

Monitoring Report to the Board

Executive Limitations L-9: 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:

- Financial Condition 3rd Quarter
- Financial Planning and Budgeting (2021 operating and capital budgets attached)

- 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.**

Most libraries in British Columbia, supported by the British Columbia Centre for Disease Control¹, have reduced their quarantine period for returned library materials to 24 hours or have eliminated it entirely. Ontario libraries will be discussing this with government and health officials. Current Ontario Government regulations require that libraries quarantine materials, but do not specify for how long. Most libraries, including KFPL, chose 72 hours to err on the side of caution in the absence of data regarding surface transmission at the beginning of the pandemic.

- 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.

¹ <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/community-settings/libraries#Information--for--Operators>

- 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.

Original signed copy on file

Laura Carter, CEO/Chief Librarian

Date: October 13, 2020

Meetings, conferences and events attended by the CEO or delegate

Date	Meeting
September 9	Community Check-In, Facilitated by Rob Wood (Zoom)
September 16	Central Branch Renovation Committee
September 29	Union-Management Committee Meeting
September 30	Community Check-In, Facilitated by Rob Wood (Zoom)
October 1, 5-6	Canadian Urban Libraries Council Fall Meetings
October 6	Heather Pardy, Sue Bates, Friends of the Library
October 7	Friends of the Library Board meeting
October 13	Desiree Kennedy, City Treasurer and Speros Kanellos, Director, FCMS, City of Kingston

Incident Reports (October 2020 Board Agenda)

Incident #	Title	Branch	Date
2020-205	Banning – banned patron enters branch	IT	09/30/2020
2020-190	Banning - patron violates ban again	IT	09/17/2020
2020-201	Banning – patron violates ban again	IT	09/28/2020
2020-184	Behaviour - another proselytizing phone call	MG	09/08/2020
2020-206	Behaviour - argumentative patron	PI	09/30/2020
2020-198	Behaviour - improper wearing of mask / swearing at staff member	IT	09/23/2020
2020-210	Behaviour - loitering in Central garage	CE	10/02/2020
2020-203	Behaviour - man circling cars in parking lot	IT	09/29/2020
2020-183	Behaviour - patron asked to leave	CE	09/08/2020
2020-188	Behaviour - patron possibly impaired/mental health concerns	CE	09/16/2020
2020-209	Behaviour - patron report of negative energy	PI	10/01/2020
2020-195	Behaviour – patron swearing at staff	CE	09/23/2020

Incident #	Title	Branch	Date
2020-187	Behaviour - person sleeping in parking lot	CE	09/16/2020
2020-182	Behaviour - proselytizing phone call	WI	09/08/2020
2020-211	Behaviour - sleepy patron	CE	10/02/2020
2020-196	Behaviour - sleepy patron	CE	09/24/2020
2020-197	Behaviour - trespassing and vandalism	IT	09/24/2020
2020-193	Behaviour - two teens headed up on Turner's roof	IT	09/21/2020
2020-204	Behaviour - woman refuses to come out of washroom at closing time	CE	09/29/2020
2020-200	Facilities - alarm activated	CE	09/26/2020
2020-215	Facilities - alarm not set	WI	10/08/2020
2020-202	Facilities - alarm not set	SY	09/28/2020
2020-199	Facilities - alarm not set	SY	09/26/2020
2020-208	Facilities - bag of clothes found outside branch	CP	09/28/2020
2020-185	Facilities - branch door unlocked	MG	09/12/2020
2020-214	Facilities - branches in book drop	RH	10/08/2020
2020-207	Facilities - garbage and alcohol containers outside branch	IT	09/30/2020
2020-191	Facilities - graffiti on window glass	RH	09/18/2020
2020-186	Facilities - issue locking doors	RH	09/14/2020
2020-192	Facilities - lockbox jammed	WI	09/19/2020
2020-194	Facilities – mattress discarded on library property	CP	09/23/2020
2020-189	Facilities – unexpected contractor	PI	09/17/2020
2020-213	Theft - patron's bicycle seat	CP	10/07/2020