Agenda
Regular Meeting # 2018-01
Kingston Frontenac Public Library Board
Wednesday, January 24, 2018 – 4:30 PM
Meeting Rooms A & B, Isabel Turner Branch

1. Call to Order / Regrets
2. Election of Officers (motions)
3. Adoption of the Agenda
4. Disclosure of Conflict of Interest
5. Presentation: Heather Pardy, President, Friends of the Kingston Frontenac Public Library (FOL) to provide an update on their highlights and accomplishments over the past year
6. Adoption of Minutes
   6.1. Regular KFPL Board Meeting #2017-10 of December 13, 2017 (attached) (motion)

Consent Agenda

7. Information Items
   7.1. Correspondence/Information Received and Sent
       7.1.1. From the County of Frontenac, a letter dated December 21, 2017 to advise that Councillor Ron Higgins has been appointed as Warden and Councillor Denis Doyle as Deputy Warden of Frontenac County.
       7.1.2. From the County of Frontenac, advising that Councillor Natalie Nossal has been appointed to the Library Board.

8. Monitoring Reports
   8.1. Communication and Counsel
       8.1.1. Chief Librarian’s Report (report attached)
   8.2. Emergency Executive Succession (report attached)
   8.3. KFPL Vision 2020 – Action Plans 2018 (deferred to February 2018)

9. Motion to accept consent agenda (motion)
Action Agenda

10. Business Arising from the Minutes

11. Action Items

11.1. Set Kilometre Rate (report attached) (motion)

11.2. Appointment of Library Board Representative to District 6 of the SOLS Trustee Council (motion)

11.3. Closed meeting

11.3.1. That the Board move In Camera to consider the following items:
Labour Relations or Employee Negotiations: Pay Equity Maintenance - Permanent Non-Union Staff excluding Pages (including the Chief Librarian / CEO) (motion to rise from In Camera)

Items for Discussion / Exploration – no items this month

Other Business

12. Ownership Linkages

12.1. Develop Ownership Linkages Plan for the Year

12.2. Decide which Section of the Ownership to Actively Engage With

13. Board Education


14. Central Branch Renovations Update

15. Rideau Heights Branch Update

16. Kingston East Library Service Update

16.1. Report from the Consultant regarding the Options for Kingston East Library Service (report to be distributed on January 24) (motion)

Adjournment / Next Meetings

Committee of the Whole Meeting: 4:30 PM, Wednesday, February 14, 2018, Meeting Rooms A & B, Isabel Turner Branch;
Regular Board meeting: 4:30 PM, Wednesday, February 28, 2018, Meeting Rooms A & B, Isabel Turner Branch

The Kingston Frontenac Public Library exists to offer all people throughout our service area access to broadly based resources in support of personal enrichment, lifelong learning, and community interaction, in person or in virtual space. These services are provided by expending revenues in a fiscally responsible manner.
Minutes of Regular Meeting #2017-10 of the
Kingston Frontenac Public Library Board (unconfirmed)
December 13, 2017 - 4:30 PM
Meeting Rooms A & B, Isabel Turner Branch

Present: Barbara Aitken, Patricia Enright (Chief Librarian/Chief Executive Officer), Ralph Gatfield, Wilma Kenny, Councillor Jim Neill, John Purdon, Claudette Richardson (Chair), Somnath Sinha, Monica Stewart, Catherine Tang (arrived at 4:40 PM), Mayor Ron Vandewaal (arrived at 4:55 PM).

Staff Present: Laura Carter (Director, Branch Experience), Liz Coates (Manager, Branch Operations), Mary Glenn (Recording Secretary), Shelagh Quigley (Director, Human Resources), Chris Ridgley (Budget / HR Analyst), Lester Webb (Director, Outreach and Technology)

Regrets/Absent: Judith Brown

1. **Call to Order**
   The meeting was called to order at 4:30 PM.

2. **Adoption of the Agenda**
   The agenda with added items was accepted as distributed.

3. **Disclosure of Conflict of Interest**
   There were no declarations of conflict of interest.

4. **Adoption of Minutes**
   4.1 Kingston Frontenac Public Library Meeting #2017-09 held November 22, 2017

   2017-85 Aitken - Kenny
   That the minutes of Regular Meeting #2017-09 of the Kingston Frontenac Public Library Board held November 22, 2017 be adopted as circulated.

   Carried
Consent Agenda

5. Information Items

5.1 Correspondence/Information Received and Sent

5.1.1 From R. Gatfield, a message to the Chair dated November 22, 2017 to inform the Board that he will be absent for three consecutive months (correspondence and motion withdrawn)

6. Monitoring Reports

6.1 Communication and Counsel

6.1.1 Chief Librarian’s Report

6.1.2 Statistical Report (3rd Quarter) (attached)

6.2 KFPL Vision 2020 - Status Report (July - December 2017) (report attached)

6.3 KFPL Vision 2020 - Action Plans 2018 – deferred to January 2018

7. Motion to accept consent agenda

2017-86 Kenny – Gatfield

To accept the Consent Agenda, thereby accepting the materials on the consent agenda.

Carried

Action Agenda

8. Business Arising from the Minutes

8.1 Update Regarding a Strategy for Community engagement for the Patron Code of Conduct

P. Enright reported that an RFP was released on December 1 which closes on December 22, 2017.

9. Action Items

9.1 Closed meeting - Motion to move In Camera

2017-87 Purdon – Kenny

That the Board move In Camera to consider the following items: a personal matter about an identifiable individual (Chief Librarian / CEO Performance Review); and to consider Labour Relations or Employee Negotiations - amendment to the Permanent Non-Union Staff (excluding pages) contract (4:36 PM).

Carried
C. Tang arrived during the In Camera session.

2017-89 Purdon – Aitken

That the Board rise from In Camera (4:45 PM).

Carried

**Items for Discussion / Exploration** – no items this month.

**Other Business**

10. **State of the Union - Year End Review** (report from the Chair)

The Year End Review was included in the agenda.

11. **Central Branch Renovations Update**

L. Carter provided an update and reported that we recently received a more detailed schedule although do not yet have a firm completion date.

12. **Rideau Heights Branch Update**

L. Carter provided an update and reported that the parking lot has been paved. The anticipated opening date for the Community Centre is February 26. A meeting has been held with the partners to discuss the opening. The grand opening will be about a month later.

13. **Kingston East Library Service Update**

As reported on at the last meeting, the consultant is looking at the various options and is preparing a report which will go to the Board in January. They will be looking at the various costs of the different options and will include construction costs as well operating and long-term costs. Once this has come to the Board, the recommendation would go to City Council for approval.

13.1 **Report on Community Engagement** (Kingston East Library Service)

L. Carter reported that in addition to the Open House on November 15, there was both an online and a paper survey. Two questions were asked and the results were logged and are included in the board agenda. Mayor Vandewal arrived at this time (4:55 PM).


As mentioned previously, there is money in the budget for two board members to attend the conference. P. Enright reported that KFPL has been short-listed for the Angus Mowat Award of Excellence for the Viva Voce and the Juvenis Festival event which was held in partnership with Blue Canoe Productions. The winner will be announced at the Gala during the conference.
15. **Updated Policy Checklist (attached)**

The updated checklist to reflect the policy review at the November 22 board meeting was included in the agenda.

16. **Annual Workplan 2018 (attached)**

The Annual Workplan 2018 was included in the agenda.

Mayor Vandewal announced that he will be stepping down from representing County Council on the Library Board.

**Adjournment / Next Meeting**

The next regular Board meeting will be held at 4:30 PM, Wednesday, January 24, 2018, Meeting Rooms A & B, Isabel Turner Branch

There being no further business, it was moved by R. Gatfield to adjourn at 5:02 PM.

Signatures:

Claudette Richardson, Chair

Mary Glenn, Recording Secretary
Monitoring Report to the Board

Accordingly, the Chief Librarian may not:

1. **Neglect to submit monitoring data required by the Board** (see policy on Monitoring Chief Librarian Performance) in a timely, accurate and understandable fashion, directly addressing provisions of the Board policies being monitored.

   According to the schedule for submission of monitoring data for Executive Limitations and Ends, the following report(s) are included:

   - Emergency Executive Succession
   - Per Kilometre Rate

2. **Let the Board be unaware** of relevant trends, significant changes in provincial or municipal policies, anticipated adverse media coverage, and/or public reaction, material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.

   The Administrators of Urban Rural Public Libraries of Ontario have released the third edition of Guidelines For Rural/Urban Public Library Systems. The guidelines are intended to be a developmental tool for rural/urban and county libraries. The Guidelines are expressed as targets for a library to provide an appropriate level of service for its community and are supplementary to the Ontario Public Library Guidelines. The Guidelines will be distributed at the January meeting.

3. **Fail to advise the Board** if, in the Chief Librarian's opinion, the Board is not in compliance with its own policies on Governance Process and Board-Staff Relationship, particularly in the case of Board behaviour which is detrimental to the work relationship between the Board and the Chief Librarian.

   To my knowledge, the board is in compliance with its policies.

4. **Fail to marshal for the Board** as many staff and external points of view, issues and options as needed for fully informed Board choices.

   Staff and external points of view are provided as needed.

5. **Present information in unnecessarily complex or lengthy form** or in a form that fails to differentiate among information of three types; monitoring, decision-preparation or other.

   Every effort is made to keep reports brief and to the point.

6. **Fail to provide a mechanism** for official Board, officer or committee communications.

   Mechanisms are provided for these purposes, including the board portal.
7. Fail to deal with the Board as a whole except when (a) fulfilling individual requests for information or (b) responding to officers or committees duly charged by the Board.

My dealings have either been with the Board as a whole or with the chair on matters within her jurisdiction.

8. Fail to report in a timely manner an actual or anticipated non-compliance with any policy of the Board.

Compliance is anticipated in all areas.

9. Fail to supply for the consent agenda all items delegated to the Chief Librarian, yet required by law or contract to be board-approved, along with the monitoring assurance pertaining thereto.

All such items appear on this month’s agenda.

I hereby present my monitoring report on Executive Limitations L-9: Communication and Counsel according to the schedule set out. I certify that the information contained in this report is true and represents compliance with a reasonable interpretation of all aspects of the policy unless stated otherwise.

Signed: Original signed copy on file  Date: January 16, 2018
Patricia Enright, Chief Librarian/CEO

MEETINGS, CONFERENCES, ETC

<table>
<thead>
<tr>
<th>Date</th>
<th>Meeting</th>
</tr>
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<tbody>
<tr>
<td>December 5, 2017</td>
<td>Queen’s University Principal’s Open House</td>
</tr>
<tr>
<td>December 6, 2017</td>
<td>Friends of the Library</td>
</tr>
<tr>
<td>December 8, 2017</td>
<td>Central Branch Renovation Committee</td>
</tr>
<tr>
<td>December 12, 2017</td>
<td>County of Frontenac Website Development Focus Group</td>
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<tr>
<td>January 10, 2018</td>
<td>Friends of the Library</td>
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<tr>
<td>January 11, 2018</td>
<td>Community Engagement Committee</td>
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<tr>
<td>January 12, 2018</td>
<td>Central Branch Renovation Committee</td>
</tr>
</tbody>
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## Incident Reports (January 2018 Board Agenda)

<table>
<thead>
<tr>
<th>Incident #</th>
<th>Title</th>
<th>Branch</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>29464</td>
<td>Behaviour – inappropriate</td>
<td>Calvin Park</td>
<td>12/21/2017</td>
</tr>
<tr>
<td>29449</td>
<td>Behaviour – unacceptable</td>
<td>Calvin Park</td>
<td>12/19/2017</td>
</tr>
<tr>
<td>29444</td>
<td>Behaviour – unacceptable</td>
<td>Calvin Park</td>
<td>12/19/2017</td>
</tr>
<tr>
<td>29413</td>
<td>Behaviour – unacceptable</td>
<td>Calvin Park</td>
<td>12/15/2017</td>
</tr>
<tr>
<td>29291</td>
<td>Behaviour – unacceptable</td>
<td>Calvin Park</td>
<td>11/27/2017</td>
</tr>
<tr>
<td>29388</td>
<td>Behaviour – unacceptable (ban served)</td>
<td>Isabel Turner</td>
<td>12/12/2017</td>
</tr>
<tr>
<td>29479</td>
<td>Facilities – car parked on footpath</td>
<td>Pittsburgh</td>
<td>12/23/2017</td>
</tr>
<tr>
<td>29346</td>
<td>Facilities – feces in washroom</td>
<td>Wellington</td>
<td>12/07/2017</td>
</tr>
<tr>
<td>29579</td>
<td>Facilities – heating equipment failure</td>
<td>Parham</td>
<td>12/30/2017</td>
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<tr>
<td>29405</td>
<td>Facilities – heating equipment failure</td>
<td>Pittsburgh</td>
<td>12/14/2017</td>
</tr>
<tr>
<td>29446</td>
<td>Facilities - people stuck in elevator</td>
<td>Isabel Turner</td>
<td>12/19/2017</td>
</tr>
<tr>
<td>29303</td>
<td>Facilities – pest control</td>
<td>Wellington</td>
<td>11/29/2017</td>
</tr>
<tr>
<td>29349</td>
<td>Facilities – suspected vandalism</td>
<td>Isabel Turner</td>
<td>12/09/2017</td>
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<tr>
<td>29371</td>
<td>Facilities – vandalism (book drop)</td>
<td>Sydenham</td>
<td>12/11/2017</td>
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<tr>
<td>29337</td>
<td>Mental Health Incident – crisis team called</td>
<td>Wellington</td>
<td>12/05/2017</td>
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<tr>
<td>29321</td>
<td>Mental Health Incident – crisis team called</td>
<td>Wellington</td>
<td>12/04/2017</td>
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<tr>
<td>29480</td>
<td>Patron issue – regarding fines</td>
<td>Pittsburgh</td>
<td>12/23/2017</td>
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<tr>
<td>29302</td>
<td>Patron urgent assistance request</td>
<td>Isabel Turner</td>
<td>11/29/2017</td>
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<tr>
<td>29408</td>
<td>Possible prank phone call (about elevator alarm)</td>
<td>Isabel Turner</td>
<td>12/14/2017</td>
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<tr>
<td>29341</td>
<td>Program Interruption – unexpected visitor</td>
<td>Isabel Turner</td>
<td>12/06/2017</td>
</tr>
<tr>
<td>29351</td>
<td>Unattended pet – left outside</td>
<td>Wellington</td>
<td>12/09/2017</td>
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Kingston Frontenac Public Library

Key Activities – January 2018 (Meeting 2018-01)

Programming & Outreach Highlights

In the Library

- We launched a memoir-writing workshop series for seniors in early January. The series is fully registered with a long waiting list. Working with award-winning author Jean Rae Baxter, seniors will craft their life experience into a readable memoir to share with family and friends. Recently relocated to Kingston, Jean Rae Baxter had offered several writing workshops for the Hamilton Public Library.

- Our most recent KFPL Live program, focusing on DNA testing as a tool for genealogical research, drew a crowd of 61. We will be offering more genealogy-based programming in 2018 in response to the community’s interest.

Outside our walls

- The inaugural program offered by our Rideau Heights Teen Advisory Group drew 49 children, teens and adults for a screening of The Nightmare Before Christmas, cookie decorating and snow globe making. Our partnership with Pathways for Education to form the Teen Advisory Group has been a great success so far.

Services and Collections Highlights

- Branches have started to highlight new teen collections by including them in main displays for new books.

- The Calvin Park staff organized a very timely “Whiteout” display this month. A photo of this garnered 39 responses on Instagram.

In the Library – Staff

- The Customer Service Committee will be meeting in January to discuss moving forward on Customer Service initiatives after the staff training of 2017. This committee is composed of leadership staff from every area of the organization.

- Early 2018 we will be launching a Summer Reading Club planning committee to come up with ideas for promoting and implementing the Summer Reading Clubs for Adults, Teens, and Children. This committee will include the Children and Teen Librarians as well as three staff from Branch Operations.
Facilities

- Continued collaboration with City of Kingston staff and Bourgon Construction to keep the Rideau Heights Project on time and on budget. Current move in date is early March 2018, which includes commissioning activities. On the critical path for meeting the deadline are interior partition glazing, concrete external walkways, and a working IT network to allow commissioning of equipment to begin.

- Continued collaboration with City of Kingston staff and Everstrong Construction Ltd. to keep the Central Project on time and on budget. A plan has been provided to Everstrong to allow the repair of the section of the front north wall which is down. Interior work is continuing. Windows are expected mid-February. IST contracts have been issued.

- The Pittsburgh Library window replacement is underway. Anglin Construction has reported that the windows are more difficult to work with than originally believed and may require an extra week to complete. Scheduled completion is now the end of January, and this information has been passed on to the public.

- Working on the Pittsburgh Branch Needs Assessment Study with Shoalts and Zaback Architects Ltd. Report is expected in late January.
Monitoring Report to the Board

Executive Limitations Policy L-6: Emergency Executive Succession

In order to protect the Board from sudden loss of chief executive services, the Chief Librarian/CEO may not have fewer than one other executive familiar with Board and Chief Librarian/CEO issues and processes.

Chief Librarian/CEO Interpretation:

I interpret this to mean that a minimum of one senior manager will have an essential understanding of the organization’s operating principles, policies and procedures such that they would be able to maintain a competent delivery of library services without loss of public reputation or financial loss during the absence of the Chief Librarian.

Evidence:

The Director of Outreach and Technology with the support of the Directors of Branch Experience and Human Resources, Manager of Facilities, the Budget and Human Resources Analyst and the Administrative Assistant is fully capable of fulfilling the duties of the office. He has spent time deputizing for the Chief Librarian/CEO during her absences.

The Directors of Human Resources and Branch Experience with the support of the Managers of Programming and Outreach and of Branch Operations, Administrative Assistant and Budget and Human Resources Analyst would be able to maintain a competent delivery of library services during the absence of the Chief Librarian and Director of Outreach and Technology. They have spent timing deputizing for the Chief Librarian/CEO during her absences.

2018:

<table>
<thead>
<tr>
<th>Period</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>January-April</td>
<td>L. Webb</td>
</tr>
<tr>
<td>May-August</td>
<td>L. Carter</td>
</tr>
<tr>
<td>September-December</td>
<td>S. Quigley</td>
</tr>
</tbody>
</table>

I report compliance.

I hereby present my monitoring report on Executive Limitations Policy L-6: Emergency Executive Succession. I certify that the information contained in this report is true.

Original signed copy on file

Date: January 2018

Patricia Enright, Chief Librarian/CEO
Report to the Board

Subject: Per Kilometre Rate

Date: January 24, 2018

Prepared by: P. Enright, Chief Librarian/CEO

Background:

Article 24.07 of the agreement with CUPE 2202 and Article 23.03 of the agreement with CUPE 2202.01 state “the Employer agrees to reimburse each employee at the per kilometre rate established by the Board for each kilometre driven in an employee-supplied vehicle on authorized Employer business”.

The Library Board reviewed the rate at the January 25, 2017 meeting and approved the per kilometre rate at $0.49 for 2017, and recommended that the rate be reviewed in January 2018.

Analysis:

As per the City of Kingston’s Travel and Related Expenses Policy, mileage is adjusted annually to reflect the increase or decrease in the Consumer Price Index’s Transportation Index from November to November of each year. Such adjustments are to be effective the following January 1 for the next 12 month period. Based on the November 2016 to November 2017 Ontario Transportation CPI increase of 5.98%, effective January 1, 2018 the rate of reimbursement for mileage will be $0.52 per kilometer.

The County of Frontenac uses the annual Canada Revenue Agency vehicle rates to calculate travel expense. The automobile allowance rates for 2018 are $0.55 per kilometre for the first 5,000 kilometres driven and $0.49 per kilometre driven after that.

Recommendations:

That the Board establish the per kilometre rate at $0.52 for 2018 and that the rate be reviewed in January 2019.