



## **Agenda**

Regular Meeting # 2022-01  
Kingston Frontenac Public Library Board  
Wednesday, January 19, 2022 – 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. 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 #2021-10 of December 15, 2021 (attached)
6. Information Items
  - 6.1. Correspondence/Information Received and Sent
    - 6.1.1. From CUPE Local 2202, notification to enter into discussions regarding the terms and conditions of the Collective Agreement with the Board which expires March 31, 2022.
    - 6.1.2. From CUPE Local 2202.01, notification to enter into discussions regarding the terms and conditions of the Collective Agreement with the Board which expires March 31, 2022.
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)

11.3. Facilities Master Plan – recommendation from the steering committee regarding consultant (motion)

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

### **Other Business**

12. Ownership Linkages and Board Education – develop plan for 2022

12.1. Land Acknowledgement Statement Update

13. Facilities Master Plan / Strategic Planning Update

14. Extended Hours Project Update

15. Board Self-Evaluation – report on results

### **Adjournment / Next Meeting**

Committee of the Whole Meeting: 4:30 PM, Wednesday, February 2, 2022, virtual meeting via Zoom with livestream.

Regular Board Meeting: 4:30 PM, Wednesday, February 16, 2022, virtual meeting via Zoom with livestream.

Kingston Frontenac Public Library exists so that both urban and rural residents have access to resources, services, and programming that support personal enrichment, digital equity, information literacy, and meaningful societal participation through effective stewardship of public resources.



**Minutes of Regular Meeting #2021-10 of the  
Kingston Frontenac Public Library Board  
December 15, 2021 - 4:30 PM (unconfirmed)  
Virtual Meeting – Zoom**

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

Staff Present: Nicole Charles (Director, Facilities and Technology), Kimberly Sutherland Mills (Director, Service Design and Delivery), Bill Purvis (Technical Support), Shelagh Quigley (Director, Human Resources), Chris Ridgley (Budget/HR Analyst), Amy Rundle (Recording Secretary), Danzel Smith (Manager, Facilities) (joined at 4:53 PM)

Regrets: Kate Betts-Wilmott

**1. Call to Order**

The meeting was called to order at 4:35 PM.

**2. Adoption of the Agenda**

The South Frontenac Office Expansion Feasibility Study was added as an item for discussion under Other Business.

2021-52 D. Kerr - Marsh

That the agenda be adopted 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 #2021-08 of October 20, 2021**

**5. Information Items**

**5.1. Correspondence/Information Received and Sent**

Sent / received since distribution of the Agenda

- 5.1.1. From the City of Kingston, a letter dated December 9, 2021 confirming the appointment of Bhavana Varma to the Kingston Frontenac Public Library Board.

**6. Monitoring Reports**

**6.1. Communication and Counsel**

- 6.1.1. Chief Librarian's Report

**6.2. Asset Protection**

**6.3. Statistical Report (3<sup>rd</sup> Quarter 2021)**

**6.4. Strategic Planning – Action Plans for 2022**

The Chief Librarian's Report (item 6.1.1.) was pulled from the Consent Agenda for further discussion.

**7. Motion to accept consent agenda**

2021-53      M. Kerr - Revill

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 from the minutes.

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

**9.1. Chief Librarian's Report**

A Board member asked if the Extended Hours Project was discussed at the Union-Management meeting listed in the report. L. Carter stated that discussion took place regarding the concerns raised by the Union at the last Board meeting, and how issues are raised in a public forum. S. Quigley stated that the context regarding some of the statistics reported by the Union also took place as the new Executive was unaware of the specific bargaining history that resulted in fewer full-time positions. It was also noted that the

inclusion of part-time rural staffing with full-time statistics requires context due to the limited hours of operation in rural locations.

A Board member inquired about KFPL's sponsorship of the Wikwemikong First Nation Public Library's membership in the Federation of Public Libraries (FOPL). L. Carter stated that this initiative, led by the First Nations caucus with the goal to have more First Nations libraries join FOPL, started in 2017. FOPL provides very important advocacy work for public libraries and membership is somewhat expensive. The cost of a First Nations Library sponsorship is \$50 per year.

## **10. Action Items**

### **10.1. Governance Policy Review and Approval**

It was agreed that the sections of the Governance Policy Manual be rearranged in the following order: Governance Process, Executive Limitations, Board-Staff Relationship, Ends.

#### **10.1.1. Executive Limitations (L1-L10)**

In addition to the amendments identified in the draft, Board members agreed to the following changes:

- Financial Condition (L5):
  - o Clause 2 will be removed
  - o The reference to clause 2 will be removed from clause 1
  - o Clause 1 will be amended to read "Expend more funds than will be received in the fiscal year."
  - o Remaining clauses will be renumbered
- Asset Protection (L7):
  - o Clause 1 will be amended to read "Fail to insure against theft and casualty losses at full replacement value and against liability losses to Board members, staff or the library itself."
- Access to Facilities and Maintenance (L10):
  - o Change title of policy to "Service Accessibility"
  - o Clause 2 will be amended to read "Fail to ensure that everyone is treated with fairness, dignity and respect according to the approved Accessibility for Users with Disabilities Policy."
  - o Clause 8 will be amended to read "Fail to keep the public informed on changes to services."
  - o Clauses 4 and 6 will be removed and remaining clauses will be renumbered

2021-54      Nossal - Kiley

That the Board approve the Executive Limitations (Carver) policy as amended.

Carried

10.1.2. Board-Staff Relationship (B1-B5)

In addition to the amendments identified in the draft, Board members agreed on the following changes:

- Accountability of the Chief Librarian (B3):
  - o The second sentence of the introductory paragraph will be amended to read “Therefore, accountability of staff is to be the responsibility of the Chief Librarian.”

2021-55      Nossal – D. Kerr

That the Board approve the Board-Staff Relationship (Carver) policy as amended.

Carried

**10.2. Governance Model Review**

10.2.1. Governance Model Review Committee - membership

2021-56      M. Kerr - Marsh

That the Board strike a Committee to oversee the governance model review process: Alan Revill, Louise Moody.

Carried

10.2.2. Terms of Reference

Board members agreed to change the second point under Responsibilities to read “Facilitates an in-depth discussion at the Committee of the Whole meeting in February 2022 with the goal of developing a detailed analysis including financial considerations.”

2021-57      Marsh – Revill

That the Board approve the Governance Model Review Committee Terms of Reference document, as amended.

Carried

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

**Other Business**

**11. Facilities Master Plan / Strategic Planning Update**

L. Carter reported that the request for proposals (RFP) for consulting services for the new

Facilities Master Plan was posted by the City of Kingston on Bidding at the end of November. The RFP closes on December 22<sup>nd</sup>.

## **12. 2022 OLA SuperConference**

L. Carter noted that the conference will be held virtually again this year and the program is available online. Board members who are interested in attending should let M. Stewart know.

## **13. Meeting Format**

It was agreed that Board meetings will continue to take place virtually.

## **14. South Frontenac Office Expansion Feasibility Study**

L. Carter was contacted by the Chief Executive Officer of South Frontenac in late-November to discuss the Township's need for additional staff office space and the inclusion of the Sydenham branch in the feasibility study. The feasibility study was distributed and discussed at the South Frontenac Township Council Committee of the Whole meeting last night.

Councillor Revill was present at the meeting and noted that the Township is looking at a range of options to increase administrative space, including an expansion of the existing facility. The proximity of the Library to the existing administrative space made it a reasonable inclusion to the study. Councillor Revill will keep the Board informed of Council deliberations as the study progresses.

## **Adjournment / Next Meeting**

The next regular Board Meeting will be held at 4:30 PM, Wednesday, January 19, 2022, virtual meeting via Zoom with livestream.

There being no further business, it was moved by K. Marsh to adjourn at 6:13 PM.

Signatures:

Monica Stewart, Chair

Amy Rundle, Recording Secretary

## 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, they 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.**

#### Rapid Test Distribution

In mid-December, the Federation of Ontario Public Libraries (FOPL) wrote a letter on behalf of member libraries advocating that rapid tests be distributed through Ontario's public libraries. I also had some discussions with the United Way, City staff and Public Health staff to see if we could come up with a local solution.

FOPL received a response from the Ministry of Heritage, Sport, Tourism and Culture Industries indicating that libraries in Peterborough and Ottawa would be included in the distribution plan in January. I followed up with a letter, co-signed by Catherine Coles from the Lennox & Addington Libraries, asking Dr. Moore to reconsider and for tests to be provided to us to distribute. I have not yet received a response.

#### COVID-19 Response

There were relatively few impacts on public libraries in Ontario as a result of the move to Step Two of the Roadmap to Reopen on January 5. Libraries are limited to 50% capacity (calculated according to fire code), and staff are required to work remotely unless the nature of the work requires them to be on site. KFPL has been operating with capacity limits set or below 50% capacity, and all staff that are able to have already been directed to work from home. Library room rentals fall under meeting and events space provisions, and so they have been paused until at least January 26.



- 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.



Laura Carter, CEO/Chief Librarian

Date: January 11, 2022

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

Date	Meeting
December 10	Administrators of Rural-Urban Public Libraries of Ontario (ARUPLO)
December 15	B. Varma, United Way of KFL&A and Adrienne Hansen-Taugher, KFL&A Public Health
December 17	Homelessness Collective Impact Committee
December 20	M. Stewart and N. Nossal
January 10	Bishop's House Project Meeting

### Incident Reports (January 2022 Board Agenda)

Incident #	Title	Branch	Date
2021-370	Alcohol & Drugs - alcohol indoors	CE	Dec. 12, 2021
2021-373	Alcohol & Drugs - beer cans	CE	Dec. 12, 2021
2021-372	Alcohol & Drugs – cans and bottles outside	IT	Dec. 13, 2021
2021-364	Alcohol & Drugs – empty liquor bottle in washroom	CP	Dec. 8, 2021
2021-380	Facilities - alarm	CE	Dec. 24, 2021
2021-374	Facilities – alarm not set	PL	Dec. 14, 2021
2022-02	Facilities – books too large for return slot	CL	Dec. 17, 2021
2021-376	Facilities - ceiling damage	CE	Dec. 19, 2021
2021-378	Facilities - elevator entrapment	CE	Dec. 22, 2021
2021-363	Facilities – Feces found outside	CE	Dec. 7, 2021
2022-03	Facilities - library door unlatched	PL	Jan. 6, 2022
2021-359	Facilities - several slow leaks	CE	Dec. 6, 2021
2022-06	General - asked a patron to leave	CE	Jan. 9, 2022
2021-379	General – non-compliance with COVID sign-in	RH	Dec. 22, 2021
2021-362	General - patron spending the night on bench - outreach called	CE	Dec. 7, 2021

<b>Incident #</b>	<b>Title</b>	<b>Branch</b>	<b>Date</b>
2021-371	General - Street Outreach contacted for youth	RH	Dec. 13, 2021
2021-368	General - Street Outreach contacted for youth	RH	Dec. 11, 2021
2021-366	General – UPS driver frustrated by COVID protocols	IT	Dec. 9, 2021
2021-365	Patron Behaviour - ban delivered	RH	Dec. 8, 2021
2022-05	Patron Behaviour - inappropriate behaviour	Ce	Jan. 6, 2022
2021-367	Patron Behaviour – patron in Accessibility/Family washroom for extended period of time	CE	Dec. 11, 2021
2022-04	Patron Behaviour – patron in distress	CE	Jan. 4, 2022
2021-360	Patron Behaviour - patron still in washroom at closing	CE	Dec. 3, 2021
2021-369	Patron Behaviour - patron threatened	CE	Dec. 11, 2021
2021-375	Patron Behaviour – shopping carts blocking access ramp	CE	Dec. 14, 2021
2021-361	Patron Behaviour - verbally abusive patron	CP	Dec. 7, 2021
2021-377	Theft or Property Damage – vehicle break-in	CE	Dec. 20, 2021



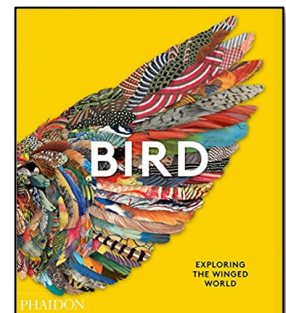
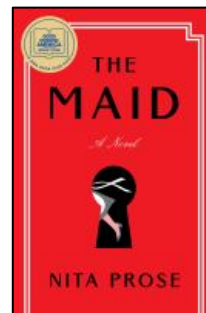
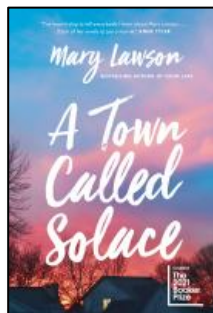
# January 2022

## Programming & Outreach

- ▶ KFPL has been selected as one of three Ontario libraries to partner with the CBC. Their CBC Libraries Program will reflect communities to themselves and to cross-Canada audiences, with goals of reaching underserved communities and sharing diverse voices. We will be teaming up to create an event series, an editorial series, and an art installation series.
- ▶ KFPL begins a new program series this month in partnership with the Queen's Department of Psychology. This series is called Growing Up Human and will focus on topics around child development such as emotions, thinking, and shyness
- ▶ This month, our partnership with the Food Sharing Project was launched and family cookbooks were delivered to almost 200 families through the Food Sharing Project's emergency food boxes. Children are encouraged to sign up for library cards and participate in the Kitchen Club program on YouTube.
- ▶ In 2022, KFPL continues to build upon popular programs for adults such as Crush this Craft, Uke Can Do It, Grown-Up Storytime, Book Chat, writing clubs, and a variety of adult speakers.
- ▶ Our partnership with the Limestone District School Board continues to move forward with virtual visits to grade four classrooms in Kingston and Frontenac County.

## Services and Collections

- ▶ Three open house events were held for Pittsburgh patrons to learn more about the Extended Hours Project in mid-December. As the project progresses, additional engagement will take place to discuss safety and hours of operation.
- ▶ Data compilation and analysis for our Branch Hours Review process is underway. Survey summary reports will be posted to the Engage KFPL website this month.
- ▶ Kimberly participated in a book chat on CBC Radio's Fresh Air to recap 2021 and share top picks for 2022:



- ▶ KFPL provided resource support to the 2022 Kingston Climate Change Symposium, updating our cloudLibrary collection to reflect conference themes.
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### Staff News

- ▶ Jo Stanbridge will be retiring in January after a long and impactful career as KFPL's Local History & Genealogy Librarian.
  - ▶ Anne Hall is taking on the Local History and Heritage portfolio, and Jake Miller's portfolio will now be focused on programs and services for adults.
  - ▶ Edwin Berbesi left KFPL after 10 years as our System Specialist. Bill Purvis was the successful candidate to fill the vacancy.
  - ▶ Raymond Baril has joined KFPL as a Relief Maintenance Assistant.
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### Facilities

- ▶ Continual improvement of branch curb appeal through painting, signage, caulking repairs.
  - ▶ Removed and disposed of old furniture and matting through GovDeals.
  - ▶ Naloxone kits have been provided for public use, and boxes to house them have been hung at the Central, Calvin Park and Isabel Turner branches.
  - ▶ Repainting and new furniture install in the Gates Room at on the lower level of the Isabel Turner Branch.
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## 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 two other executives familiar with Board and Chief Librarian/CEO issues and processes.

#### Chief Librarian/CEO Interpretation:

I interpret this to mean that a minimum of two senior managers 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, Facilities and Technology with the support of the Directors, Service Design and Delivery and Human Resources, along with other members of the management team is fully capable of fulfilling the duties of the office. She has spent time deputizing for the Chief Librarian/CEO during her absences and has served as Library Director in a previous role at another library system.

The Director, Human Resources or the Director, Service Design and Delivery with the support of other members of the management team would be able to maintain a competent delivery of Library services during the absence of the Chief Librarian and Director, Facilities and Technology. The Director, Human Resources and Director, Service Design and Delivery have spent time deputizing for the Chief Librarian/CEO during her absences.

#### 2022:

January-April	S. Quigley
May-August	K. Sutherland-Mills
September-December	N. Charles

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.



Laura Carter, Chief Librarian/CEO

Date: January 11, 2022