

# Kingston Frontenac Public Library

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## AGENDA

### Committee of the Whole Meeting 2022-02

#### Kingston Frontenac Public Library Board

**May 4, 2022 at 4:30 PM**

**Virtual Format (with livestream)**

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

#### 2. Policy Review

- 2.1. Health and Safety Policies (report attached)
  - 2.1.1. Occupational Health and Safety (policy attached)
  - 2.1.2. Workplace Harassment (policy attached)
  - 2.1.3. Workplace Violence Prevention (policy attached)
- 2.2. Video Surveillance (deferred to October 2022)

#### 3. Other Business

- 3.1. Trustee Job Description (attached)
- 3.2. Facilities Master Plan – discuss preliminary findings
- 3.3. Board Meeting Evaluation Survey – report (brought forward from April 2022)

#### 4. Adjournment and Next Meeting

Regular Board Meeting, Wednesday, May 18, 2022 at 4:30 PM, virtual format with livestream.

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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.

## **KFPL Report to the Board**

**Subject:** Health and Safety Policies

**Prepared by:** S. Quigley, Director, Human Resources

**Date of meeting:** May 4, 2022

### **Background:**

The *Occupational Health and Safety Act*, R.S.O. 1990 c. 0.1 requires employers to review the following policies at least annually. The policies were last reviewed and approved at the May 2021 Library Board meeting.

- Occupational Health and Safety
- Workplace Harassment
- Workplace Violence Prevention.

### **Analysis:**

The policies were reviewed by members of the Joint Health and Safety Committee and no changes are required or recommended.

### **Recommendations:**

That the policies be approved.

# Occupational Health and Safety (DRAFT)

## 1. Purpose

The Kingston Frontenac Public Library is dedicated to continuing to meet or exceed the requirements of the *Occupational Health and Safety Act (OHSA)*.

## 2. Scope

This policy applies to all workers of the Kingston Frontenac Public Library.

## 3. Definitions

Under the OHSA, “**worker**” includes a person who performs work or supplies services for monetary compensation. “**Worker**” includes library employees working full-time, part-time, or casual, in unionized, non-unionized, supervisory or management positions. Students and student interns involved in work experience programs are also included in the definition of worker. “**Worker**” does not include contractors, sub-contractors or volunteers.

## 4. Guiding Principles

Through a comprehensive occupational health and safety program, management of the Library will ensure that operational activities remain safe and productive.

## 5. Policy

- 5.1. The management of the Kingston Frontenac Public Library is responsible for developing and implementing standards to ensure a hazard free workplace.
- 5.2. Workers will have ongoing training programs provided to familiarize them with safety regulations.
- 5.3. A healthy and safe workplace is everyone’s responsibility. Workers of the Kingston Frontenac Public Library will report any unsafe condition to management and/or a member of the Joint Occupational Health & Safety Committee and management will respond by correcting the situation as required.
- 5.4. This Policy Statement, officially signed, has been posted on all Branch Health & Safety Bulletin Boards.
- 5.5. This policy will be reviewed annually by the Board of the Kingston Frontenac Public Library.

## 6. Appendices

Not applicable.

## 7. Authorities

*Occupational Health and Safety Act, R.S.O. 1990, Chapter 0.1*

## 8. Document Control

Last Reviewed: February 2022

Changes made: no changes

Next Review: February 2023

## 9. Signatures

Signed / date: \_\_\_\_\_  
Chief Librarian / CEO

Signed / date: \_\_\_\_\_  
Chair, KFPL Board

Signed / date: \_\_\_\_\_  
Joint Health and Safety Committee – Union Representative

# Workplace Harassment (DRAFT)

The Kingston Frontenac Public Library is committed to providing a work environment in which all workers are treated with respect and dignity. Workplace harassment will not be tolerated from any person in the workplace including patrons, customers, clients, volunteers, other employers, contractors, supervisors, workers and members of the public.

**Workplace harassment** means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome or workplace sexual harassment.

**Workplace sexual harassment** means:

- a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Reasonable action taken by the employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

Workers are encouraged to report any incidents of workplace harassment to the appropriate person (e.g. supervisor, Manager or Director, Union).

Management will investigate and deal with all complaints or incidents of workplace harassment in a fair, respectful and timely manner. Information provided about an incident or about a complaint will not be disclosed except as necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

Managers, supervisors and workers are expected to adhere to this policy, and will be held responsible by the employer for not following it. Workers are not to be penalized or disciplined for reporting an incident or for participating in an investigation involving workplace harassment.

If a worker needs further assistance, they may contact a member of the Joint Health and Safety Committee, the Union, the Ministry of Labour or the library Employee Assistance Program provider.

**Related Documents:**

KFPL Workplace Harassment Program

**Document Control:**

Last Reviewed: February 2022

Changes made: no changes

Next Review: February 2023

**Signatures:**

Signed / date: \_\_\_\_\_

Chief Librarian / CEO

Signed / date: \_\_\_\_\_

Chair, KFPL Board

Signed / date: \_\_\_\_\_

Joint Health and Safety Committee – Union Representative

## **Workplace Harassment Program (DRAFT)**

The Kingston Frontenac Public Library is committed to providing a work environment in which all workers are treated with respect and dignity. Workplace harassment will not be tolerated from any person in the workplace including customers, patrons, clients, volunteers, other employers, contractors, supervisors, workers, and members of the public.

The workplace harassment program applies to all workers including managers, supervisors, temporary employees, students and subcontractors.

### **1. Workplace Harassment**

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome or workplace sexual harassment. (See Appendix A for more definitions and examples).

Workplace sexual harassment means:

- a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome;

Reasonable action taken by the employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment (e.g. scheduling, annual performance review).

### **2. Reporting Workplace Harassment**

#### **2.1. How to Report Workplace Harassment**

Workers can report incidents or complaints of workplace harassment verbally or in writing. When submitting a written complaint, please use the workplace harassment complaint form (Appendix B). When reporting verbally, the reporting contact, along with the worker complaining of harassment, will fill out the complaint form.

The report of the incident should include the following information:

- a) Name(s) of the worker who has allegedly experienced workplace harassment and

contact information.

- b) Name of the alleged harasser(s), position and contact information (if known).
- c) Names of the witness(es) (if any) or other person(s) with relevant information to provide about the incident (if any) and contact information (if known).
- d) Details of what happened including date(s), frequency and location(s) of the alleged incident(s).
  - Any supporting documents the worker who complains of harassment may have in their possession that are relevant to the complaint.
  - List any documents a witness, another person or the alleged harasser may have in their possession that are relevant to the complaint.

## 2.2. Who to Report Workplace Harassment To

An incident or a complaint of workplace harassment should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated in a timely manner.

Report a workplace harassment incident or complaint to your manager. If the worker's supervisor or reporting contact is the person engaging in the workplace harassment, contact the Director, Human Resources. If a manager or director is the person engaging in the workplace harassment, contact the Chief Librarian/CEO. If the Chief Librarian/CEO is the person engaging in the workplace harassment, contact the Chair of the KFPL Board.

(Note: The person designated as the reporting contact should not be under the direct control of the alleged harasser.)

Human Resources shall be notified of the workplace harassment incident or complaint so that they can ensure an investigation is conducted that is appropriate in the circumstances. If the incident or complaint involves a senior executive or KFPL Board member, an external person qualified to conduct a workplace harassment investigation who has knowledge of the relevant workplace harassment laws will be retained to conduct the investigation.

All incidents or complaints of workplace harassment shall be kept confidential except to the extent necessary to protect workers, to investigate the complaint or incident, to take corrective action or otherwise as required by law.

## 3. **Investigation**

### 3.1. Commitment to Investigate

The Kingston Frontenac Public Library will ensure that an investigation appropriate in the circumstances is conducted when the employer, human resources, a manager or

supervisor becomes aware of an incident of workplace harassment or receives a complaint of workplace harassment. (See Appendix C – Investigation Template)

### **3.2. Who Will Investigate**

The Director, Human Resources will determine who will conduct the investigation into the incident or complaint of workplace harassment. If the allegations of workplace harassment involve a Manager, Director or Chief Librarian/CEO, the employer will refer the investigation to an external investigator to conduct an impartial investigation.

### **3.3. Timing of the Investigation**

The investigation must be completed in a timely manner and generally within 90 days or less unless there are extenuating circumstances (i.e. illness, complex investigation) warranting a longer investigation.

### **3.4. Investigation Process**

The person conducting the investigation whether internal or external to the workplace will, at minimum, complete the following:

- a) The investigator must ensure the investigation is kept confidential and identifying information is not disclosed unless necessary to conduct the investigation. The investigator should remind the parties of this confidentiality obligation at the beginning of the investigation.
- b) The investigator must thoroughly interview the worker who allegedly experienced the workplace harassment and the alleged harasser(s), if the alleged harasser is a worker of the employer. If the alleged harasser is not a worker, the investigator should make reasonable efforts to interview the alleged harasser.
- c) The alleged harasser(s) must be given the opportunity to respond to the specific allegations raised by the worker. In some circumstances, the worker who allegedly experienced the workplace harassment should be given a reasonable opportunity to reply.
- d) The investigator must interview any relevant witnesses employed by the employer who may be identified by either the worker who allegedly experienced the workplace harassment, the alleged harasser(s) or as necessary to conduct a thorough investigation. The investigator must make reasonable efforts to interview any relevant witnesses who are not employed by the employer if there are any identified.
- e) The investigator must collect and review any relevant documents.
- f) The investigator must take appropriate notes and statements during interviews with the worker who allegedly experienced workplace harassment, the alleged harasser and any witnesses.

- g) The investigator must prepare a written report summarizing the steps taken during the investigation, the complaint, the allegations of the worker who allegedly experienced the workplace harassment, the response from the alleged harasser, the evidence of any witnesses, and the evidence gathered. The report must set out findings of fact and come to a conclusion about whether workplace harassment was found or not.
- h) Results of the Investigation within 10 days of the investigation being completed, the worker who allegedly experienced the workplace harassment and the alleged harasser, if they are a worker of the employer, will be informed in writing of the results of the investigation and any corrective action taken or that will be taken by the employer to address workplace harassment.

### 3.5. Confidentiality

Information about complaints and incidents shall be kept confidential to the extent possible. Information obtained about an incident or complaint of workplace harassment, including identifying information about any individuals involved, will not be disclosed unless disclosure is necessary to protect workers, to investigate the complaint or incident, to take corrective action or otherwise as required by law.

While the investigation is on-going, the worker who has allegedly experienced harassment, the alleged harasser(s) and any witnesses should not discuss the incident or complaint or the investigation with each other or other workers or witnesses unless necessary to obtain advice about their rights. The investigator may discuss the investigation and disclose the incident or complaint-related information only as necessary to conduct the investigation.

All records of the investigation will be kept confidential.

### 3.6. Handling Complaints

If an investigation confirms that an offence has occurred and remedial action is warranted it will be initiated without delay. This may include counselling, education and training, review and modification of policies and practices, or other disciplinary action up to and including dismissal. Where applicable, the relevant disciplinary procedures set out in the Collective Agreement or other employee agreements will be followed. In no circumstances shall this remedial action in a substantial case of harassment penalize the complainant.

## 4. Record Keeping

The employer (human resources or designated person) will keep records of the investigation including:

- a) a copy of the complaint or details about the incident;
- b) a record of the investigation including notes;

- c) a copy of the investigation report (if any);
- d) a summary of the results of the investigation that was provided to the worker who allegedly experienced the workplace harassment and the alleged harasser, if a worker of the employer;
- e) a copy of any corrective action taken to address the complaint or incident of workplace harassment.

All records of the investigation will be kept confidential. The investigation documents, including this report should not be disclosed unless necessary to investigate an incident or complaint of workplace harassment, take corrective action or otherwise as required by law.

Records will be kept for six years.

## **5. Appendices**

- a) Types and Examples of Harassment
- b) Workplace Harassment Complaint Form

## **6. Document Control**

Original Policy Date: January 2017

Last Reviewed: May 2022

Changes made: no changes

Next Review: May 2023

## **7. Signatures:**

Signed / date: \_\_\_\_\_  
Chief Librarian / CEO

Signed / date: \_\_\_\_\_  
Chair, KFPL Board

Signed / date: \_\_\_\_\_  
Joint Health and Safety Committee – Union Representative

## Appendix A: Types and Examples of Harassment

### 1. Sexual Harassment

#### 1.1. Unwelcome Behaviour

Examples of this type of harassment include, but are not limited to:

- unwelcome physical contact such as touching, kissing, patting, or brushing up against a person
- suggestive staring or other obscene or offensive gestures
- physical assault
- display of pornographic materials, including graffiti
- unwelcome remarks, jokes, or taunting about a person's body, dress, or sex
- isolating or making fun of a person because of gender identity or gender expression
- enquiries or comments about a person's sex life, sexual preferences, etc.
- circulation or posting of sexist jokes or cartoons

#### 1.2. Sexual Advances

This second type of sexual harassment occurs when a person in a position of power or authority makes unwanted sexual advances or requests for sexual relations.

### 2. Racial Harassment

Racial slurs and harassment and racial jokes are a form of discrimination that violate the Ontario *Human Rights Code* (the Code). The term "race" includes all race-related grounds: race, ancestry, place of origin, colour, ethnic origin, citizenship and creed.

Examples of this type of harassment include, but are not limited to:

- unwelcome remarks, jokes, innuendoes, or taunting about a person's racial or ethnic origin, colour, place of birth, citizenship or ancestry
- racist, ethnic or religious graffiti or the display of racist material
- practical jokes based on racial, ethnic or religious grounds which cause awkwardness or embarrassment
- refusal to work or converse with an employee because of their racial or ethnic background
- use of racially derogatory nicknames

### 3. Poisoned Work Environment

Conduct or comments not directed at a specific individual can nonetheless create a

degrading or offensive "poisoned" work environment and may therefore be considered a form of harassment. Examples of this type of harassment include, but are not limited to:

- display of material which degrades or denigrates a person or group on the grounds of gender, race, ethnic origin, disability, or sexual orientation
- patronizing behaviour, language or terminology which reinforces stereotypes and undermines other workers' self-respect or adversely affects work performance or working conditions
- intimidating behaviour by a person in authority which negatively affects the work performance of employees and is generally detrimental to the working environment
- a poisoned work environment constitutes harassment whether or not employees complain about the display of offensive materials, joking, or name-calling.

#### **4. Personal Harassment**

Personal harassment is improper conduct and/or comment, not related to a legitimate work purpose, directed at and offensive to another person or persons in the workplace and that the individual knows or ought to reasonably know would offend, harm or is derogatory, demeaning or causes humiliation or embarrassment.

Personal harassment often involves a course or grouping of behaviours. However a single serious incident of such behaviour that has a lasting harmful effect on an employee may also constitute personal harassment. Examples of this type of harassment include, but are not limited to:

- frequent angry shouting/yelling or blow-ups
- regular use of profanity and abusive or violent language
- physical, verbal or email threats, intimidation
- violent behaviours – slamming doors, throwing objects, knocking over chairs
- targeting individual(s) in humiliating practical jokes
- excluding, shunning, impeding work performance
- spreading gossip, rumours, negative blogging
- insults, name calling
- retaliation, sabotaging
- repeated offensive or intimidating phone calls or e-mails
- communication that is demeaning, insulting, humiliating, mocking

#### **5. Bullying**

Bullying can be defined as persistent actions, criticism or personal abuse, either in public

or private, which humiliates, denigrates, undermines, intimidates or injures the recipient. Bullying includes cyberbullying.

## **6. What Harassment does not include**

The term harassment is often used incorrectly. It does not include:

- reasonable and appropriate direction, evaluation or discipline by a manager or supervisor
- reasonable action taken by management relating to the management and direction of workers
- stressful events associated with the performance of legitimate job duties
- differences of opinion or minor disagreements between co-workers
- good-natured jesting and bantering which is mutually acceptable
- friendly or romantic behaviour which is welcome and mutual

## Appendix B: Workplace Harassment Complaint Form

Note: Whether the worker uses the complaint form or not, the employer is still obligated to ensure an investigation appropriate in the circumstances is conducted into an incident of workplace harassment.

**Name and contact information of worker who has allegedly experienced workplace harassment (your name):**

**Name of alleged harasser(s) and contact information, if available:**

**Details of the Complaint of Workplace Harassment:** Please describe in as much detail as possible the bullying and harassment incident(s), including: (a) the names of the parties involved; (b) any witnesses to the incident(s); (c) the location, date and time of the incident(s); (d) details about the incident(s) (behaviour and/or words used); (e) any additional details. (Attach additional pages if required)

**Relevant Documents/Evidence:** Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted. If you are not able to attach documents and they are relevant to your complaint, please list the documents below. If someone else has relevant documents, please note that below.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Appendix C: Workplace Harassment Investigation Template**

**This template may be used for guidance in investigating workplace harassment incidents or complaints.** It may not be appropriate for complex workplace harassment investigations. The person conducting the investigation must not have been involved in the incident or complaint of workplace harassment and must not be under the direct control of the alleged harasser.

Name of investigator: \_\_\_\_\_

Date of investigation: \_\_\_\_\_

#### **A. Background Information:**

Who are the people involved? Are they workers as defined by OHSA? Who reported and when? (Attach more pages if necessary)

1. Name of person who reported workplace harassment:
  
  2. If not the same person as above, name of person who allegedly experienced workplace harassment:
  
  3. Date complaint/concern raised and how:
  
  4. Name of worker(s) (complaining or possibly exposed to workplace harassment); Position/Department:
  
  5. Name of respondent(s) (alleged harasser); Position/ Department: If not a worker – provide details:

## B. Investigation Plan:

Plan and **conduct** the investigation (Attach more pages if necessary):

1. Obtain the worker(s) concerns of harassment in writing, if possible. Assistance should be provided in completing the form where necessary.
2. An investigator needs to interview the worker who allegedly experienced workplace harassment and the alleged harasser (if a worker of the employer). If the alleged harasser is not a worker of the employer, the investigator should make reasonable efforts interview him or her.
3. Make a list of possible relevant witnesses. The worker who allegedly experienced workplace harassment and the alleged harasser should be asked for names of any relevant witnesses.
4. Interview relevant witnesses. Ask specific questions about what they have observed, are aware of or have personally experienced. If the witnesses are not workers of the employer, the investigator should make reasonable efforts to interview those witnesses.
5. Collect and review relevant documents from the worker, alleged harasser, witnesses and the employer.
6. Take detailed notes.
7. Keep the investigation confidential. Instruct the worker who allegedly experienced workplace harassment, the alleged harasser and witnesses not to talk to others about the investigation unless it is necessary, for instance, to obtain advice or counselling.

## C. Worker(s) Concerns / Workplace Harassment Allegations:

When did the incident(s) occur? Confirm date of first incident and any subsequent behaviours or conduct. Note that recalling events of harassment can be stressful for the complainant. (Attach more pages if necessary)

Date of first incident:

Date of last incident:

Date of other incident(s):

**D. Alleged Harasser(s) Response:**

The alleged harasser(s) will likely need details of the allegation of harassment to be able to respond. (Attach more pages if necessary)

# **Workplace Violence Prevention (DRAFT)**

## **1. Purpose**

The Kingston Frontenac Public Library is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. The Library will take whatever steps are reasonable to protect workers from workplace violence from all sources.

## **2. Scope**

This policy applies to all library workers including those of part-time, temporary or casual status, as well as to all Library Board appointees, and all elected officials, appointees or employees acting on behalf of the City of Kingston, the County of Frontenac, and the Townships of North Frontenac, Central Frontenac, South Frontenac and Frontenac Islands. The policy also applies to students, student interns, volunteers, contractors, members of the public and patrons.

## **3. Definitions**

### **Workplace violence means:**

1. the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker
2. an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker;
3. a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker or other workers, in a workplace, that could cause physical injury to the worker or other workers.

### **The workplace:**

Workplace violence can occur in any library location, not just library buildings. The workplace may include: meeting rooms, vehicles, locker rooms, cafeterias, or any other location where library business is conducted.

## **4. Guiding Principles**

The Library is committed to a workplace free from violence.

## **5. Policy**

The Kingston Frontenac Public Library, as the employer, will ensure that this policy and the

supporting program are implemented and maintained and that all workers, supervisors and managers have the appropriate information and instruction to protect them from violence in the workplace.

There is a workplace violence program that implements this policy. It includes measures and procedures to protect workers from workplace violence, a means of summoning assistance and a process for workers to report incidents or raise concerns.

Managers and supervisors will adhere to this policy and the supporting program.

Managers and supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information that they need to protect themselves.

Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents and/or threats. This includes the threat of domestic violence that would likely expose a worker or workers to physical injury in the workplace.

The employer pledges to investigate and deal with all incidents and complaints of workplace violence in a timely and fair manner, respecting the privacy of all concerned to the extent possible. The investigation process is attached as Appendix A. Failure to uphold and abide by this policy may result in discipline, legal action and/or such other sanction as set out in Library policy.

This policy will be reviewed annually by the Board of the Kingston Frontenac Public Library and will be posted in each branch of the Library.

## **6. Appendices**

- a) Investigation Process

## **7. Authorities**

*Occupational Health and Safety Act, R.S.O. 1990, Chapter 0.1*

## **8. Document Control**

Original policy date: 2010

Last Reviewed: 2022 May

Changes made: no changes

Next Review: 2023 May

**9. Signatures:**

Signed / date: \_\_\_\_\_  
Chief Librarian / CEO

Signed / date: \_\_\_\_\_  
Chair, KFPL Board

Signed / date: \_\_\_\_\_  
Joint Health and Safety Committee – Union Representative

## **Appendix A: Investigation Process**

The Kingston Frontenac Public Library will investigate any incident or threat of violence in the workplace. The principle that the Library will operate under is to communicate as much information as possible to workers, subject to the limitations of privacy legislation.

### **Patron or External Party Violence**

Any worker who observes or is made aware of an act or threat of violence by an external party (i.e. not a worker) shall call the police immediately, and then contact a person in charge (e.g. Branch Supervisor, Librarian-in-Charge, Manager or Director). Where the worker is uncertain of the threat, they are required to contact the person in charge for direction. Where security is on-site, the guard should also be notified of the act or threat of violence.

An Incident Report is to be used for documenting threats and/or acts of violence in the workplace. The designated Manager and/or Director will investigate any incident or threat of violence in the workplace. Police and/or security may be involved depending on the circumstances. Remedial action may include banning patrons and/or criminal prosecution. Workers will be informed of the results of any investigation using the Incident Report and Banning Notification process. The Occupational Health and Safety Committee will review all Incident Reports.

### **Worker Violence**

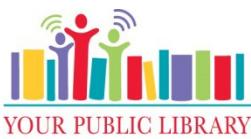
It is the responsibility of every worker to report threats or acts of violence made by any worker in the workplace. The designated Manager and/or Director will investigate any incident or threat of violence in the workplace. The Union, police and/or security may be involved depending on the circumstances.

An Incident Report is to be used for documenting threats and/or acts of violence in the workplace. For worker violence incidents, the Incident Report published on the Library staff intranet will be treated as confidential.

### **Domestic Violence**

Where the Library becomes aware or ought reasonably to be aware that domestic violence would likely expose a worker or workers to physical injury, the Director, Human Resources in conjunction with other relevant staff and/or security will develop a safety plan for the identified worker and those workers that would reasonably be exposed to the violence. Where appropriate, the police will be contacted to assist with the safety plan.

The nature and circumstances of the incident and/or threat of violence will determine the level and content of communication to workers including any remedial action taken by the Library.



# Become a Library Board Trustee (DRAFT)

You can make a difference!

Kingston Frontenac Public Library (KFPL) is a progressive, innovative, sixteen branch library system with a mission to provide exceptional customer service within the context of a warm and welcoming environment. KFPL enjoys remarkable support from the public and community groups in the City of Kingston and the County of Frontenac, making the organization one of the most dynamic public library systems in Ontario.

### About the Board

Under the *Public Libraries Act*, a union public library is established by an agreement between the councils of two or more municipalities to proportionately share the costs for the operation and maintenance of the library. A union public library shall be under the management and control of a union board composed of at least five members appointed by the affected municipalities.

The Kingston Frontenac Public Library was established in 1998 with an agreement between the City of Kingston and the County of Frontenac.

The Library Board is the legal authority of the organization with ultimate responsibility and accountability.

### Board Governance

The Library Board operates within the framework of the Carver Policy Governance® Model, focussing on the establishment of guiding principles and policies for the organization to fulfil their obligation of accountability. Through the development of processes and structure to guide operations, the Board is able to delegate with clarity to the CEO, remaining focussed on the larger issues and effectively representing the needs of the community.

### KFPL Board Composition

The agreement made between the municipalities in 1998 stipulates that the KFPL Board shall consist of eight (8) members appointed by the City of Kingston and three (3) members appointed by the County of Frontenac.

A person is qualified to be appointed as a member of the Board if they

- are a member of the appointing council; or,
- are at least eighteen years old;

- are a Canadian citizen or a permanent resident of Canada within the meaning of the *Immigration and Refugee Protection Act* (Canada);
- are a resident of the City of Kingston or County of Frontenac; and,
- are not employed by the Board, City of Kingston, County of Frontenac or affected municipalities.

### **Term of Appointment**

Board members are appointed for a term of four years that runs concurrently with the Council of the appointing municipality. We are recruiting Board members for the term running from January 2023 to December 2026.

### **Compensation**

This is an unpaid volunteer position. Board members will be reimbursed for allowable expenses.

## **Meetings**

### **Regular Meetings**

Regular meetings of the Board are held on the 3<sup>rd</sup> Wednesday of each month, with the exception of July and August. These meetings usually take place at the Central Branch from 4:30 to 6:30 p.m.

### **Committee of the Whole (COW) Meetings**

Committee of the Whole meetings are held three times a year and provide an opportunity for discussion and review of policies and objectives. These meetings usually take place in February, May and October.

### **Special Meetings**

Special meetings of the Board are occasionally required for time-sensitive discussions and decisions. As much notice as possible will be given.

### **Agenda Packages**

Agenda packages are posted 8 days prior to the meeting. Board members are expected to review all materials and be properly prepared for Board deliberation and decision-making.

### **Time Commitment**

Approximately 3 hours is required to prepare for and attend each meeting.

### **Orientation and Training**

Mandatory training sessions are held at the start of each Board term to orient new

members and to maintain and increase the skills of existing Board members.

Community leaders will be invited to speak to the Board to assist the Board in making informed decisions.

Workshops and training modules will be made available throughout the term to enhance awareness of relevant issues and trends in library service.

### **Duties and Responsibilities:**

Establish guiding principles and strategic direction for the organization:

- Evaluate the performance of the Library within the community and adjust its goals and objectives where the needs are not being met.
- Ensure adherence to the *Public Libraries Act*, its Regulations, and any other legislation affecting the operation of the Library within the community.
- Keep abreast of standards and library trends; be aware of all legislation affecting libraries and play an active role in initiating and supporting beneficial library legislation.
- Interact with provincial and national library organizations
- Create and maintain linkages between the Library Board and ownership.

Work to secure adequate funding to fulfill organizational goals:

- Measure the impact of existing community programs and provide library resources and services that will enhance community results.
- Present a budget to the Municipal Councils that reflects the Library's Strategic Plan and identified community needs.
- Establish and maintain relationships with local municipal councillors and MPPs

Delegation of operational achievement and conduct:

- Hire and evaluate the ongoing performance of the Library Chief Executive Officer within the goals set by the Board.
- Support ongoing professional development opportunities for staff and board members.
- Establish written policies for the delivery of effective library service.

### **Desirable Qualifications and Relevant Experience**

- Previous experience on volunteer boards or advisory committees
- Interest in the library, the community and their inter-relationship

- Readiness to dedicate time and effort to the Board's goals and purpose
- Connections and affiliations with the community and appreciation of the diversity of the community served by Kingston Frontenac Public Library
- Knowledge of the community's social and economic conditions
- Aptitude for planning – both long and short range
- Ability to work with other Board trustees, Library staff and governing officials, and to represent the Library in the community.
- Previous experience or interest in community engagement and consultation

## Diversity and Inclusion

The Library is committed to diversity and inclusion and welcomes applicants from equity seeking groups such as women, racialized/visible minorities, Indigenous/Aboriginal peoples, persons with a disability, persons who identify in the LGBTQ2S+ community and others who reflect the diversity of Canadian society.

## Conditions of Appointment

KFPL Board members are required to provide a current CRC (Criminal Record Check), including vulnerable sector, at their own expense as a condition of appointment.

## Application Procedures

Candidates interested in serving on the KFPL Board are encouraged to submit an application to their municipality of residence for consideration. The deadline for applications is November 4, 2022.

- ➔ [Committee Application – City of Kingston](#)
- ➔ [Committee Application – County of Frontenac](#)

Application forms are also available at municipal offices.

## More Information

- ➔ [Browse through minutes of the Library Board](#)
- ➔ [Browse through Annual Reports and Community Reports](#)
- ➔ [Programs and Events at your Library](#)