

AGENDA

Regular Meeting #2023-01

Kingston Frontenac Public Library Board

January 25, 2023 at 4:00 PM

Virtual Format (with livestream)

The Kingston Frontenac Public Library acknowledges that our work takes place on the traditional territories of the Algonquin, Anishinaabe, Haudenosaunee and Huron-Wendat and is home to Shabot Obaadjiwan First Nation, one of ten communities that make up the Algonquins of Ontario. We acknowledge the Mohawks of the Bay of Quinte and recognize that our region is home to First Nations, Métis, and Inuit from across Turtle Island, as well as Indigenous Peoples from other areas of the world.

1. Call to Order / Regrets
2. Election of Officers
 - 2.1. Chair (motion)
 - 2.2. Vice-Chair (motion)
3. Adoption of the Agenda (motion)
4. Disclosure of Conflict of Interest
5. Adoption of Minutes
 - 5.1. Regular KFPL Board Meeting #2022-10 of December 14, 2022 (attached) (motion)

Consent Agenda

6. Information Items
 - 6.1. Correspondence / Information Received and Sent
 - 6.1.1. From the City of Kingston, copies of letters dated January 4, 2023 confirming appointments to the Kingston Frontenac Public Library Board and reserve pool.
7. Information Reports
 - 7.1. Chief Librarian Communication (report attached)
8. Motion to accept Consent Agenda (motion)

Action Agenda

9. Business Arising from the Minutes

9.1.

10. Monitoring Reports

10.1. Communication and Counsel (report attached) (motion)

10.2. Emergency Executive Succession (report attached) (motion)

Other Business

11. Meeting Frequency and Schedule (report attached) (motion)

Adjournment and Next Meeting

Regular Board Meeting, TBD, Meet 1, Central Branch.

MINUTES (unconfirmed)

Regular Meeting #2022-10

Kingston Frontenac Public Library Board

December 14, 2022 at 4:30 PM

Virtual Format (with livestream)

Attendance:

Present: Laura Carter (Chief Librarian / Chief Executive Officer), Dr. Mark Asberg, Kate Betts-Wilmott, Dave Kerr, Mark Kerr, Louise Moody (left at 5:46 p.m.), Natalie Nossal (Vice-Chair), Councillor Alan Revill, Jennifer Ross, Councillor Wendy Stephen, Monica Stewart (Chair)

Staff Present: Kristen Lemay (Acting Manager, Programming and Outreach), Kimberly Sutherland Mills (Director, Service Design and Delivery), Bill Purvis (Technical Support), Shelagh Quigley (Director, Human Resources), Amy Rundle (Recording Secretary), Tim Stranak (Manager, Facilities)

Others Present: Ben Balfour (Senior Designer-Projects, Overlap Associates) (left at 5:26 p.m.)

Regrets: Bhavana Varma

1. Call to Order

The meeting was called to order at 4:31 p.m.

Councillor Wendy Stephen, the new Kingston City Council appointee, was welcomed to the Board.

2. Adoption of the Agenda

Motion #: 2022-66

Moved by: J. Ross Seconded by: D. Kerr

That the agenda be adopted 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 #2022-09 of November 16, 2022

5. Information Items

- 5.1. Correspondence / Information Received and Sent

Sent / Received since distribution of the agenda

- 5.1.1. To members of the Nominations Advisory Committee for the City of Kingston, a letter and information brief from the Board Chair to assist with the selection of citizen appointees to the KFPL Board for the 2023-2026 term.
- 5.1.2. From the City of Kingston, a letter dated December 1, 2022 to confirm the City of Kingston Council appointment to the Kingston Frontenac Public Library Board.
- 5.1.3. From the County of Frontenac, an email dated December 5, 2022 to advise that Councillor Ron Vandewal has been appointed as Warden and Councillor Frances Smith as Deputy Warden of Frontenac County.

6. Monitoring Reports

- 6.1. Communication and Counsel
- 6.1.1. Key Activities and Highlights

7. Motion to accept consent agenda

Motion #: 2022-67

Moved by: N. Nossal Seconded by: A. 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 for Discussion

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

10. Action Items

10.1. Strategic Plan – presentation by Overlap Associates

B. Balfour provided an overview of the Strategic Planning process and presented the final plan.

Questions and comments were received from Board members:

- It was noted that the word “literacy” was in one of the drafts under the mission, but it isn’t part of the final draft. A suggestion was made to include the phrase “advancing literacies” somewhere in the mission, vision, and values.
- A suggestion was made to clarify that fostering partnerships would be reciprocal, with the Library seeking out other organizations as well. Others felt that reciprocity is implied in the statement, and no change is needed.
- A Board member stated that the final plan does an excellent job of capturing what the Library should and will represent: relationships, services, and the broader social context (e.g., equity, diversity, inclusion, environmentalism).

It was stated that the goal was to finalize a new Strategic Plan before the end of the term, and Board members agreed that the plan should be approved as presented, with the addition of “advancing literacies” to the mission.

Motion #: 2022-68

Moved by: J. Ross Seconded by: K. Betts-Wilmott

That the Board approve the KFPL Strategic Plan – 2023 as presented, incorporating “advancing literacies” in the mission as discussed.

Carried

B. Balfour left the meeting at this time. (5:26 p.m.)

10.2. Budget Approval Consent – Revised 2023 Operating and Capital Budgets

L. Carter reported that several discussions with City of Kingston staff and the City Treasurer have taken place around the City’s capacity to fund capital requests in 2023 and the operating increase the Library is bringing forward for approval. Considering the current number of open capital projects as well as Library staff capacity for the next year, and with the City assuming responsibility for some facility related projects as part of their budget, the Library has amended its capital request for 2023 to \$0. Assurance was received from the City that an emergency request for capital funds could be brought forward during the year if necessary. The operating budget request was also reduced with some small updates to the staffing lines.

A Board member noted that the Library had large operating surpluses over the past few years with funds returned to the municipalities, and that it's important that the Library get the benefit of those funds over the long term. Ms. Carter stated that the past few years were exceptional due to the pandemic, and the Library has never had surpluses like this in the past. Additionally, because the operating request for 2023 is coming in well over the target rate, it's a trade-off with regards to funding.

Motion #: 2022-69

Moved by: M. Asberg Seconded by: N. Nossal

That the Kingston Frontenac Public Library Board receive and approve the amended 2023 operating and capital estimates and direct the Chief Librarian/CEO to forward them to the City of Kingston and County of Frontenac.

Carried

Items for Discussion / Exploration

There were no items for discussion / exploration.

Other Business

11. Branch Hours Review Update

Staff will be bringing a report to the new Board in January outlining changes to the rural branch hours. Recommendations are based on community feedback, usage statistics and distribution of hours across Townships.

Urban branch hours are being reviewed separately.

12. Extended Hours Project Update

L. Carter acknowledged T. Stranak and B. Purvis who have been working hard to come up with the best technical solution for KFPL by looking at existing suppliers for door access, cameras, etc. to bring costs down and avoid ongoing subscription fees. Work will start at the branch over the next few weeks with the pilot tentatively launching in Q1 2023.

Additional community engagement will take place in Kingston East to determine the distribution of extended and staffed hours of operation.

13. Legacy Document

Board members were pleased with the document and appreciation was extended to M. Stewart and N. Nossal for their work.

L. Moody left at this time. (5:46 p.m.)

Adjournment / Next Meeting

There being no further business, it was moved by A. Revill to adjourn the meeting at 5:48 p.m.

The next regular Board Meeting will be held at 4:30 p.m., Wednesday, January 18, 2023, TBD.

Signatures:

TBD, Chair

Amy Rundle, Recording Secretary

KFPL Report to the Board

Subject: Chief Librarian Communication

Prepared by: L. Carter, Chief Librarian / CEO

Date of meeting: January 25, 2023

As requested in Executive Limitation Policy L-9, Communication and Counsel, the following information is provided for general consideration in the establishment, review and approval of Board policy.

Municipal Councillor Orientation

Several library staff worked to prepare information and presentations for Frontenac County Council (January 17) and City of Kingston Council (January 19) orientation sessions. Designed to provide an opportunity to connect the Councils with City and County departments, boards and external agencies, Library staff highlighted library services and programs, as well as opportunities and challenges and had an opportunity to introduce the Library Facilities Plan and the 2023 Strategic Plan.

Library Kiosk at Kingston Secondary School

The Grand Opening event for the library kiosk at Kingston Secondary School (KSS) took place on January 12. A library card drive was held earlier that same day, where library staff promoted library services of interest to KSS students and assisted them in signing up for library cards.

Extended Hours Project

Residents of Kingston East and other potential users of the Pittsburgh Branch were invited to share feedback on the proposed schedule of extended and staffed hours at three discussion groups (2 in-person, 1 virtual) hosted by Kimberly Sutherland Mills (Director, Service Design and Delivery) in mid-January. A summary report of community feedback will be shared on the Engage KFPL website and feedback will be considered in determining the hours for the pilot project.

Contractors for the installation of the technology and building retrofits required to facilitate the Extended Hours Project have started work this month. Wherever possible work has been scheduled for Mondays or Fridays when the branch is closed.

Staffing Updates

- Nicole Charles (Director, Facilities and Technology) returned from leave on January 3rd.

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- Graeme Langdon (Manager, Branches and Collections) will be departing KFPL at the end of January.
 - Kristen Lemay (Acting Manager, Programing and Outreach) will be assuming the role of Manager, Branches and Collections in February.
 - Kimberly Sutherland Mills (Director, Service Design and Delivery) will be the manager responsible for Programming and Outreach until Liz Coates returns from leave in early 2024.
 - Dwayne Feltham (part-time Maintenance Assistant) was the successful candidate for the Maintenance Supervisor position.
 - Colleen Wilson joined KFPL to fill the vacancy left by Teresa Manion's retirement at the end of 2022. Colleen is working as a Library Assistant at the Cloyne and Plevna branches.
 - Jacqueline Perry was the successful candidate for a temporary Library Assistant role.
 - Kalista Cote and Ella Marks have joined KFPL as Pages.

New Collections Vendor

A Request for Proposals for "Provision of Library Collections" was issued by the Library in late 2022. Library Bound Inc. was the successful proponent and will supply, catalogue and process most of the items added to KFPL's physical collections for the next several years.

OverDrive (eBooks, eAudiobooks and digital magazines)

The transition from cloudLibrary back to OverDrive is underway and patrons can now access the opening day collection through OverDrive's Libby app and website, including the hugely expanded digital magazine collection. The full eBook and eAudiobook collections are being transferred from cloudLibrary to OverDrive between January 23rd and 30th, during which time the materials being migrated over from cloudLibrary will not be available through either platform.

KFPL is entering into a reciprocal lending agreement with other Ontario libraries, giving KFPL patrons access to their OverDrive collections as well.

Programs and Events – New and Notable

Little Bodies, Big Feelings (started Jan. 16th)

This new six-week program helps toddlers develop their emotional intelligence and literacy skills.

Bookmarks: An Hour with Sonya Singh (Jan. 16th)

Former entertainment reporter turned PR expert turned popular author, Sonya Singh,

talked about her writing journey and books, including *Sari, Not Sari*. The Bookmarks series is offered in partnership with Queen's University Libraries and is financially supported by the Friends of the Kingston Frontenac Public Library.

Marketing and Engagement

New KFPL cardholders receive a series of weekly messages introducing them to all the Library has to offer. Using data to determine which information has been of most interest since these newsletters were launched in early 2021, the original series of messages has been rewritten and reduced from 9 to 6 emails.

Facilities Project Updates

The retaining wall / walkway project being led by the Kingston & Frontenac Housing Corporation (KFHC) to the rear of the Central Branch has reached substantial completion. Barriers have been removed and the walkway has reopened.

The Bishop's House project is almost complete. The scaffolding was removed on January 7th, and installation of the remaining storm windows will be completed over the next few weeks. Final project completion will be in the Spring when the landscape elements will be remediated.

Meetings and Events Attended by the Chief Librarian (or designate)

To remain as informed as possible regarding issues affecting public libraries and our communities, the following development opportunities, meetings, and community activities were attended by the Chief Librarian or delegate since the last report:

[See Appendix A](#)

Summary of Staff Training and Professional Development

To ensure excellent service for library users in all areas, the following training opportunities were provided to staff since the last report: [See Appendix B](#)

KFPL Incident Reports by Category

Incident reports, completed by staff, allow the Library to keep track of situations that occur and to assess if any remedial action is required (e.g., banning, training, new policies, or procedures, etc.). [See Appendix C](#)

Summary of Patron Feedback

Patron comments are logged and reviewed by the management team bi-weekly. Where contact information is provided and/or a response is requested, library staff respond to the feedback, which is submitted through a variety of channels. [See Appendix D](#)

Appendix A:

Meetings and Events Attended by the Chief Librarian (or designate)

- December 5, 2022 to January 13, 2023

Meeting with D. Kennedy, City Treasurer and Chief Financial Officer, City of Kingston, with C. Ridgley

- December 7, 2022

Friends of the Kingston Frontenac Public Library Board Meeting

- December 7, 2022

Joint Health and Safety Committee Meeting

- December 8, 2022

Administrators of Rural-Urban Public Libraries of Ontario (ARUPLO) Meeting

- December 9, 2022

Waaban Crossing Opening Ceremony

- December 13, 2022

Meeting with Kelly Pender, Chief Administrative Officer, County of Frontenac

- December 21, 2022

Meeting with U. Wilkinson, President, Friends of the Kingston Frontenac Public Library

- January 3, 2023

Friends of the Kingston Frontenac Public Library Board Meeting

- January 11, 2023

Appendix B:

Staff Training and Development (Dec. 5, 2022 to Jan. 13, 2023)

Onboarding of new staff members includes the completion of all legislatively required training (e.g., WHMIS, AODA), as well as training on the ongoing impacts of colonization on Indigenous nations, inclusion and cultural competence, gender diversity, and racial discrimination, and the review and sign-off of key Library policies. Additional training and development opportunities are provided to staff specific to the requirements and responsibilities of their position.

Biohazard Safety Training (Best Safety Training)

In-person training for maintenance staff on how to safely clean-up blood and opioids.

KFPL Training: Room Booking and Event Software (LMS)

Virtual training module for programming and outreach staff on how to create/manage events and record attendance in the Library's room and event booking software.

Indigenous Relations (Indigenous Relations Academy)

Self-guided, virtual training module for managers, librarians and programming and outreach staff.

Indigenous Awareness (Indigenous Relations Academy)

Virtual training module for managers, librarians and programming and outreach staff to increase awareness of the truths and lived experience of the Indigenous people of these lands.

KFPL Training: Statement of Solidarity and Acknowledgement (LMS)

Virtual training module for staff to encourage familiarity with KFPL's Statement of Solidarity and Acknowledgement; learn more about why it was created and understand the values underlying the reading of statements before library programs and events.

Health and Safety Awareness for Supervisors (Worksite Safety Compliance Centre)

Virtual Occupational Health and Safety Awareness (OHSA) course for supervisory staff to better understand the *Occupational Health and Safety Act* as required by Ontario legislation.

KFPL Training: OverDrive (LMS)

Virtual training module for staff to learn about the OverDrive collection, including Libby and Kanopy.

Appendix C:

KFPL Incident Reports by Category (Dec. 5, 2022 to Jan. 13, 2023)

Accident

2022-424 Person slipped and fell outside, paramedics called (Calvin Park, Dec. 23)

Alcohol and Drugs

2022-410 Person using drugs outside library (Isabel Turner, Dec. 12)

2022-413 Suspected drug use (Central, Dec. 14)

2022-423 Alcohol consumption in 2nd floor washroom (Central, Dec. 22)

2023-001 Excess garbage and drug paraphernalia at main entrance (Central, Jan. 3)

2023-004 Beer can found in 2nd floor washroom (Central, Jan. 5)

2023-014 Drug paraphernalia found in library (Central, Jan. 10)

2023-019 Beer can found in washroom (Calvin Park, Jan. 13)

Facilities

2022-416 Parking lot, building entrance not plowed/shovelled (Plevna, Dec. 16)

2022-430 Strong chemical smell in library (Plevna, Dec. 29)

2023-003 Window leak (Calvin Park, Jan. 4)

General

2022-400 Mess in accessibility washroom (Central, Dec. 5)

2022-408 Banned patron in library (Calvin Park, Dec. 8)

2022-415 Banning notice delivered (Pittsburgh, Dec. 15)

2022-421 Patron needing support, AMHS called (Calvin Park, Dec. 21)

2022-425 Airsoft gun brought into branch (Isabel Turner, Dec. 23)

2022-428 Wheelchairs and personal belongings left in parking lot (Central, Dec. 29)

2022-429 Patron violates ban again, asked to leave (Central, Dec. 29)

2023-005 Banned patron in library (Central, Jan. 6)

2023-007 Garbage in front of staff entrance (Central, Jan. 7)

2023-008 Patron leaves personal bag with another patron (Central, Jan. 7)

2023-011 Teens enter library followed by bullies (Sydenham, Jan. 9)

2023-015 Large group of teens wait for YMCA fire alarm reset, (Calvin Park, Jan. 10)

Patron Behaviour

- 2022-401 Agitated, swearing patron asked to leave (Central, Dec. 7)
 - 2022-402 Banned patron on library property, asked to leave (Central, Dec. 7)
 - 2022-404 Banning notice delivered (Central, Dec. 8)
 - 2022-405 Patron expressed concerns for personal safety (Central, Dec. 7)
 - 2022-409 Banned patron in library (Calvin Park, Dec. 10)
 - 2022-411 Patron asked to leave, inappropriate computer use (Central, Dec. 12)
 - 2022-412 Patron asked to leave, inappropriate comments (Central, Dec. 14)
 - 2022-414 Negative interaction between patrons (Central, Dec. 15)
 - 2022-417 Banned patron in library, police called (Calvin Park, Dec. 16)
 - 2022-418 Children misbehaving (Rideau Heights, Dec. 19)
 - 2022-419 Patron viewing pornography (Central, Dec. 19)
 - 2022-420 Banned patron in library, asked to leave (Central, Dec. 20)
 - 2022-422 Young adults, loud and throwing things (Central, Dec. 22)
 - 2022-427 Banned patron asked to leave (Central, Dec. 28)
 - 2023-010 Person sleeping in 2nd floor bathroom (Central, Jan. 7)
 - 2023-013 Complaint about patron language (Central, Jan. 9)
 - 2023-016 Agitated patron offered assistance (Central, Jan. 11)
 - 2023-016 Banned patron enters library (Central, Jan. 12)
 - 2023-018 Unresponsive patron, paramedics, and police attend (Isabel Turner, Jan. 12)
 - 2023-020 Banned patron on library property (Central, Jan. 13)
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Theft or Property Damage

- 2022-426 Hardware missing from wall plaque (Isabel Turner, Dec. 28)
 - 2023-002 E-bike theft (Isabel Turner, Jan. 4)
 - 2023-009 Theft of patron cell phone (Central, Jan. 6)
 - 2023-012 Library materials stolen (Calvin Park, Jan. 9)
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Appendix D:

Summary of Patron Feedback (Dec. 5, 2022 to Jan. 13, 2023)

Accessibility

- A request was made to separate/sort the children's materials from the teen materials in the online catalogue.
 - Suggestion received at the Isabel Turner Branch to cordon off 2-3 parking spots for patrons with mobility issues that don't have an accessible parking permit.
 - A request for a Central Branch floor map to be made available at the front door and online.
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Branch Operations

- Gratitude was expressed for staff the at Isabel Turner who reserved a book for a patron. They wrote that they read *A Christmas Carol* "every Christmas eve and this year I did not think I was going to be able to get it; I did not see it in the stacks. However she phoned me after I had left empty-bookbagged to advise me she had found it in the LP section and had reserved it for me. To paraphrase Dickens, 'A remarkable librarian...What a delightful librarian!'"
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Collections

- Central Branch patron who had not been in since the renovation sent feedback around the "feeling" of the branch and the number of items on the shelves, requesting that items that might be in storage be used to top up collections. They also requested that bottom shelves not be used.
 - Nine patrons provided feedback about the switch from cloudLibrary back to Libby, three responding positively to the news, one wanting to make sure that Kanopy and Hoopla would still be available and four with concerns or comments based on incomplete or erroneous information. All the feedback was responded to by staff. Specific concerns were regarding the small number of items currently available in Libby, sharing of collections with other libraries and the amount of data that Libby uses. Library staff are updating the information posted on the website and social media channels as new questions arise.
 - A request was received that KFPL make carbon dioxide (CO2) monitors available for loan.
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Facilities

- A question about the removal of the washroom doors at the Isabel Turner Branch, wondering why other options were not investigated, such as automatic door openers.
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General

- “shout out to the librarians that make @KFPL great”
 - “My kid was having a tough day recently, so I went to @KFPL to get some surprise books. Kid is really into graphic novels, and the librarian made amazing recommendations. Kid *lit up* with joy. This is a random library-love post. Thanks to y’all who bring such joy through reading!”
 - A patron wrote in to thank staff for the heads up the early closure on December 23rd and to thank staff for all they do. “Libraries are wonderful community resources. Wishing all the staff a wonderful holiday season.”
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KFPL Monitoring Report to the Board

Executive Limitation Policy L-9

Communication and Counsel (2023-01)

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

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.
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. This shall be done in a timely manner.
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.
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.
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.
6. Fail to provide a mechanism for official Board, officer or committee communications.
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.
8. Fail to report in a timely manner an actual or anticipated non-compliance with any policy of the Board.
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.

CEO Interpretation

I interpret this to mean that the CEO shall ensure the Board receives, in a timely and accessible manner, a sufficient amount of accurate information from a variety of perspectives, to inform Board policy and decision-making and assess operational performance. The Board will also receive staff support, in a manner consistent with the total staff resources available, to carry out its responsibilities.

Compliance will be demonstrated when:

- Mechanisms are in place to ensure access to Board resources, training, and communications.
- All required monitoring reports are submitted for inclusion in the Board agenda package according to the schedule in Board policy documents and are accepted by Board motion.
- The Board is advised of any trends, legislative changes, adverse media coverage or public reaction, and external/internal changes that could impact Board policies, particularly those that may trigger the Board's reconsideration of the policies. This information will be provided as soon as possible.
- The Board is advised, through communication with the Board Chair, if there is perceived non-compliance with the Governance Process and Board-Staff Relationship policies.

Evidence of Compliance

Initial communication was sent to all Board members, welcoming them to the Library Board and establishing access to the Board portal.

According to the schedule for submission of monitoring data for Executive Limitations and Ends, the following monitoring reports were provided to the Board with the agenda package for meeting 2023-01:

- Communication and Counsel
- Emergency Executive Succession

To ensure the Board's awareness of trends, legislative changes, adverse public reaction and/or media coverage, and other material changes that affect the assumptions upon which Board policy has been established, the following information reports were provided to the Board with the agenda package for meeting 2023-01:

- Chief Librarian's Communication
- Correspondence / Information Received and Sent
- Report: Board Meeting Frequency and Schedule

Statements of Compliance

- To my knowledge, the Board is in compliance with its policies.
- Every effort has been made to keep reports brief and to the point.
- Mechanisms have been provided for official Board, officer, and committee communications, including the board portal, and learning management system.
- My dealings have either been with the Board as a whole or with the Chair on matters within their jurisdiction.
- Compliance with Board policy was achieved in all areas.
- All delegated items, required by law or contract to be board-approved, along with monitoring assurance, have appeared on meeting agendas since the last report.

I hereby present my monitoring report on Executive Limitation Policy L-9, Communication and Counsel for meeting 2023-01.

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

January 17, 2023

KFPL Monitoring Report

Executive Limitation Policy L-6

Emergency Executive Succession (2023-01)

In order to protect the Board from sudden loss of chief executive services, the Chief Librarian may not have fewer than two other executives familiar with Board and Chief Librarian issues and processes.

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.

I interpret 'absence' to mean unavailable to fulfill duties for a short duration (e.g., vacation, minor illness, conference attendance), and that a continued absence of a longer duration will be brought to the Board for assessment.

Evidence of Compliance

KFPL has three Directors that are capable of fulfilling the duties of the office.

- Director, Facilities and Technology
- Director, Human Resources
- Director, Service Design and Delivery

The Directors have spent time deputizing for the Chief Librarian/CEO in the past, and have knowledge of relevant legislation, board governance, operational policies, and community issues. They all:

- Participate in Board orientation, attend Board meetings, and contribute to monitoring and information reports to the Board.
- Participate in high-level discussion and decision-making with the Chief Librarian/CEO on operational matters.
- Participated in the development of KFPL's Library Facilities Plan and Strategic Plan in 2022.
- Review and approve operational policies, procedures, and manuals on a regular schedule, including the KFPL Safety Manual, Membership procedures, and

accessibility guidelines.

- Are acquainted with key municipal staff, elected officials and community leaders.

A records management system was implemented in 2016 to ensure that corporate records and other essential organization information is retained as required and is accessible to senior managers to mitigate disruptions to operations during staff transitions.

Other members of the management team provide support for library operations and decision making:

- Manager, Branches and Collections
- Manager, Programming and Outreach
- Manager, Facilities
- Budget/HR Analyst
- Administrative Assistant

For 2023, in the absence of the Chief Librarian / CEO, the Directors will fulfill her duties as follows:

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

I certify that the information contained in this statement is true and represents compliance with a reasonable interpretation of all aspects of the policy unless stated otherwise.



Laura Carter, CEO/Chief Librarian

January 17, 2023

KFPL Report to the Board

Subject: Board Meeting Frequency and Schedule

Prepared by: L. Carter, Chief Librarian / CEO

Date of meeting: January 25, 2023

Background:

The Kingston Frontenac Public Library Board By-laws state that the Board determines date and time of meetings for each new term.

Historically, regular meetings of the KFPL Board have been held ten times a year, on the 4th Wednesday of the month. Committee of the Whole meetings were scheduled for the 2nd Wednesday of the month. The Board typically has not meet in July and August. The start time of meetings has varied slightly over the years, with meetings starting at 4:30 p.m. since April 2015.

Due to a conflict with another agency's meeting for Councillor appointees for the 2019-2022 Board term, regular meetings were moved to the 3rd Wednesday of each month, with COW meetings taking place 2 weeks prior to the February, May, and October meetings.

The *Public Libraries Act* was updated in 2019, and one of the changes made was to reduce the minimum number of meetings required each year from ten to seven. The KFPL Board chose to keep to their regular meeting schedule of ten regular meetings and three COWs each year.

Analysis:

Meeting Frequency Considerations

Held virtually in 2022, meeting length varied from 25 minutes for the shortest meeting to two hours and 25 minutes for the longest meeting. While some efficiencies would be achieved in routine tasks, such as approval of meeting minutes and agendas, a decrease in the frequency of meetings would generally result in longer Board meetings and more lengthy agenda packages.

Potential Conflicts and Barriers to Participation

The current meeting schedule may result in conflicts for some Board members, with the Limestone District School Board and Cataraqui Regional Conservation Authority both holding their meetings on Wednesday evenings. South Frontenac and Kingston City

Council both meet on Tuesday evenings.

Previous Board members have also noted that the current meeting time can be difficult for those with young families, or with conflicting hours of employment. A later start time for meetings could alleviate these barriers.

Other Considerations

Moving Board meetings from the 4th to the 3rd week of the month during the last term was challenging from a staff perspective in completing statistical and financial reports before the agenda package deadline.

Board meeting frequency could be revisited later in the term when Board orientation is complete.

Recommendation:

This report is presented for the Board's information in determining their meeting schedule and frequency.