - Budget vs Actual by Cost Centre
As of May 31, 2020

	May	May	Monthly		YTD	YTD	YTD		Annual	Percentage	Annual
	Budget	Actuals	Variance		Budget	Actuals	Variance		Budget	Expended	Variance
61520 Wages-Casual Temporary	4,928.00	4,392.46	535.54		19,891.00	19,321.88	569.12		60,300.00	32.0%	40,978.12
61523 Benefits-Casual Temporary	1,006.00	525.00	481.00		3,659.00	2,419.62	1,239.38		12,315.00	19.6%	9,895.38
62018 Operating Supplies	394.00		394.00		1,970.00	1,961.82	8.18		4,730.00	41.5%	2,768.18
62304 Automation	1,000.00	511.99	488.01		3,000.00	1,662.33	1,337.67		6,000.00	27.7%	4,337.67
62315 Printing & Advertising	1,500.00	495.00	1,005.00		4,050.00	3,513.72	536.28		14,700.00	23.9%	11,186.28
62335 Contracted Services	550.00	103.50	446.50		2,150.00	1,741.45	408.55		6,000.00	29.0%	4,258.55
62414 Special Programs	631.00		631.00		3,155.00	655.92	2,499.08		8,000.00	8.2%	7,344.08
Total 41035 Communications/Community Dev	34,170.00	30,795.01	3,374.99		149,296.00	144,912.95	4,383.05		419,474.00	34.5%	274,561.05
41040 Library Tech Services											
61510 Salaries-Permanent			0.00			(1,745.89)	1,745.89				1,745.89
61513 Benefits-Permanent			0.00			(188.75)	188.75				188.75
62018 Operating Supplies			0.00				0.00				0.00
62335 Contracted Services			0.00				0.00				0.00
Total 41040 Library Tech Services	0.00	0.00	0.00		0.00	(1,934.64)	1,934.64		0.00		1,934.64
Total Caledon Public Library	323,581.00	218,037.54	105,543.46		1,623,583.00	1,426,284.22	197,298.78		3,998,688.00	35.7%	2,572,403.78
Total Caledon Public Library-Lending Services	323,581.00	218,037.54	105,543.46		1,623,583.00	1,426,284.22	197,298.78		3,998,688.00	35.7%	2,572,403.78

Capital Project Expense Report - as of May 31, 2020

	Budget	Expended Previous Year(s)	Expended 2020 YTD	Total Project Spend to Date	Remaining Funding	Percentage Expended	Status
Previous Year Capital Projects							
16-002 Library IT Equipment Replacement	55,000	47,446.44	6,463.44	53,909.88	1,090.12	98.0%	Proceeding as planned
18-039 Library Furnishing Replacement	30,000.00	29,546.42	366.34	29,912.76	87.24	99.7%	Delayed due to Covid-19 Pandemic
18-040 Southfields Opening Day Collections	400,000.00	354,781.61	36,154.60	390,936.21	9,063.79	97.7%	Delayed due to Covid-19 Pandemic
18-043 Lib Website Redesign & Improvements	10,000.00	632.31	4,111.32	4,743.63	5,256.37	47.4%	Proceeding as planned
19-032 Library Collections and Materials	450,000.00	415,675.54	39,292.39	454,967.93	(4,967.93)	101.1%	Proceeding as planned - To be closed
59275 Capital Donations	4,790.70						
Total Library Collections and Materials (19-032)	454,790.70	415,675.54	39,292.39	454,967.93	(177.23)	100.0%	
19-033 Library IT Equipment	76,000.00	46,220.65	15,865.15	62,085.80	13,914.20	81.7%	Delayed due to Covid-19 Pandemic
19-034 Library Furnishing Replacement	30,000.00	16,637.38	4,808.31	21,445.69	8,554.31	71.5%	Delayed due to Covid-19 Pandemic
19-036 Albion Bolton Branch Refurbishment	561,000.00	0.00		0.00	561,000.00	0.0%	Delayed due to Covid-19 Pandemic
19-037 Wireless Public Print Management System	12,800.00	6,824.03	4,111.10	10,935.13	1,864.87	85.4%	Delayed due to Covid-19 Pandemic
19-038 Library IT Audit/Network Assessment	15,000.00	0.00		0.00	15,000.00	0.0%	Placed on hold for balance of 2020
19-039 Library Community Outreach Kits	6,000.00	2,331.45	1,709.23	4,040.68	1,959.32	67.3%	Delayed due to Covid-19 Pandemic
Multi-Year Capital Projects							
16-004 Mayfield West Library	4,950,000	3,654,865.36	631,503.28	4,286,368.64	663,631.36	86.6%	Delayed due to Covid-19 Pandemic
Current Year Capital Projects							
20-013 Library Collection and Materials	450,000		139,052.19	139,052.19	310,947.81	30.9%	Delayed due to Covid-19 Pandemic
20-014 Library IT Equipment	125,485			0.00	125,485.00	0.0%	Delayed due to Covid-19 Pandemic
20-015 Library Furnishings	60,000			0.00	60,000.00	0.0%	Placed on hold for balance of 2020
20-016 Library Strategic Plan	25,000			0.00	25,000.00	0.0%	Proceeding as planned

Attachment 8-B

Date: June 15, 2020

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian



Subject: Fundraising and Gift Acceptance Policy Report

Recommendation:

That Caledon Public Library Board review the attached revisions to the Fundraising and Gift Acceptance Policy Report for recommendation and approval

Background

The Fundraising and Gift Acceptance Policy was first adopted in April 2018 in anticipation of the Library's official charitable status. The attached policy has been revised to confirm this status, which was received in December 2018, as well as related changes in the Library's receipting and reporting responsibilities. Additional revisions are recommended to clarify the distinction between directed and conditional gifts and resulting receiving and approval processes.

The creation of a dedicated donation reserve is under discussion with the Town Treasurer. No such reserve is referenced within this document; however, a distinct policy may be required to confirm how funds are allocated to and disbursed from such a reserve.

The revised policy, once approved, will be shared with staff, posted on the Library's website and made available in print upon request.

Financial Implication

None.

Recommended Motion

That the Caledon Public Library Board approve and adopt the revised Fundraising and Gift Acceptance Policy

Title Fundraising and Gift Acceptance Policy
Policy Number CPL-18-23
Policy Type Operating
Approval Date [approval date] 2020
Review Date [review date] 2022
Notes Originally approved April 16, 2018



Purpose

The Caledon Public Library welcomes and encourages contributions from individuals, groups, foundations and businesses for the purpose of enhancing and enriching the programs and services that the Library provides for the residents of Caledon. This policy provides guidelines with respect to the acceptance of donations and the administration of fundraising efforts, confirming the requirements for general gift acceptance in alignment with ~~anticipation of~~ the Library's official charitable status.

Guidelines

The Caledon Public Library welcomes donations under the following terms and conditions intended to protect the interests of the donor and those of the Library.

Most gifts will fall into one of the following ~~four~~ ~~three~~ categories:

Unrestricted Monetary Gifts	Gifts of money, including cash, cheques, money orders, and bank drafts that are donated to the Library without restriction as to the use of the gift.
Unrestricted Gifts-In-Kind	Non-monetary gifts that do not have conditions as to their use and/or disposition.
Directed Gifts	Any gift, monetary or in-kind, that has been donated in support of a specified library service, including specific collections, programs and/or facilities.
Conditional Gifts	Any gift, monetary or in-kind, that has conditions attached to its use and/or disposition. Such conditions may include a requirement that the Library match donated funds or a directive that mandates the funds be used to launch a new service.

Acceptable Gifts

Monetary donations - While unrestricted gifts are preferable, directed or conditional monetary gifts may be accepted if the use stipulated by the donor is consistent with the policies, mission, vision and values of the Caledon Public Library Board.

Books and other circulating or reference materials are accepted as per the *Caledon Public Library Collection Development Policy (CPL-16-12)*.

Personal property, landscaping objects, furniture, art objects, plaques, artefacts, antiques, museum objects and other similar items are not generally accepted as gifts. Only under certain circumstances, when such a gift meets the mission and needs of the Library, will the gift be accepted. The acceptance of such a gift does not imply that the Library will retain or display the gift. All terms and conditions of this policy, and all other relevant policy documents, are applicable.

Gifts of real estate, securities, life insurance, trust funds, annuities, interests in business entities, bequests and other similar gifts may also be accepted.

Acceptance of Gifts

Gift offers made to the Library are accepted or rejected on the basis of suitability to the Library's mission, policies, décor, and availability of space for housing or display. The Library reserves the right to refuse any gift. ~~if:~~ **Determination of the Library's ability to accept a gift will include the following criteria:**

- The cost of ownership would be prohibitive;
- The donor wishes to exert unacceptable conditions over the donation of the gift or over the disbursement of revenue realized from the disposal of a gift;
- There are unacceptable risks associated with the receipt of the gift; or,
- If the gift is illegal or has questionable provenance.

Any gift accepted by the Library is accepted subject to the following terms and conditions:

- Upon request, the Library must receive evidence that the donor has the authority to make a gift of the donated item(s);
- The Library retains unconditional ownership of the gift;
- The Library makes all decisions regarding the use or disposal of the gift and has no responsibility to inform the donor of such decisions;
- **As per the Caledon Public Library Collection Development Policy (CPL-16-12), a completed Material Donation Waiver Form must accompany each group of library materials being donated;**
- All unrestricted gifts-in-kind, **with the exception of library collections,** must be accompanied by a signed *Caledon Public Library Gift-in-Kind Waiver* ([Appendix A](#)); and,
- **Any proposed directed or conditional in-kind donations should be directed to the attention of the CEO/Chief Librarian.**

From time to time the Library may offer the opportunity for significant philanthropic investment in order to ensure the sustainability of excellent library service in the community. Such efforts will be detailed in a plan approved by the Caledon Public Library Board prior to the solicitation of donations.

Authority to Accept Gifts

The CEO and Chief Librarian or designate has the authority to accept unrestricted and directed monetary or gifts-in-kind. The authority to receive conditional gifts, whether monetary or in-kind, rests with the Caledon Public Library Board.

Tax Receipts

~~Upon request,~~ In accordance with Canada Revenue Agency regulations, the Library will issue official tax receipts ~~will be issued~~ for any monetary gift of \$20.00 or more. ~~Until such time that the Library's official charitable status is confirmed, such receipts will continue to be issued by the Town of Caledon on behalf of the Caledon Public Library. The approval of the Library's charitable status will prompt the Library's assumption of responsibility for issuing charitable receipts in accordance with Canada Revenue Agency regulations.~~ A Monetary Donation Receipt Form ([Appendix B](#)) will also be issued immediately upon receipt of any monetary donation made in branch.

Upon request, the ~~Town of~~ Library will issue a receipt for the appraised value of an in-kind a donation in accordance with the regulations of the Canada Revenue Agency for registered charitable institutions. The Caledon Public Library will not assign a monetary value to gifts-in-kind. If a donor requires an appraisal for the purposes of the issuance of a tax receipt, it must be undertaken at the expense of the donor. Tax receipts will be issued based on the date of donation listed on the *Gifts-in-Kind Waiver Form* ([Appendix A](#)) where the donation date is acknowledged by a member of staff.

Donors who receive an advantage or consideration for a donation will not be eligible for a charitable receipt. Examples of advantages may include:

- A ticket to an event;
- Use of property; or
- A dinner and/or performance at a fundraising event.

No tax receipts will be issued in response to donation of books or other library materials or a gift of service. Gifts of services (donated time, skills, or efforts) provided to the Library are not property. As a gift is a voluntary transfer of property, gifts of service do not qualify as gifts for the purposes of issuing official donation receipts.

Donor Records

The Library will maintain records of all donations as per the guidelines of the *Caledon Public Library Records and Retention Policy (CPL-17-20)*. The contents of which will be protected by current privacy legislation (Municipal Freedom of Information and Protection of Privacy Act), and in accordance with the *Caledon Public Library Privacy Policy (CPL-15-01)*.

Donors' names and contact information will not be sold, ~~leased, rented,~~ or shared in any way with parties outside the Library or Town of Caledon.

Donor Recognition

The Library is pleased to recognize all donations and extend thanks to donors for their generosity. The Library will issue thank you letters within one month of receipt of any donations that qualify for an official receipt for tax purposes. This receipt will accompany each letter.

Wherever possible:

- a) gifts of under \$~~5000~~~~500~~ will be personally acknowledged by the CEO; and,
- b) gifts of over \$~~5000~~~~500~~ will be personally acknowledged by the Board Chair.

Donations may be listed in library publications, including the website and annual report, **or displayed in branch**, as appropriate. However, the Library respects a donor's right to make an anonymous gift.

Naming Rights

The Caledon Public Library welcomes the opportunity to name spaces, collections, programs and services, in order to recognize and appreciate the charitable support of individuals, service clubs, foundations and corporate donors. Naming opportunities will be considered when a benefactor provides all or a substantial part of the cost of the space or service. The ultimate authority to accept or decline any naming proposal rests with the Caledon Public Library Board.

Naming opportunities will be finalized through the development of an agreement that includes the space or service to be named and the terms, conditions and duration of the recognition. The terms as outlined within the agreement will also indicate the conditions under which a name may be removed.

The guidelines of the Caledon Public Library Partnership Policy (CPL-17-21) will inform the Library's consideration of any naming rights that may constitute a corporate or organizational sponsorship.

Temporary Loans/Gifts

Requests to have items temporarily housed in the Library will be considered on a case by case basis. Generally, such requests will not be accommodated unless their benefit to the community, as determined by the CEO/Chief Librarian, outweighs the commitment of resources required to facilitate such temporary storage. The CEO/Chief Librarian will have the authority to establish all of the terms and conditions of the acceptance of a temporary loan or gift.

Caledon Public Library facilitates art exhibits as part of its programming and partnership efforts. Exhibited works of art are not considered as temporary loans or gifts as identified within this policy but are subject to the *Caledon Public Library Art Exhibit and Display Policy (CPL-16-16)*.

Disposal of Gifts

Gifts-in-kind may be disposed of in one of the following fashions:

- Books and other materials may be weeded as per the Caledon Public Library Collection Development Policy (CPL-16-12);
- Offered to another library or community organization; **or**,
- Sold at a public auction or sale, discarded, or destroyed as a last resort.

Related Documents:

- [Municipal Freedom of Information and Protection of Privacy Act](#), R.S.O. 1990, c. M.56
- CPL-15-01 Caledon Public Library Privacy Policy
- CPL-16-12 Caledon Public Library Collection Development Policy
- CPL-16-16 Caledon Public Library Art Exhibit and Display Policy
- [CPL-17-20 Caledon Public Library Records and Retention Policy](#)
- CPL-17-21 Caledon Public Library Partnership Policy
- [Caledon Public Library Gift-In-Kind Waiver Form](#)
- [Caledon Public Library Monetary Donation Receipt Form](#)

Gift-in-Kind Waiver Form



The following waiver is necessary for the Library’s records. It may be considered a receipt for donated items.

I hereby agree that the following items, donated to the Caledon Public Library, have become the property of the Caledon Public Library and will be governed solely by the wishes of the Caledon Public Library Board.

These items may be used as needed; kept indefinitely; sold to raise funds for the Library; given to another Library or organization; or disposed of in any other manner without prior notification.

Donor Information

Name of Donor:					
Address:					
City:		Province:		Postal Code:	
Phone:		Email:			

Description of Donated Item(s) (if different from above)

I confirm that I, _____ (insert donor name), have full authority to make a gift of the donated item. Further, I hereby relinquish all claims, now or in the future, to the items given.

Signature of Donor

Date

As per the CPL Fundraising and Gift Acceptance Policy (CPL-18-23), acceptance of directed or conditional donations, both monetary and in-kind, may require approval of the CEO/Chief Librarian or Library Board. Those considering such donations should direct their inquiry to the attention of the CEO/Chief Librarian.

Upon request, the Library will issue a receipt for the appraised value of an in-kind donation in accordance with the regulations of the Canada Revenue Agency for registered charitable institutions. The Caledon Public Library will not assign a monetary value to gifts-in-kind. If a donor requires an appraisal for the purposes of the issuance of a tax receipt, it must be undertaken at the expense of the donor.

Donation Details

Date Received: mm-dd-yyyy		Branch:	
Staff Member:			

Note to Staff: This original document should be retained by the Library with a copy provided to the donor.

Monetary Donation Receipt Form



Donor Information

Name of Donor:			
Address:			
City:	Province:	Postal Code:	
Phone:	Email:		

Mailing Address for Tax Receipt (if different from above)

Send care of:			
Address:			
City:	Province:	Postal Code:	

Donation Details

Date Received: mm-dd-yyyy	<input type="checkbox"/> In person	<input type="checkbox"/> By mail	Amount:	
Payment method:	<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque	<input type="checkbox"/> Debit	<input type="checkbox"/> Other: _____
Staff Member:		Branch:		

Has the donor provided any conditions or directions as to how donated funds should be used? Yes No

If yes, please provide details below:

--

As per the CPL Fundraising and Gift Acceptance Policy (CPL-18-23), acceptance of directed or conditional donations may require approval of the CEO/Chief Librarian or Library Board. Donations with directions or conditions that are deemed unfeasible or unacceptable by the Library will be returned to the donor.

An official tax receipt will be issued for donations of \$20.00 or more, within 30 days of donation receipt/approval.

Note to Staff: Please provide a copy of this form to the donor. Include a copy along with any unconditional donations in the deposit bag. Please refer any conditional monetary gifts to management for review.

The Caledon Public Library will maintain records of all donations, the contents of which will be protected by current privacy legislation (Municipal Freedom of Information and Protection of Privacy Act), and in accordance with the Caledon Public Library Privacy Policy. Donor's names and contact information will not be sold or shared in any way with parties outside the Library or the Town of Caledon.

Attachment 8-B-1

Date: June 15, 2020

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian



Subject: Gift Acceptance –Bolton and District Horticultural Society

Recommendation:

That Caledon Public Library Board review the donation of \$5000 by the Bolton and District Horticultural Society in support of the Caledon Seed Library

Background

The Library was recently approached by the Bolton and District Horticultural Society regarding a generous donation of \$5000. As per the drafted Donation Receipt Form (attached as [Appendix A](#)), the Horticultural Society has requested that donated funds be used to support the Caledon Seed Library through the procurement of raised garden beds and related planting materials as well as the provision of gardening collections and programs.

As per the current Fundraising and Gift Acceptance Policy (CPL-18-23), this donation meets the definition of a Conditional Gift. As such, the Board has sole authority to accept this gift. That being said, Library Management has no concerns regarding the appropriateness of this directed gift or the Library’s ability to disburse the funds in a manner that aligns with the Horticultural Society’s wishes and the Library’s mission.

This gift has informed the scheduled review of the Library’s Fundraising and Gift Acceptance Policy including the addition of a fourth gift category. Under the proposed revisions to the policy, this donation would be defined as a Directed Gift and authority to accept would fall to the CEO/Chief Librarian. However, as the donation was proposed in advance of any suggested revisions to the policy, it is recommended that the Board officially endorse and accept this donation.

Financial Implication

The acceptance of this gift would not result in any additional financial implications but will support the delivery of collections and services in addition to those currently supported by the Library’s budget.

Recommended Motion

That the Caledon Public Library Board approve and accept the donation of \$5000 by the Bolton and District Horticultural Society in support of the Caledon Seed Library; and,

That the Caledon Public Library Board direct the CEO/Chief Librarian to draft a letter of thanks to the Bolton and District Horticultural Society on behalf of the Board.

Monetary Donation Receipt Form



Donor Information

Name of Donor:	Bolton and District Horticultural Society				
Address:	P.O. Box 75017				
City:	Bolton South Post Office	Province:	ON	Postal Code:	L7E 1H6
Phone:		Email:			

Mailing Address for Tax Receipt (if different from above)

Send care of:					
Address:					
City:		Province:		Postal Code:	

Donation Details

Date Received: mm-dd-yyyy	05-26-2020	<input checked="" type="checkbox"/> In person	<input type="checkbox"/> By mail	Amount:	\$5,000
Payment method:	<input type="checkbox"/> Cash <input checked="" type="checkbox"/> Cheque <input type="checkbox"/> Debit <input type="checkbox"/> Other: _____				
Staff Member:	Laura Nolloth	Branch:	Albion Bolton		

Has the donor provided any conditions or directions as to how donated funds should be used? Yes No

If yes, please provide details below:

<p>Donated funds will be used to support the Caledon Seed Library across all CPL branches with a focus on the Albion Bolton Branch and disbursed as follows:</p> <ul style="list-style-type: none"> ~ Raised garden beds for Albion Bolton Seed Garden ~ Planting materials preferably sourced locally ~ Resources and materials to support the Caledon Seed Library which may include gardening workshops, books, furnishings and seeds to supplement the collection
--

As per the CPL Fundraising and Gift Acceptance Policy (CPL-18-23), acceptance of directed or conditional donations may require approval of the CEO/Chief Librarian or Library Board. Donations with directions or conditions that are deemed unfeasible or unacceptable by the Library will be returned to the donor.

An official tax receipt will be issued for donations of \$20.00 or more, within 30 days of donation receipt/approval.

Note to Staff: Please provide a copy of this form to the donor. Include a copy along with any unconditional donations in the deposit bag. Please refer any conditional monetary gifts to management for review.

The Caledon Public Library will maintain records of all donations, the contents of which will be protected by current privacy legislation (Municipal Freedom of Information and Protection of Privacy Act), and in accordance with the Caledon Public Library Privacy Policy. Donor's names and contact information will not be sold or shared in any way with parties outside the Library or the Town of Caledon.

Attachment 8-C

Date: June 15, 2020

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian



Subject: Phased Library Recovery Plan

Recommendation:

That Caledon Public Library Board review the drafted Phased Library Recovery Plan

Background

Prompted by the COVID-19 pandemic, in-house library services were halted and all branches of the Caledon Public Library were closed to the public as of March 14. As per the detailed list of Stage One services released by the Province on May 14, public libraries were able to provide delivery and pickup services as of May 19, 2020. The province's staged plan for reopening indicates that public libraries could ultimately return to regular operations within Stage Three. This timeline has informed the Library's recovery planning. Efforts have also been made to align with the Town's comprehensive recovery strategy, public health recommendations, as well as best practices identified across the public library sector. A memo highlighting the Library's Phased Recovery Plan was prepared for Town Council's information in advance of the June 9, 2020 meeting.

On June 8, 2020, the Province announced that the following services will be allowed as part of Stage Two.

All libraries can reopen with limited on-site services, such as computer access and contactless book pickup and drop-off.

- *Patrons are not permitted to handle books or materials on shelves.*
- *Libraries should operate in adherence with public health guidelines on physical distancing, capacity and hygiene procedures (e.g., disinfecting returns and high-touch areas like computers).*

Recovery Phases

The Library's recovery planning has been based on a number of assumptions. Most notably, that some level of services will resume while the virus remains active within the community and that a resurgence of the virus may prompt a return to a previous phase or other reduction in services. Additionally, the timeline by which the Province has indicated libraries' ability to deliver services does not necessarily reflect our readiness to do so. The Library's desire to

resume services is tempered by our responsibilities to do so in a manner that is safe for both residents and staff.

The Library has developed a multi-phased recovery roadmap. Given the quickly changing nature of the COVID-19 crisis, it is anticipated that each phase will be initiated as resources permit and may include any number of steps towards a given phase. As such, library staff have opted to define phases by service type or level rather than numerically. It is also expected that this approach will eliminate any possible confusion resulting from discrepancies between the Library's multi-phase approach and the Province's three-stage plan.

An overview of the Library's phased recovery plan is reflected below:

Virtual Services - March 16

- All branches closed
- All staff working remotely
- Programs and collections available online

Library Returns - June 3

- Small number of staff working on site to process returns and prepare for holds pickup
- Full virtual services to continue
- No public access to branches

Contactless Holds Pickup - June 16

- Small number of staff on site at 3 branches to support holds pickup
- Full virtual services to continue
- No public access to branches

Limited Patron Access

- Public access to specific areas of branch only
- Reduced occupancy and limited time spent within the branch
- Branches and hours of operation to be determined
- Full virtual services to continue

Modified Service Delivery

- Increased public access in alignment with public health recommendations
- Increased hours of operation
- Reintroduction of small group in-branch programs.
- Some virtual services to continue

Return to Regular Service

- Return to regular hours of operation at all branches.
- Regular services resume with all necessary public health protocols in place
- Some virtual services to continue

It is likely that there will be some cross-over between phases and that services within the Limited Patron Access and Modified Service Delivery phases will be rolled out incrementally. Further details of each phase are referenced below:

Virtual Services

As a result of the branch closures, access to library collections have been limited to those available for download or streaming. Library programs and patron support services are provided fully online by staff members working from home. Employees typically tasked with delivery of front-line services to the public and who are unable to undertake meaningful work remotely, were placed on unpaid leave in April. This represents approximately 69% of all of those employed by the Library.

Library Returns

While external book drops remained open throughout the closures, residents were advised to hold on to borrowed materials and loan periods were globally extended to June 3, 2020. Recent communication to borrowers has confirmed that materials can now be returned to any branch and that no overdue fines will be accrued until regular services resume. In alignment with best practices across the sector, library materials will be quarantined for 72-hours before being shelved or recirculated. This period may be reduced pending the results of studies currently underway by the Institute of Museum and Library Services.

A small number of employees previously placed on unpaid Declared Emergency Leave have been recalled to process library returns. Recalled staff will receive training on material quarantining procedures, physical distancing, personal protective equipment (PPE) use, public health protocols and training on the procedures required to deliver Contactless Holds Pickup Services.

Contactless Holds Pickup

The availability of Contactless Holds Pickup Services will once again allow residents access to the Library's physical materials, including books and DVDs. Services will be provided for four (4) hours daily from Tuesday to Saturday at the Albion Bolton, Caledon Village and Margaret Dunn Valleywood branches. Service locations were selected to ensure distribution across the municipality and sufficient work space to support physical distancing by staff on site. Customers with holds at closed locations will be contacted to determine their preferred location for transfer to allow them to participate in holds pickup. Instructions and frequently asked questions have been drafted and shared via the Library's website, social media channels and direct email.

Requests for materials must be placed in advance and patrons will be notified by email or phone when items are available for pickup. Patrons will be asked to line up in designated areas and maintain appropriate physical distances from each other and staff. No requests will be accepted on site and no public access will be provided to the facilities. Demand for services and staff capacity will continue to be monitored to determine any need to recall additional staff from leave. Staff working remotely in support of our virtual services will continue to do so.

Limited Patron Access and Modified Service Delivery

Limited Patron Access and Modified Service Delivery will be considered as per the Province's phased recovery plan, in consultation with the Town's Emergency Operation Centre and in alignment with the recommendations of Peel Public Health. Limited Patron Access aligns with the services allowed as part of the Province's Stage Two. Progression to these phases is reliant on the opening of municipal recreation facilities and public access to school buildings. Limited Patron Access will allow only small numbers of residents to access the areas immediately adjacent to the service desk. Strict public health protocols and additional physical protection measures for staff, including the use of plastic screens at all service points will be required. Modified Service Delivery will expand this access more broadly across the branch, though may restrict the amount of time a resident can stay within the branch and how the Library's public technologies can be used. Furniture layouts may be adjusted and public workstations removed or relocated to allow for physical distancing. Some small group meetings or programs may be allowed. Virtual programming and services will continue to be offered.

The size and layout of each branch, along with the capacity of staff, will dictate the feasibility of the branch's inclusion within a particular phase. As such, Limited Patron Access may be provided at select branches while Contactless Holds Services remain in place at others. The launch of Limited Patron Access would necessitate the recall of additional staff on leave and may prompt the return of select staff who are currently working from home in preparation for an eventual return to regular service. As most branches are typically operated by just one staff member, it is unlikely that Limited Patron Access or Modified Service Delivery can be initiated without increased staff presence to support public capacity, physical distancing, and disinfecting protocols.

It is difficult to predict how the pandemic and the resulting economic crisis will impact demand for library services. Efforts to develop a strategy for addressing residents' evolving expectations of the Caledon Public Library will be ongoing and will be a focus of the Library Board's strategic planning work in the coming months.

Financial Implication

Delivery of holds pickup services has necessitated the purchase of cleaning supplies, personal protective equipment and other materials. These unbudgeted costs will be allocated to the Emergency Management accounts created for this purpose and will be offset by efficiencies in other service areas. Staffing costs currently fall within the Library's existing operating budget, though future phases could require an increase in regular staff hours.

Recommended Motion

That the Caledon Public Library Board receive the drafted Phased Library Recovery Plan

Attachment 10-B

Date: June 15, 2020

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian



Subject: CEO/Chief Librarian Goals 2020/21

Recommendation:

That the Caledon Public Library Board review the CEO/Chief Librarians Goals for 2020/21

Background

The setting of goals is a crucial aspect of the Library's annual performance appraisal process and this exercise is undertaken by staff at all levels. The drafted goals ([Appendix A](#)) have been shared with the members of the Performance Evaluation Committee and discussed with the Committee and Board Chairs as part of the annual performance appraisal discussion. These goals reflect only a portion of the work to be undertaken by the CEO/Chief Librarian over the course of the next twelve months and include long term initiatives as well as projects which should be completed within the next evaluation term.

The CEO/Chief Librarian's goals will be shared with all staff and, along with competencies, will form the basis for the performance appraisal to be completed in June 2021.

Financial Implication

None.

Recommended Motion

That the Caledon Public Library Board approve the CEO/Chief Librarians Goals for 2020/21

Appendix A

CEO-CHIEF LIBRARIAN GOALS 2020-21

Prepared by Colleen Lipp, May 2020

	Goal	%	Measurement of Results
1	ONGOING - Improve existing organizational culture to allow for greater engagement by staff across all departments of the organization, resulting in improved appreciation and awareness of the work of others and consistent identification of Library staff as one team with common goals	15	<ul style="list-style-type: none"> Continued communications with all staff, both formal and informal. Improved efforts for face to face interaction with staff across the system. Initiate more opportunities for bottom up communication and related expectations – including integration of library values in daily work by all staff Provide opportunities for staff to develop leadership and supervisory skill sets and continued shift to a learning organization Mitigate negative impact on staff morale resulting from COVID closures and staff leaves. Follow up engagement survey to assess impact of action plan and direct next steps Support and implement staff acknowledgment and recognition recommendations Continued roll out of Crisis Prevention Institute training
2	ONGOING - Develop advocacy, communication and funding strategy in support of Master and Strategic Plans	15	<ul style="list-style-type: none"> Increased communications with Town Council, including soliciting feedback regarding library services and spaces and formal presentations on behalf of the Board Increased community, Council and Town staff awareness and understanding of Board governance and Library relevance Engage Council in strategic planning process Increased partnerships and joint efforts with Town staff Forge and nurture a productive and mutually respectful relationship with all members of the Town's senior management team, encouraging direct communication with CEO/Chief Librarian Increased investment in library facilities and staffing Identify opportunities for external funding and development of a phased approach to charitable fundraising Support Board advocacy efforts
3	Branch improvements and design planning	40	<ul style="list-style-type: none"> Preparations for opening and successful first year of operations for the Southfields Village Branch Selection of a designer/architect for the Albion Bolton Branch Refurbishment Completion of Bolton design and project plan within revised timeline and budget

			<ul style="list-style-type: none"> • Organizational structure improvements as a result of AB refurb, including relocation of Technical Services and Administration • Initial project planning and active involvement in Town procurement as it relates to the design phase of the Caledon East Community Complex and the ultimate relocation of the Caledon East Branch • Additional facility improvements, as funding permits, including the redesign of the Margaret Dunn Valleywood Branch as a learning and innovation lab. • Improved resident use of and satisfaction with library facilities. • Shift in residents' expectations of what a library should be.
4	COVID-19 Recovery Planning and Implementation	15	<ul style="list-style-type: none"> • Ensure that staff and patrons feel safe when accessing library services and spaces • Confirm assumptions on which phased recovery planning will be based. • Engage all available stakeholders and staff in developing the plan • Work collaboratively with Town to ensure that plan is manageable and achievable • Develop a responsive plan that considers the possible need to reduce service levels if outbreak surges
5	Strategic Plan – Creation and Initial Roll-out	15	<ul style="list-style-type: none"> • Procurement of services from a qualified planning consultant/facilitator with expertise in assisting public libraries. • Input from a fully engaged Board and staff, as well as Council and residents • Development of a plan that will effectively direct the Library's work for the full four-year term • The creation of a final document that can be used to support advocacy efforts and funding applications • Identification of measurable and achievable actions in support of confirmed mission, vision, goals and objectives • A plan that is understood and embraced by staff and values that are consistently demonstrated.
		Total	<u>100</u>

Attachment 12-A

CALEDON PUBLIC LIBRARY BOARD: ANNUAL AGENDA/WORK PLAN 2020

Updated June 15, 2020

Month	Governance/Strategic Issues <small>(activities in order to fulfill accountability obligations policy development, review and revision, financial oversight, connections with council and community, monitoring and evaluation, committee work e.g. CEO appraisal, facility planning recruitment)</small>	Information Needed <small>(reports and monitoring documents and additional information required to support discussion of and action on strategic issues)</small>	Board Action <small>(proposed action as a result of governance and/or strategic issues and discussions)</small>
January 2020	<ul style="list-style-type: none"> ✓ Review of 2019 Strategic Actions Completed ✓ Review of 2019 Q4 and Annual Statistics ✓ Review of Operational Policy ✓ Review of Privacy Policy – delayed from November 	<ul style="list-style-type: none"> ✓ 2019 Q4 and Year End Statistics Report ✓ 2019 Strategic Scoresheet ✓ 2019 Procurement Update ✓ Drafted Policies 	<ul style="list-style-type: none"> ✓ OLA Super Conference/OLBA Boot Camp attendance
February 2020	<ul style="list-style-type: none"> • No meeting 		
March 2020	<ul style="list-style-type: none"> ✓ Review of Planning Policy ✓ Review of Board By-Laws ✓ Review Annual Board Assessment Policy ✓ Review of Rights and Safety of Children and Youth in the Library 	<ul style="list-style-type: none"> ✓ OLA Conference Feedback ✓ Drafted policies ✓ Drafted By-Laws ✓ Annual Report 2019 	
April 2020	<ul style="list-style-type: none"> ✓ Review of Quarterly Statistics – Q1 ✓ Procurement Update – Bolton Refurb 	<ul style="list-style-type: none"> ✓ 2020 Q1 Statistics Report 	<ul style="list-style-type: none"> ✓ SOLS Trustee Council Meeting ✓ Year End Variance Review – 2019 - deferred from March ✓ Variance Review – Q1 2020
May 2020	<ul style="list-style-type: none"> • Review of Board Code of Conduct – deferred from April ✓ Review of Public Code of Conduct – deferred from April ✓ Review of Use of Library Board Resources for Election Purposes ✓ Discussion of Covid-19 Recovery Planning Process 	<ul style="list-style-type: none"> ✓ Drafted policies/codes 	<ul style="list-style-type: none"> ✓ Meeting of CEO Assessment Committee ✓ Creation of ad hoc strategic planning committee - deferred from March

June 2020	<ul style="list-style-type: none"> • Review of Fundraising and Gift Acceptance Policy – deferred from April • Review of Board Code of Conduct – deferred from May • CEO Annual Performance Evaluation 	<ul style="list-style-type: none"> • Drafted policies • Mid-year procurement update • CEO to provide goals for coming term – July 2020 to June 2021 	
July 2020	<ul style="list-style-type: none"> • Emergency meeting to be scheduled as needed 	<ul style="list-style-type: none"> • Meeting of Planning Committee - deferred from May 	
August 2020	<ul style="list-style-type: none"> • Initial budget consideration • Review of quarterly statistics – Q2 • Review of Collection Development Policy – deferred from June • Review of Programming Policy – deferred from June • Review of Personnel Policy – deferred from May 	<ul style="list-style-type: none"> • 2020 Q2 Statistics Report • Draft budget • Drafted policies 	<ul style="list-style-type: none"> • Finance committee meeting to review draft budget • Variance Review – Q2 2020
September 2020	<ul style="list-style-type: none"> • Adjusted budget review • Review of Accessible Customer Service Policy • Review of Volunteer Policy – deferred from June • New Diversity and Inclusion Policy – deferred from June 	<ul style="list-style-type: none"> • Revised budget • Drafted policies 	
October 2020	<ul style="list-style-type: none"> • Review of quarterly statistics – Q3 • Review of Public Complaint Handling Policy 	<ul style="list-style-type: none"> • 2020 Q3 Statistics Report • Drafted policy 	<ul style="list-style-type: none"> • Variance Review – Q3 2020
November 2020	<ul style="list-style-type: none"> • Annual Board Assessment • Call for interest in OLA Board Attendance • Schedule of Board Meetings – 2020 • Fundraising Work Plan – deferred from April • Review of Art Exhibit, Display, and Community Information Policy 	<ul style="list-style-type: none"> • Assessment criteria and questions • Drafted policy 	<ul style="list-style-type: none"> • SOLS Trustee Council Meeting • Completion of Assessment Questionnaire
December 2020	<ul style="list-style-type: none"> • OLA Board Attendance Confirmation • Executive and Committee Appointments 	<ul style="list-style-type: none"> • Board Assessment Results 	