



## Agenda

Regular Meeting # 2021-06

Kingston Frontenac Public Library Board

Wednesday, June 16, 2021 – 4:30 PM

Virtual Meeting - Zoom

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 #2021-05 of May 19, 2021 (attached)
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 (attached)
  - 6.2. Access to Facilities and Maintenance (attached)
  - 6.3. Director / Manager Report – Branch Operations (*deferred to September 2021*)
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. Item Replacement Costs (report attached) (motion)

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

**Other Business**

11. Central Branch Renovations Update

12. Strategic Planning Update (**report attached – added**)

13. COVID-19 Operations Update

14. Board Self-Evaluation

**Adjournment / Next Meeting**

Regular Board Meeting: 4:30 PM, Wednesday, September 15, 2021, Meet 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 #2021-05 of the Kingston Frontenac Public Library Board**

**May 19, 2021 - 4:30 PM (unconfirmed)**

**Virtual Meeting – Zoom**

Present: Laura Carter (Chief Librarian / Chief Executive Officer), Kate Betts-Wilmott, Dave Kerr (joined at 4:33 PM), Mark Kerr, Kamryn Marsh, Louise Moody, Natalie Nossal (Vice-Chair), Holly Platz (joined at 4:34 PM), Councillor Alan Revill, Jennifer Ross, Monica Stewart (Chair)

Staff Present: Nicole Charles (Director, Branch Experience), Liz Coates (Manager, Branch Operations), Kimberly Sutherland Mills (Manager, Programming and Outreach), Andrew Morton (Manager, Facilities), Bill Purvis (Technical Support), Shelagh Quigley (Director, Human Resources), Chris Ridgley (Budget/HR Analyst), Amy Rundle (Recording Secretary), Lester Webb (Director, Outreach and Technology)

Regrets: Councillor Robert Kiley

Others Present: Stefanie Mutheardy (Audit Manager, KPMG) (left at 4:41 PM)

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

The meeting was called to order at 4:31 PM.

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

2021-15 M. Kerr - Revill

That the agenda be adopted as distributed.

Carried

D. Kerr joined the meeting at this time. (4:33 PM)

### **3. Disclosure of Conflict of Interest**

There were no declarations of conflict of interest.

H. Platz joined the meeting at this time. (4:34 PM)

## **Consent Agenda**

### **4. Adoption of Minutes**

- 4.1. Regular KFPL Board Meeting #2021-03 of March 17, 2021** (*brought forward from April 2021*)

### **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. Annual Report** (*brought forward from April 2021*)

#### **6.3. Financial Condition (1<sup>st</sup> Quarter 2021)** (*brought forward from April 2021*)

#### **6.4. Treatment of Public** (*brought forward from April 2021*)

#### **6.5. Staff Relations and Volunteers**

#### **6.6. Statistical Report (1<sup>st</sup> Quarter 2021)**

#### **6.7. Asset Protection: Audit (see 10.1)**

#### **6.8. Director / Manager Report – Human Resources (see 14)**

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

2021-16 D. Kerr - Moody

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**

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

## 10. Action Items

### 10.1. Audit Approval Consent (2020 Draft Financial Statements) – Presentation by KPMG

S. Mutheardy was introduced and welcomed to the meeting. S. Mutheardy reviewed the draft financial statements and reported a clean audit. Library and municipal staff were also thanked for their full cooperation.

S. Mutheardy was thanked for presenting the audit and left the meeting at this time. (4:41 PM)

2021-17 Marsh – Ross

That the Board receive the 2020 audited report.

Carried

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

### 10.2. Policy Approval

#### 10.2.1. Health and Safety related policies

##### 10.2.1.1. Occupational Health and Safety

2021-18 Revill – Nossal

That the Board approve the Occupational Health and Safety Policy.

Carried

##### 10.2.1.2. Workplace Harassment

2021-19 Nossal – Marsh

That the Board approve the Workplace Harassment Policy.

Carried

##### 10.2.1.3. Workplace Violence Prevention

A suggestion was made to include specific training requirements for staff in the policy (e.g. crisis/intervention training). S. Quigley noted that the policy follows the Ministry of Labour template and that training opportunities for staff are reviewed and updated frequently. Adding specific training requirements to the policy could be limiting and is not recommended.

2021-20 Ross – Revill

That the Board approve the Workplace Violence Prevention Policy.

Carried

##### 10.2.2. Anti-Nepotism

Discussion took place on whether the proposed section 5.4 is too broad and potentially encompasses too much of the population, especially in small rural communities. S. Quigley stated that some organizations include a long, specific list of relationships in their policies. The Queen's University policy uses the broader term. The broader term allows for consideration of significant relationships that haven't been defined, but could still result in workplace conflict. The Union would be included in the discussions where there is a potential indirect supervisory relationship. An FAQ document was reviewed with the Union to help clarify the potential issues and conflicts. A Board member suggested that policies aim to avoid evaluating situations on a case-by-case basis and suggested that the FAQ document be included in the policy. S. Quigley reported that because the policy is reviewed once every 4 years, and the FAQ document may be updated more frequently than that, including the FAQ would not be recommended.

A Board member asked how problematic relationships are identified for new hires. S. Quigley stated that the Library plans to ask for disclosure of relationships during the interview phase of the recruitment process going forward. It was agreed that the policy will be amended to mention the disclosure process.

2021-21 M. Kerr – Betts-Wilmott

That the Board approve the Anti-Nepotism Policy, as amended.

Carried

#### 10.2.3. Criminal Records Checks

2021-22 Nossal – D. Kerr

That the Board approve the Criminal Record Checks Policy.

Carried

#### 10.2.4. Standards of Conduct for KFPL Employees

2021-23 Revill – Platz

That the Board approve the Standards of Conduct for KFPL Employees.

Carried

#### 10.2.5. Volunteer

2021-24 Nossal – Moody

That the Board approve the Volunteer Policy.

Carried

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

**Other Business**

## **11. Organizational Design Changes**

L. Carter acknowledged L. Webb's upcoming retirement and thanked him for his 30 years of service. KFPL has benefitted from his enthusiastic support of Libraries and technology, notably the transition to an online catalogue and installation of RFID technology. On behalf of the Library, L. Carter wished L. Webb all the best in his retirement.

The upcoming vacancy in the management team provided an opportunity for an organizational design review. L. Carter and S. Quigley held individual interviews with members of the management team and the Union and determined that restructuring Director portfolios would benefit the Library. As of June 7, 2021, KFPL's management team will be structured as follows:

Chief Librarian/CEO – Laura Carter

Director, Human Resources – Shelagh Quigley

Director, Facilities and Technology – Nicole Charles

Director, Service Design and Delivery (Programming, Outreach, Branches and Collections) – Kimberly Sutherland Mills

Manager, Facilities – Andrew Morton

Manager, Programming and Outreach – Liz Coates

Manager, Branches and Collections – TBD (recruitment process underway)

On behalf of the Board M. Stewart thanked L. Webb for his contributions and wished him all the best.

L. Webb thanked the Board for the opportunity to have a career at the Library and stated it's been a privilege to work with such great people and make a difference in the community.

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

D. Kerr stated that there is nothing new to report, but the project is on track to wrap up before summer.

## **13. COVID-19 Operations Update**

The Provincial stay-at-home order was extended until June 2<sup>nd</sup> and L. Carter is hopeful that KFPL can resume in-branch service on June 3<sup>rd</sup>. Curbside pickup continues to go well and the popular Mystery Pack service has been updated to include additional categories and a notes field. The City of Kingston has expressed interest in using some KFPL branches as cooling centre locations this summer and details are being discussed.

## **14. Workplace Inclusion Charter Update**

S. Quigley reported that since the Board approved KFPL's participation with KEYS the following actions have taken place:

- Staff participated in an anonymous survey provided by KEYS.
- KEYS analyzed the survey responses and offered recommendations for KFPL.
- A staff committee, made up of a diverse cross-section of employees, has been formed and the first meeting was held recently. The committee will continue to meet and review the list of recommendations received from KEYS.
- KEYS is drafting a new staff survey that will gather baseline demographic data for KFPL.

#### **15. Board Self-Evaluation Update**

N. Nossal summarized her research and proposed the following next steps:

- Use Governance Coach templates as a starting point.
- Include two evaluations in the next meeting: a meeting evaluation form and a self-evaluation form.
- Look at completing a broader Board self-assessment later this year.

The proposed next steps were agreed upon and will be integrated with the Annual Workplan.

M. Stewart thanked N. Nossal for her research and summary.

#### **Adjournment / Next Meeting**

The next regular Board Meeting will be held at 4:30 PM, Wednesday, June 16, 2021, location TBD.

There being no further business, it was moved by A. Reville to adjourn at 5:21 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.**

Abigail Shrier's book has received more media attention recently. It has been challenged at [Halifax](#) and [Ottawa Public Libraries](#). Both libraries have decided to retain the book in their collections. KFPL staff are working on developing programs on information literacy, creating resource lists for Pride Month and working on making our lists of recommended titles more visible on the website and in the catalogue.

We were awarded a Canada Healthy Communities Initiative grant to fund 15 additional wireless internet hotspots. The grant will also cover the monthly data plans from July 2021 through the end of June 2022 for the 15 hotspots that were purchased thanks to a grant from the Cameron and Laurie Thompson Fund, through the Community Foundation of Kingston & Area.

- 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: June 8, 2021

Laura Carter, CEO/Chief Librarian

### Meetings, conferences and events attended by the CEO or delegate

Date	Meeting
May 12	Rural Broadband Virtual District Meeting
May 17-19	Canadian Urban Libraries Council Spring Meetings
May 20 and 25	“Blueprint for Framing Your Community Initiative Workshop” presented by the Community Foundation for Kingston & Area
May 21	Annual Institute on Library as Place Conference Planning Committee
May 25	L. MacDonald, City of Kingston
May 26	Community Check-In, Facilitated by Rob Wood (Zoom)
June 1	Librarians’ Meeting
June 7	Union-Management Committee Meeting

### Incident Reports (June 2021 Board Agenda)

Incident #	Title	Branch	Date
2021-120	Alcohol/Drugs – beer can outside branch	CP	05/31/2021
2021-123	Alcohol/Drugs – no mask and intoxicated at curbside	IT	06/02/2021
2021-129	Behaviour – mask and distancing compliance issue	CE	06/05/2021
2021-118	Behaviour – mask and distancing compliance issue	CE	05/26/2021
2021-124	Behaviour – mask compliance issue	CE	06/03/2021
2021-130	Behaviour - mask compliance issue, hostile to staff	CE	06/05/2021
2021-107	Behaviour – mask compliance issues	CE	05/15/2021
2021-125	Behaviour – mask compliance refusal	IT	06/03/2021
2021-103	Behaviour - patron defying curbside/physical distancing rules	IT	05/11/2021
2021-114	Behaviour - patron disregards computer use time limit	CE	05/22/2021
2021-122	Behaviour - patron not following COVID protocols at computer station	CE	06/01/2021
2021-111	Behaviour – patron not following COVID protocols, warning given	CE	05/21/2021

<b>Incident #</b>	<b>Title</b>	<b>Branch</b>	<b>Date</b>
2021-112	Behaviour - patron rude and violating Covid Policy	IT	05/20/2021
2021-102	Behaviour - patron rude to another patron	CE	05/12/2021
2021-109	Behaviour – patron rude to staff at curbside pickup	CE	05/18/2021
2021-117	Behaviour - patron upset about COVID rules in cooling centre	CE	05/26/2021
2021-121	Behaviour – sleeping at computer station	CE	05/31/2021
2021-108	Behaviour – sleeping on library property	CP	05/18/2021
2021-105	Behaviour – youth on roof	CP	05/13/2021
2021-106	Facilities - alarm activated	IT	05/14/2021
2021-104	Facilities - alarm not set, lights on	WI	05/13/2021
2021-126	Facilities - alarm set incorrectly	WI	06/03/2021
2021-128	Facilities - clacking sound from mechanical room	CE	06/05/2021
2021-113	Facilities - fire alarm	CE	05/22/2021
2021-115	Facilities – graffiti on exterior wall	RH	05/25/2021
2021-116	Facilities - missing wood slats	RH	05/25/2021



# June 2021

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## Programming & Outreach

- ▶ Staff continue to **adjust programming in response to COVID restrictions**, including a delay of our summer in-person outdoor programs. We are developing a plan for future “hybrid” programming that will combine in-person and virtual participation for a single event.
  - ▶ Kimberly and Laura participated in a community workshop that toward a local response to **adverse childhood experiences (ACEs) and resilience**. Kimberly will continue to sit at this community table moving forward. Key staff are also **working toward Trauma-Informed certification**.
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## Services and Collections

- ▶ Sarah Gallagher started in a temporary role as **Learning Management System (LMS)** Project Assistant. Reporting to Nicole, Sarah will be setting up our new LMS, Docebo, and learning to format the content using a product called Elucidat. We are looking forward to having a portal for KFPL training.
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## Facilities

- ▶ Submitted for Heritage Permit for restoration **work on heritage front door** at Pittsburgh Branch.
  - ▶ Met with RJC Engineering in order to **address ongoing leaks in the roof system** at Isabel Turner Branch.
  - ▶ Awaiting BGM and Modern Niagara Mechanical to replace the **gas enclosure cover** at Central Branch.
  - ▶ Coordinated with the City in regards to **Pittsburgh Branch** and the 3<sup>rd</sup> crossing project, Central Branch and the **Bishop’s House restoration**, and Isabel Turner Branch and the **curtain wall investigation and repair**.
  - ▶ Completed **re-parging** of the concrete bases of the Isabel Turner and Calvin Park branches through GM Masonry.
  - ▶ Replaced the **storm cellar door** at Pittsburgh Branch through Select Door.
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## 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:** 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 2021 annual operating budget includes \$902, 695 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. 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 Collection Development Policy is reviewed on annual basis by the Library Board. The policy was last reviewed and approved at the March 17, 2021 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, as outlined above. 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.

As the Collection Development Policy states, the Library acquires 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. In the case of controversial issues, an effort is made to see that all points of view are represented.

One of the underlying principles of collection development at the Kingston Frontenac Public Library is intellectual freedom. The Kingston Frontenac Public Library Board has endorsed the Ontario Library Association's Statement on the Intellectual Rights of the Individual (2020).

### **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: cloudLibrary (e-books, e-audiobooks and videos); Hoopla; PressReader (newspapers and magazines); Flipster (magazines); Lynda.com; and online databases, such as Ancestry, Mango, and Canadian Major Dailies, which includes the 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.

**Evidence:** 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 8, 2021

Original signature on file

Laura Carter, CEO/Chief Librarian



## **KFPL Report to the Board**

**Subject:** Item Replacement Costs  
**Date:** June 8, 2021  
**Prepared by:** L. Carter, Chief Librarian/CEO

### **Background:**

According to the Kingston Frontenac Public Library Constitution, the Library Board approves any new fees or any changes in fees for merchandise or services.

The Library charges fees, called replacement costs, for items that are lost or damaged by borrowers. The current fees, listed in the table in Appendix A, have been in place for more than 10 years. For materials such as books, CD, DVDs and video games, the fees were based on the average cost of an item in each class. A \$10 processing fee has been charged to help cover the cost of RFID tags, barcodes and staff time to re-order and process an item back into the collection.

Items can sometimes be purchased from a source such as Amazon for much less than the current replacement cost, leading to patron confusion and dissatisfaction.

Library staff have been looking into revising and updating the list of replacement charges for some time.

### **Analysis:**

KFPL acquires the majority of our collection items through Library Services Centre (LSC). When we add item records into the catalogue, we can also include the item's list price in the record. Items ordered from other sources will have the list price manually added to the record. This would then be the amount charged to the patron if the item is lost or damaged. With respect to the processing fee, the Library receives discounts on some items purchased from LSC, and the difference between the list price and the discounted price would help compensate for the cost involved in processing replacement items for the collection.

### **Recommendation:**

That the Board approve the use of the list price as the replacement cost charged for lost or damaged items and the elimination of the \$10 processing fee.

**Appendix A:****KFPL Replacement Costs (June 2021)**

A \$10.00 processing fee is included in the replacement cost. If you pay for a lost item which is then found and returned to the library within one year, we will refund your payment minus the \$10.00 fee.

The library does not accept donated books in lieu of payment for lost or damaged books.

<b>Adult Materials</b>	Adult Mass Market Paperbacks	\$10.00
	Adult Non-fiction	\$45.00
	Adult Fiction	\$35.00
	Reference	\$75.00
<b>Audio Material</b>	Audiobooks	\$45.00
	CDs	\$35.00
	Cases	\$5.00
<b>Children's Materials</b>	Fiction / Non-fiction	\$30.00
	Board Books	\$15.00
	Mass Market Paperbacks	\$10.00
	CD / Books	\$30.00
<b>Computers &amp; Hotspots</b>	Lending Laptop	\$500.00
	Wi-Fi Hotspots	\$200.00
<b>DVDs</b>	Nonfiction	\$45.00
	Fiction, Multilingual, NFB	\$35.00
	Cases	\$2.00
<b>Interlibrary Loans</b>	All lost/damaged materials: Replacement costs determined by the lending library	

<b>Miscellaneous</b>	Barcodes & Security Tags	\$2.00
	C-Pens	\$330.00
	Museum/Park Passes	\$45.00
<b>Periodicals</b>	Magazines	\$10.00
	Vertical File	\$10.00
<b>Video Games</b>	Xbox 360, Wii, Wii U, PS3, PS4, Xbox One	\$50.00
	Cases	\$5.00

## KFPL Report to the Board

**Subject:** Governance Policies Work  
**Date:** June 15, 2021  
**Prepared by:** L. Carter, Chief Librarian/CEO

### **Background:**

The KFPL Board has been using Carver's Policy Governance model since the municipal amalgamation in 1998. Governance Policies, including the Ends policies and Executive Limitations, are to be reviewed at least once every Board term.

With the Ends statement, the Board sets the framework to guide the decisions that will eventually be made in the strategic planning process. Through the ends, the Board controls the process by setting the broadest directions in terms of what is to be accomplished and defining any methods or conditions which are not allowed. Once the Board has set the broad framework, the CEO is then charged with creating the Strategic Plan. The strategic plan defines, in operational terms, how the organization will achieve the Ends, and the CEO is held accountable for the results.

### **Analysis:**

KFPL engaged Rose Mercier from the Governance Coach for educational sessions for the Board and the Library's Management team on the Policy Governance Model and to lead the Board through the process of updating the Ends policies. The Ends designate the results for which the organization exists, the recipients or beneficiaries of those results, and the worth of the results or the results for certain recipient groups.

### Initial Sessions: *(held online, May 5 and 8<sup>th</sup>)*

The drafting of the new Ends policies began with the Board brainstorming on the following scenario:

"If we were meeting again in 2025: What would have had to happen for you to be happy with the progress that Kingston Frontenac Public Library has made?"

This input formed the basis of the materials the four breakout groups then used to develop the first draft of the Ends policies. The whole Board reviewed the breakout group work, resulting in a very rough draft of the Ends policies by the end of the day. Following that meeting, Rose Mercier made sure all the ideas in the initial brainstorming were captured in the Ends, consulted with her colleagues around the wording and the structure of the Ends and sent a second draft of the Ends policies to the Board along with recommendations for next steps.

Follow-Up Session: *(held online, June 2<sup>nd</sup>)*

The Board met on June 2 to review and discuss the second draft, including the “at what worth” statement and made changes to the suggested Ends policies. Any further suggestions were to be submitted to Rose by June 9th, after which time a smaller group of Board members would meet to make final revisions to the Ends policies, which would then be brought to a full Board meeting for discussion and approval.

Final Revision Session: *(online, June 23<sup>rd</sup>)*

This meeting is scheduled for Wednesday, June 23 at 5:00pm, via Zoom.

**Recommendation:**

This report is for information only.