

Caledon Public Library Board Meeting

Monday, May 16, 2022

6:00 PM

Hybrid Meeting – Southfields Village Branch



AGENDA

This meeting will be hosted both in person and electronically.

Members of the public may attend in person at the Southfields Village Branch or by calling 1.647.558.0588 and entering meeting ID 851 7021 7604 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

As we gather, we are reminded that the Caledon Public Library sits on the Treaty Lands and Territory of the Mississaugas of the Credit First Nation. In particular we acknowledge the territory of the Huron-Wendat and Haudenosaunee peoples.

We 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 April 11, 2022 meeting (Attachment 6-A)
 - b. CEO/Chief Librarian Report (Attachment 6-B)
 - c. Monthly Strategic Actions Update (Attachment 6-C)
 - d. Correspondence
7. Business arising from the minutes
 8. Staff Reports

- a. Treasurer's Report and Financial Statements (Attachment 8-A)
 - b. Board Code of Conduct Report (Attachment 8-B)
 - c. Public Code of Conduct Report (Attachment 8-C)
 - d. Disconnecting from Work Policy Report (Attachment 8-D)
 - e. Remote Work Policy Report (Attachment 8-E)
 - f. Personnel Policy Report (Attachment 8-F)
9. Board and Committee Reports
- a. Board Meeting Evaluation Results
10. New business
11. Board Work Plan
- a. 2022 Board Work Plan Review (Attachment 11-A)
12. Public question period
13. Upcoming Events and Development Opportunities
- a. Bolton Bicentennial Event – Saturday, June 4, 2022, 10 AM – 4 PM, The Courtyards, 18 King Street East, Bolton.
14. Time and location of next regular meeting
- a. Monday, June 20, 2022, 6:00 PM - Albion Bolton Branch
15. Adjournment

Attached documents:

- 6-A Minutes of the April 11, 2022 meeting
- 6-B CEO/Chief Librarian Report
- 6-C Monthly Strategic Actions Update
- 8-A Treasurer's Report and Financial Statements
- 8-B Board Code of Conduct Report
- 8-C Public Code of Conduct Report
- 8-D Disconnect from Work Policy Report
- 8-E Remote Work Policy
- 8-F Personnel Policy Report
- 11-A 2022 Board Work Plan

Attachment 6-A

Caledon Public Library Board Meeting
Monday April 11th, 2022
6:00 p.m.



MINUTES

Present: Janet Manning (Chair); Paula Civiero (Vice-Chair); David Betty; Jacqueline lafrate; Sheralyn Roman; Catherine Jackson

Staff: Colleen Lipp – CEO | Chief Librarian; Anna Fitzcharles, Administrative Assistant; Mary Maw, Manager, Communications and Community Development; Samantha Dillane, Branch Manager, Southfields Village Branch, Public Service; Kelley Potter, Director, Public Service

Absent: Brenda Clark, Councillor Tony Rosa, Councillor Christina Early

Note: This meeting was conducted electronically

1. The Chair called the meeting to order at 6:02 PM

2. Indigenous Acknowledgment

As we gather, we are reminded that the Caledon Public Library sits on the Treaty Lands and Territory of the Mississaugas of the Credit First Nation. In particular we acknowledge the territory of the Huron-Wendat, and Haudenosaunee peoples.

We 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: Brenda Clark, Councillor Tony Rosa, Councillor Christina Early

4. Approval of the Agenda

Motion: That the Caledon Public Library Board approve the agenda as amended.

Moved: Jacquelyn lafrate

Seconded: David Betty

Carried.

5. Disclosure of pecuniary interest: none

6. Presentations

- a. **2021 Annual Report Video – Mary Maw, Manager, Communications and Community Development.**

Mary Maw shared the Annual Report Video with the Board.

Motion: That the Caledon Public Library Board receive and approve the Annual Report Video.

Moved: David Betty

Seconded: Sheralyn Roman

Carried.

b. Southfields Village Branch Update – Samantha Dillane, Branch Manager, Southfields Village Branch, Public Service

Samantha Dillane, shared the first eighteen (18) months of Operation of the Southfields Village Branch Presentation, with the Board.

Motion: That the Caledon Public Library Board receive the prepared report on the first eighteen (18) months of operation of the Southfields Village Branch

Moved: Catherine Jackson

Seconded: Sheralyn Roman

Carried.

7. Consent Agenda

a. Minutes of the March 21st, 2022 meeting

b. Monthly Strategic Actions Update

c. Correspondence

i. Caledon Public Library correspondence to Council re: OLA/FOPL Provincial Budget Priorities – April 4, 2022

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

Moved: Catherine Jackson

Seconded: Jacquelyn Iafrate

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 monthly financials.

Moved: Paula Civiero

Seconded: Jacquelyn Iafrate

Carried.

b. Quarterly Performance Measures and Statistics – Q1 2022

Motion: That the Caledon Public Library Board receive the Quarterly Performance Measures and Statistics – Q1 2022

Moved: Paula Civiero

Seconded: David Betty

Carried.

c. Strategic Evaluation and Assessment Report

Motion: That the Caledon Public Library Board approve and adopt the revised Strategic Assessment and Evaluation Plan.

Moved: David Betty

Seconded: Sheralyn Roman

Carried.

d. Fundraising and Gift Acceptance Policy Plan Report

Motion: That the Caledon Public Library Board approve and adopt the revised Fundraising and Gift Acceptance Policy, as amended.

Moved: David Betty

Seconded: Jacquelyn Iafrate

Carried.

e. The Library and Political Elections Policy Report

Motion: That the Caledon Public Library Board approve and adopt the revised and renamed policy regarding the Library and Political Elections, as amended.

Moved: David Betty

Seconded: Paula Civiero

Carried.

10. Board and Committee Reports

a. Advocacy and Fundraising Committee Minutes of March 28, 2022

i. The Role of the Board in Advocacy and Lobbying – OLS

Motion: That the Caledon Public Library Board receive the Advocacy and Fundraising Committee Minutes of March 28, 2022; and, The Role of the Board in Advocacy and Lobbying – OLS Report.

Moved: Catherine Jackson

Seconded: Sheralyn Roman

Carried.

11. New Business: none

12. Board Work Plan

a. 2022 Board Work Plan Review

Motion: That the Caledon Public Library Board receive and approve the annual 2022 Work Plan.

Moved: Sheralyn Roman

Seconded: Jacquelyn Iafrate

Carried.

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

14. Upcoming Events and Development Opportunities

a. Board Transition: Succession Planning for Public Libraries – OLS Webinar – Friday, April 29, 2022 12-1 PM

15. Time of next regular meeting:

a. Monday, May 16, 2022, 6:00 PM – Southfields Village Branch/Hybrid Model

16. Adjournment

Motion: That the meeting adjourn.

Moved: Jacquelyn Iafrate

Seconded: Catherine Jackson

Carried.

The meeting adjourned at 7:40 PM

Janet Manning
Chair

Colleen Lipp
CEO | Chief Librarian

Attachment 6-B

CEO/Chief Librarian's Report

Prepared by Colleen Lipp
May 2022



Library Facilities and Services

Albion Bolton Renovation

Work at the Albion Bolton Branch will soon be wrapping up. All things going to plan, both phases of the project will be largely completed and the full branch will reopen to the public on June 6, 2022. This will also mark the launch of the Library's hybrid work model. The installation of some technologies, including an early literacy station within the children's area and a local history and memory station on the second floor, may be deferred until after the opening.

The date and time of an official ribbon cutting to mark the reopening is yet to be confirmed.

Southfields Village Reading Garden

Installation of the posts for the shade sails begins on May 12th. This will allow for the measurement and fabrication of the sails, with installation scheduled by early June. Delivery of furniture is scheduled for shortly thereafter, allowing for the space to be opened to the public by mid-month. Planning of events within the space is already underway. The first such event is "An Afternoon in the Garden", a joint effort of the Library and Town to celebrate our Age-Friendly community with a Seniors' open house.

An official ribbon cutting to celebrate this new space will also be scheduled.

Master Plan

TCI Management Consultants have been retained to guide the Library's new Master Plan. TCI specializes in planning within the culture sector and has significant experience in working with libraries. They have pulled together a team of specialists including CS+P Architects, Beth Ross Associates (specializing in library operations), Bibliotechs Inc. (specializing in library technologies), and 360 Collective (specializing in strategic branding, market research and placemaking).

As per the confirmed scope of work, this team of consultants will assess the current model of service delivery and provide an audit of all aspects of library service to Caledon, including but not limited to: facilities, staffing, technology, collections, programs, facilities, community involvement, and communications. Their work will inform the Library's efforts to grow and innovate and respond to evolving community needs and expectations over the next 20+ years. The resulting plan will include recommendations for the ongoing operation of and required improvements to existing service points, recommendations for the location and adjacencies of any new service

points, including automated kiosks and/or bookmobiles, as well as the resulting impact on staff complement and structure. The document will also include functional plans and forecast costing of any recommended new service points and any necessary revisions to the functional plan for the new 20,000 square foot Mayfield West Branch.

Their work will be informed by significant engagement with key stakeholders, including the Library Board. This plan will be shared for the Board's final review and approval in the Fall.

Maker Space Survey Findings

CPL's recent survey of residents' interest in and expectations of maker technologies and services was well received. The 239 responses submitted between March 1 and April 10, 2022 will inform our plans for maker services at both the Margaret Dunn Valleywood Collaboration Studio and the Caledon East Creativity Studio. These results have also been shared with Town staff for their use in planning for the maker space at the Humber River Centre (Old Bolton Fire Hall).

The following summary of survey findings was provided by Kelly Doig, CPL's Coordinator, Community and Creation.

- Over 90% of respondents indicated they plan to use the future makerspaces in Caledon.
- The most popular small business resources requested for the Margaret Dunn Valleywood Branch by those that indicated they owned or hoped to own a business were:
 - Access to technology and tools to create prototypes and/or promotional materials (79.45%); and,
 - Workshops held on relevant business topics (54.79%).
- 46 respondents indicated an interest in turning their hobby into a business.
- The most popular hobbies and interests were:
 - 3D Printing;
 - Cricut/Vinyl Cutting;
 - Audio and Video Editing and Production;
 - Knitting;
 - Sewing; and,
 - Woodworking.
- The most popular options for self-directed activities, tools, and equipment were:
 - Digital Fabrication (80.11%);
 - Crafting (70.97%); and,
 - Traditional Arts (58.06%).
 - The "Other" option was selected 22 times and included several mentions of woodworking.
- In terms of how they envision using the makerspace, the top three responses were:
 - Attending group classes (84.41%);
 - Completing a project on my own, with staff assistance if needed (71.51%); and,
 - Attending informal gatherings with other makers (55.38%).

Overall the majority of feedback was positive and expressed excitement for future makerspaces in Caledon.

Advocacy

2021 Annual Report

Library staff have been working diligently to highlight the CPL 2021 Annual Report Video. The video has been prominently featured on the Library's website and social media channels and links have been shared through CPL electronic newsletters. The report has also been featured in communications prepared by our partners at the Town – including the Economic Development Division's Business Report.

The annual report was also shared by email with the Mayor and all members of Council. This prompted the inclusion of the report in at least one Councillor's newsletter.

Provincial Budget and Election

As previously reported, the Ontario Library Association (OLA) and the Federation of Ontario Public Libraries (FOPL) again worked in tandem to develop a proposal for consideration by the provincial government in advance of the 2022/23 budget. This proposal included three key recommendations:

1. Increases to provincial operating funding for public libraries;
2. Enhanced supports to First Nations Public Libraries; and,
3. The creation of province-wide Digital Public Library.

Unfortunately, none of these recommendations were reflected within the recently drafted provincial budget. That being said, in advance of the provincial election, public libraries have been called upon to assist in OLA and FOPL's efforts by reaching out to local Members of Provincial Parliament as well as declared candidates. To this end, correspondence was prepared and shared by the Chief Librarian of the Orangeville Public Library on behalf of all libraries within Dufferin-Caledon.

This communication aligns with the correspondence to Town of Caledon Council (included in the Board's April 11, 2022 consent agenda) which will be reflected on the agenda of the May 17th meeting of the General Committee of Council.

Attachment 6-C

Strategic Actions Update

May 2022



Grow and Innovate

As per the identified action to "Invest in the development of all staff to build the necessary knowledge, skills, and confidence to guide and support library users", staff representatives and members of the management team participated in the following learning opportunities over the past month:

- Advancing Public Library Leadership Intensive
- COSUGI virtual conference
- Cultivating Civility, Resilience and Reflection in the Library Workplace
- Digital Inclusion (webinar)
- EBSCO Libraries and Entrepreneurship (webinar)
- iTech Conference
- Reader's Advisory (webinar)

Staff participated in one of two Imagine Your Training Sessions hosted by The Learning Committee. Sessions provided staff an opportunity to share their best training and development opportunities with other staff in small and then larger groups. This exercise will inform future efforts of TLC.

Scanning Pens were added to our growing Library of Things collection. Scanning Pens read text aloud, store text, and look up and explain words in high tier dictionaries. Pens support users of all ages and are completely self-contained. No computer or Wi-Fi is required to use the reading function.

Respond to Community Needs

Programs for children and tweens included:

- NEW Lil Swimmers Story Time
- Virtual and in person story times
- Virtual and in person class and outreach visits
- Tween Chocolate Egg Smash

Programs for teens included:

- Pride Book Club (for teens 16+ and adults)
- Dungeons & Dragons Club
- TAG (Teen Advisory Group)

Programs for adults included:

- Living with advanced cancer
- 10 Keyboard shortcuts you need to know
- Craft Clubs
- Cricut programs
- Rights and obligations of landlords and tenants

A hydroponic herb garden will soon be installed at Southfields Village Branch in support of food literacy, library programming, local production, environmentalism and sustainability. This installation is supported by funds donated by the Bolton Horticultural Society.

Celebrate Culture and Inclusion

In collaboration with Brampton and Mississauga Public Libraries, staff from CPL hosted another instalment of the Pride Book Club. This club offers teens and adults the opportunity to meet and discuss books with LGBTQ+ themes or by authors that identify as LGBTQ+.

Demonstrate our Value

Staff participated in EcoCaledon's Repair Café, hosted at the Caledon Senior Centre, by providing books, library card registration and a 3D printer demo.

CPL's Youth Services Department is partnering with the Town's Aquatics staff at the Southfields Community Centre to host Lil Swimmers Story Times poolside.

As part of CPL's involvement with the Bolton Bicentennial committee, staff have been hosting the meetings on the Library's Zoom platform.

Community representatives to the Library Board were acknowledged at Caledon's annual Community Recognition Night. Janet Manning was honoured with an Arts and Culture Volunteer Service Award for her three terms on the Board and eight years in the role of Chair.

Attachment 8-A

Treasurer's Report

Prepared by Colleen Lipp
May 2022



2022 Budget

Financial statements reflecting the operating and capital budgets as of April 30, 2022 are attached as [Appendix A](#). Items of note include:

- Rental fees of \$262,303 for service points located within Town-owned facilities have not yet been posted or calendarized, contributing to a significant annual variance within Public Services. Shared operating costs for the Caledon East Branch are reflected within the monthly budget for December.
- An agreement has been finalized with a new inter-branch courier service. This change, effective July 1, 2022, will have no impact on current service levels and is fully supported within the available budget.
- Staff gapping and the delayed return to full service hours of operation have resulted in a year-to-date favourable variance within Casual Wages and Benefits within Public Service. It is anticipated that growth of this variance will slow as we re-open the Albion Bolton Branch and resume more fulsome operations.
- The ongoing vacancy within the Information Technology Department has resulted in delays in project implementation and related expenditures. Resulting favourable variances include the Computer Services operating account and capital accounts in support of the Joint Technology Review (22-026) and Library Print Management and Wireless Printing (22-027).

Grants

Healthy Communities Initiative

Procurement and expenditures related to the installation of the Southfields Reading Garden shade sails and furniture is well underway. As per the terms of the funding agreement, all funds must be expended by June 30, 2022. A final report confirming expenditures and related outcomes is to be submitted by July 15, 2022.

Recommended Motion:

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

Appendix A



Caledon Public Library
 FY 2022 CMR - Budget vs Actual by CMR Code
 As of April 30, 2022

	April	April	Monthly		YTD	YTD	YTD		Annual	Percentage	Annual
	Budget	Actuals	Variance		Budget	Actuals	Variance		Budget	Expended	Variance
40010 Administration											
50050 Miscellaneous	-750.00	-235.00	-515.00		-3,000.00	-904.45	-2,095.55		-9,000.00	10.0%	-8,095.55
50125 Merchandise Sales	-250.00	-29.90	-220.10		-1,000.00	-86.90	-913.10		-3,000.00	2.9%	-2,913.10
50319 Grants/Subsidies									-58,200.00	0.0%	-58,200.00
50570 Donations	-83.00		-83.00		-332.00	-2.00	-330.00		-1,000.00	0.2%	-998.00
50582 Sponsor			0.00				0.00				0.00
50705 Fines/Fees	-833.00	-197.54	-635.46		-3,332.00	-723.65	-2,608.35		-10,000.00	7.2%	-9,276.35
50715 Programs	-292.00		-292.00		-1,168.00		-1,168.00		-3,500.00	0.0%	-3,500.00
50725 Comm.Access Prgm Funding			0.00		-7,000.00	-5,639.52	-1,360.48		-7,000.00	80.6%	-1,360.48
50750 Book Sales	-215.00		-215.00		-860.00	-6.50	-853.50		-2,500.00	0.3%	-2,493.50
50770 FOL-Recoverable							0.00				0.00
61510 Salaries-Permanent	17,984.00	18,572.94	4,756.60		70,997.00	70,791.35	205.65		288,733.00	24.5%	217,941.65
61513 Benefits-Permanent	5,730.00	5,860.16	972.04		22,623.00	22,022.96	600.04		79,969.00	27.5%	57,946.04
62018 Operating Supplies	64.00	1.72	64.00		256.00	16.30	239.70		760.00	2.1%	743.70
62113 Maint & Repairs-A/V Equip							0.00		4,000.00	0.0%	4,000.00
62129 FOL-Initiatives							0.00				0.00
62244 Bank Charges	300.00		300.00		1,200.00	462.68	737.32		3,600.00	12.9%	3,137.32
62253 Lib. Brd Education & Exp.	400.00		400.00		1,800.00	1,158.54	641.46		5,000.00	23.2%	3,841.46
62310 Training/Development/Seminars	2,000.00	361.61	1,638.39		11,161.00	7,648.68	3,512.32		39,661.00	19.3%	32,012.32
62311 Memberships/Dues		492.52	-492.52		12,000.00	11,795.99	204.01		12,500.00	94.4%	704.01
62314 Mileage	897.00	257.49	639.51		1,818.00	434.02	1,383.98		9,000.00	4.8%	8,565.98
62315 Printing & Advertising						55.00					
62317 Audit						-4,515.09	4,515.09		4,370.00	-103.3%	8,885.09
62322 Postage	170.00		170.00		680.00	-115.54	795.54		2,000.00	-5.8%	2,115.54
62335 Contracted Services	293.00	1,640.88	-1,347.88		1,172.00	12,371.27	-11,199.27		3,500.00	353.5%	-8,871.27
62360 Fundraising			0.00				0.00				0.00
62378 Furniture/Fixtures			0.00				0.00		2,500.00	0.0%	2,500.00
Total 40010 Administration	25,415.00	26,724.88	-1,309.88		107,015.00	114,763.14	-7,748.14		361,393.00	31.8%	246,629.86
40020 Emergency Management											
50986 Reserve Fund To Revenue			0.00		-4,958.00		-4,958.00		-9,560.00	0.0%	-9,560.00
62018 Operating Supplies		79.01	-79.01		3,200.00	1,903.62	1,296.38		3,200.00	59.5%	1,296.38
62335 Contracted Services						291.05	-291.05				-291.05
Total 40020 Emergency Management	0.00	79.01	-79.01		-1,758.00	2,194.67	-3,952.67		-6,360.00		-8,554.67
41010 Library Public Services											
61510 Salaries-Permanent	55,341.00	55,213.16	127.84		217,170.00	216,505.48	664.52		715,232.00	30.3%	498,726.52
61513 Benefits-Permanent	18,429.00	17,953.01	475.99		72,324.00	69,428.10	2,895.90		223,408.00	31.1%	153,979.90
61520 Wages-Casual Temporary	51,009.00	43,001.23	8,007.77		194,369.00	146,138.57	48,230.43		697,700.00	20.9%	551,561.43
61523 Benefits-Casual Temporary	8,307.00	6,319.36	1,987.64		32,582.00	22,136.50	10,445.50		110,113.00	20.1%	87,976.50
62017 Caretaking Supplies	242.00		242.00		768.00		768.00		2,700.00	0.0%	2,700.00



Caledon Public Library
 FY 2022 CML - Budget vs Actual by CML Centre
 As of April 30, 2022

	April	April	Monthly		YTD	YTD	YTD		Annual	Percentage	Annual
	Budget	Actuals	Variance		Budget	Actuals	Variance		Budget	Expended	Variance
62018 Operating Supplies	489.00	86.11	402.89		1,080.00	2,530.10	-1,450.10		5,242.00	48.3%	2,711.90
62312 Insurance			0.00				0.00		5,095.00	0.0%	5,095.00
62321 Rental-Facility					3,168.00		3,168.00		310,303.00	0.0%	310,303.00
62335 Contracted Services	3,917.00	2,607.52	1,309.48		16,320.00	8,249.96	8,070.04		49,600.00	16.6%	41,350.04
62346 Courier	4,539.00	4,903.05	-364.05		12,787.00	11,163.77	1,623.23		49,100.00	22.7%	37,936.23
Total 41010 Library Public Services	142,273.00	130,083.44	12,189.56		550,568.00	476,152.48	74,415.52		2,168,493.00	22.0%	1,692,340.52
41015 Information Services											
61510 Salaries-Permanent	30,252.00	30,252.39	-0.39		119,022.00	118,732.69	289.31		391,288.00	30.3%	272,555.31
61513 Benefits-Permanent	10,140.00	9,845.42	294.58		39,894.00	38,044.52	1,849.48		123,683.00	30.8%	85,638.48
61520 Wages-Casual Temporary	8,013.00	8,597.22	-584.22		31,180.00	31,491.51	-311.51		104,600.00	30.1%	73,108.49
61523 Benefits-Casual Temporary	1,743.00	1,433.87	309.13		6,732.00	5,387.84	1,344.16		22,449.00	24.0%	17,061.16
62018 Operating Supplies	1,000.00	18.34	981.66		1,137.00	1,176.02	-39.02		3,300.00	35.6%	2,123.98
62058 Online Databases	10,000.00	10,610.92	-610.92		79,297.00	79,907.77	-610.77		87,000.00	91.8%	7,092.23
62414 Special Programs	735.00	80.09	654.91		1,700.00	1,025.60	674.40		8,000.00	12.8%	6,974.40
Total 41015 Information Services	61,883.00	60,838.25	1,044.75		278,962.00	275,765.95	3,196.05		740,320.00	37.2%	464,554.05
41020 Library Grants											
50319 Grants/Subsidies (Revenue)			0.00			-3,770.48	3,770.48				-3,770.48
62319 Grants (Expenses)		178.08	-178.08			2,369.06	-2,369.06				2,369.06
Total 41020 Library Grants		178.08	-178.08			-1,401.42	1,401.42				1,401.42
41025 Library Info Technology											
61510 Salaries-Permanent	18,593.00	11,183.25	7,409.75		73,172.00	43,817.36	29,354.64		240,507.00	18.2%	196,689.64
61513 Benefits-Permanent	6,092.00	3,664.40	2,427.60		23,972.00	15,252.99	8,719.01		73,970.00	20.6%	58,717.01
62018 Operating Supplies	383.00	1,052.20	-669.20		1,532.00	2,105.28	-573.28		4,600.00	45.8%	2,494.72
62303 New Staff Technology			0.00				0.00		4,400.00	0.0%	4,400.00
62304 Automation	25.00		25.00		26,250.00	26,206.07	43.93		29,600.00	88.5%	3,393.93
62305 Computer Services	18,734.00	418.36	18,315.64		28,460.00	8,927.85	19,532.15		112,980.00	7.9%	104,052.15
62312 Insurance			0.00		3,234.00	4,250.88	-1,016.88		3,234.00	131.4%	-1,016.88
62335 Contracted Services	1,000.00	301.03	698.97		9,500.00	7,786.33	1,713.67		18,310.00	42.5%	10,523.67
62396 Mobile Phones / Pagers	758.00		758.00		3,119.00	1,125.47	1,993.53		9,640.00	11.7%	8,514.53
62397 Telephone	2,537.00	14.00	2,523.00		7,357.00	5,006.05	2,350.95		31,070.00	16.1%	26,063.95
63037 Software Licence Subscription			0.00		20,500.00	20,473.17	26.83		30,070.00	68.1%	9,596.83
Total 41025 Library Info Technology	48,122.00	16,633.24	31,488.76		197,096.00	134,951.45	62,144.55		558,381.00	24.2%	423,429.55
41030 Youth Services											
61510 Salaries-Permanent	25,318.00	25,681.67	-363.67		99,973.00	100,337.52	-364.52		327,834.00	30.6%	227,496.48
61513 Benefits-Permanent	8,472.00	8,309.66	162.34		33,450.00	31,999.74	1,450.26		102,500.00	31.2%	70,500.26
62018 Operating Supplies	65.00	6.74	58.26		123.00	64.98	58.02		1,200.00	5.4%	1,135.02
62414 Special Programs	1,500.00		1,500.00		5,690.00	2,464.89	3,225.11		20,000.00	12.3%	17,535.11
Total 41030 Youth Services	35,355.00	33,998.07	1,356.93		139,236.00	134,867.13	4,368.87		451,534.00	29.9%	316,666.87
41035 Communications/Community Dev											
61510 Salaries-Permanent	25,177.00	25,849.73	-672.73		100,459.00	96,254.62	4,204.38		327,054.00	29.4%	230,799.38



Caledon Public Library
 PG 02041 000 - Budget vs Actual by Cost Centre
 As of April 30, 2022

	April	April	Monthly		YTD	YTD	YTD		Annual	Percentage	Annual
	Budget	Actuals	Variance		Budget	Actuals	Variance		Budget	Expended	Variance
61513 Benefits-Permanent	8,309.00	8,361.06	-52.06		33,149.00	30,941.77	2,207.23		100,791.00	30.7%	69,849.23
61520 Wages-Casual Temporary			0.00			5,960.23	-5,960.23		-6.00	-99337.2%	-5,966.23
61523 Benefits-Casual Temporary			0.00			918.87	-918.87				-918.87
62018 Operating Supplies	704.00	350.04	353.96		1,664.00	1,936.07	-272.07		5,000.00	38.7%	3,063.93
62304 Automation	200.00		200.00		2,700.00	2,606.36	93.64		7,000.00	37.2%	4,393.64
62315 Printing & Advertising	1,500.00	483.36	1,016.64		2,200.00	1,958.75	241.25		16,000.00	12.2%	14,041.25
62335 Contracted Services	1,500.00	817.02	682.98		2,200.00	1,085.78	1,114.22		6,000.00	18.1%	4,914.22
62414 Special Programs	600.00	250.00	350.00		1,000.00	265.79	734.21		8,000.00	3.3%	7,734.21
Total 41035 Communications/Community Dev	37,990.00	36,111.21	1,878.79		143,372.00	141,928.24	1,443.76		469,839.00	30.2%	327,910.76
Total Caledon Public Library-Lending Services	351,038.00	304,646.18	46,391.82		1,414,491.00	1,279,221.64	135,269.36		4,743,600.00	27.0%	3,464,378.36

Capital Project Expense Report - as of April 30, 2022

	Budget	Expended Previous Year(s)	Expended 2022 YTD	Total Project Spend to Date	Remaining Funding	Percentage Expended	Status
Capital Projects - Previous Years							
19-036 Albion Bolton Branch Refurbishment	641,000.00	367,894.24	73,971.78	441,866.02	199,133.98	68.9%	
20-014 Library IT Equipment	125,485	58,760.06	1,086.24	59,846.30	65,638.70	47.7%	
20-015 Library Furnishings	60,000	49,150.17		49,150.17	10,849.83	81.9%	
21-007 Library Collections and Materials	450,000.00	382,209.84	59,182.28	441,392.12	8,607.88	98.1%	
59275 Capital Donations	878.62						
Total Library Collections and Materials (21-007)	450,878.62	382,209.84	59,182.28	441,392.12	9,486.50	97.9%	
21-008 Library IT Equipment	73,000.00	1,730.35		1,730.35	71,269.65	2.4%	
21-009 Library Hotspot Replacement	10,200.00	5,724.00		5,724.00	4,476.00	56.1%	
21-011 Library Furniture Replacement	40,000.00			0.00	40,000.00	0.0%	
21-013 MDV Renovation to Maker, Media and Innovation	304,680.00			0.00	304,680.00	0.0%	Partially grant funded
21-131 Library Automatic Doors	36,691.00	14,218.41		14,218.41	22,472.59	38.8%	Fully grant funded
21-134 Southfields Village Branch Reading Garden	91,910.00		37,870.48	37,870.48	54,039.52	0.0%	Fully grant funded
Capital Projects - Current Year							
22-019 Library Collections and Materials	450,000.00		71,836.09	71,836.09	378,163.91	16.0%	
22-020 Library IT Equipment	51,000.00			0.00	51,000.00	0.0%	
22-021 Library Furniture Replacement	120,000.00			0.00	120,000.00	0.0%	
22-022 Library Master Plan	100,000.00			0.00	100,000.00	0.0%	
22-025 Library In-Branch Signage/Wayfinding	24,000.00			0.00	24,000.00	0.0%	
22-026 Library and Town Joint Technology Review	35,000.00			0.00	35,000.00	0.0%	
22-027 Library Print Mgmt/Wireless Printing	12,000.00			0.00	12,000.00	0.0%	

Library Reserve Balances - as of April 30, 2022

01-00-000-00000-000-20841 Library Bequest Fund - MDV	316.54
08-07-900-35043-000-25000 Library Reserve Fund	7886.05

Attachment 8-B

Date: May 16, 2022

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

In keeping with the Board's scheduled evaluation of existing policies, the Board Code of Conduct has been reviewed. As reflected within [Appendix A](#), no significant changes are recommended, though revisions have been included to ensure consistent use of language throughout.

The revised policy, once approved, will be shared with staff, posted on the Library's website and made available in print upon request. As per the acknowledgement that was added as part of the code's 2020 review, all members of the Board are 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

Appendix A

Title	Board Code of Conduct
Policy Number	CPL-16-10
Policy Type	Governance
Approval Date	[approval date] 2022
Review Date	[review date] 2024
Notes	Originally adopted May 2012; Revised April 18, 2016, April 16, 2018 and June 15, 2020



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 Board Members Trustees and the Board as a whole and to provide guidance during the term of service. Every Board Member 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 Members 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 Board Members 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.

All members of the Board will be required to acknowledge their receipt and understanding of the Code of Conduct upon initial appointment 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 Board Member ~~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 ~~they~~ ~~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 ~~Board Members~~ ~~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 themselves ~~himself or herself~~ from any discussion or decision-making related thereto.
- Avoid accepting gifts and hospitality that might reasonably be thought to influence a Board member'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 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 **Board Member** ~~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
------	-----------	------

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
- CPL-16-06 Caledon Public Library Board By-Laws
- CPL-16-07 Caledon Public Library Annual Board Assessment Policy
- CPL-17-19 Caledon Public Library Social Media Policy

Attachment 8-C

Date: May 16, 2022

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian



Subject: Public Code of Conduct Report

Recommendation:

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

Background

The Library's Public Code of Conduct has been reviewed and revised as part of the Board's regular policy review schedule. As per [Appendix A](#), only minor changes are recommended. These include clarifying language related to the behavior of those under the influence and confirmation that patrons may be held responsible for the cost of repairing or replacing any library property damaged as a result of inappropriate behavior.

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 Patron Code of Conduct

Appendix A

Title	Public Code of Conduct
Policy Number	CPL-16-11
Policy Type	Operational
Approval Date	[approval date] 2022
Review Date	[renewal date] 2024
Notes	Originally approved April 18, 2016. Amended April 16, 2018, and May 11, 2020



Purpose

Everyone is welcome at the Library. This Code of Conduct has been adopted to ensure the safety, protection and enjoyment of all those using the Library. The policy will be courteously but firmly enforced by all library staff. ~~We are~~ **The Library is** committed to maintaining a safe, supportive and welcoming environment in our physical and virtual branches, where we treat each other with respect and courtesy.

Guidelines

In order to provide the best possible experience, everyone visiting a library branch or participating in a library program, either onsite or online, must:

- Treat each other and library staff courteously;
- Respect each other's privacy;
- Respect library property; and,
- Abide by library policies and guidelines.

When visiting a library branch, everyone is also expected to:

- Attend to and supervise children in their care as outlined in the Library's related policy regarding *the Rights and Safety of Children and Teens in the Library (CPL-16-08)*.
- Attend to personal belongings.
- Dress appropriately, including wearing shoes and shirts at all times.
- Refrain from placing shoes or bare feet on library furniture.
- Refrain from consuming food or drink near or while using library computers, portable devices or peripherals.
- Abide by any **health and safety protocols** or ~~physical distancing~~ directives issued by Public Health authorities.
- As a security measure, visitors may be required to make available for inspection all bags and carrying cases.

Animals are only welcome in the Library if they are either:

- A Registered Service animal at work; or,
- Participating in a library program organized to accommodate them.

Unacceptable behaviours include, but are not limited to:

- Behaviour (including conduct or language) that is disruptive, abusive, harassing, discriminating or threatening to library users or staff. Anyone engaged in unacceptable behaviour will be asked to leave the building or online forum.
- Violation of the guidelines referenced within the *Caledon Public Library Social Media Policy (CPL-17-19)*.
- Inappropriate use of library technologies including infringement of the *Library's Internet and Technology Acceptable Use Policy (CPL-15-02)*. "The Library's computers and connections to the Internet may not be used to access, transmit or create material which violates any Canadian federal or provincial law or for any illegal, obscene or offensive purposes including but not limited to accessing, viewing or dissemination of violent or pornographic images, hate literature, cyber bullying or for duplication of copyrighted material (including articles and software) in violation of copyright laws."
- Stealing or damaging Library property; this will result in cancellation of Library privileges and may be subject to prosecution.
- ~~Being~~ Acting inappropriately while under the influence of intoxicants or illegal substances.
- Smoking or vaping anywhere in or around the Library and surrounding municipal property. (Regional By-law 20-2013)
- The use of skates, roller blades, skateboards, bicycles and scooters in the Library.
- Photographing, filming or videotaping without prior approval from the CEO/Chief Librarian or designate.

Contravention of Policy

The Caledon Public Library Board reserves the right to remove the privileges of any library user found in contravention of the Caledon Public Library Board's policies.

Failure to comply with this *Code of Conduct* or other library policies may result in consequences deemed by library staff to be appropriate to the behaviour. Consequences may include: a warning; a directive to vacate the premises; suspension of library privileges; prohibition from the library facilities by way of issuing a Notice of Trespass; and/or laying of criminal charges.

Members of the public may also be held responsible for the cost of repairing or replacing any library property damaged as a result of behaviour or activities that are in contravention of this policy.

Appeal Process:

An appeal or application for re-instatement may be submitted, in writing, to the CEO and Chief Librarian. Library privileges are not automatically re-instated. Only one appeal will be considered during the term of the suspension.

Office of the CEO and Chief Librarian
Caledon Public Library,

~~6500 Old Church Road~~ 150 Queen Street South

~~Caledon~~ Bolton, ON ~~L7C 0H3~~ L7E 1E3

Email: ceo@caledon.library.on.ca

Related Documents:

- [The Regional Municipality of Peel By-Law Number 20-2013](#), A by-law to prohibit smoking within nine metres of playground areas, outdoor recreational facilities and within nine metres of the entrances and exits to municipal buildings.
- CPL-15-02 Caledon Public Library Internet and Technology Acceptable Use Policy
- CPL-16-08 Caledon Public Library Rights and Safety of Children and Teens in the Library
- CPL-17-19 Caledon Public Library Social Media Policy

Attachment 8-D

Date: May 16, 2022

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian



Subject: Disconnecting from Work Policy Report

Recommendation:

That Caledon Public Library Board review the attached Disconnecting from Work Policy for recommendation and approval

Background

The development of a new policy confirming Library employees' right to disconnect from work was prompted by the Ontario Working for Workers Act, 2021. Commonly referred to as Bill 27, this legislation received Royal Assent on December 2, 2021, amending various statutes with respect to employment and labour, including the Employment Standards Act (ESA). As per Part VII.01 at Sections 21.1.1 and 21.1.2 of the amended ESA, organizations employing 25 or more employees must put a written policy in place with respect to disconnecting from work. As this must be completed within six months the act receiving Royal Assent, the policy must in place in advance of June 2, 2022.

Attached as [Appendix A](#), the newly drafted policy supports an effective work-life balance for all employees by documenting guidelines regarding the right to disconnect within the context of the Library's operational needs.

Pending Board approval, the new policy will be communicated to all staff.

Financial Implication,

None.

Recommended Motion

That the Caledon Public Library Board approve and adopt the Disconnecting from Work Policy

Appendix A

Title	Disconnecting from Work Policy
Policy Number	CPL-22-29
Policy Type	Human Resources
Approval Date	[approval date] 2022
Review Date	[renewal date] 2024
Notes	



Purpose

The Caledon Public Library recognizes that changes in technology have allowed employees to be constantly connected and appreciates the importance of disconnecting from work outside of scheduled work hours. This policy supports the Library's commitment to ensuring the work-life balance of all employees.

As an employer with more than 25 employees, this policy has also been adopted to comply with the Ontario Employment Standards Act 2000, Part VII.0.1.

Definitions

"Disconnecting from work" means not engaging in work-related communications, including emails, telephone calls, video calls or the sending or reviewing of other messages, including text messages, so as to be free from the performance of work.

"Employee" means any person employed by the Caledon Public Library, including full-time, part-time, contract and casual employees.

Guidelines

The CEO/Chief Librarian is responsible for implementing the appropriate procedures in support of the following guidelines. All employees are responsible for ensuring that they have read, understood and adopted these guidelines as they relate to their own work and that of other employees.

Right to Disconnect

The right to disconnect means that employees:

- Can and should stop performing their job duties and work-related tasks when they are not scheduled to work.
- Are not required to complete work outside of regularly scheduled hours of work.
- Are not expected or required to respond to work-related communications outside their regular working hours, while on break, or during any paid or unpaid time off.

- Should take and use all their scheduled breaks and time-off entitlements (including vacation time) for non-work-related activities.
- Will not face repercussions or be penalized for not communicating outside of their regularly scheduled hours of work.

Needs of the Library

From time to time, there may be legitimate situations when it is necessary to contact employees outside of normally scheduled working hours, including but not limited to:

- Checking availability for additional shifts such as to fill in at short notice for a sick employee.
- Where unforeseeable circumstances require contact out of normally scheduled working hours such as inclement weather.
- Where an emergency or service disruption may arise.
- For any reason as described in the employee's job description which requires them to be contacted outside of regular work hours, for example, for on-call operational responsibilities.

The scheduling or completion of work outside of regular working hours may occasionally be required, including but not limited to:

- Scheduling of department, committee or all staff meetings outside of an employee's regularly scheduled hours or the completion of work that must be done outside of regular operating hours so as to not disrupt library services. Such time will be compensated as paid time or lieu time accrued as per the terms of the *Caledon Public Library Personnel Policy (CPL-16-09)*.
- Participation in or attendance at external development or training opportunities. As per the *Personnel Policy*, "time attending conferences, seminars, workshops, and other professional activities for the purpose of continuing education, which is in excess of a normal work day (7 hours) or week (35 hours), shall not be considered overtime".

Communication

- The Library may send general communications to all employees including those who are not presently at work. Employees should not feel obligated to respond, nor are they expected to respond, to any communication when not at work, apart from unforeseen circumstances, such as an emergency situation. Employees on vacation or sick leave will only be expected to respond upon their return to work.
- Employees must also respect others and avoid direct work-related communication including sending e-mails, messages or calling other employees outside their regularly scheduled working hours, during breaks, or during an employee's time off, such as their regular day off or vacation time.

- Those employees on sick or other leave may be contacted for limited information related to their return to work.
- Employees who do not reply to work-related communications outside of scheduled working hours will not face repercussions or be penalized.

Related Documents and Resources:

- CPL-16-09 Caledon Public Library Personnel Policy
- [Employment Standards Act, 2000, S.O. 2000, c. 41](#)

Attachment 8-E

Date: May 16, 2022

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian



Subject: Remote Work Policy Report

Recommendation:

That Caledon Public Library Board review the attached Remote Work Policy for recommendation and approval

Background

A Remote Work Policy has been developed as a means of confirming all guidelines in support of the Library's new hybrid work model. The drafted document references the roles and responsibilities related to scheduling, technology, work environments and health and safety when working from home.

Pending Board approval, the new policy will be communicated to staff. All staff whose positions allow for participation in the hybrid work model will be required to acknowledge receipt and review of the document.

Financial Implication,

None.

Recommended Motion

That the Caledon Public Library Board approve and adopt the Remote Work Policy

Title Remote Work Policy
Policy Number CPL-22-30
Policy Type Human Resources
Approval Date [approval date] 2022
Review Date [renewal date] 2024
Notes



Purpose

The Caledon Public Library has implemented a hybrid work model as a means of managing the needs of a growing workforce within the limitations of available in-branch staff space. This policy defines the responsibilities, conditions and expectations regarding remote work while ensuring that the Library's business requirements are met in a safe, secure and timely manner.

Scope

This policy applies to all employees whose position allows for participation in the Library's hybrid work model. Department managers, in consultation with the CEO/Chief Librarian, will assess the initial appropriateness of an employee's participation and will continue to monitor the availability and suitability of remote work. The following criteria will be considered when determining an employee's ability to work remotely:

- Core duties can be completed remotely;
- Work can be completed independently;
- Service levels to the public/internal staff are not impacted;
- Quantity and quality of work are measurable and sustainable;
- The need for face-to-face interaction can be managed or scheduled;
- Home work space is suitable and safe; and,
- The employee is equipped with suitable means to access email and work files.

Remote work is not a universal privilege and can only be extended to those in positions whose roles and responsibilities support the completion of meaningful work beyond the walls of a library branch.

The hybrid work model will remain in place only so long as it continues to meet the needs of the Library. Details of this model or policy may be revised to address changes in library operations and service delivery needs.

An employee or department's participation in the hybrid work model may be suspended or rescinded at any time at the discretion of the CEO/Chief Librarian.

Guidelines

The following guidelines do not alter or replace the terms of an existing employment contract. Employees working remotely must comply with all library policies, practices and instructions that would apply when the employee is working in-branch.

Schedules

- Schedules will be implemented, confirming the days and times that each employee is to work in-branch. These schedules will be informed by the needs of the organization and the availability of shared office space.
- Work hours, breaks, compensation and time away scheduling will continue to conform to applicable policies and agreements.
- Employees scheduled to work remotely may be required to report in-branch for meetings, training and/or at management's discretion, or in cases where their department is understaffed due to unexpected circumstances.
- Employees are to ensure that the Library's online scheduling software and employee Outlook calendars are updated to accurately reflect work locations (remote or in-branch).
- Any changes to or swapping of scheduled remote or in-branch shifts are at the discretion of the department manager.
- As per the *Caledon Public Library Inclement Weather and Unscheduled Closure Policy (CPL-15-03)*, employees who are able to perform their regular duties from home, must consult with their manager when considering the feasibility of working remotely as a result of inclement weather. In all cases, the employee and supervisor shall mutually ensure that there is minimum negative impact on operations when making such a decision.
- Employees who are able to perform their regular duties from home, may request to work remotely when required to isolate due to illness or public health guidelines. Sick leave should continue to be used in all cases where the employee is unable to work (regardless of location) due to the nature or severity of the illness. The employee's supervisor, in consultation with the CEO/Chief Librarian, may require that an employee make use of sick leave rather than remote work.

Technology

- All employees participating in the hybrid work model will be provided with a library-owned laptop. The employee is responsible for safe transportation of this device between work and home as per the hybrid work schedule.
- Additional technologies (monitors, docking stations, etc.) will be issued for use at home if warranted and feasible.
- Employees are required to have their own internet access with reasonably stable access and appropriate bandwidth to allow for completion of required tasks.

- Employees are responsible for ensuring their own networks are secure and capable of work use.
- Each employee shall be responsible for any Library-issued tools, equipment and property assigned to them. An accurate inventory of all such assets used to support remote work will be completed by the employee and updated as required. The *Personal Inventory of CPL Property Form* should be used for this purpose. Depending on the circumstances, the employee may be responsible for any damage to or loss of library property.
- All Library-issued equipment, records, computer files and correspondence remain the property of the Caledon Public Library and should be safe guarded for their return to the library upon termination of employment or remote work privileges.
- Library-owned resources may only be used in keeping with the guidelines of the *Caledon Public Library Staff Acceptable Use of Technology (CPL-17-20)*.

Remote Work Environment

- Employees must establish an appropriate work environment within their home.
- Working from home and/or having a home office may have tax implications for an employee. The employee is responsible for providing the relevant information to the Canada Revenue Agency, if applicable.
- Caledon Public Library is not responsible for operating costs, home maintenance, or any other incidental costs (e.g., utilities, insurance) whatsoever, associated with the use of the employee's residence. The employee is entitled for reimbursement for authorized expenses incurred while conducting business for the Library.
- Employees are responsible for transportation costs to and from their primary in-branch workplace. The offsite location does not become their primary or official workplace.
- Employees are expected to maintain the confidentiality of library and customer information in accordance with the provisions set out within the *Caledon Public Library Privacy Policy (CPL-15-01)* and all other relevant policies.
- Employees must ensure that dependent care arrangements are in place and that personal responsibilities are managed in a way that allows them to successfully meet their job responsibilities. Remote work is not a substitute for dependent care.

Health and Safety

- In order to create and maintain a safe and healthy remote workplace, all employees are expected to:
 - Ensure that their home workspace is set up so that it is comfortable and ergonomically sound (see Figure 1);

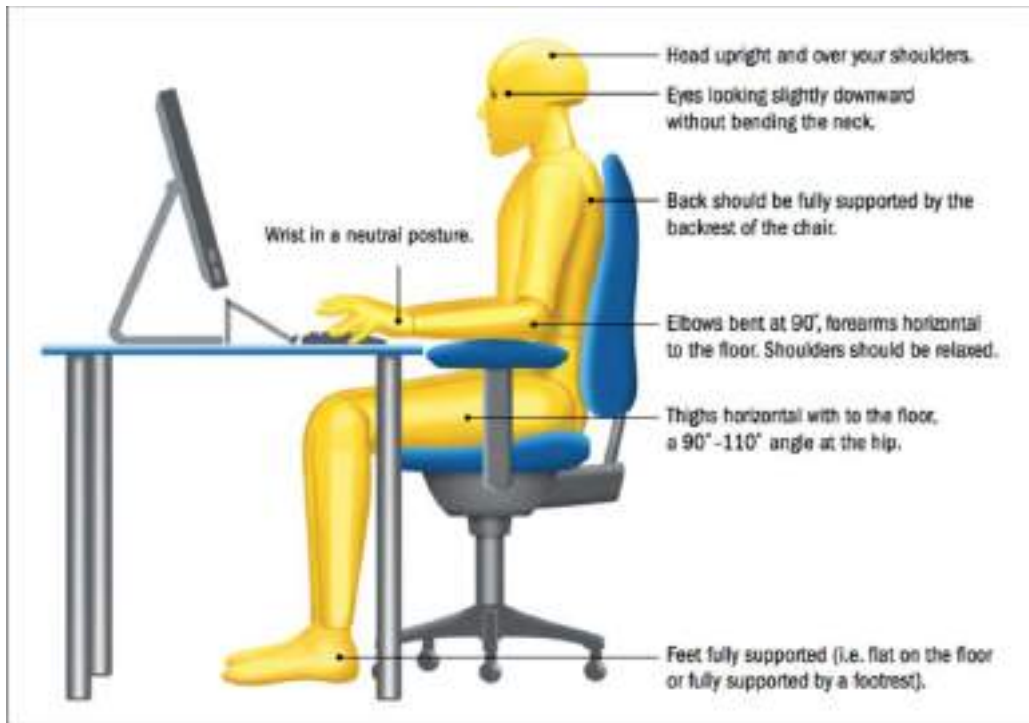


Figure 1

- Take regular breaks as per the Caledon Public Library Personnel Policy (CPL-16-09);
- Ensure that the workspace is well lit and kept clear and free from obstacles and slip, trip and fall hazards;
- Promptly report any injury that occurs during the course of working from home and follow WSIB guidelines as necessary;
- Keep in regular communication with their supervisor and proactively discuss any problems that may arise from working at home;
- That if a risk of harm to the employee's physical and/or mental health and safety arises, the employee will consult with their manager about ways this harm can be eliminated or minimized; and,
- Complete and submit a *Remote Work Safety Checklist* annually or upon any changes in their remote work environment. ([Appendix A](#))
- If the workspace is unsafe and is beyond the employee's ability to make it safe, the Library may suspend or rescind employee's remote work privileges.
- The employee is covered under the Workplace Safety and Insurance Act if injured in the course of performing official duties while working at home.
- The employee remains liable for injuries to third parties that occur on the employee's premises.
- Should access to the offsite workspace be necessary by management or management representatives, an employee must be given at least one full day's notice. The purposes for which management may require access to the offsite workspace include:
 - Assessing and monitoring security arrangements of documents;
 - Occupational health and safety purposes; or,
 - Supervision.

Additional Responsibilities

All employees participating in the hybrid work model must:

- Discuss with their manager how their time will be managed;
- Communicate regularly with the manager regarding work priorities, deliverables, timelines, and frequency of check-ins and meetings;
- Be available and responsive during established hours of work;
- Be accessible via phone and online (email and virtual meetings) as required throughout their working day during designated work hours;
- Participate in virtual or hybrid meetings as required; and,
- Notify their manager promptly if they are ill and unable to work.

All managers of employees participating in the hybrid work model must:

- Review and discuss the type of work that can be performed remotely;
- Assign suitable work and tasks as required;
- Ensure regular contact with the employee during working hours;
- Receive and review the employee's *Working from Home Location Safety Checklist*; and
- Monitor the employee's general compliance with this policy.

Contravention of Policy

Any suspected violation of this policy, may result in the suspension of remote work privileges pending the completion of an investigation. If a policy violation is confirmed, the Library will exercise its rights to take appropriate disciplinary action as per the relevant terms of the *Caledon Public Library Personnel Policy (CPL-16-09)*. Such actions will depend on the severity of the infraction and may include, but will not be limited to:

- verbal or written warning,
- rescinding of email or Internet accounts,
- restricted access to technology resources, or
- disciplinary action up to and including dismissal

Related Documents and Resources:

- CPL-15-01 – Caledon Public Library Privacy Policy
- CPL-16-09 – Caledon Public Library Personnel Policy
- CPL-17-20 – Caledon Public Library Staff Acceptable Use of Technology
- Personal Inventory of CPL Property Form
- 4-01-01A – Town Workplace Incident Report

Acknowledgement and Agreement

I acknowledge that I have read and understand Caledon Public Library's Remote Work Policy. Further, I agree to adhere to this policy and, if applicable, will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules or procedures outlined in this agreement, I may face disciplinary action as per the terms identified within the Caledon Public Library Personnel Policy (CPL-16-09)

Employee Name (please print)

Department

Employee Signature

Date

Appendix A

Remote Work Safety Checklist



This checklist is designed to assess the overall safety of a remote work location. Please submit the completed and signed checklist to your supervisor.

Remote Work Address: _____

Description of the specific work area:

For each question, check Yes or No	Yes	No	Corrective Action Taken
Electrical			
Are all circuit breakers and/or fuses in the electrical panel labeled as to intended service?			
Do circuit breakers clearly indicate if they are in the open or closed position?			
Are all electrical equipment and extension cords free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires, and tripping hazards)?			
Is electrical equipment grounded?			
Is there surge protection on a power bar for electrical equipment?			
Emergency Procedures			
Are the first aid supplies adequate?			
Are emergency contact numbers established and available?			
Are emergency exits clear and free of obstructions?			
Fire Protection			
Is there a functioning smoke alarm?			
Is there clear access to a fire extinguisher?			
Is there a carbon monoxide detector in areas where there are fuel-burning appliances (i.e. gas heater, gas fireplace, gas water heater, etc.)?			
Ergonomics			
Is task and natural lighting adequate with no glare on the computer monitor?			

Attachment 8-F

Date: May 16, 2022

To: Caledon Public Library Board

From: Colleen Lipp, CEO | Chief Librarian



Subject: Personnel Policy Report

Recommendation:

That Caledon Public Library Board review the proposed revisions to the Personnel Policy for recommendation and approval

Background

The Library Personnel Policy has been reviewed as per the Board's bi-annual review schedule. Recommended revisions are largely prompted by the pending launch of the Library's hybrid work model, changes to relevant Town policies and the desire to align procedures with those of the municipality. Items of note include:

- Renumeration of employees who are scheduled to temporarily undertake the roles and responsibilities of a position at a higher pay grade.
- Reference to newly drafted policies related to remote work and an employee's right to disconnect.
- Revisions to language regarding overtime and time in lieu as a means of aligning with current Town procedures. This includes the provision of five (5) days of lieu time annually for all members of the management team.
- The provision of two floater days annually for all permanent full-time and part-time employees.
- Increased vacation allotments for new full-time employees of a minimum of three (3) weeks annually.
- Amendments to provisions allowing for extended carry over of vacation hours.

Comments regarding this draft policy were solicited from the Town's People Services Department and informed further revisions to the document.

Pending Board approval, the revised policy will be made available to all Library staff, with all staff required to provide signed acknowledgement of its receipt. This policy will also be shared with the Town of Caledon's People Services Department.

In order to allow sufficient time to fully communicate and implement the policy revisions, it is recommended that its full application be delayed until July 1, 2022.

Financial Implication

Financial implications resulting from the proposed increase to vacation allocations for newer employees and the provision of two floater days for all permanent team members can be supported by the Library's current operating budget. These additional investments effectively demonstrate the Board's appreciation for team members, support CPL's strategic focus on attracting, recruiting and retaining talented staff and allow for improved internal equity amongst municipal and library employees.

Recommended Motion

That the Caledon Public Library Board approve and adopt the revised Personnel Policy to be implemented as of July 1 2022.

Title Personnel Policy
Policy Number CPL-16-09
Policy Type Human Resources
Approval Date [approval date] 2022
Effective Date July 1, 2022
Review Date [review date] 2024
Notes Previously approved March 8, 2010, amended June 20, 2016, May 14, 2018, January 21, 2019, August 17, 2020 and October 18, 2021.



Contents

1.0 Purpose 2
2.0 Definitions 2
3.0 Employee Classification 2
4.0 Gender 3
5.0 Rights and Responsibilities of the Board 3
6.0 Duties and Responsibilities of the CEO/Chief Librarian 3
7.0 Anti-Harassment and Discrimination in the Workplace 4
8.0 Recruitment and Appointment of Staff 5
9.0 Distribution of the Personnel Policy 6
10.0 Evaluation of Performance 7
11.0 Hours of Work 7
12.0 Overtime and Time in Lieu 9
13.0 Holidays 10
14.0 Vacations 12
15.0 Leaves of Absence 16
16.0 Sick Leave 17
17.0 Wages and Benefits 19
18.0 Employee Development 19
19.0 Employee Expenses 21
20.0 Employee Recognition 22
21.0 End of Employment 22
22.0 Inclement Weather and Unscheduled Closure 23
23.0 Health and Safety 23
24.0 Employee Conduct, Guidelines, and Discipline 25
25.0 General 27
26.0 Related Documents: 28

1.0 Purpose

- 1.1 The Caledon Public Library Board as employer is aware of its responsibilities for personnel. This Personnel Policy has been established, and will be regularly reviewed, by the Board to provide guidelines for employment practices, and to promote and maintain harmonious relations between Board, Library Management and Staff.

This policy may be amended by a majority vote of the Board. The Chief Librarian and Chief Executive Officer has the authority to make decisions within the policies and terms of the Board.

2.0 Definitions

- 2.1 For the purposes of this policy:

- All references to the “*Board*” refer to the Caledon Public Library Board.
- All references to the “*Library*” refer to the Caledon Public Library, as governed by the Board.
- All references to the “*Town*” refer to the Town of Caledon.
- All references to the “*Employer*” refer to the Caledon Public Library Board.
- “*Employee*” denotes any person employed and paid a wage or salary by the Board
- “*Chief Librarian*” refers to the Chief Executive Officer (CEO) of the Library, reporting directly to the Board, and is used interchangeably with the title of CEO.
- “*Manager*” refers to any employee who holds the title of Manager or Director, having been designated as such by the Chief Librarian/CEO.
- “*Salary Schedule*” refers to the Salary Schedule of the Town of Caledon, or such other Salary Schedule as approved by the Board.
- “*Week*” refers to a weekly pay period, beginning on a Monday and ending on a Sunday.
- “*Personnel Policy*” refers to the Personnel Policy herein, as adopted by the Board as of [date of approval] ~~August 17, 2020~~.

3.0 Employee Classification

- 3.1 As per the Town’s related corporate procedure, all employees of the Library are classified as follows:

- | | |
|----------------------------|--|
| Permanent Full Time | <ul style="list-style-type: none">• Employees engaged for an indefinite period of time and working such regular hours which constitutes a full work week.• Eligible for all benefits offered by the employer. |
|----------------------------|--|
-

Permanent Part Time	<ul style="list-style-type: none"> • Employees engaged for an indefinite period of time and working such regular hours as constitute less than a full work week. • Eligible for holidays, vacation and sick leave on a <u>pro-rated</u> basis
Contract	<ul style="list-style-type: none"> • Employees engaged for a definite period of time and working such regular hours as agreed to in the terms of the contract. • Eligible for benefits as defined in the terms of their employment contract.
Casual	<ul style="list-style-type: none"> • Employees engaged for an indefinite period of time and working irregular hours. These hours can either be scheduled or be on an “on call” basis and constitute less than a full work week for the department. • Not eligible for benefits.

3.2 For the purposes of Library staffing, casual employees are usually Pages whose regular hours of work are referenced in Section 11. 5.

4.0 Gender

4.1 Whenever the pronoun “they” or the possessive “their” is used, it shall be interpreted to include all genders, and shall be read in the singular or plural case, as applicable.

5.0 Rights and Responsibilities of the Board

5.1 As stated in Section 3.8 of the *Caledon Public Library Board By-laws (CPL-16-06)*, “the Board may appoint and remove employees, determine the terms of their employment, fix their remuneration and prescribe their duties, on the recommendation of the Chief Librarian.” The Board shall also “establish and maintain a personnel policy, the provisions of which shall be adhered to by the Board, the Chief Librarian and all employees.”

5.2 The Caledon Public Library Board shall typically assume the rights, roles and responsibilities attributed to the Town Council for any Town Procedures or Policies adopted by the Library Board.

6.0 Duties and Responsibilities of the CEO/Chief Librarian

6.1 The CEO/Chief Librarian shall:

- Ensure compliance with all aspects of this policy;

- Create and nurture a positive working environment where the work of all employees is recognized, valued and fairly compensated;
- Encourage mutually respectful employee relations;
- Support opportunities for employee growth and development;
- Maintain order, discipline and efficiency;
- Hire, discharge, direct, classify, transfer, promote, demote, lay-off, and suspend or otherwise discipline employees subject to the provisions of this policy; and,
- Manage the affairs of the Library and determine the number of employees required, the standards of performance for all employees, the methods, procedures and equipment to be used, and all other matters concerning the operation of the Library not otherwise specifically dealt with elsewhere under this policy.

~~None of the rights set out above shall be exercised in a manner inconsistent with the provisions of this policy, or with the Ontario Public Library Act and the Ontario Employment Standards Act.~~

6.2 The Chief Librarian/CEO shall assume the rights, roles and responsibilities attributed to the Town's CAO for any Town Procedures or Policies adopted by the Library Board.

6.3 None of the rights set out above shall be exercised in a manner inconsistent with the provisions of this policy, or with the Ontario Public Library Act and the Ontario Employment Standards Act.

7.0 Anti-Harassment and Discrimination in the Workplace

7.1 The Board has adopted the Town's Corporate Procedure as it relates to *Harassment, Sexual Harassment and/or Discrimination in the Workplace*. The purpose of this procedure is to clarify and communicate the guidelines to which all employees of the Town and Library must adhere in order to prohibit workplace harassment and encourage a healthy work environment.

7.2 This procedure also identifies responsibilities of employees and managers and confirms a process for investigating and resolving complaints of harassment or discrimination. The Library shall adhere to this process with the exception that any summary reports and related recommendations shall be submitted to the Chief Librarian/CEO rather than the Town Chief Administrative Officer (CAO).

7.3 Reporting of any offensive behaviour initiated by the CEO/Chief Librarian should be directed to the Chair of the Library Board and the Chair of the CEO/Chief Librarian Performance Evaluation Committee. They may seek the assistance of the Town's **Director, People Services** ~~Manager, Human Resources~~ in conducting a workplace harassment investigation.

8.0 Recruitment and Appointment of Staff

- 8.1 All Library employees are employed by the Board, which establishes all personnel policies and practices. Appointments are made to the Library staff, not to the staff of any particular service point within the Library. Any employee may be assigned to duties in any location of the Library.
- 8.2 The Board has adopted the Town's *Recruitment and Selection Policy* as well as the following Corporate Procedures for the purposes of staffing vacancies in a consistent, fair and equitable manner, ensuring that all applicants are given equal opportunity for employment in accordance with the provision of the *Ontario Human Rights Code* and *Accessibility for Ontarians with Disabilities Act, 2005*.
- *Recruitment and Selection Procedure*
 - ~~*Development Status for Under-qualified Candidates*~~
 - *Employment Reference Check*
 - *Police Record Check*
 - *Secondment*
 - *Workplace Diversity*
- 8.3 All postings of Library positions shall be communicated through the Town's website and linked from the Library's website for the period identified in the relevant procedure. With the exception of ongoing postings of casual positions, an email directing Library staff to the online posting shall be shared within 24 hours of its availability. Open positions may also be posted or advertised externally through online association job boards.
- 8.4 When vacancies occur, all members of the staff who possess the necessary qualifications for appointment, as identified in the *Recruitment and Selection Procedure*, and who make application, shall be eligible for consideration.
- 8.5 All appointments and promotions of employees shall be made on the basis of qualifications, ability to do the job required, experience, and suitability.
- 8.6 A new employee shall typically be appointed at the minimum salary of their range, but the CEO/Chief Librarian may recommend an appointment at a rate higher than the minimum assigned to the class, if:
- a) the qualifications and experience of the applicant exceed those for the classifications; ~~and-or~~
 - b) *in response to a competitive labour market; and,*
 - c) the budget of the Library permits the payment of a salary higher than the minimum, but;
 - d) the salary shall not exceed the maximum attached to the class.

~~8.7 The Library may apply the Town's Corporate Procedure regarding *Development Status for Under-qualified Candidates*, in such cases where market conditions necessitate the consideration of candidates who do not meet the minimum requirements or equivalent combination of education and experience of a posted position.~~

8.78 The CEO/Chief Librarian shall report to the Board upon hiring any new permanent staff at a managerial level.

8.89 As per the Town's Corporate Procedure related to *Performance Management and Succession Planning*, the probationary period for a new employee shall be six (6) months.

In keeping with this Procedure, this probationary period may be waived, in part or in full, at the discretion of the CEO/Chief Librarian, if the employee has been employed by the Library for a six (6) month continuous period.

8.910 Temporary appointments may be made to meet special short-term needs, or to allow the Library to evaluate newly-created positions. **Employees temporarily scheduled to cover a position of a higher grade will be paid at that higher grade after 30 consecutive days within the temporary role. Those whose current wage falls within the range of the higher grade will receive a temporary increase of 4%. They will return to their previous grade and wage upon return to their regular position.**

8.104 An unsuccessful applicant for employment with the Library shall be advised as soon as possible that the position has been otherwise filled.

8.11 The Library shall align with the processes and best practices identified within the Town's corporate procedure related to *Organizational Restructuring*. This procedure outlines the consultation and approval requirements for and details the manners in which management communicates and implements the necessary changes.

9.0 Distribution of the Personnel Policy

9.1 A digital copy of the *Personnel Policy (CPL-16-09)* shall be made available to all employees currently employed by the Board and to all new employees filling such positions.

9.2 In the event the *Personnel Policy* is amended by the Board, the amended Personnel Policy shall be made available to all employees within two weeks of approval of such revisions by the Board.

9.3 A copy of the *Personnel Policy* shall be posted on the Library's staff website and a printed copy shall be made available at each branch.

- 9.4 A copy of this *Personnel Policy*, and any subsequent revisions or amendments shall be provided to the Town of Caledon **People Services Department** ~~Human Resources Division~~.
- 9.5 All employees will be required to sign an Acknowledgment Form upon receiving and reviewing this policy and/or any subsequent revisions.

.....

10.0 Evaluation of Performance

- 10.1 At the end of a probationary period, and at least once annually thereafter, an appraisal of the work of each permanent employee shall be made by the employee and their Manager. These appraisals shall be kept on file with the Town's ~~Human Resources Division~~ **People Services Department**, signed by the supervisor, ~~and~~ the employee, ~~and~~ the **CEO/Chief Librarian**. Evaluation of temporary employees shall be made at the discretion of the CEO/Chief Librarian.
- 10.2 The Library has adopted and implemented the assessment process and timeline identified in the Town's *Performance Management & Succession Planning Procedure*.
- 10.3 Performance appraisals are not intended to be used as a process for disciplinary action but to act as a coaching tool to develop and sustain exemplary staff performance. A process for progressive discipline is identified in Section 24.0.
- 10.4 The CEO/Chief Librarian shall establish and regularly review standard core competencies to prescribe desired employee skills, practice and values. Identified competencies shall be reflected in annual performance appraisals.

11.0 Hours and Location of Work

Full-Time

- 11.1 The work week for a full-time employee shall be thirty-five hours per week.
- 11.2 Employees working regularly scheduled hours may occasionally be requested to work additional or alternate hours by their Manager in consultation with the CEO/Chief Librarian. Any hours worked in excess of 35 hours shall be compensated as overtime or lieu time earned as per Section 12.0.

Part-Time

- 11.3 The work schedules for all part-time staff will be dependent on business requirements as defined by the employee's Manager and the CEO/Chief Librarian.

- 11.4 The average regularly scheduled work week for a Permanent Part-Time employee shall not normally exceed 24 hours.

At the discretion of the CEO/Chief Librarian, and in support of operational needs, part-time positions with an existing regular weekly schedule in excess of 24 hours may be exempt from this provision.

- 11.5 The average regularly scheduled work week for a Casual employee shall not normally exceed 16 hours.
- 11.6 Any part-time staff with relevant experience and training may be asked to provide relief coverage prompted by the leave or vacation of an employee in a similar position. *As per Section 8.10, employees temporarily scheduled to cover a position of a higher grade will be paid at that higher grade after 30 consecutive days within the temporary role. Those whose current wage falls within the range of the higher grade will receive a temporary increase of 4%. They will return to their previous grade and wage upon return to their regular position.*

Breaks

- 11.7 For work shifts of three to five hours, a paid fifteen-minute break may be provided, as allowed by the needs of the service. These breaks, if not used, do not accumulate.

- 11.8 All employees who work more than five hours consecutively are required to take a thirty-minute meal break. This break is the employee's own time and is not part of the paid work day.

Employees shall arrange the timing of the meal break with their Manager or designate to ensure the continuity of library services. There are no scheduled breaks *when working more than five hours* during the day apart from the unpaid lunch period.

- 11.9 Breaks will not be scheduled to coincide with the beginning or end of a given shift.

Location of Work ~~Working from Home~~

- 11.10 *As per section 8.1, any employee may be assigned to duties in any location of the Library. Such assignments are at the discretion of the scheduling manager in consultation with the CEO/Chief Librarian.*

- 11.11 *The Library has adopted a hybrid work model as a means of accommodating a growing workforce within the Library's limited staff spaces. The *Caledon Public Library Remote Work Policy (CPL-30-22)* defines the responsibilities, conditions and expectations regarding remote work while ensuring that the Library's business requirements are met in a safe, secure and timely manner. All employees participating in the hybrid work model are required to acknowledge this policy.*

- 11.12 Working from home is not a universal privilege and can only be extended to those in positions whose roles and responsibilities support the completion of work beyond the walls of a library branch. ~~may not be extended beyond emergency periods and/or to all employees. However, pending a review of remote operations, the Library may choose to implement permanent procedures and guidelines in support of working from home in such cases where it aligns with the needs and mission of the organization.~~
- 11.13 The above provisions regarding hours of work and breaks remain applicable for any staff working remotely.

Disconnecting from Work

- 11.14 Changes in technology allow employees to be readily connected, highlighting the importance of disconnecting from work outside of scheduled work hours. The Library has adopted the *Caledon Public Library Disconnecting from Work Policy (CPL-22-29)* as a means of ensuring the work-life balance of all employees and in compliance with Part VII.0.1. of the Ontario Employment Standards Act.

Scheduled closures

- 11.15 There may be periods when library facilities are closed or functioning with reduced hours of operation. These periods may result from planned or emergency construction or scheduled events that limit access to the branch. Staff scheduled to work on site during these periods will not be provided with time off with pay but will instead be rescheduled to work at an alternate location. This may also necessitate a change in the time and date of a regularly scheduled shift.

As per the *Inclement Weather and Unscheduled Closure Policy (CPL-15-03)*, “compensation for missed time for extended closures, where redeployment is not feasible, may be referred to the Library Board”.

12.0 Overtime and Time in Lieu

The following terms are informed by with the Town’s Corporate Procedure related to *Overtime & Time in Lieu*. In any areas of inconsistency, this policy shall prevail.

- 12.1 Work in excess of thirty-five hours per week is considered overtime.
- 12.2 Part-time staff will be used to supplement staff levels in support of service needs and to limit the need for overtime hours of full-time staff.
- 12.3 Overtime will be compensated only if it has been authorized in advance by the employee’s Manager in consultation with the CEO/Chief Librarian.
- 12.4 Overtime shall only be recognized when the employee is required to work more than thirty (30) minutes beyond their scheduled work day.

- 12.5 Full-time employees, in non-managerial positions, shall accumulate time in lieu at straight time for all hours worked up to forty-four (44) hours per week.
- 12.6 Full-time employees, in non-managerial positions, shall accumulate lieu time at one and half (1 ½) times for work in excess of forty-four (44) hours per week. Work in excess of forty-four (44) hours will be approved only in extreme extenuating circumstances by the employee's Manager in consultation with the CEO/Chief Librarian. Approval of the CEO/Chief Librarian shall be sought in advance of scheduling and accruing any time in excess of forty-four (44) hours.
- 12.7 Part-time employees shall be paid at one and half (1 ½) times for work in excess of ~~straight time for all hours worked up to~~ forty-four (44) hours per week.
- 12.8 Time attending conferences, seminars, workshops, and other professional activities for the purpose of continuing education, which is in excess of a normal work day (7 hours) or week (35 hours), shall not be considered overtime.
- 12.9 Any lieu time accrued through authorized overtime ~~may~~ must be taken at a time acceptable to the Manager so as not to interfere with the service operation of the Library.
- 12.10 Any lieu time earned by full-time staff must be used within three (3) ~~4~~ months of its accrual. Any accrued lieu time remaining at year end must be used by ~~March 31~~ April 30 of the following year, or it may be lost. Exceptions to this provision shall be considered at the discretion of the CEO/Chief Librarian, only under extenuating circumstances.
- 12.11 Full-time employees in managerial positions will be allocated a maximum of five (5) days of lieu time in January of each year. All maximums will be prorated to the employee's date of hire. If hired on or before the 15th of the month, the full month is included in the calculation.
12. ~~11~~2 The CEO/Chief Librarian shall not be eligible for overtime pay or time in lieu unless emergency situations or unusual conditions arise. Eligibility shall be contingent on the approval of the Board. However, the CEO/Chief Librarian shall receive an additional five (5) days of vacation time yearly, which can be taken as time off or, if approved by the Board, in paid compensation.
- 12.13 If the employment of an employee ends before the paid time off is taken, the employer shall pay the employee overtime pay for the overtime hours that were worked in accordance with the Employee Standards Act, Part V, s. 11(5).

13.0 Holidays

- 13.1 Permanent employees are entitled to the following paid holidays:

- New Year's Day
- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Civic Holiday
- Labour Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- Boxing Day
- New Year's Eve Day

Calculation of and eligibility for payment shall be determined by the terms of the Town of Caledon's Corporate Procedure related to *Paid Holidays*.

- 13.2 Any full-time employee required to work on any of the above holidays shall be paid their regular rate for the day worked and shall accumulate lieu time at one and half (1 ½) times the hours worked.

Any part-time employee required to work on any of the above holidays shall be paid at the rate of one and a half (1 ½) times their regular hourly rate of pay.

- 13.3 In addition, permanent full-time and permanent part-time employees will be eligible for two (2) floating holidays if hired prior to July 1st. If hired after July 1st employees will be eligible for one (1) floating holiday. This will also apply to employees returning from an approved leave of absence.

For the purposes of these calculations, each floating holiday will be 7 hours for full time staff and 5 hours for part-time staff.

If an employee resigns before July 1st they will be eligible to be paid for one (1) floating holiday, if not taken. If an employee resigns after July 1st they will be eligible to be paid for two (2) floating holidays, if not taken. This will also apply to employees commencing a leave of absence.

- 13.34 When any designated holiday falls on a day the Library is normally closed and it is not proclaimed as being observed on some other day, the Library Board may appoint a suitable working day in lieu either preceding or following the designated holiday and it shall be deemed to be the holiday for the purpose of this document.

- 13.45 When the Library observes a holiday on a day during which a full-time employee is not normally scheduled to work, the employee's Manager shall arrange with the employee a

compensating day off that is mutually satisfactory, or shall arrange for payment of wages for the holiday. **Such lieu time will not be earned when an employee is on leave.**

Any lieu time earned as a result of a statutory holiday must be scheduled within **three (3) ~~four (4)~~** months of its accrual and shall be documented using **the Library's scheduling software. ~~departmental tracking documents and Vacation Request Forms.~~**

13.56 Where a holiday falls within the annual vacation period of any full-time employee, the holiday shall not be considered a vacation day.

14.0 Vacations

14.1 Vacation leave for permanent full-time employees is provided as follows:

Years of Service	Vacation Entitlement per Month	Vacation Entitlement per Year
Less than 12 months	.83 days	10 days
± 0 – 9 years	1.25 days	15 days
10 – 14 years	1.67 days	20 days
15 – 24 years	2.08 days	25 days
25 + years	2.5 days	30 days

For managers or those whose position requires the completion of a master's degree, the entitlement shall be:

Years of Service	Vacation Entitlement per Month	Vacation Entitlement per Year
Less than 7 years	1.67 days	20 days
7 – 24 years	2.08 days	25 days
25 + years	2.5 days	30 days

Years of service as a Permanent Part-Time and/or Permanent Full-Time employee with the Library will be used in calculating vacation entitlement for those who were originally hired in a Casual or Contract position. Vacation entitlements will be prorated based on the start date of any transition to Permanent Full-Time.

14.2 As per Section 12.12~~11~~, the Chief Librarian shall receive an additional five (5) days of vacation time yearly, which can be taken as time off or, if approved by the Board, in paid compensation.

14.3 In lieu of vacation leave, permanent part-time ~~and casual~~ employees shall receive **six (6%) ~~four (4%)~~** percent of gross earnings on each pay ~~., based on paid hours for the first five (5) years and six (6%) percent thereafter. For managers or those whose position~~

~~requires the completion of a master's degree, the initial entitlement shall be six (6%) percent.~~

~~Employees who are paid a percentage of 4% on each pay are to take a minimum of two (2) weeks' vacation time.~~ Those who receive 6% vacation pay shall schedule a minimum of three (3) weeks of vacation time. This vacation time will be considered as time without pay.

Casual employees shall receive four (4%) percent of gross earnings on each pay and shall schedule a minimum of two (2) weeks of vacation time, to be considered as time without pay.

Vacation entitlement for part time and casual staff in excess of the minimums identified above, may or may not be taken, at the discretion of the employee and with the approval of the supervisor.

- 14.4 Contract employees shall receive vacation time based on accruing .83 days per month to a maximum of ten [10] days per calendar year or be paid four [4%] percent of gross earnings on each pay, based on paid hours. Vacation time, if taken, will be considered as time without pay for employees who are paid four [4%] percent on each pay. The selection of paid vacation time or the percent in lieu cannot be changed during the term of the contract. If a different entitlement is stipulated in their contract the employee will receive that entitlement.
- 14.45 Requests for vacation of one week's duration or more must be made in writing to the employee's supervisor using the Library's scheduling software ~~Vacation Request Form~~ prior to the relevant deadline listed below:

Vacation period	Request Deadline
Q1 - January-March	November 1 of the previous year
Q2 – April – June	February 1
Q3 – July – September	May 1
Q4 – October – December	August 1

Vacation Requests for vacations of less than one week, or single days, should be submitted to the employee's supervisor at least two weeks prior to the requested period off. All vacations are granted at the discretion of the Chief Librarian/CEO, with consideration given to the Library's commitment to public service and related minimal staffing levels.

Full time staff who receive a minimum of three (3) weeks of vacation per annum, must schedule at least one (1) vacation period of five (5) consecutive work days. Full-time staff who receive a minimum of four (4) weeks of vacation per annum, must schedule at

least two (2) vacation periods of five (5) consecutive work days, though the weeks need not be consecutive. Exceptions to this provision shall be considered at the discretion of the CEO/Chief Librarian, only under extenuating circumstances.

If a mutually acceptable time for the employee's vacation cannot be found or an employee chooses not to schedule their vacation, the Library will exercise its right to decide on the time. However, in this particular situation the employee will be provided at least two weeks' notice in writing of the start date of their vacation. The employee must take their vacation at the prescribed time.

Cancellations of vacation requests will not be accepted once relief staff have been scheduled to cover relevant service areas. A minimum of one staff member from each Department and two members of the Management Team must remain on the active schedule. Refusal and/or drawing of names is possible if numerous requests are received for the same period.

All requests received by the stipulated deadline will be given equal consideration; no preference will be given to those requesting earlier than the stated deadlines. Some consideration may be given to previous requests for vacation during periods of typically high demand (including Christmas). Requests received after the stipulated deadline will be considered at the supervisor's discretion. The Chief Librarian/CEO or Manager will inform staff if holiday requests cannot be granted within two days following the deadlines for submission, and reserves the right to delay approval of holidays until those times.

14.5 If an employee becomes hospitalized or bereaved while on vacation, they may, upon production of verification and upon notifying their Manager promptly, count the days as sick or bereavement leave rather than vacation. The displaced vacation time can be rescheduled at any time mutually acceptable to the employee and the Manager so as not to interfere with the operation of the Library.

14.6 Vacation accrued during a calendar year must be taken by ~~March 31~~ ~~April 30th~~ of the following year.

Any requests to carry over vacation ~~earned in 2022~~ beyond ~~March 31, 2023~~ ~~April 30th~~ must be submitted in writing to the CEO/Chief Librarian by ~~March 1, 2023~~ ~~April 1~~ for approval. Such requests are limited to the carryover of five (5) days which must be used by ~~June 1, 2023~~ ~~July 31~~ of the same year.

In all subsequent years, vacation accrued during a calendar year must be taken by March 31 of the following year, with no opportunity for extended carryover. Vacation hours not used by this date will be forfeited.

- 14.7 More than ~~three weeks~~ ~~one-year's~~ vacation entitlement may not be taken at any one time, except in special circumstances and with permission of the CEO/Chief Librarian. Requests for such extended vacation shall be considered in relation to the length of service and purpose of an extended vacation. Application for such extended vacation must be made in writing as per Section 14.54.
- 14.8 An employee who is on an approved Leave of Absence of more than thirty calendar days shall not accumulate vacation while on leave, except as otherwise stated.
- 14.9 A permanent full-time employee who is on pregnancy or parental leave shall accumulate monthly vacation entitlement with pay while on leave for a period of up to one (1) year/ fifty-two (52) weeks. Employees on pregnancy or parental leave beyond one (1) year/ fifty-two (52) weeks will accrue unpaid vacation based on earned wages with the Town of Caledon in accordance with the Employment Standards Act. The employee's leave will be extended to allow the employee to take vacation before their return to work, unless otherwise determined by their supervisor.
- 14.10~~9~~ At termination of their employment, a full-time employee is entitled to receive full pay at the employee's current rate for each full day of vacation earned but not taken, including accumulated time in the final month of employment.
- 14.11~~0~~ Vacation may not be scheduled to coincide with an employee's retirement or resignation.
- 14.12~~1~~ Any modification of the vacation pay and entitlement policy made by the CEO/Chief Librarian must be approved by the Board, however the CEO/Chief Librarian is authorized to approve any deviation or exception from standard vacation entitlement during the recruitment of full-time managers and staff.
- 14.13~~2~~ ~~If an employee chooses to travel outside Canada for any reason while the Emergency Order under the Quarantine Act is in place by the Federal government, they will be required to quarantine (self isolate) for 14 days upon their return to Canada. This is a mandatory requirement under the Quarantine Act with no exceptions for Caledon Public Library staff.~~

Vacation-related travel may result in a mandated requirement for isolation or quarantine upon return.

Those who are in a position that allows for remote work may return to work remotely during this time.

Those who are in a position that does not allow for remote work or those who can work remotely but are scheduled for service delivery that must be completed on site will be required to elect to use one or a combination of the following for their quarantine period:

- a. Vacation or floater credits; or
- b. Accumulated lieu time; or
- c. Request a leave of absence without pay

15.0 Leaves of Absence

15.1 The Library shall adopt the following Town of Caledon Corporate Procedures for the purposes of granting and managing leaves:

- *Bereavement Leave*
- *Family Medical Leave*
- *Jury or Witness Duty Leave*
- *Personal Leave of Absence*
- *Military Reservist Leave*
- *Pregnancy and Parental Leave*
- *Public Office Leave*
- *Time Off for Voting*

These procedures shall be adopted for use in granting and managing leaves to Full-time, Permanent Part-time, and Casual staff as appropriate, noting that any reference to the length of leave shall be considered as days rather than shifts. Any such time for Permanent Part-Time and Casual staff will be paid only for days on which the employee has been scheduled to work.

The Library will adopt all procedures in support of leaves legislated by amendments to the *Employment Standards Act*, which are subsequently drafted by the Town of Caledon.

In such cases where the Library's policy provides greater benefit than that required by the *Employment Standards Act*, the benefit required by the act shall not be granted above and beyond the benefits stipulated within the Library's policy.

Medical and Dental Leave

15.2 All employees are encouraged to schedule personal appointments (doctor, dentist and appointments to attend to the needs of family members, etc.) outside of their normal work schedule. If this is not possible, employees may seek the approval of their Manager to schedule appointments during their normal work schedule, but are encouraged to make appointments as early or as late in their shift as possible.

15.3 It is understood that all time spent by full-time staff attending to such appointments will be made up, by the employee, at a time mutually agreeable to both parties, or taken as one of the options identified below:

- a. Use vacation or floater credits; or
 - b. Use sick credits; or
 - c. Use accumulated lieu time; or
 - d. Request a leave of absence without pay
- 15.4 Permanent part-time employees may choose one of the following options for time lost:
- a. Use sick credits;
 - b. Use floater; or
 - c. Request a leave of absence without pay
- 15.5 Casual employees are not entitled to paid sick credits but are eligible for job-protected sick and family responsibility leaves as per the terms of the *Employment Standards Act*. As such, any time for doctor or dental appointments should be requested as a leave of absence without pay.
- 15.6 Employees in positions for which a medical or dental leave would require the scheduling of relief staff to maintain library service levels, must request such leaves for no less than a half (1/2) day (i.e. minimum of 3.5 hours). Cancellations of leave requests will not be accepted once relief staff have been scheduled to cover relevant service areas.

16.0 Sick Leave

- 16.1 An employee who is unable to report to work due to illness shall advise ~~call or email~~ their manager or designate, not later than two (2) hours before the employee's scheduled start time. The employee is responsible for confirming that their manager has received this communication.
- 16.2 Where reporting such an absence the employee must provide a telephone number where they can be reached and must inform their manager or designate of the type of absence (i.e.: sickness, injury, or family) and the estimated date of return to work.
- 16.3 In the event of an emergency, illness or injury, an employee must report to the manager or designate before leaving work where practical.
- 16.4 Ongoing and regular contact either by phone or email between employee and their manager or designate should be maintained during the absence for the purposes of planning for the employees return to work.
- 16.5 Employees who fail to report an absence will be recorded as an unauthorized leave of absence. Three consecutive days of absence without contact will trigger disciplinary action as identified in section 24.2.
- 16.6 Incidental Sick Leave

For the purposes of this section, such leave shall include personal sickness and situations as described in section 15.2. Employees may also take incidental sick leave to care for a sick child, parent, or spouse.

As per the *Employment Standards Act*, all employees are entitled to three (3) unpaid days of Sick Leave and three (3) unpaid days for family responsibilities. As per Section 15.1, in such cases where the Library's policy provides greater benefit than that required by the *Employment Standards Act*, the benefit required by the Act shall not be granted above and beyond the benefits stipulated within the Library's policy.

Permanent Full-Time employees shall earn seventy (70 hours) of paid sick leave per annum. This sick leave allotment is replenished on January 1 of each year and is non-cumulative. Entitlement for staff hired part way through the year shall be pro-rated.

Permanent Part-Time and Contract staff shall earn one (1) hour of paid sick leave for every thirty (30) regularly scheduled hours as identified in the budget. This sick leave allotment is replenished on January 1 of each year and is non-cumulative. Allotment shall be based on the position's budget-supported and approved hours for the current fiscal year. Entitlement for staff hired part way through a year shall be pro-rated. In cases of newly created positions, the allotment shall also be based on the approved budgeted hours.

Casual staff are not eligible for paid sick leave but are entitled to unpaid Sick Leave and unpaid leave for family responsibilities as stipulated by the *Employment Standards Act*.

16.7 Short Term Disability Program

The Library shall adopt the Town of Caledon's Corporate Procedure set out to administer the application procedure and entitlements for Short Term Disability (STD) provided by the Town of Caledon on behalf of the Library.

The plan provides for continuation of wages for Permanent Full-Time and Permanent Part-Time employees for the first 15 weeks if an employee is unable to work due to an approved non-occupational illness or injury which extends beyond three (3) working days. The proportion of the employee's wage which is provided is dependent on the employee's length of service and is subject to change based on the provisions of available coverage.

16.8 Long Term Disability

The Library shall adopt the Town of Caledon's Corporate Procedure set out to administer the application procedure and entitlements for Long Term Disability provided by the Town of Caledon on behalf of the Library.

This procedure applies to Permanent Full-Time employees of the Library.

17.0 Wages and Benefits

- 17.1 The Board shall align itself with the Town of Caledon's Corporate Procedures related to ~~Salary Grids and Schedules and~~ *Salary Administration* in order to maintain wage and salary grades that are internally equitable, externally competitive and pay equity compliant, where relevant.

The Library's Permanent Part-time Employees hourly wages are calculated by determining the hourly equivalent of comparable Full-Time positions.

As supported by Town **People Services Finance and Human Resources**, on each payday, each employee shall be provided with an itemized statement of their wages and deductions.

- 17.2 As per Section 10.2, the Library has adopted the assessment process and timeline identified in the Town's *Performance Management & Succession Planning Procedure*. Annual merit increases shall take effect the first full pay in April. Wage increases shall be pro-rated as necessary to reflect the employees original start date.
- 17.3 The Board adopts the Town of Caledon's Corporate Procedure related to *Job Evaluation* to ensure the evaluation of Library positions in a consistent, fair and equitable manner. As such, the Library will seek to actively participate in any salary or job reviews undertaken by the Town, but may request a review of all or any Library positions if deemed appropriate.
- 17.4 The Town of Caledon's *Pay Equity Plan*, posted on December 4, 2006, includes the employees of the Caledon Public Library Board.
- ~~17.5 In keeping with existing practice and the requirements of the Employment Standards Act, the Library adopts the Town of Caledon's Corporate Procedure related to *Equal Pay for Equal Work*.~~
- 17.6 The Caledon Public Library Board provides extended health care and pension benefits as per the Town of Caledon's Corporate Procedure related to *Group Health and Pension Benefit*.
- 17.7 A Pregnancy and Parental Leave Supplement Top-up shall be provided to eligible employees as per the Town of Caledon Corporate Procedure regarding *Pregnancy and Parental Leave*.

18.0 Employee Development

- 18.1 The Board shall adopt the Town of Caledon Corporate Procedures related to *Educational Assistance and Professional Development and Conference & Seminars* to ensure that a process is in place for reimbursement of costs incurred by **Full-Time and Part-Time**

employees for educational courses or training and to define the conditions and application process for attendance at conferences or seminars and the payment of professional fees. The Library will not provide educational assistance for the completion of college diplomas or university degrees, but may consider supporting post-graduate certification and professional development that aligns with the needs of the organization.

- 18.2 Authorized attendance at and travel to meetings, conferences, workshops, and other professional activities outside of Caledon is considered regular work time. As per Section 12.9, time attending conferences, seminars, workshops, and other professional activities for the purpose of continuing education, which is in excess of a normal work day (7 hours) or week (35 hours), shall not be considered overtime.
- 18.3 Travel time to and from activities set out in Section 18.2 within Caledon is not considered regular work time. However, if an employee is required to be in more than one location within a single work period, then their travel time between the various locations is considered regular work time.
- 18.4 If, with the consent of the CEO/Chief Librarian, an employee is elected or appointed to office in a national and/or provincial library association, ~~they~~ ~~she~~ shall be granted leave of absence with pay to attend meetings of that organization.

Subject to approval by the CEO/Chief Librarian, a reasonable amount of library time shall be allowed to employees who hold executive offices in, or who are members of, committees of library-related organizations, to perform the duties required of those offices.

- 18.5 Subject to approval by the Board, a reasonable amount of library time shall be allowed to the Chief Librarian, to hold executive office in, or participate as a member of, committees of library related organizations, and to perform the duties required of those offices.
- 18.6 If an employee has a specialist qualification, they may attend an annual conference or convention in their subject specialization in lieu of a library conference. The employee must be a personal member of the association or organization sponsoring the conference or convention. The employee will be required to provide a business case confirming related costs and benefits to the employee and the organization. Approval of attendance will be at the discretion of the CEO/Chief Librarian. Such an employee shall be granted leave of absence with pay and with no loss of benefits. Registration fees, transportation, hotel, meal and gratuity expenses may be paid, in full or in part, by the Library, at the discretion of the Chief Librarian.
- 18.7 Employees whose expenses are being paid by the Board for attendance at conferences or participation in other development opportunities shall be required to submit an

Employee Development Feedback Form to their Manager within thirty (30) days of the event. Employees may also be required to provide a written or verbal evaluation of such meetings to the Board or fellow staff after such conference or convention.

- 18.8 Reimbursement for permitted expenses incurred while attending approved development opportunities shall be provided within the guidelines of the Town of Caledon's *Corporate Policy for Staff Expense*.
- 18.9 As per the Library's My Independent Learning Activity (MILA) program, all Permanent Full-time and Permanent Part-time Staff are expected to complete one self-initiated learning opportunity during the course of each year. Activities scheduled both during and outside of regular work hours are encouraged. However, staff will not be paid or accrue lieu time for learning activities scheduled outside of regularly scheduled hours. Employees will be reimbursed for travel and/or registration expenses up to \$50 per activity per annum. This will continue for the duration of the MILA program but may be suspended by the CEO/Chief Librarian at any time.

19.0 Employee Expenses

- 19.1 Reimbursement for permitted expenses incurred while conducting business of the Library shall be provided within the guidelines of the Town of Caledon's *Corporate Policy for Staff Expenses*.
- 19.2 A ~~Library Business~~ **Personal** Expense Claim ~~form~~ detailing the mileage and other incidental expenses must be submitted ~~to the CEO/Chief Librarian~~ monthly or in the case of employees who do not regularly incur expenses, when the reimbursement reaches \$25.00 or at the end of the fiscal year.
- 19.3 Mileage shall be calculated at the approved rate per kilometer travelled. Inter-branch travel is automatically calculated using the **Personal** Expense Claim form. Mileage to external locations shall be calculated using Google Maps or a similar service. As per the Town of Caledon's *Corporate Policy for Staff Expense*, mileage shall be calculated based on the lesser of kilometers from the normal work location or from home to the destination. For multiple destinations on the same trip, use the distance from one destination to the next destination.

As Library staff may work or attend meetings at any number of locations, inter-branch mileage will be calculated from the branch where the work day begins to the branch where the work day ends, even if this differs from the employee's regular branch location.

In such cases where an employee is beginning or ending the workday at an external site within Caledon that is more than five (5) kilometers from a branch of the CPL, mileage

expenses should be calculated from the closest branch (even if this differs from the employee's home branch) to the external work/outreach location.

When beginning or ending the day at an external site within Caledon that is five kilometers or less from a branch of the CPL, the employee's start location should be considered as the closest branch and no mileage claims should be submitted.

Mileage claims, **other than for inter-branch travel**, should not be submitted for travel of five (5) kilometers or less.

- 19.4 Carpooling and/or the use of public transportation is required when feasible and cost effective.

20.0 Employee Recognition

- 20.1 The Board shall also adopt the following Town of Caledon Corporate Procedures as a means of recognizing the work and dedication of Library employees:

- *Award of Excellence*
- *Service Recognition*

- 20.2 Staff service milestones, as identified in the Corporate Procedure relating to *Service Recognition*, will also be recognized annually at the Library's Staff Forum.

21.0 End of Employment

- 21.1 The Board shall adopt the Town of Caledon Corporate Procedure related to *End of Employment* in order to outline the basis by which the Library and its employees might end their employment relationship including resignation, termination, lay off, and retirement.

- 21.2 Employees wishing to resign must send a letter of resignation to their Manager, giving written notice of such intention at least two weeks before the date of termination of service.

The CEO/Chief Librarian and Managers shall provide four weeks' notice of intention to resign.

All employees must advise their Manager in writing, a minimum of sixty (60) calendar days in advance of their planned retirement date.

- 21.3 The Board shall recognize the resignation or retirement of any employee with a minimum of 10 years of service with a gift with a value of \$10 for each year of service.

22.0 Inclement Weather and Unscheduled Closure

- 22.1 Roles and responsibilities in situations where the Caledon Public Library temporarily suspends or curtails operations due to an emergency situation, such as severe weather, as well as in cases when the Library remains in operation but some staff may experience difficulty reporting to work due to inclement weather or other emergency conditions are reflected in the Library's *Inclement Weather and Unscheduled Closure Policy (CPL-15-03)*
- 22.2 Employees shall be paid for scheduled hours not worked when the Library was closed due to inclement weather. This compensation is on the basis that, during the emergency, they are to remain available for a call-in to work to complete the balance of their shift as deemed necessary by the CEO/Chief Librarian or designate. Compensation for missed time for extended closures will be at the discretion of the Library Board.

~~22.3 In some circumstances, it may be advisable for employees, whose core duties can be completed remotely and independently, to work from home. An *Emergency Closure Work From Home Procedure and Agreement* has been drafted in response to pandemic closures. This procedure and agreement defines the responsibilities, conditions and expectations regarding working from home while ensuring that the Library's business requirements are met in a safe, secure and timely manner. All staff working remotely are required to acknowledge this agreement.~~

~~Working from home is not a universal privilege and may not be extended beyond emergency periods and/or to all employees. Pending a review of remote operations, the Library may choose to implement permanent procedures and guidelines in support of working from home during inclement weather and/or in support of organizational needs.~~

23.0 Health and Safety

- 23.1 The *Health and Safety Policy* of the Town of Caledon is the Health and Safety Policy of the Library. As per the requirements of the Occupational Health and Safety Act (OHSA), this document shall be forwarded for receipt and approval by the Library Board on an annual basis, following yearly revisions by Town Senior Management.
- 23.2 The Library shall adopt the following Town of Caledon Corporate Procedures for the purposes of ensuring the Health and Safety of staff, volunteers and library visitors
- *Emergency Evacuation Plan*
 - *Employee & Family Assistance Program (EFAP)*
 - *Fit for Duty*
 - *Harassment, Sexual Harassment and/or Discrimination in the Workplace*
 - *Scent Sensitivity*

- *Smoke-Free Workplace*
- *Take Our Kids to Work*
- *Volunteer & Cooperative Education Program Procedure*
- *Workplace Accommodation*
- *Workplace Violence*

23.3 In response to the Covid-19 pandemic, and in support of the Library's legislated duty to provide a safe workplace for its employees, the Library has officially adopted the Town of Caledon's Policy Statement and pandemic guidelines related to *Employee COVID-19 Vaccination*.

For the purposes of implementing and applying this policy, the CEO/Chief Librarian shall assume the roles and responsibilities attributed to the Town's Senior Leadership Team and the Library's Management Team shall assume those of the Town's Corporate Leadership Team.

This policy statement shall apply to all employees of the Library, including full-time, part-time, permanent, temporary and casual, **until such time that it is suspended or rescinded by the Town.**

23.4 As per the Town of Caledon's *Working Alone Policy*, the Library shall draft and maintain Standard Operating Procedures (SOP) for those positions that are regularly or occasionally scheduled as the only staff member at a given location.

This document shall include reference to the type of work undertaken, training, communication, emergency contacts and procedures as well as any other relevant information.

23.5 The Library shall maintain comprehensive safety programs at all of its locations and to provide employees and volunteers with a safe and healthy work environment. The Library shall take all reasonable and practical steps to eliminate workplace conditions which might cause injuries or adverse health effects.

23.6 The Town of Caledon and the Library Occupational Health and Safety Program has been established in compliance with the *Ontario Occupational Health & Safety Act*. The CEO/Chief Librarian is responsible for administering the program. Each employee and volunteer shall comply with all safety and health regulations. Each employee and volunteer is expected to identify potential safety hazards and alert management.

23.7 The safety program and legislative requirements will be reviewed on an annual basis by the Joint Health and Safety Committee and Town of Caledon Health and Safety Advisor. Any updates to the program will be implemented as required.

- 23.8 Safety shoes, hats, or protective clothing, shall be worn at all times where required in accordance with the Workplace Safety and Insurance Act, the Occupational Health and Safety Act and the Town of Caledon's *Health and Safety Policy*.

The Library shall provide a pool of protective wear for occasional users and will reimburse up to \$100 to employees whose positions require more regular use of protective footwear. Presentation of receipts along with a **Personal Library** Expense Claim Form are required. Determination of regular use will be made by the CEO/Chief Librarian in consultation with the Management Team.

24.0 Employee Conduct, Guidelines, and Discipline

- 24.1 The Library Board expects all Library employees to conduct themselves in a professional manner in the performance of their duties. The Board adopts the *Town of Caledon Employee Code of Conduct* as its own with the stipulation that the Board shares the rights, roles and responsibilities of Town Council and the CEO/Chief Librarian assumes the rights, roles and responsibilities of the Town CAO for the purposes of interpreting and applying the policy.

All employees are also required to review and acknowledge their understanding and corresponding commitment to act in accordance with the following Library policies:

- *Staff Acceptable Use of Technology (CPL-17-20)*
- *Social Media Policy (CPL-17-19) including Guidelines for Social Media use by Employees*
- *Privacy Policy*
- ~~*Emergency Work from Home Procedure and Agreement*~~

- 24.2 To ensure fair and equitable disciplinary action for all Library employees, the following progressive discipline will be used to address any failure to abide by the code of conduct, provided guidelines and related policies.

At any time during the process, a Manager may refer the employee to the Employee Assistance Program, where appropriate. If a situation warrants immediate attention for a serious offence or violation, the Library may initiate discipline at any step of the process up to and including termination. Confidentiality will be maintained throughout the discipline process except as required by law. Advice from the Town's **People Services Department** ~~Human Resources Division~~ will be sought when required, as a means of ensuring that all disciplinary action is in alignment with relevant legislation and best practice.

In all cases, a staff member is made aware of a performance or behaviour problem promptly to ensure that he or she knows the standard expected. The progressive action

process is initiated for serious situations in which policies and procedures have been ignored or contravened, or a staff member's performance fails to meet acceptable standards.

Step 1: Verbal Warning - Except in the case of serious misconduct, an informal meeting between employee and Manager is the initial step in dealing with a job performance or conduct problem. These meetings are intended to assist the employee in recognizing the problem in its early stages in order to achieve the expected job performance standards or conduct within an agreed-upon time frame. All such verbal warnings will be followed up with an email to confirm the date and content of the discussion. Such follow up does not constitute a written warning.

Step 2: Written Warning – Except in the case of serious misconduct, should the problem continue after the time period specified in Step 1, the staff member will be given a written warning. The staff member is advised that continued failure to improve the behaviour could lead to further disciplinary action including possible dismissal.

Step 3: Second Written Warning – In some cases the CEO/Chief Librarian may elect to provide a second written warning prior to progressing to suspension as stipulated in Step 4. This will be at the CEO/Chief Librarian's discretion and will be based on the severity of the staff infraction. Additional coaching, training and professional guidance may be provided and the staff member will again be advised that continued failure to improve the behaviour could lead to further disciplinary action including possible dismissal.

Step 4: Suspension – Except in the case of serious misconduct, if the staff member's performance fails to improve or if there is a recurrence of misconduct, the CEO/Chief Librarian may opt to issue an additional written warning accompanied by a period of suspension without pay rather than immediately proceeding to Step 5. The CEO/Chief Librarian will determine the need for and length of the suspension without pay. After the suspension, an interview will be scheduled to discuss the conditions of return to work. The staff member will be advised that continued failure to improve the behaviour will lead to dismissal.

Step 5: Dismissal – If the staff member fails to improve or if there is a recurrence of misconduct, dismissal of any employee may be initiated by or approved by the CEO/Chief Librarian, who shall immediately inform the Board of such action. In the absence of the CEO/Chief Librarian, the Acting Chief Librarian may suspend an employee and the employee shall remain under suspension pending discussion with the CEO/Chief Librarian or the Board.

Where discipline is applied, a written notice will include: the type and details of the infraction, the corrective action required, any previous action taken to make the

employee aware of the need for change or improvement, and consequence of lack of improvement.

- 24.3 As dress guidelines cannot cover all situations, employees are asked to exercise good judgment in determining what type of clothing is appropriate. Each position's job duties, responsibilities, and degree of public contact will govern the definition of regular business-appropriate attire. Personal safety must also be a consideration.

Employees are encouraged to check with their Manager regarding any questions about appropriate work attire.

- 24.4 Except in case of emergency, employees are to refrain from using mobile devices for personal (i.e.: non-work) use or communications during work time. Staff covering a service point or working in a public area are required to store their mobile devices with their personal belongings.

- 24.5 Employees shall not use Library equipment for any unrelated commercial activity on Library premises. Employees shall not restrict output or interfere with other Library employees in the performance of their duties, or engage in any interruptions of work.

- 24.6 Each employee shall be responsible for all Board tools, equipment and property assigned to their or requisitioned by the employee or in their custody or care. **An accurate inventory of such assets will be completed by the employee and updated as required. The *Personal Inventory of CPL Property* form should be used for this purpose.**

- 24.7 The Board and CEO/Chief Librarian shall, when deemed it necessary, establish additional rules to govern employee conduct.

25.0 General

- 25.1 Each employee may request access to review their personnel file as per the process identified in the *Town of Caledon Corporate Procedure for Employee File Review*. Such requests should be addressed to the employee's Manager.

- 25.2 The Board shall adopt the Town of Caledon Corporate Procedure and guidelines for the purposes of *Issue Resolution*, in order to provide employees with an impartial process to resolve work related issues.

The CEO/Chief Librarian shall assume the rights, roles and responsibilities of the Town CAO in the application of this procedure on behalf of the Library.

- 25.3 The CEO/Chief Librarian shall ensure that the Library is made aware of any changes to relevant Town policies or procedures and shall have authority to determine whether such changes shall be automatically adopted or require review by the Board. The

CEO/Chief Librarian shall advise the Board at any time of any items relevant to the Personnel Policy that require immediate attention.

- 25.5 This policy, when adopted by the Board, shall replace all previous personnel policies of the Library, the Board, the Town of Caledon Public Library, the Township of Caledon Libraries, the Caledon East Public Library and the Albion-Bolton Union Library
- 25.6 As per Section 9.5, all employees will be required to acknowledge their receipt and understanding of this policy upon initial appointment and upon any revision to the document.
- 25.7 This policy is effective as of **July 1, 2022** ~~September 1, 2020~~ and shall remain in full force and effect until amended by the Board.

26.0 Related Documents:

- **Public Libraries Act**, R.S.O. 1990, c. P.44
- **Ontario Employment Standards Act**, 2000, S.O. 2000, c.41
- **Occupational Health and Safety Act**, R.S.O. 1990
- Town of Caledon Corporate Policies
 - Employee Code of Conduct
 - Recruitment and Selection Policy
 - Staff Expense Policy
 - Health and Safety Policies
 - Working Alone
- Town of Caledon Pay Equity Plan
- Town of Caledon Corporate Procedures
 - Award of Excellence
 - Bereavement Leave
 - Conference & Seminars
 - ~~○ Development Status for Under-qualified Candidates~~
 - Education Assistance and Professional Development
 - Emergency Evacuation Plan
 - Employee & Family Assistance Program (EFAP)
 - Employee Classification
 - Employee File Review
 - Employment Reference Check
 - End of Employment
 - Family Medical Leave
 - Fit for Duty
 - Group Health and Pension Benefit
 - Harassment, Sexual Harassment and/or Discrimination in the Workplace
 - Issue Resolution
 - Job Evaluation
 - Jury or Witness Duty Leave
 - Long Term Disability

- Military Reservist Leave
- Organizational Restructuring
- Overtime and Time in Lieu
- Paid Holidays
- Performance Management and Succession Planning
- Personal Leave of Absence
- Police Record Check
- Pregnancy and Parental Leave
- Public Office Leave
- Recruitment and Selection
- Salary Administration
- Salary Grids & Schedules
- Scent Sensitivity
- Secondment
- Service Recognition
- Short Term Disability
- Smoke-Free Workplace
- Take Our Kids to Work
- Time Off for Voting
- Volunteer & Cooperative Education Program Procedure
- Workplace Accommodation
- Workplace Diversity
- Workplace Violence
- Library Policies and Procedures
 - ~~Emergency Work from Home Procedure and Agreement~~
 - Privacy Policy (CPL-15-01)
 - Inclement Weather and Unscheduled Closure Policy (CPL-15-03)
 - Staff Acceptable Use of Technology (CPL-17-20)
 - Social Media Policy (CPL-17-19) including Guidelines for Social Media use by Employees
 - Disconnecting from Work Policy (CPL-29-22)
 - Remote Work Policy (CPL-30-22)
- Forms
 - ~~Library Business~~ Personal Expense Claim
 - Personnel Policy Acknowledgment Form
 - Employee Development Feedback Form
 - Employee Workplace Accommodation Request Form
 - Personal Inventory of CPL Property
 - Standard Operating Procedure Form
 - Tuition Reimbursement Form
 - ~~Vacation Request Form~~

Attachment 11-A

CALEDON PUBLIC LIBRARY BOARD: ANNUAL AGENDA/WORK PLAN 2022

Updated May 16, 2022

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 2022	<ul style="list-style-type: none"> Review of 2021 Strategic Actions Completed Review of 2021 Q4 and Annual Statistics Privacy Policy Review Operational Policy Review OLA Board Attendance Confirmation 	<ul style="list-style-type: none"> 2021 Q4 and Year End Statistics Report 2021 Strategic Scoresheet 2021 Procurement Update Drafted policy 	<ul style="list-style-type: none"> OLA Conference Registration
February 2022	<ul style="list-style-type: none"> No regular meeting scheduled 		<ul style="list-style-type: none"> OLA Super Conference/ OLBA Boot Camp virtual attendance
March 2022	<ul style="list-style-type: none"> Planning Policy Review Board By-Law Review Annual Board Assessment Policy Review Rights and Safety of Children and Teens in the Library Review 	<ul style="list-style-type: none"> OLA Conference Feedback Drafted policies 	<ul style="list-style-type: none"> Year End Variance Review – 2021 Meeting evaluation Meeting of Advocacy/Fundraising Committee
April 2022	<ul style="list-style-type: none"> Review of 2021 Annual Report Review of Quarterly Statistics – Q1 Strategic Assessment Baselines and Targets – deferred from March Fundraising and Gift Acceptance Policy Review The Library and Political Elections Policy Southfields Village Branch Report 	<ul style="list-style-type: none"> 2022 Q1 Statistics Report Drafted policies Drafted assessment plan Branch report Annual Report Video 	<ul style="list-style-type: none"> Meeting of OLS Board Assembly
May 2022	<ul style="list-style-type: none"> Personnel Policy Review Board Code of Conduct Review Patron Code of Conduct Review Right to Disconnect Policy - New 	<ul style="list-style-type: none"> Drafted policies 	<ul style="list-style-type: none"> Meeting of CEO Assessment Committee
June 2022	<ul style="list-style-type: none"> Review of Social Media Policy CEO Annual Performance Evaluation Collection Development Policy Review Volunteer Policy Review Programming Policy Review Visiting Library Services Presentation 	<ul style="list-style-type: none"> Drafted policies Mid-year procurement update Mid-year reserves update CEO to provide goals for coming term – July 2021 to June 2022 	<ul style="list-style-type: none"> Meeting of Advocacy/Fundraising Committee Meeting evaluation

July 2022	<ul style="list-style-type: none"> No regular meeting scheduled 		
August 2022	<ul style="list-style-type: none"> Initial budget consideration Review of quarterly statistics – Q2 	<ul style="list-style-type: none"> Draft budget 2022 Q2 Statistics Report 	<ul style="list-style-type: none"> Meeting of the Finance Committee Variance Review – Q2 2022
September 2022	<ul style="list-style-type: none"> Accessibility Policy Review Diversity and Inclusion Policy Review Electronic Monitoring Policy - NEW 	<ul style="list-style-type: none"> Drafted policies Drafted work plan 	<ul style="list-style-type: none"> Meeting of Advocacy/Fundraising Committee
October 2022	<ul style="list-style-type: none"> Review of quarterly statistics – Q3 Public Complaint Handling Policy Review Board Recruitment and Succession work Master Plan Review 	<ul style="list-style-type: none"> 2022 Q3 Statistics Report Drafted policy Drafted position description Drafted Board matrix Drafted plan 	<ul style="list-style-type: none"> Variance Review – Q3 2022 Sharing of intentions to reapply for Board Meeting evaluation
November 2022	<ul style="list-style-type: none"> Annual Board Assessment Call for interest in OLA Board Attendance Schedule of Board Meetings – 2023 Art Exhibit, Display and Community Information Policy Review Donation and Bequest Reserve Fund Policy Review 	<ul style="list-style-type: none"> Assessment criteria and questions Drafted policies Revised budget 	<ul style="list-style-type: none"> Completion of Annual Assessment Questionnaire
December 2022	<ul style="list-style-type: none"> OLA Board Attendance Confirmation Board Legacy Document CEO/Chief Librarian Mid-Year Performance Evaluation 	<ul style="list-style-type: none"> Board Assessment Results Drafted Policies Drafted succession/legacy document 	<ul style="list-style-type: none"> Meeting of Advocacy/Fundraising Committee OLA Conference Registration Meeting of CEO Evaluation Committee