

Agenda

Regular Meeting # 2020-06
Kingston Frontenac Public Library Board
Wednesday, June 17, 2020 – 4:30 PM
Virtual Meeting – Webex Live Stream

She:kon, Aanii, Boozhoo, Waychaya, Kwey Kwey, Tawnshi. Let us bring our good minds and hearts together, to honour and celebrate these traditional lands as a gathering place of the Original Peoples and their Ancestors who were entrusted to care for Mother Earth since time immemorial. It is with deep humility, that we acknowledge and offer our gratitude for their contributions to this community, having respect for all as we share this space now and walk side-by-side into the future.

1. Call to Order / Regrets
2. Adoption of the Agenda (motion)
3. Disclosure of Conflict of Interest

Consent Agenda

4. Adoption of Minutes
 - 4.1. Regular KFPL Board Meeting #2020-05 of May 20, 2020 (attached)
5. Information Items
 - 5.1. Correspondence/Information Received and Sent
 - 5.1.1. From the Community Foundation for Kingston and Area, a letter dated May 8, 2020 enclosing our annual fund statement for the KFPL Endowment Fund for the year ending December 31, 2019, asking us to complete and return the Disbursement Direction form. (Action Item 10.2)
6. Monitoring Reports
 - 6.1. Communication and Counsel
 - 6.1.1. Chief Librarian's Report (report attached)
 - 6.2. Access to Facilities and Maintenance (report attached)

6.3. Director / Manager Report – Manager, Facilities (*deferred to September 2020*)

7. Motion to accept consent agenda (motion)

Action Agenda

8. Business Arising from the Minutes

9. Items Removed from the Consent Agenda

9.1.

10. Action Items

10.1. KFPL Constitution – amendment to Appendix A: Delegation of Authority (attached) (motion)

10.2. Community Foundation for Kingston and Area Disbursement Direction form (Correspondence 5.1.3.) (report attached) (motion)

Items for Discussion / Exploration

11. Annual Board Self-Evaluation (form will be distributed electronically)

12. Board Meeting Frequency and Schedule (*deferred to September 2020*)

Other Business

13. Board Education – Presentation by the Children's Services Librarian (*deferred to September 2020*)

14. Central Branch Renovations Update

15. COVID-19 – Phased Reopening Update (report attached)

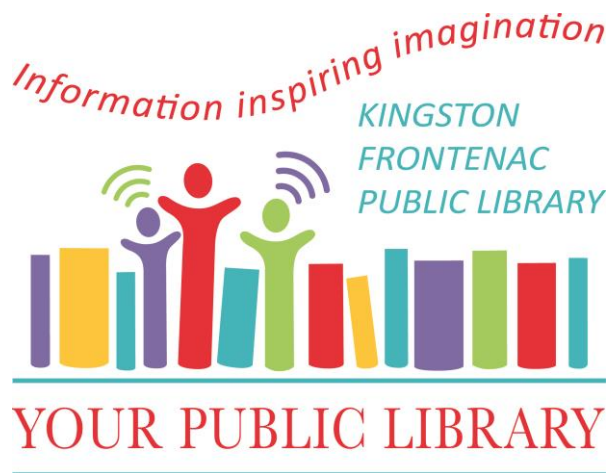
16. Strategic Planning Update

16.1. Strategic Planning Committee membership (motion)

Adjournment / Next Meeting

Regular Board Meeting: 4:30 PM, Wednesday, September 16, 2020, Meeting Room #2, Central 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, life long 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 #2020-05 of the Kingston Frontenac Public Library Board

May 20, 2020 - 4:30 PM (unconfirmed)

Virtual Meeting - WebEx Live Stream

Present: Laura Carter (Chief Librarian / Chief Executive Officer), Kate Betts-Wilmott, Dave Kerr (joined at 4:41 PM), Mark Kerr, Kayley Marsh, Louise Moody, Natalie Nossal (Vice-Chair), Holly Platz, Councillor Alan Revill, Jennifer Ross, Monica Stewart (Chair)

Staff Present: Nicole Charles (Director, Branch Experience), Jake Miller (Librarian, Programming and Outreach) (left at 5:34 PM), Kimberly Sutherland Mills (Manager, Programming and Outreach), Bill Purvis (Technical Support), Shelagh Quigley (Director, Human Resources), Chris Ridgley (Budget/HR Analyst), Amy Rundle (Recording Secretary), Lester Webb (Director, Outreach and Technology)

Guests: from KPMG – Lori Huber (Partner, Audit) and Stefanie Mutheardy (Senior Accountant, Audit) (left at 4:53 PM)

Regrets: Councillor Robert Kiley

1. Call to Order

The meeting was called to order at 4:34 PM. Guests were introduced and welcomed to the meeting.

2. Adoption of the Agenda

Move Item 10.1 ahead in the agenda to take place following the Consent Agenda.

Defer Item 12 to the next meeting.

2020-17 Marsh - Nossal

That the agenda be approved as amended.

Carried

3. Disclosure of Conflict of Interest

There were no declarations of conflict of interest.

Consent Agenda

4. Adoption of Minutes

4.1. Regular KFPL Board Meeting #2020-04 of April 15, 2020

5. Information Items

5.1. Correspondence/Information Received and Sent (no correspondence to report)

6. Monitoring Reports

6.1. Communication and Counsel

6.1.1. Chief Librarian's Report

6.2. Statistical Report (1st Quarter 2020)

6.3. Asset Protection: Audit (see 10.1)

6.4. Staff Relations and Volunteers

6.5. Director / Manager Report: Programming and Outreach

7. Motion to accept consent agenda

2020-18 Betts-Wilmott - Moody

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

Carried

Action Agenda

10. Action Items

10.1. Audit Approval Consent (2019 Draft Financial Statements) – Presentation by KPMG

L. Huber and S. Mutheardy were introduced and welcomed. The audit was reviewed by Ms. Mutheardy.

D. Kerr joined the meeting at this time. (4:41 PM)

Ms. Huber reported that it was a clean audit and commended the team for working through the challenges of COVID-19.

2020-19 Platz - Kerr

That the Board receive the 2019 audited report.

Carried

The final bound audited statement will be distributed at a future meeting.

Ms. Huber and Ms. Mutheardy were thanked for presenting the audit and left the meeting at this time. (4:53 PM)

8. Business Arising from the Minutes

There was no business arising from the minutes.

9. Items Removed from the Consent Agenda

There were no items removed from the Consent Agenda for discussion.

Items for Discussion / Exploration

11. Truth and Reconciliation Recommendations – KFPL Status Report *(brought forward from March 2020)*

J. Miller provided an overview on KFPL's progress towards incorporating the Calls to Action into services, collections and programming.

Staff were asked about plans for Indigenous programming in rural areas. Mr. Miller reported that current pandemic measures have interrupted plans for 2020, but there is hope that round table discussions, with representatives from both the City and County, can be held later in year. K. Sutherland Mills also reported that rural indigenous representatives have reached out and will collaborate with KFPL's virtual Words From the Wild program by sharing indigenous language words for inclusion.

Ms. Stewart thanked Mr. Miller and Ms. Sutherland Mills for their comprehensive report and continued work to move things forward.

12. Next Steps for Developing Ownership Linkages with Indigenous Peoples *(deferred to June 2020)*

Due to COVID-19, this presentation and discussion on next steps for developing ownership linkages with Indigenous peoples was deferred. Development of a land acknowledgement statement will continue.

Other Business

13. Central Branch Renovations Update

D. Kerr reported that a conference call with all parties took place this afternoon. Deficiency

work will resume tomorrow.

14. SOLS Trustee Update

L. Moody gave a brief report on the recent SOLS Trustee meeting and encouraged everyone to check out the Federation of Ontario Public Libraries (FOPL) website. Ms. Moody's full report was distributed to members via email.

15. COVID-19 – Phased Reopening Plans

L. Carter reported that public libraries in Ontario are now allowed to offer curbside delivery and KFPL started accepting book returns today. A review of PPE recommendations and other safety protocols is underway in preparation for staff to return to work for curbside pickup. KFPL will use the experiences of libraries that are further ahead in the process, such as those in British Columbia and Alberta, as guidance. There seems to be some confusion from the mandated closure of public libraries and how the restrictions differ from those governing retail stores. The Library is looking into some communications on this point.

M. Stewart thanked Ms. Carter for the overview and noted that the phases seem well thought out. Ms. Stewart also acknowledged that it will be challenging to manage the expectations of patrons and suggested that Board members could help spread the word about how the current emergency orders differ for libraries and retail stores.

16. Strategic Planning – 2021 and Beyond

L. Carter attended a session at the Public Library Association (PLA) conference in February on using a Design Thinking approach for strategic planning. An article on Design Thinking was also included in the agenda package. Ms. Carter noted that this approach involves more interviewing and prototyping than others and would offer many opportunities for community engagement. The Board typically forms an ad-hoc committee for strategic planning and this committee would decide on an approach, draft the RFP and select the consultant. Ms. Carter requested input from the Board about the Design Thinking approach and next steps for KFPL's strategic planning.

A Board member inquired about the timeline for the process and Ms. Carter noted that under normal circumstances we would have already engaged a consultant and held several meetings. It is up to the Board to decide on the timeline, but the Library could operate under the previous plan for an additional period of time due to COVID-19.

Due to the unknowns at this time, including funding for the next few years, a suggestion was made to delay the process for a short time and wait for more clarity. Staff have a lot to handle at the present time due to COVID-19 and it might be responsible to postpone any additional workload. Additionally, COVID-19 has shifted the way we offer library services and has provided an opportunity to evaluate access to virtual services and programming.

Postponing the process would also enable the committee to meet in person.

Several Board members expressed concern about postponing the process entirely and felt that small steps could take place prior to the formation of the committee. A suggestion was made to survey Board members in order to gain a broad spectrum of ideas to take forward. L. Carter stated that community engagement is an important and valuable part of the process and it is very difficult at the present time to reach all demographics. It was agreed that a survey of the Board would only be a starting point for discussion and that planning would not move forward without in-depth community engagement.

Further concern was raised about the consequences to Library funding if we enter the next budget cycle without an updated strategic plan. Additional pressures on funding partners will increase the competition for available money and strategic plans can be an important resource for lobbying. Ms. Carter is confident that this won't be a major issue and stated that funding partners will recognize this is an extraordinary situation. Moreover, KFPL's current strategic plan is fairly recent and contains areas that can continue to be worked on. KFPL can also demonstrate to funders how services were adapted due to COVID-19.

It was agreed that Board members will take time over the next few months to think about key items and be ready to move forward. An informal survey will be drafted by Ms. Stewart and Ms. Carter and distributed to members along with the current strategic plan. The search for a consultant will be postponed until fall 2020.

J. Miller left the meeting at this time. (5:34 PM)

17. Closed Meeting

17.1. That the Board resolve itself into a Closed Meeting to consider the following item(s):

- a. Labour relations or employee negotiations (COVID-19 closure)

2020-20 Revill – Betts-Wilmott

That the Board resolve itself into a Closed Meeting to consider the following item(s):

- a. Labour relations or employee negotiations (COVID-19 closure) (5:36 PM)

Carried

B. Purvis stopped the live stream and left the meeting at this time. All others remained in attendance.

2020-21 Moody – Kerr

That the Board rise from the Closed Meeting without reporting. (5:51 PM)

Carried

B. Purvis returned to the meeting and restarted the live stream.

Ms. Carter commended S. Quigley, the management team and staff working from home for doing their best to continue library services to the community during this time.

Adjournment / Next Meeting

The next regular Board Meeting will be held at 4:30 PM, Wednesday, June 17, 2020, Meeting Room #2, Central Branch.

There being no further business, it was moved by H. Platz to adjourn at 5:54 PM.

Signatures:

Monica Stewart, Chair

Amy Rundle, Recording Secretary

Monitoring Report to the Board

Executive Limitations L9: Communication and Counsel

With respect to providing information and counsel to the Board, the Chief Librarian may not permit the Board to be uninformed.

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:

- Access to Facilities and Maintenance

- 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.**

Internet Access

The Ontario Government [announced](#) a \$150 million investment to improve broadband and cell service for rural communities. Successful applicants to the Improving Connectivity in Ontario (ICON) program will receive funding for a portion of the costs for projects to improve connectivity. The focus of the program is not on public libraries, and libraries are not on the list of eligible organizations.

Internet access has become even more of a necessity due to the COVID-19 pandemic. KFPL is working on a grant application to the Emergency Community Support Fund (ECSF) through the Community Foundation of Kingston and Area. The funds would support the purchase of internet hotspots and unlimited data plans. The ECSF “provides financial support to charities and other qualified donees adapting and expanding their frontline services to support vulnerable Canadians during the COVID-19 pandemic.”

Race and Social Equity

On June 4, the Canadian Urban Libraries Council (CULC) reaffirmed their commitment to the 2017 [Statement on Race & Social Equity](#) that was originally endorsed by the Urban Libraries Council. KFPL is a member of CULC and has also confirmed our commitment to ending the structural racism and inequities in our society.

One June 8, the Federation of Ontario Public Libraries issued [a Statement of Solidarity with Black Community Against Systemic Racism](#) and shared several recommendations and resources for libraries in Ontario.

KFPL has created online resources lists with suggested anti-racist resources and is reaching out to other organizations in the City to see how we can work together to build a more equitable and just community. KFPL staff completed online training on the “Foundations of Inclusion and Cultural Competence” earlier this year, and additional resources have been provided recently.

- 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 required by current Board practices.

- 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.

Date: June 9, 2020

Original signed copy on file

Laura Carter, CEO/Chief Librarian

Meetings, conferences, etc. attended by the CEO or delegate

Date	Meeting
May 21, 2020	CULC Weekly Check-In
May 27, 2020	Community Check-In, Facilitated by Rob Wood
May 29, 2020	Joint Health and Safety Committee Meeting

Incident Reports (June 2020 Board Agenda)

Incident #	Title	Branch	Date
2020-129	Behaviour - agitated patron banging on glass	CP	06/04/2020
2020-127	Behaviour – yelling and swearing outside branch	CP	05/26/2020
2020-128	Facilities - car left in parking lot overnight	CP	05/29/2020
2020-125	Facilities – evidence of camp fire outside staff room	IT	05/19/2020
2020-126	Facilities - graffiti in parking garage	CE	05/25/2020



June 2020

Programming & Outreach

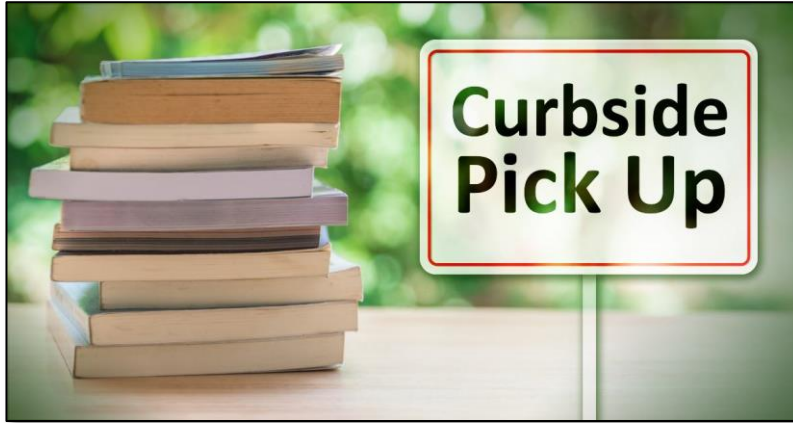
- ▶ Children's programs continue via pre-recorded videos. **Storytime Express** now has **214 subscribers** who receive a Monday storytime and additional bonus content every Friday by email, while our **YouTube channel has blossomed from 40 to 206 subscribers**. All children's videos combined have been **viewed 4,154 times** between April 20 - June 3.
- ▶ **Best-selling Metis author Jesse Thistle** will be joining KFPL patrons for a **live conversation on June 10**. Jesse is an activist whose book *From the Ashes* was a Canada Reads nominee. **Jake Miller will be facilitating the event on Zoom**. We have had to increase space in the program twice to accommodate community interest in this event. This will be our first test of a large-scale Zoom-based event. We are registering the program so that the Zoom link is kept private and we know the names of participants for added security.



- ▶ The **TD Summer Reading Club** will be fully online across Canada this year. We will be promoting it to families via our website and social media. We hope the school boards will assist in getting the word out. **Registration nation-wide begins June 15**.
- ▶ We will be offering our second **Drag Queen Storytime on June 17** as part of **Kingston's Pride festivities**. Jake is working with Rowena Whey to plan a Zoom event that may incorporate some video content.
- ▶ In response to current events, **we created lists of Anti-Racism resources** for children and families, teens, and adults. **Community response has been very positive** with **1742 views** of the lists on the website and many likes and shares on social media. Library staff are also working with Limestone District School Board staff to adapt our kids resource list so that it can more easily be distributed to families.

Services and Collections

- ▶ We **opened return bins** in our branches a week before starting curbside pickup to allow us to start processing items before we began serving the public.
- ▶ **Curbside pickup began on June 3 at all of our 16 branches.** We are working out the kinks, but overall people are happy to see us again and get their holds.



- ▶ For the past two months, our collection development in eBooks and eAudiobooks has been the focus. Now that we are **delivering books into people's hands again** we will refocus and **look at our physical collections.**

Facilities

- ▶ The **Calvin Park** and **Isabel Turner branches served as cooling stations** during the first heat warnings of the season on May 27 and 28th.
-

Monitoring Report to the Board

Executive Limitation Policy L-10: Access to Facilities and Maintenance

With respect to the public's access to the library and its resources, the Chief Librarian shall not cause or allow conditions, procedures, or decisions which inhibit access for any patron.

Accordingly, the Chief Librarian may not:

- 1. Fail to provide a high-quality, balanced, active collection reflecting the needs and interests of the community.**

CEO Interpretation: The Library provides a high-quality, balanced, active collection reflecting the needs and interests of the community by ensuring that the collection is developed and maintained according to the Library's Collection Development Policy.

Evidence:

While the Library Board is legally responsible for the collections, collection development and maintenance are delegated to staff members who are responsible for the collections on a day to day basis.

The guiding principle of the Collection Development Policy is to provide the public with equitable access to ideas and knowledge through print, audiovisual and online resources for its information and leisure pursuits. To that end, the Library seeks to purchase and retain the best, most up-to-date and useful material to fulfill its goals. The 2020 annual operating budget includes \$890,230 for library materials and processing. The operating budget is reviewed on an annual basis to ensure that the library materials lines reflect current usage and best practices.

The Collection Development Policy also states that the Library aims to provide community-driven and community-focused collections. Community input is obtained through direct suggestions from the public, discussions with stakeholder groups and continually evaluating the needs of the various cultural groups within Kingston and Frontenac County. All suggested purchases are reviewed by library staff who apply to the patron requests the same selection criteria that are applied to all materials purchased by the Library.

Materials are selected from a variety of sources, including but not limited to review journals, newspapers and other media, publishers' catalogues, best sellers' lists and annual best of lists compiled by library and publishing associations. The collections team reviews and maintains the collections using best practices to ensure that the materials are up-to-date, in good physical condition and reflect the needs and interests of the community.

The Library endeavors to provide equitable access to its extensive collections through a multi-tiered service delivery model which rationalizes the location, scope and focus of collections.

The Collection Development Policy is reviewed on annual basis by the Library Board. The policy was last reviewed and approved at the February 19, 2020 meeting.

2. Fail to select materials without adequately representing various points of view.

CEO Interpretation: The Library will provide materials selected from a variety of sources that adequately represent various points of view.

Evidence:

Materials are selected from a variety of sources, including but not limited to review journals, newspapers and other media, publishers' catalogues, best sellers' lists and annual best of lists compiled by library and publishing associations. Suggestions for purchase are also welcomed from members of the public. All suggested purchases are reviewed by library staff who apply to the patron requests the same selection criteria that are applied to all materials purchased by the Library.

The Collection Development Policy states that the Library will acquire contemporary materials representing various points of view, which are of current interest and possible future significance, including materials which reflect current conditions, trends and controversies. The presence of any material in the Library does not indicate an endorsement of its contents. Selection is made on the evaluation of the item's literary merit, authenticity, honesty of presentation and use to the community. In the case of controversial issues, an effort is made to see that all points of view are represented.

KFPL registered for a course offered this spring by the American Library's Association's Library Journal and School Library Journal called "Evaluating, Auditing, and Diversifying Your Collections." It covered key concepts essential to cultivating and promoting inclusive and equitable collections and provided some suggestions on how to conduct a diversity audit of the library's collections as well as lessons on how to include diverse books and wider perspectives. Collections staff have some ideas for next steps in making sure our collections reflect the diversity in our communities.

One of the underlying principles of collection development at the Kingston Frontenac Public Library is intellectual freedom. The Kingston Frontenac Public Library Board has accepted without reservation the statement on intellectual freedom of the Ontario Library Association (1998).

3. Fail to provide materials in a variety of formats.

CEO Interpretation: The Library provides materials in a variety of formats and languages that reflect the community's needs.

Evidence:

The Kingston Frontenac Public Library offers materials in a variety of formats, including print, large print, DVDs, audiobooks, and CDs. The Library partners with the Centre for Equitable Library Access (CELA) to provide access to materials for patrons with print disabilities.

The Library also provides access to materials in a variety of languages, including English, Arabic, Chinese, Dutch, Farsi, French, German, Hindi, Italian, Japanese, Korean, Persian, Polish, Portuguese, Russian, Spanish, Tagalog, Ukrainian, Urdu, and Vietnamese. Some of these are purchased directly by KFPL and some are part of a multilingual pool of materials coordinated by the Library's main supplier, Library Services Centre.

The Library has partnered with the Kingston Indigenous Language Nest to provide materials to assist with language acquisition and retention. Languages include Cree, Dogrib, Inuktitut, Michif, Mohawk and Ojibwa.

The Library also provides access to a variety of online resources: OverDrive and cloudLibrary (e-books, e-audiobooks and videos); Hoopla; Safari; RBDigital (magazines); Lynda.com; and online databases, such as Ancestry, Mango, Kingston Whig Standard.

4. Fail to organize the collection in a logical and systematic physical arrangement.

CEO Interpretation: The Library organizes the collection in a logical and systematic arrangement.

Collections are arranged logically, including by classification (Dewey Decimal Classification system), genre and format as local needs dictate. Materials are displayed face out (merchandised) where space and shelving permit.

I report compliance.

I hereby present my monitoring report on Executive Limitation Policy L-10: Access to Facilities and Maintenance. I certify that the information contained in this report is true.

Date: June 9, 2020

Original signature on file

Laura Carter, CEO/Chief Librarian

**Appendix A: Kingston Frontenac Public Library
Delegation of Authority**

Approval / Decision	Board	CEO
Purchasing and Finance		
1. Transfer budget funds to, or from, the City of Kingston and County of Frontenac.	X	
2. Review and recommend annual Budget Estimates to City and County Councils.	X	
3. Approve general competitive and non-competitive expenditures as per the KFPL procurement policy (as amended from time to time) including, but not limited to: <ul style="list-style-type: none"> – Operational expenses – Leases – Single or multi-year tenders or contracts (including any contingencies) per vendor – Settlement and lawsuit payments – Software license agreements 	≥\$250,000	<\$250,000
4. Exercise approved spending authority for library materials up to the annual approved operating and capital budgets.		X
5. Apply for grants and other funding		X
6. Approve, amend, extend and execute agreements with the federal and provincial governments.		X
7. Approve, amend, extend and execute service agreements, contribution agreements and grant agreements.		X
8. Approve additional expenditures for amendments to previously approved projects based on the deviation from the originally approved amount. <i>(delete item 8 as per discussion at regular meeting 2020-04)</i>	≥10%	< 10%
9. Sign contracts for projects once required Board approval is obtained.		X
10. Approve trustee attendance at conferences and conventions	X	
11. Set or change prices for merchandise or services.	X	
Policies and Plans		
12. Approve KFPL Board policies.	X	
13. Approve KFPL Strategic Plan.	X	

Approval / Decision	Board	CEO
14. Approve strategic frameworks for key KFPL services.	X	
15. Approve strategic frameworks for advocacy, fundraising and major sponsorships.	X	
16. Implement and manage the strategic frameworks for key services, advocacy and fundraising.		X
17. Set or modify administrative and operational policies.		X
18. Approve naming rights recommendations.	X	
19. Permanently close branches or kiosk services.	X	
20. Temporarily close branches or temporarily modify kiosk services.		X
21. Approve sites for new branches, buildings, or kiosk services.	X	
22. Approve temporary locations for branches or kiosk services.		X
23. Approve architectural designs for new buildings.	X	
24. Approve website designs and modifications.		X
Human Resources		
25. Recruit, compensate, dismiss the CEO; monitor and evaluate the performance of the CEO.	X	
26. Set general compensation policies and salary levels for the organization.	X	X
27. Set the organizational structure for the organization, including the structure of departments and the number of staff, including Senior Staff.		X
28. Assess the performance of, and set salaries for individual staff.		X
29. Hire, appoint, promote, suspend, dismiss and manage the performance of individual staff.		X
30. Set bargaining mandates.	X	X
31. Negotiate collective bargaining contracts.		X
32. Ratify negotiated collective agreements.	X	

KFPL Report to the Board

Subject: Kingston Frontenac Public Library Endowment Fund Disbursement 2019

Date: June 17, 2020

Prepared by: L. Carter, Chief Librarian / Chief Executive Officer

Background:

At its June 28, 1998 meeting, the Kingston Frontenac Public Library Board approved the transfer of \$100,000 in funds from estates and donations to establish the Kingston Frontenac Public Library Endowment Fund so that the capital was kept in perpetuity and the investment income used to benefit the Library every year (Motion 1998-48). The Community Foundation for Kingston and Area manages the Kingston Frontenac Public Library Endowment Fund.

In 2017 an investment of \$11,819.01 from the Boucher bequest with Scotiabank was closed and the funds were added to the KFPL Endowment Fund in 2018 (Motion 2018-20) and in 2018, the Flora B. Grant Investment Fund was moved to the Community Foundation (Motion 2018-65).

At its November 2018 meeting, the Board provided approval “for the library to promote contributions to the Kingston Frontenac Public Library Endowment Fund in 2019 with the goal of increasing the fund to \$200,000” (Motion 2018-64). \$6174.20 in unrestricted donations made to the Library in 2018 was added to the KFPL Endowment Fund in 2019 (Motion 2018-68) and 2019 donations totaling \$4531.80 will be reflected on the 2020 statement (Motion 2019-78).

In 2018 interest from these funds provided support for the early literacy interactives at the Rideau Heights Branch. In 2019, the funds were used paid out and were to be used for additional furniture and equipment for the Central Branch. The funds were deferred to 2020 and will be spent this year.

Analysis:

According to the annual fund statement for January 1-December 31, 2019, the KFPL Endowment Fund reached a market value of \$136,607.27 at December 31, 2019 with a contributing capital value of \$118,539.21.

The Community Foundation for Kingston and Area guarantees a minimum disbursement rate of 2.5%, regardless of market returns. The rate is 3.49% for 2019, with \$4767.59 available for payout.

The Foundation offers three options for disbursement of the annual returns: payout;

rollover (monies are reinvested in the KFPL fund); add to capital (treated as a new contribution to the fund's permanent capital) or a combination of the three. Available amounts may be rolled over for up to three years.

Major capital projects are planned for the Isabel Turner and the Pittsburgh branch in the near future. There is a surplus projected for the KFPL operating budget for 2020.

Recommendations:

That the Kingston Frontenac Public Library Endowment Fund returns available for disbursement in 2020 be rolled over.

KFPL Report to the Board

Subject: COVID-19 Phased Reopening Update
Date: June 9, 2020
Prepared by: L. Carter, Chief Librarian / Chief Executive Officer

Background:

All branches of the Kingston Frontenac Public Library were closed on March 16, 2020 as a precaution against COVID-19. On March 17, 2020, the Government of Ontario declared an emergency under the *Emergency Management and Civil Protection Act* and put an emergency order in place that mandated the closure of all public libraries in Ontario.

Curbside pickup and delivery of library materials was permitted beginning May 19. KFPL began accepting returned library materials on May 20 and offered pickup of reserved library materials starting on June 3 at most branches. Curbside pickup was available at all 16 branches by Friday, June 5. This was Phase 2 of KFPL's phased reopening plan, as presented to the Board at the May 2019 meeting.

Between Wednesday, June 3 and Saturday, June 6, 820 patrons borrowed 1951 items. This figure includes homebound patrons who were mailed items by library staff.

Analysis:

On June 8, the Ontario Government announced that select regions, including the Kingston, Frontenac and Lennox & Addington Public Health region, would be allowed to move to Stage 2 of its Reopening Framework¹ as of midnight on June 12. Public libraries are included in this Stage, as follows:

All libraries can reopen with limited on-site services, such as computer access and contactless book pickup and drop-off. Patrons are not permitted to handle books or materials on shelves and libraries should operate in adherence with public health guidelines on physical distancing, capacity and hygiene procedures. This represents Phase 3 of KFPL's reopening plan.

Like many libraries around the province, KFPL is not yet ready to move to this phase of reopening. Hand sanitizer and cleaning supplies remain difficult to source and the library does not have sufficient stock to be able to expand operations. Other protective measures, such as plexiglass shielding for service desks are not yet in place. Curbside pickup service is operating from the main entrances to library branches. As the service is currently being offered, it conflicts with patron access to facilities. It is difficult to isolate computers from other parts of the facility in many locations.

Over the next few weeks, and in consultation with the four Townships in Frontenac County, the City of Kingston and the Kingston Frontenac Lennox & Addington Public Health Unit,

Library staff will work to adjust pickup processes to allow patron access to selected buildings. Providing access to computers is a priority, as is the ability to serve as a cooling centre when a heat warning is issued in our communities.

Recommendations:

This report is for information only.

ⁱ <http://s3.documentcloud.org/documents/6939238/A-Framework-for-Reopening-Our-Province-Stage-2.pdf>