

## **Agenda**

Regular Meeting # 2021-01  
Kingston Frontenac Public Library Board  
Wednesday, January 20, 2021 – 4:30 PM  
Virtual Meeting - WebEx

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. Election of Officers (motions)
3. Adoption of the Agenda (motion)
4. Disclosure of Conflict of Interest

### **Consent Agenda**

5. Adoption of Minutes
  - 5.1. Regular KFPL Board Meeting #2020-10 of December 16, 2020 (attached)
6. Information Items
  - 6.1. Correspondence/Information Received and Sent
    - 6.1.1. From the County of Frontenac, a letter dated December 16, 2020 to advise that Councillor Ron Vandewal has been appointed as Warden and Councillor Denis Doyle as Deputy Warden of Frontenac County.
7. Monitoring Reports
  - 7.1. Communication and Counsel
    - 7.1.1. Chief Librarian's Report (attached)
  - 7.2. Emergency Executive Succession (attached)
8. Motion to accept consent agenda (motion)

## **Action Agenda**

9. Business Arising from the Minutes
10. Items Removed from the Consent Agenda
  - 10.1.
11. Action Items
  - 11.1. Appointment of Library Board Representative to Ontario Library Service Board Assembly (motion)
  - 11.2. Appointment of Library Board Representative to Kingston Literacy & Skills Board of Directors (motion)

## **Items for Discussion / Exploration**

12. Land Acknowledgement Statement – update and discussion

## **Other Business**

13. Ownership Linkages and Board Education – develop plan for 2021
  - 13.1. 2021 OLA Super Conference **(added)**
  - 13.2. Governance Coach – Ends Workshops **(added)**
  - 13.3. Cultural Competency Training **(added)**
14. Central Branch Renovations Update
15. Radon Testing Update
16. COVID-19 Operations Update **(added)**
17. Request for Review of Materials Process **(added)**

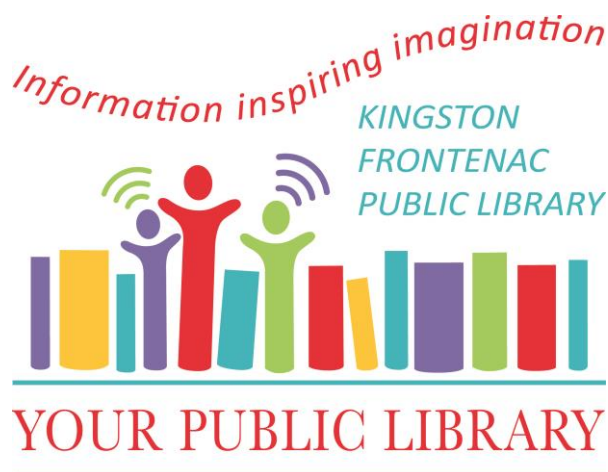
## **Adjournment / Next Meeting**

Committee of the Whole Meeting: 4:30 PM, Wednesday, February 3, 2021, Meeting Room #1, Central Branch

Board Orientation: 9:00 AM, Saturday, February 6, 2021, Meeting Room #1, Central Branch

Regular Board Meeting: 4:30 PM, Wednesday, February 17, 2021, Meeting Room #1, 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 #2020-10 of the Kingston Frontenac Public Library Board**

**December 16, 2020 - 4:30 PM (unconfirmed)**

**Meeting Room #1 – Central Branch**

Present: Laura Carter (Chief Librarian / Chief Executive Officer), Dave Kerr, Mark Kerr, Kamryn Marsh (via WebEx), Louise Moody (via WebEx), Natalie Nossal (Vice-Chair), Holly Platz (via WebEx), Councillor Alan Revill (via WebEx), Jennifer Ross (via WebEx), Monica Stewart (Chair)

Staff Present: Nicole Charles (Director, Branch Experience) (via WebEx) (left at 5:24 PM), Kimberly Sutherland Mills (Manager, Programming and Outreach) (left at 5:24 PM), Andrew Morton (Manager, Facilities), Bill Purvis (Technical Support) (left at 5:24 PM), Shelagh Quigley (Director, Human Resources), Amy Rundle (Recording Secretary), Lester Webb (Director, Outreach and Technology) (via WebEx) (left at 5:24 PM)

CUPE 2202 / 2202.01: Steve Naish (left at 5:24 PM)

Regrets: Kate Betts-Wilmott, Councillor Robert Kiley

### **1. Call to Order**

The meeting was called to order at 4:32 PM.

### **2. Adoption of the Agenda**

2020-47      Nossal - Revill

That the agenda be approved as distributed.

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 #2020-09 of November 18, 2020**

### **5. Information Items**

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

### **6. Monitoring Reports**

#### **6.1. Communication and Counsel**

##### **6.1.1. Chief Librarian's Report**

#### **6.2. KFPL Vision 2020 – Status Report (July – December 2020)**

Item 6.2 was pulled from the Consent Agenda for further discussion.

### **7. Motion to accept consent agenda**

2020-48 Platz - Marsh

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

Carried

## **Action Agenda**

### **8. Business Arising from the Minutes**

There was no business arising.

### **9. Items Removed from the Consent Agenda**

#### **9.1. Item 6.2 – KFPL Vision 2020 – Status Report (July – December 2020)**

A Board member asked if status reports in 2021 will continue to be based on the current strategic plan. L. Carter confirmed that status reports will continue to be based on KFPL Vision 2020 until a new strategic plan is developed and approved.

The library space in Kingston Secondary School (KSS) was discussed briefly. Ms. Carter reported that a survey about service options for this location is currently available on the website, and approximately 100 responses have been received so far. A video tour of the space was suggested.

### **10. Action Items**

#### **10.1. Policy Approval**

##### **10.1.1. 3D Printing**

Board members discussed the options outlined in the report. Cost recovery and free access for those unable to pay were noted as the main factors to be considered, making options A and C the most favourable. K. Sutherland Mills noted that in-person Art Hive programs have been suspended due to COVID-19 and the free access to 3D printing as outlined in option A will be unavailable for at least part of the upcoming year. It was agreed that option C is best at this time as it allows for partial cost recovery while also removing financial barriers. The sliding payment scale was expanded to \$20 at the top end, encouraging a pay-it-forward model for patrons who wish to do so. This fee structure will be reassessed after a 12-month trial period.

2020-49      Revill – Platz

That the Board approve the 3D Printing Policy with the following fee structure:

Option C: Sliding payment scale of \$0 - \$20, with patrons determining what they think is reasonable. Re-evaluate in one year.

Carried

### **10.2. Kingston Workplace Inclusion Charter**

S. Quigley reported that the general process has been started through KEYS and staff have been given access to a confidential survey to be completed by the end of December. KEYS staff will then assess the survey responses and make recommendations. Ms. Quigley noted that all staff have completed the Foundations of Inclusion training, which can also be made available for Board members.

2020-50      Marsh – Revill

The Board acknowledges the importance of diversity and inclusion by endorsing the Kingston Workplace Inclusion Charter and committing to the development and implementation of an action plan for the Kingston Frontenac Public Library.

Carried

### **10.3. Closed Meeting**

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

- a. Employee negotiations – review CEO remuneration
- b. Personal matter about an identifiable individual(s) – appointment of KFPL representative to the Kingston Literacy & Skills Board of Directors.

2020-51      Nossal – D. Kerr

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

- a. Employee negotiations – review CEO remuneration

- b. Personal matter about an identifiable individual(s) – appointment of KFPL representative to the Kingston Literacy & Skills Board of Directors

Carried

Board members remained in attendance. All others left the meeting at this time. (5:00 PM)

L. Carter returned to the meeting at this time. (5:04 PM)

2020-53 Nossal – D. Kerr

That the Board rise from the Closed Meeting without reporting.

Carried

A. Morton and A. Rundle returned to the meeting at this time. (5:20 PM)

**Items for Discussion / Exploration** (none this month)

## **Other Business**

### **11. 2021 Board Planning Cycle (Annual Workplan)**

The Board Workplan for 2021 was distributed and discussed. Ownership linkages will be considered at the January 2021 meeting.

### **12. Central Branch Renovations Update**

D. Kerr reported that the Central Branch Renovation Committee hasn't met since the last Board meeting, but an update was received from the Project Manager via email on December 11<sup>th</sup>. Completion of mechanical deficiencies and air balancing is on track and full completion is anticipated in early 2021.

### **13. Radon Update**

A. Morton reported that affected branches have been successfully keeping radon levels low by opening windows to increase air flow. However, colder weather is making it challenging to sustain adequate interior temperatures using this method. Monitoring of levels is ongoing and levels are currently under control.

## **Adjournment / Next Meeting**

On behalf of staff and the community, L. Carter thanked the Board for their commitment and dedication in 2020.

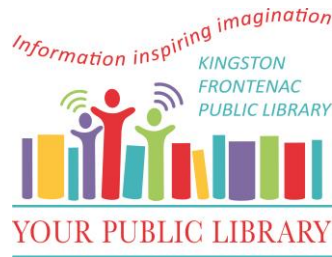
The next regular Board Meeting will be held at 4:30 PM, Wednesday, January 20, 2021, Meeting Room #1, Central Branch.

There being no further business, it was moved by K. Marsh to adjourn at 5:27 PM.

Signatures:

Monica Stewart, Chair

Amy Rundle, Recording Secretary



**Agenda item 7.1.1**  
**Meeting 2021-01**  
**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

- 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.**

There is no change to the per kilometre rate for mileage reimbursement for 2021. It remains at \$0.55 and is reviewed annually and adjusted using the City of Kingston mileage rate.

Library staff have received a number of emails and formal “Requests for Review of Library Materials” forms regarding the book “Irreversible Damage: The Transgender Craze Seducing our Daughters.” Staff are working through the review process, which involves reading the item and conducting research into it.

With the amalgamation of the Southern Ontario Library Service (SOLS) and the Ontario Library Service- North (OLS-N) into the Ontario Library Service (OLS), the Trustee Councils are being revamped. Library boards will now appoint members to serve on Board Assemblies, which are to be based on populations served by libraries instead of geographical region. Each Board Assembly will elect one member to serve on the OLS Board, with the exception of the Board Assembly representing libraries serving populations under 2, 500 – they will elect two representatives. There will also be 4 Ministerial appointees, for a total of 13 members. The new OLS will be established April 1, 2021, and the first Board Assembly meetings will be held later in the spring.

- 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

Laura Carter, Chief Librarian/CEO

Date: January 12, 2021

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

Date	Meeting
December 16	Community Check-In, Facilitated by Rob Wood (Zoom)
December 21	Canadian Urban Libraries Council (CULC) Meeting
December 22	Minister Lisa MacLeod, Multi-Sector Virtual Town Hall
January 6	B. Evoy, Chair of the Board, Kingston Literacy & Skills
January 6	Friends of the Library Board Meeting
January 7	Central Branch Mechanical Systems Meeting
January 7	Central Branch Bishop's House Meeting – L. MacDonald, R. Leary, M. Park
January 8	Chief Executives of Large Urban Public Libraries (CELUPL) Meeting

### Incident Reports (January 2021 Board Agenda)

Incident #	Title	Branch	Date
2020-274	Assistance - elderly gentleman falling in parking lot	CE	12/09/2020
2020-271	Assistance - unresponsive patron, ambulance called	CP	12/05/2020
2021-002	Behaviour - threatening email received, police report filed	CE	01/02/2021
2020-280	Behaviour – agitated patron	CP	12/18/2020
2020-286	Behaviour - angry curbside patron	CP	12/20/2020
2021-007	Behaviour - misuse of washroom	CE	01/09/2021
2020-275	Behaviour - patron refusing to wear mask	CE	12/10/2020
2020-282	Behaviour - teens asked to leave branch after mask compliance and physical distancing issues	IT	12/23/2020
2021-005	Behaviour - warming centre patron sleeping, outreach worker called	CE	01/06/2021
2020-283	Facilities – alarm activated	RH	12/28/2020
2020-273	Facilities - alarm not set	CL	12/08/2020

<b>Incident #</b>	<b>Title</b>	<b>Branch</b>	<b>Date</b>
2020-285	Facilities - discarded tv	CP	12/30/2020
2020-284	Facilities - potential roof leak	SY	12/28/2020
2021-001	Facilities - toaster oven left on	RH	01/04/2021
2020-278	Facilities - window malfunction	IT	12/15/2020
2021-004	General - tablet (Kindle Fire) found	CE	01/05/2021
2020-279	Property Damage – damage to chair	IT	12/18/2020
2020-281	Property Damage - dropbox vandalism	SY	12/21/2020
2021-006	Property Damage - graffiti	CP	01/06/2021
2020-276	Property Damage - ice and dirt in dropbox	SY	12/10/2020
2020-277	Property Damage – shelf removed in accessible washroom	IT	12/11/2020



# January 2021





## Programming & Outreach

- ▶ Our **Uke Can Do It!** workshop for adults attracted overwhelming numbers of registrants. We added two additional classes to accommodate the first day's waitlist, and numbers continue to grow. As of January 11, we have **36 people registered with another 89 on the waitlist**. We are keeping the classes small so that participants are able to engage directly with the facilitator for one-on-one support as they learn. Given the interest, **we will offer the program again in the spring and summer**. We have taken this opportunity to promote our Lynda.com Ukulele video tutorial as an alternative.
- ▶ Inspired by the cancellation of Kingston's annual Santa Parade, staff developed a marketing partnership with morning show hosts Reid & Ben from MOVE 98.3 and created a **Holiday Puppet Parade**. Imbued with their trademark humour, Reid and Ben acted as celebrity Masters of Ceremonies for the **452 families who viewed the video on YouTube**.



- ▶ As outlined in our strategic marketing plan, we have launched an **internal monthly e-blast** to make sure key information about new programs and services reaches all members of the KFPL team.
- ▶ The **Ontario Parks pass program** has been revamped. In a new provincial initiative, **participating libraries will now receive 3 passes per branch**. We reached out to patrons currently on the extensive waitlists, and initial feedback indicated that there is a strong preference for passes loaned without resources, but also an interest in resource kits for about 22% of patrons. We will be creating 10 backpacks that will include resources on plants and animals in the region, and loan the additional 38 passes on their own. We are in the process of transferring existing registrations to the new options.

## Social Media Statistics: 2020 in Review

<b>Facebook</b> 	<b>Total Page Likes: 4276</b> <b>New Likes in 2020: 565</b> <b>Top KFPL Posts for 2020:</b> 3D Printers to Queen's (701); Kids Pedal Desks (630); Curbside Permitted Announcement (269); Queen's 3D Printer Update (264); Library Fines Are So 2020 (213)
<b>Twitter</b> 	<b>Total Follows: 3814</b> <b>New Follows in 2020: 193</b> <b>Top KFPL Tweets for 2020:</b> Stories in the Square (220); Hello! Bonjour! Promotion (169); Antiracism Books for Adults (138); Antiracism Books for Kids (124); Library Fines Eliminated (112)
<b>Instagram</b> 	<b>Total Followers: 2041</b> <b>New Followers in 2020: 515</b> <b>Top KFPL Posts for 2020:</b> Queen's 3D Printer Update (91); Queen's 3D Printers (90); T-Rex at Central (85); Bicycle Desks (80); Macrame Art Hive Workshop (75)
<b>YouTube</b> 	<b>Total Subscribers: 610</b> <b>New Subscribers in 2020: 577</b> <b>Top KFPL Videos for 2020:</b> cloudLibrary Download & Setup for eReaders (28,135); Puppet Zoom Meeting (1,703); How to Keep Track of Your Genealogy Research (789); Holiday Puppet Parade (447); Storytime Express 1 (419)

## Services and Collections

- ▶ KFPL publicly announced going **Fine-Free** in 2021! Snowflakes have been hung at every branch to represent our patrons who could not use the library due to fines.



- ▶ Due to the Provincial Lockdown starting on December 26th, all branches **returned exclusively to curbside pickup services**. No in-branch services are offered other than **Warming Centres** at the Central, Calvin Park, and Isabel Turner branches.
- ▶ KFPL saw a **47% increase in eBook and downloadable audiobook lending in**

**2020.** OverDrive/cloudLibrary circulation was 182,096 in 2019 and rose to **267,648 in 2020.**

- ▶ In order to be more responsive to our patrons at home, KFPL's **most popular authors in cloudLibrary** will now be automatically purchased.
- ▶ **Mystery packs** will be released in January. Patrons can request a selection of materials by topic or genre for pick-up.



- ▶ KFPL has subscribed to a **new online streaming service called Kanopy**. Kanopy's focus includes documentaries, international and classic films. It will be launched later this month.
- ▶ **4 C-Pens** have been purchased to lend to patrons. KFPL purchased the reading pen model, which **reads the text aloud**, defines the meaning of the words, stores text and has a voice memo function. Its primary purpose is to **assist people with dyslexia**, but it may **also be useful for English language learners**. The pens will be made available later this month.

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## Digital:

- ▶ Completed the **migration of KFPL servers** to City of Kingston hardware.

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## Facilities

- ▶ Coordinated with Facilities Management & Construction Services in regards to window and lintel **repairs for the Bishop's House**. Met with engineers RJC, and coordinated onsite efforts for examinations and test holes.
- ▶ Coordinated with Frontenac Islands staff in regards to the installation of a **new water cistern** at the Wolfe Island Branch.
- ▶ Continued discussions with staff at both North and Central Frontenac Townships over elevated radon levels in two branches.
- ▶ Continued to provide **elevated cleaning levels at all branches**, while keeping up with required maintenance within the facilities.
- ▶ Contracted KB Homes to **install sound dampening materials in the Central Branch** washrooms and meeting rooms to reduce sound transmissions from those spaces.

## 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 and has acted as Interim Chief Librarian/CEO.

The Directors of Human Resources and Branch Experience with the support of the Managers of Programming and Outreach, Facilities and 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. The Director of Human Resources and Director of Branch Experience have spent time deputizing for the Chief Librarian/CEO during her absences.

2021:

January-April	L. Webb
May-August	N. Charles
September-December	S. Quigley

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

Laura Carter, Chief Librarian/CEO

Date: January 12, 2021