



GEORGINA PUBLIC LIBRARY
Public Library Board Agenda

Thursday, October 17, 2024

7:00 PM

Pages

1. CALL TO ORDER

“Georgina Public Library recognizes and acknowledges that we are on lands originally used and occupied by the First Peoples of the Williams Treaties First Nations and other Indigenous Peoples, and we would like to thank them for sharing this land. We would also like to acknowledge the Chippewas of Georgina Island First Nation as our close neighbour and friend, one with which we strive to build a cooperative and respectful relationship.

We also recognize the unique relationship the Chippewas have with the lands and waters of this territory. They are the water protectors and environmental stewards of these lands and we join them in these responsibilities.”

2. ROLL CALL

3. INTRODUCTION OF ADDENDUM ITEM(S)

4. APPROVAL OF AGENDA

5. ANNOUNCEMENTS

6. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

7. ADOPTION OF MINUTES

September 19, 2024 Meeting Minutes

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8. SPEAKERS

9. DELEGATIONS/ PETITIONS

10. PRESENTATIONS

11. CONSENT AGENDA

1. Branch Report

15

2.	Quarterly Statistics	19
3.	Work Plan Update	25
4.	Financial Statement September 2024	27
5.	Media Scan	28
12.	VERBAL COMMUNICATIONS	
1.	CEO Update (J. Moncada)	
2.	Board Chair Update (B. Sabatini)	
3.	Friends of the Library Update (R. Beechey)	
13.	OLD BUSINESS	
14.	NEW BUSINESS	
1.	Policy Review: Board Structure Bylaws	35
2.	Board Self-Evaluation	50
3.	Library Board Bank Account Signing Authority	
	Recommendation:	
	That the Georgina Public Library Board authorizes that the signing authorities for their bank account to receive and disburse library revenues be updated to: Bobbi Sabatini, Board Chair; Nancy Rodrigues, Board Vice-Chair; and Joseph Moncada, CEO/Director of Library Services. Further, that two of the three signing authorities for said bank account be required for all transactions.	
4.	Board Holiday Gathering	
15.	OTHER BUSINESS FOR WHICH NO NOTICE HAS BEEN GIVEN	
16.	CLOSED SESSION	
1.	Motion to move into Closed Session	
2.	Motion to reconvene into Open Session and report on matters discussed in Closed	

17. NEXT MEETING DATE/TIME

November 21, 2024

18. MOTION TO ADJOURN



GEORGINA PUBLIC LIBRARY
Georgina Public Library Board Minutes

Date: Thursday, September 19, 2024
 Time: 7:00 PM

Members of Board Present: Dave Neeson
 Bobbi Sabatini
 Naomi Davison
 Leslie Johnstone
 Rita Beechey
 Alicia Braund
 Kathy Coates
 Madalyn Calzavara

Members of Board Absent: Nancy Rodrigues

Staff Present: Serena Hamlyn
 Steve Lee-Young
 Anna Delong
 Chad Parisien
 Karolina Roussakis

1. CALL TO ORDER

The meeting was called to order by the Chair at 7:01pm.

“Georgina Public Library recognizes and acknowledges that we are on lands originally used and occupied by the First Peoples of the Williams Treaties First Nations and other Indigenous Peoples, and we would like to thank them for sharing this land. We would also like to acknowledge the Chippewas of Georgina Island First Nation as our close neighbour and friend, one with which we strive to build a cooperative and respectful relationship.

We also recognize the unique relationship the Chippewas have with the lands and waters of this territory. They are the water protectors and environmental stewards of these lands and we join them in these responsibilities.”

2. ROLL CALL

As noted above.

3. **INTRODUCTION OF ADDENDUM ITEM(S)**

The Board Chair noted that the 2025 Budget documents were sent to the Board earlier this week.

4. **APPROVAL OF AGENDA**

The Hoopla item was brought forward and moved to the Presentations section of the Agenda.

GLB-2024-074

Moved By Madalyn Calzavara

Seconded By Alicia Braund

That the Agenda be approved as amended.

Carried

5. **ANNOUNCEMENTS**

The Board Chair introduced Joseph Moncada, who was joining the meeting as a spectator this month, in preparation for his start date with GPL in the role of Library CEO/Director in October.

6. **DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**

None.

7. **ADOPTION OF MINUTES**

1. July 18, 2024 meeting minutes

2. August 15, 2024 meeting minutes

3. August 28, 2024 Special meeting minutes

4. August 29, 2024 Special meeting minutes

GLB-2024-075

Moved By Dave Neeson

Seconded By Madalyn Calzavara

That the minutes of July 18, 2024 be adopted as amended.

Carried

And

GLB-2024-076

Moved By Rita Beechey

Seconded By Alicia Braund

That the minutes of August 15, August 28, and August 29, 2024 be adopted as circulated.

Carried

8. SPEAKERS

None.

9. DELEGATIONS/ PETITIONS

None.

10. PRESENTATIONS – Hoopla

K. Roussakis, *Manager, Library Collections* shared a Hoopla presentation with information on how Hoopla works, statistics, and borrow limits. Board members had the opportunity to ask questions regarding the service.

11. CONSENT AGENDA

1. Branch Report
July & August
2. Work Plan Update
July & August
3. Financial Statement
July & August 2024
4. Media Scan

GLB-2024-077

Moved By Alicia Braund

Seconded By Naomi Davison

That items 11.1, 11.2, 11.3, and 11.4 - Consent Agenda be adopted as presented.

Carried

12. VERBAL COMMUNICATIONS

1. CEO Update (S. Lee-Young)

COMMUNITY CONNECTIONS

- We are partnered with the Town of Georgina Summer Camps to run programming in our Maker Space on Wednesday afternoons in July/August for children ages 6-12. Over the summer, 282 children got to enjoy activities in the Maker Space
- On Monday, July 8 Sara F was a guest at Georgina Brock Horticultural Society's meeting at Pepperlaw Lions Hall. 39 participants enjoyed making butterfly bookmarks and learning about GPL's summer reading programs
- On Tuesday, August 20, CAYR's LGBTQ+ youth program participants attended a Maker Space program facilitated by Tyler to make and create custom mugs. After the program, we received an email from CAYR's Program Specialist who received feedback from the youth attending the program raving about how incredible and impactful the program was. Youth who were unlikely to ever connect with the library are now excited to come back and use the Maker Space again

SPACES

- Construction on the parking lot at the Sutton Multi-Use facility has wrapped up

PEOPLE & LEADERSHIP

- GPL welcomed three new Casual Library Clerks to the team: Deborah, Robynne, and Dana. Dana transitions to Casual Clerk from Library Student based out of the Pepperlaw Branch

COLLECTIONS & PROGRAMS

- Over the summer, we received 954 Adult entries, and 165 Teen entries for our Teen/Adult Summer Reading Club
- We received 213 game card entries into our Summer Reading and Learning Club prize draw. In total, children completed 11,134 reading and learning activities. Keswick Public School was the winner of the competition between the schools
- Our Summer Reading and Learning Club Wrap Up Celebration with Hands on Exotics took place on Friday, August 16 at 10:30 a.m. at Keswick Branch. The program was generously sponsored by Friends of the Library
- We have started officially advertising our Maker Space appointment offerings on our website. Members of the public can book a 1-on-1 appointment with Tyler by emailing makerspace@georgina.ca . In the month of July, Tyler was able to offer 13 Maker Space appointments. In August, we offered 28 Maker Space appointments. We have expanded our Maker Space appointment offerings to include the Video Lab and the equipment in there (video/sound editing software, green screen)
- Information for our Fall Childrens, Adult, and Maker Space programs is now available on our website and in our What's On Guides
- As of September, we are offering Maker Space pop-ins on Wednesday afternoons and select Saturday mornings where members of the public can stop by the Maker Space to learn more about the space and receive inspiration for their next project.
- Playaways are now in circulation

2. Board Chair Update (B. Sabatini)

- The Board Chair attended the Summer Reading & Learning Club wrap-up party
- The Board Chair has been meeting frequently with the Selection Committee and the HR Department and were successful in hiring their new CEO, Joseph Moncada, whose start date is October 15
 - Thank you to the many different Town departments for all the help in the hiring process
- The Board Chair has been meeting with the Finance Committee, the interim-CEO, S. Lee-Young, and S. Hamlyn

- The Board Chair has been visiting the Library branches to see if staff have any questions regarding the hiring of the new CEO. Staff all seem very excited.
 - Next steps:
 - virtually introduced J. Moncada to S. Lee-Young and S. Hamlyn
 - Start speaking with J. Moncada about the budget and introduce him to everyone

3. Friends of the Library Update (R. Beechey)

- The Friends last met on the 26th of August where they confirmed that the Spelling Bee will be moved into May of next year
 - At that time, it will take place at the chalet in the ROC
- The Victorian Tea is taking place on October 20 at the Kin Hall
 - There are several vendors in place for the vendor area and an emcee has been chosen
 - Tickets for the Tea are available in each Library branch
- The Friends are recruiting. If you know of anyone interested in supporting the Library who would like to join the friends, please let them know

GLB-2024-078

Moved By Leslie Johnstone
Seconded By Alicia Braund

That items 12.1, 12.2, and 12.3 - Verbal Communications be accepted as presented.

Carried

13. OLD BUSINESS

1. Public Code of Conduct Policy

The Public Code of Conduct was brought back to the Board with the previously discussed changes.

GLB-2024-079

Moved By Rita Beechey

Seconded By Kathy Coates

That the Public Code of Conduct Policy be accepted as presented.

Carried

14. NEW BUSINESS

1. Hoopla - moved under item # 10 - Presentations

2. 2025 Budget

The CEO discussed the budget requests with the Board. Board members had the opportunity to ask questions and comment. The *Deputy CAO/Treasurer* has recommended that the Board approve transferring some fund from the Capital Reserve fund into the Stabilization Reserve fund to ensure the Stabilization Reserve does not end up in a negative balance at the end of the year.

The Board Chair noted that, at this time, there is a bit of leeway within the staffing budget with having one manager position vacant. Once the new CEO starts, he may have insight into options for reorganizing some of the budget in order to add a second Maker Space Programmer.

GLB-2024-080

Moved By Kathy Coates

Seconded By Leslie Johnstone

That the Library Board approve the transfer of \$150,000 from the Library Capital Reserve fund into the Library Stabilization Reserve fund.

Carried

And

GLB-2024-081

Moved By Rita Beechey

Seconded By Dave Neeson

That the Library Board approve the 2025 budget asks as presented and that the Board empowers the CEO to make any changes to the 2025 budget up to an \$8,000 threshold; furthermore, that the Board empowers the 2025 Finance Committee to make changes to the 2025 budget over and above \$8,000.

Carried

3. Ontario Public Library Week / Meet the Board

The Board Chair spoke of holding a *Meet the Board and new CEO* event at the Library during *Ontario Public Library Week*, which falls within the week of October 20-26 this year. The Board agreed to hold the event on Tuesday, October 22, 2024.

4. Ontario Public Library Week Proclamation

The Mayor, on behalf of Council, has issued a proclamation for Ontario Public Library Week:

"The Town of Georgina hereby proclaims the week of October 20-26, 2024, as 'Ontario Public Library Week' throughout the Town of Georgina to recognize the valuable role libraries play in the lives on people in our community and across the Province"

The certificate issued was included in the Board package.

15. OTHER BUSINESS FOR WHICH NO NOTICE HAS BEEN GIVEN

None.

16. CLOSED SESSION

1. Motion to move into Closed Session

GLB-2024-082

Moved By Alicia Braund

Seconded By Madalyn Calzavara

That the Library Board move into Closed Session at 8:41pm.

Carried

- a. Review of Closed Session minutes
 - January 18, 2024 Closed Session minutes
 - Labour relations or employee negotiations, Section 16.1(4) of the Public Libraries Act
 - Labour Market Review discussion
 - b. Labour relations or employee negotiations, Section 16.1(4) of the Public Libraries Act
 - Director/CEO compensation matter
 - c. Closed Session minutes to be reviewed separately
 - a. August 15, 2024 Closed Session minutes
 - Personal matters about an identifiable individual, Section 16.1 (4) of the Public Libraries Act
 - Director/CEO Interviews
 - b. August 28, 2024 Closed Session minutes
 - Personal matters about an identifiable individual, Section 16.1 (4) of the Public Libraries Act
 - Director/CEO Interview
 - c. August 29, 2024 Closed Session minutes
 - Labour relations or employee negotiations, Section 16.1(4) of the Public Libraries Act
 - Director/CEO compensation matters
2. Motion to Reconvene into Open Session and report on matters discussed in Closed Session.

GLB-2024-083

Moved By Alicia Braund

Seconded By Kathy Coates

That the Library Board reconvene into Open Session at 8:56

Carried

The January 18, 2024 Closed Session meeting minutes were not reviewed in Closed Session.

In regards to Closed Session item b.

GLB-2024-084

Moved By Madalyn Calzavara

Seconded By Rita Beechey

That the information provided be received.

Carried

In regards to Closed Session item c.

GLB-2024-085

Moved By Leslie Johnstone

Seconded By Madalyn Calzavara

That the Closed Session minutes of August 15, 2024, August 28, 2024, and August 29, 2024 be adopted as presented.

Carried

17. NEXT MEETING DATE/TIME

October 17, 2024

18. MOTION TO ADJOURN

GLB-2024-086

Moved By Naomi Davison

Seconded By Rita Beechey

That the meeting of September 19, 2024 adjourn at 8:59pm.

Carried

Bobbi Sabatini, Chair

Serena Hamlyn, Executive Assistant to the Library Director/CEO

JOINT BRANCH REPORT - September 2024

Submitted by: Amy Butcher - Manager, Library Community Engagement
Becky George - Manager, Library eServices
Karolina Roussakis – Manager, Library Collections

COMMUNITY CONNECTIONS

- On Wednesday, September 4, Lisa and Lindsay attended a Seniors Open House at Club 55 Keswick. They spoke with 78 people about library programs and services.
- On Thursday, September 26, Lindsay attended a community BBQ at Deer Park Public School. She spoke with 83 people about library programs and services.
- On Saturday, September 28 and Sunday, September 29, Lisa and Lindsay attended Georgina Island Pow Wow at Sutton District High School. Over two days, they spoke with 225 people about library programs and services.

SPACES

- Organization of the collections at Keswick, Sutton, and Pepperlaw branches are underway. Shelf-shifting and moving of the collections in each branch will be on-going for the next little while.

PEOPLE AND LEADERSHIP

- Georgina Public Library welcomed Lorraine and Rheannon as new permanent Library Clerks based out of the Keswick Branch and Discovery Branch. Both shift to their permanent, scheduled positions from Casual Library Clerk positions.

COLLECTION AND PROGRAMS

- Playaways (an alternative physical audio medium to the book on CD) went live in September, starting with the collection at the DC branch. Once the collection grows, the next branch to house Playaways will be Sutton.
- On Saturday, September 14, Lisa partnered with the Georgina Feral Cat Committee to host a Cat Cafe at Pepperlaw Branch. People who attended the event had the opportunity to meet adoptable kittens and pick up some cat care tips.
- On Friday, September 27, GPL partnered with Georgina Island to run a “National Day for Truth and Reconciliation at GPL” event. Program participants enjoyed cultural teachings, traditional drumming, dancing and music from Jake Charles’ (Na-nock-ashee) group from First Nation Cultural Tours. Friends of the Library co-sponsored the program.
- GPL is currently accepting seed donations from Georgina residents in preparation for the launch of our Seed Library in Spring 2025. Community members can drop off their seeds to any GPL branch.

Dates	Program Name	Platform/format	Total views/ participants
Various dates	One-on-one technology help (eServices)	Email, chat, phone, in-person	27
Sept 10, 17, 24	Family Storytime	Sutton	68
Sept 10, 17, 24	Ready, Set, Kindergarten	Sutton	11
Sept 10, 17, 24	LEGO Club	Discovery	40
Sept 10, 17, 24	Reading Buddies	Keswick	53
Sept 11, 18, 25	Family Storytime	Keswick	69
Sept 11, 18, 25	Introduction to Ukulele	Keswick	13
Sept 11, 18, 25	Ukulele Circle	Keswick	36
Sept 12, 19, 26	Babytime	Keswick	43
Sept 12, 19, 26	Ready, Set, Kindergarten	Keswick	17
Sept, 12, 19, 26	LEGO Club	Sutton	10
Sept 14, 21, 28	Saturday Family Storytime	Keswick	19
Sept 13	GPL on the GO (visit to EarlyON offsite storytime)	The Link	10
Sept 17	GPL on the GO (visit to EarlyON offsite storytime)	RL Graham	19
Sept 17	Homeschooling Hangout	Keswick	50
Sept 21	Seasonal Saturdays	Sutton	1
Sept 26	Deer Park P.S. Outreach	Deer Park	83
Sept 27	National Day for Truth and Reconciliation at GPL	Keswick	25
Sept 28, 29	Georgina Island Pow Wow	Sutton High School	225
Sept 14, 28	Family Maker Space Activities	Discovery-MS	30
Sept 4, 11, 14, 18, 25, 28	Maker Space Pop in	Discovery-MS	19

Sept 5	Customize a Mug for Adults	Discovery-MS	8
Sept 19	Introduction to 3D Printing for Seniors	Discovery-MS	10
Sept 27	Introduction to 3D Printing for Kids	Discovery-MS	15
Sept 3	Pefferlaw Book Club	Pefferlaw	10
Sept 3	Sutton Book Club	Sutton	8
Sept 18	Discovery Branch Book Club	Discovery	7
Sept 3, 5, 10, 12, 17, 19, 24, 26	Hooks and Needles Corner	Keswick	63
Sept 4	Pins and Needles	Sutton	9
Sept 5, 19	Welcome Centre Immigrant Services	Keswick	6
Sept 10, 17, 24	All Babies Count- Prenatal Nutrition Program	Discovery	15
Sept 4, 11, 18, 25	English Conversation Circle for Newcomers	Keswick	18
Sept 4	Drop in Stroke Support Group	Sutton	1
Sept 4, 18	Free Legal Clinic	The Link	11
Sept 11, 25	Free Legal Clinic	Keswick	9
Sept 4	Seniors Open House	Club 55 Keswick	78
Sept 11	Resume Building and Interview Tips with CCSYR	Discovery	6
Sept 14	Pefferlaw Cat Cafe	Pefferlaw	39
Sept 17	Meals on a Budget: Part 1	Sutton	7
Sept 24	Meals on a Budget: Part 2	The Link	12
Sept 21	Seed Saving Strategies	Pefferlaw	10
	All recorded videos, re-watched in September		4
		TOTAL	1097

TECHNOLOGY

- We are working to improve the discoverability of our eResource, TumbleBook Library, by adding catalogue records for the discrete titles in the collection which will redirect patterns to the digital landing page for seamless borrowing. TumbleBook Library has over 1100 titles for Grades Kindergarten to Grade 6, and includes unique animated, talking picture books, read-along chapter books, National Geographic videos, non-fiction books, playlists, as well as books in Spanish and French. This project will be completed in stages as the vendor sends the catalogue records in batches for the full collection. Follow this search to see the items already added:
<https://georgina.bibliocommons.com/v2/search?query=tumblebooks&searchType=smart>
- GPL's website was updated with a new layout and information related to our [Lendery](#) offerings. As new items are added to the collection, this page will be updated.

Georgina Public Library Circulation & Active User Statistics

2024

Date	Keswick	Sutton	Pefferlaw	Discovery	E-Books	Total	Active Members	Notes
January	10,795	6,170	1,198		7,309	25,472	9,199	
February	9,530	5,741	1,166		6,883	23,320	9,073	
March	9,278	5,686	1,215	3,324	7,458	26,961	8,906	
April	8,495	5,868	1,283	3,008	7,201	25,855	9,708	
May	7,671	5,849	1,126	2,416	7,400	24,462	9,490	
June	7,638	3,691	1,283	2,269	6,991	21,872	8,827	
July	10,701	5,386	1,393	2,859	7,253	27,592	9,775	
August	10,281	4,992	1,526	2,784	7,281	26,864	9,476	
September	8,574	4,664	1,277	2,389	7,208	24,112	8,999	
TOTALS	82,963	48,047	11,467	19,049	64,984	226,510		
Averages	9,218	5,339	1,274	2,721	7,220	25,168	9,273	

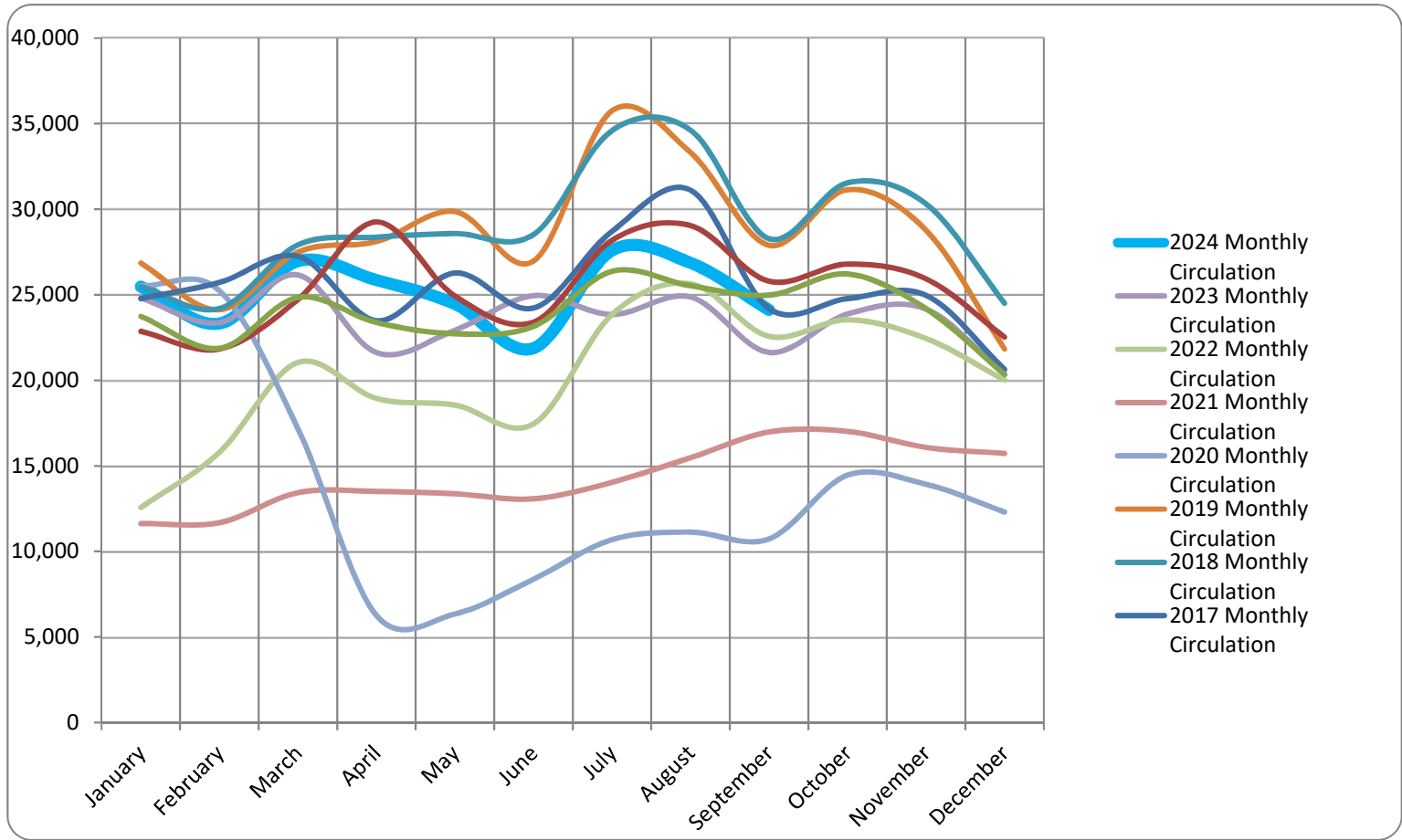
2023

Date	Keswick	Sutton	Pefferlaw	E-Books	Total	Active Members	Notes
January	11,076	6,067	1,071	6,590	24,804	10,166	
February	10,198	5,960	1,178	6,029	23,365	10,125	
March	12,352	6,557	1,125	6,126	26,160	10,135	
April	9,968	4,981	917	5,754	21,620	10,088	
May	9,877	6,029	941	6,079	22,926	10,102	
June	10,210	7,941	922	5,873	24,946	10,083	
July	11,277	5,063	1,447	6,057	23,844	10,010	
August	12,181	5,308	1,210	6,169	24,868	9,901	
September	9,636	4,478	939	6,578	21,631	9,920	
October	9,452	6,670	936	6,814	23,872	9,925	
November	9,111	7,169	1,046	6,839	24,165	9,887	
December	7,985	5,066	912	6,364	20,327	9,897	
TOTALS	123,323	71,289	12,644	75,272	282,528		
Averages	10,277	5,941	1,054	6,273	23,544	10,020	

2022

Date	Keswick	Sutton	Pefferlaw	E-Books	Total	Active Members	Notes
January	3,448	2,284	620	6,212	12,564	11,293	curbside only for 3 weeks of January
February	6,413	3,314	749	5,318	15,794	11,360	extended hours effective Feb 19
March	8,852	4,983	1,091	6,120	21,046	11,532	
April	7,582	4,570	989	5,797	18,938	11,674	
May	6,733	5,278	758	5,785	18,554	11,792	
June	6,492	4,407	915	5,636	17,450	11,955	returned to full hours effective June 25
July	11,867	4,854	1,294	5,830	23,845	12,219	
August	12,887	4,929	1,567	6,257	25,640	12,443	
September	10,936	4,529	1,213	5,891	22,569	12,291	
October	9,674	6,799	1,010	6,053	23,536	10,210	resumed school visits in Sutton
November	9,246	6,236	1,202	5,760	22,444	10,125	
December	8,385	4,953	1,517	5,162	20,017	10,045	
TOTALS	102,515	57,136	12,925	69,821	242,397		
Averages	8,543	4,761	1,077	5,818	20,200	11,412	

2017 - 24 Annual Total Circulation By Month Comparison



January

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	10,795	6,220	16	131	1,252		1,229	19,627	
Pefferlaw	1,198	994	1	5	202		136	2,535	
Sutton	6,170	4,718	8	53	370		102	11,413	
Discovery	0	0	0	0	0		0	0	
CYS			38	863	646			1,509	
eBranch	7,309	20,055	105	488		57,220		85,072	
Total	25,472	31,987	168	1,540	2,470	57,220	1,467	120,156	

February

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	9,530	6,595	18	168	1,216		473	17,982	
Pefferlaw	1,166	927	2	21	146		62	2,322	
Sutton	5,741	4,942	6	37	347		93	11,160	
Discovery	0	0	0	0	0		0	0	
CYS			43	876	649			1,525	
eBranch	6,883	22,293	43	189		47,252		76,617	
Total	23,320	34,757	112	1,291	2,358	47,252	628	109,606	

March

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	9,278	5,883	14	129	1,567		623	17,480	
Pefferlaw	1,215	959	3	271	172		17	2,634	
Sutton	5,686	4,349	5	3	336		22	10,396	
Discovery	3,624	7,839	10	2,556	1,241		0	15,260	
CYS			13	575	453			1,028	
eBranch	7,458	32,016	64	216		56,327		96,017	
Total	27,261	51,046	109	3,750	3,769	56,327	662	142,815	

April

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	8,495	6,556	17	711	1,118		505	17,385	
Pefferlaw	1,283	1,078	4	42	175		115	2,693	
Sutton	5,868	5,493	7	54	352		67	11,834	
Discovery	3,008	7,573	7	45	1,625		0	12,251	
CYS			53	895	483			1,378	
eBranch	7,201	18,415	58	181		50,015		75,812	
Total	25,855	39,115	146	1,928	3,753	50,015	687	121,353	

May

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	7,671	4,411	15	138	1,021		513	13,754	
Pefferlaw	1,126	1,053	1	11	177		70	2,437	
Sutton	5,849	4,992	7	57	368		76	11,342	
Discovery	2,416	5,652	4	42	1,502		0	9,612	
CYS			40	1,199	404			1,603	
eBranch	7,400	22,218	51	265		49,377		79,260	
Total	24,462	38,326	118	1,712	3,472	49,377	659	118,008	

June

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	7,638	4,611	15	169	994		537	13,949	
Pefferlaw	1,283	1,088	1	11	201		104	2,687	
Sutton	3,691	3,999	10	165	424		109	8,388	
Discovery	2,269	4,718	3	16	1,400		0	8,403	
CYS			11	571	412			983	
eBranch	6,991	27,022	69	273		49,358		83,644	
Total	21,872	41,438	109	1,205	3,431	49,358	750	118,054	

July

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	10,701	4,915	21	578	908		1,097	18,199	
Pefferlaw	1,393	1,454	1	4	244		98	3,193	
Sutton	5,386	3,516	5	27	408		75	9,412	
Discovery	2,859	6,105	4	29	1,673		0	10,666	
CYS			63	1,430	483			1,913	
eBranch	7,253	41,000	81	403		57,122		105,778	
Total	27,592	56,990	175	2,471	3,716	57,122	1,270	149,161	

August

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	10,281	4,400	19	657	935		798	17,071	
Pefferlaw	1,526	1,147	1	4	208		38	2,923	
Sutton	4,992	2,327	44	30	313		26	7,688	
Discovery	2,784	5,149	1	6	1,743		0	9,682	
CYS			40	1,131	408			1,539	
eBranch	7,281	23,793	61	208		42,257		73,539	
Total	26,864	36,816	166	2,036	3,607	42,257	862	112,442	

September

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	8,574	5,279	18	222	1,034		421	15,530	
Pefferlaw	1,277	1,518	3	59	185		7	3,046	
Sutton	4,664	3,792	7	376	380		37	9,249	
Discovery	2,389	5,701	13	65	1,531		0	9,686	
CYS			42	542	336			878	
eBranch	7,208	21,679	68	278		49,172		78,337	
Total	24,112	37,969	151	1,542	3,466	49,172	465	116,726	

2024 TOTALS

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library
Keswick	82,963	50,232	153	2,903	10,045		6,196	152,339
Pefferlaw	11,467	10,444	17	428	1,710		647	24,696
Sutton	48,047	39,360	99	802	3,298		607	92,114
Discovery	19,349	45,128	42	2,759	10,715		0	77,951
CYS			343	8,082	4,274			12,356
eBranch	64,984	228,491	600	2,501		458,100		754,076
Total	226,810	373,655	1,254	17,475	30,042	458,100	7,450	1,113,532

2024 Work Plan – September Update

Board Governance Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Succession Planning-staff					
Library Advocacy	Board	On going		On going	
2023 Year in Review	CEO	Q3	Q4		
Sutton Multi-Use Transfer and Operating Agreement	CEO	Q1-2019	2024?	In Progress	Legal agreement for the Sutton Multi-Use Building between the School Boards, Town, and Library. Intro meeting with Town Solicitor on Nov 29/22. As of Jan 2024, Town Solicitor is in discussions with legal teams.
Library & School Boards Agreement on Sutton Branch	CEO	Q1-2019	2024?	In Progress	Transfer and Operating Agreement take precedent. Intro meeting with Town Solicitor on Nov 29/22. As of Jan 2024, Town Solicitor is in discussions with legal teams.

Capital Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
MURC Branch	CEO	Q1	Q1-2024	Complete	Open to public as of March 2, 2024
Direct Mail Campaign	Amy Butcher	Q4	Q1-2025		
Technology Equipment Upgrades for Service Desks	Becky George	Q4	Q1-2025		
Inclusivity, Diversity, Equity, Accessibility (IDEA) Strategy	CEO	Q2	Q4	In-progress	In partnership with Town HR; modules were rolled out to staff in April.
Keswick Alcove renovation	CEO	Q2-2022	Q1-2024	Complete	
Security gates-PE & KE	Becky George (Cust. Exp Mgr./ Karolina Roussakis)	Q2-2023	Q4-2024		Tentative Installs scheduled for October

Staffing Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Redistribution of CYSA staff hours	Amy Butcher	Q1	Q1	Complete	One PPT position converted to PFT as of Jan 6.
eServices Technician increase in hours	Becky George	Q1	Q1	Complete	Eservices Tech. hours increase to avg. 24/week as of Jan 6.
Summer Reading Club Assistant-grants	Amy Butcher	Q1	Q3	Complete	Position's last day was in August. Not approved for grant(s).

Georgina Public Library

Financial Statement - September 2024

Date: October 10, 2024

	2024 Actuals	2024 Approved Budget	Variance	Percentage To Date	Target to Date	Notes
Revenue						
Town Grant	2,515,155.00	3,353,540	838,385	75%	75%	Pro-rated
Provincial Grants	46,950	62,600	15,650	75%	75%	Pro-rated
Misc Grants	-	9,240	9,240	0%	75%	
School Board Revenue	47,873	63,830	15,958	75%	75%	Pro-rated
Donations	1,955	2,100	145	93%	75%	
Fines	2,294	8,400	6,106	27%	75%	
Misc Fees	519	3,100	2,582	17%	75%	Exam Proctoring, etc
Photocopying Fees	5,471	8,700	3,229	63%	75%	
Program Registrations	968	4,200	3,232	23%	75%	
Book Sale	426	2,400	1,974	18%	75%	
Room Rentals	2,571	6,100	3,529	42%	75%	
Provision from Reserve	7,500	10,000	2,500	75%	75%	Pro-rated
Total Revenues	2,631,681	3,534,210	902,529	74%	75%	
Expenses						
Salaries & Benefits	1,976,167	2,603,870	627,703	76%	75%	
Library Board	2,000	4,800	2,800	42%	75%	Projected
Library Operations	194,462	454,090	259,628	43%	75%	Utilities, cleaning, courier, supplies, etc.
Training	6,387	23,300	16,913	27%	75%	
Collections	149,627	234,420	84,793	64%	75%	
Telecommunications	15,969	36,940	20,971	43%	75%	
Covid-19 Expenses	-	-	-	N/A	N/A	No allotted budget
Misc	2,911	5,900	2,989	49%	75%	
Contribution to Reserve	128,168	170,890	42,723	75%	75%	Pro-rated
Total Expenses	2,475,691	3,534,210	1,058,519	70%	75%	
Net	155,990	-	(155,990)			

https://www.yorkregion.com/news/georgina-public-library-welcomes-new-ceo/article_a3557ec7-cf2d-5b42-ab49-98de0f6bc9ef.html

NEWS

Georgina Public Library welcomes new CEO

Joseph Moncada from Oakville Public Library takes up the new role on Oct. 15.



By **Metroland Staff** Georgina Advocate

Sep 20, 2024

Article was updated Sep 20, 2024



Joseph Moncada will be joining Georgina Public Library as of Oct. 15 as new CEO.
Georgina Public Library photo

The Georgina Public Library Board announced the appointment of Joseph Moncada as the new chief executive officer/director of library services, effective Oct. 15.

With an impressive background in both the private and public sector, Moncada brings a wealth of experience and a passion for libraries, said a media release.

“We are very excited to welcome Joseph Moncada to Georgina Public Library,” said board chair Bobbi Sabatini.

“We believe his leadership, vision and passion for community involvement will make a lasting impact on the library and community. We are looking forward to a bright future with Joseph at the helm. Our wonderful library staff are eager to start working with Joseph, bringing our community together by supporting, empowering and inspiring our evolving community.”

Moncada brings an innovative and creative energy. He comes from Oakville Public Library, where he has developed and implemented several ground-breaking initiatives during his time as director of innovation and integration.

ARTICLE CONTINUES BELOW

PLAYING



Prior to Moncada's foray into public libraries, he put his MBA (master of business administration) and IBBA (international bachelor of business administration) degrees to good use in senior leadership roles at Labatt Brewing Company, and as an entrepreneur, founding the Sweet Tooth Candy Emporium while a business student.

He is an active volunteer and board member of several community organizations, proving his genuine interest and dedication to serving his community.

"I am absolutely thrilled to be joining the Georgina community and stepping into the role of CEO at Georgina Public Library," Moncada shared.

"This is an exciting time for the library and I feel incredibly fortunate to be part of its next chapter. Libraries are not just places for books; they are vibrant community hubs where people come together to learn, grow and connect. I can't wait to get started and help Georgina Public Library continue its mission of fostering a shared path of growth, discovery and connection."

To learn more about Georgina Public Library, visit [georginapubliclibrary.ca](https://www.georginapubliclibrary.ca).

MS

Metroland Staff

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GEORGINA

Media Release

Town of Georgina Corporate Communications
communications@georgina.ca



For Immediate Release

Sept. 18, 2024

Georgina Public Library welcomes new CEO

Georgina, ON – The Georgina Public Library Board is pleased to announce the appointment of Joseph Moncada as the new Chief Executive Officer (CEO)/Director of Library Services, effective Oct. 15, 2024. With an impressive background in both the private and public sector, Moncada brings with him a wealth of experience and a passion for libraries.

“We are very excited to welcome Joseph Moncada to Georgina Public Library,” said Bobbi Sabatini, Chair of the Georgina Public Library Board. “We believe his leadership, vision, and passion for community involvement will make a lasting impact on the library and community. We are looking forward to a bright future with Joseph at the helm. Our wonderful library staff are eager to start working with Joseph, bringing our community together by supporting, empowering, and inspiring our evolving community.”

Joseph Moncada brings an innovative and creative energy to Georgina Public Library. He comes from Oakville Public Library where he has developed and implemented several ground-breaking initiatives during his time as Director, Innovation and Integration. Prior to Moncada’s foray into public libraries, he put his MBA and IBBA to good use in senior leadership roles at Labatt Brewing Company, and as an entrepreneur, founding the Sweet Tooth Candy Emporium while a business student. He is an active volunteer and board member of several community organizations, proving his genuine interest and dedication to serving his community.

“I am absolutely thrilled to be joining the Georgina community and stepping into the role of CEO at Georgina Public Library,” Mr. Moncada shared. “This is an exciting time for the library and I feel incredibly fortunate to be part of its next chapter. Libraries are not just places for books; they are vibrant community hubs where people come together to learn, grow, and connect. I can’t wait to get started and help Georgina Public Library continue its mission of fostering a shared path of growth, discovery, and connection.”

To learn more about Georgina Public Library, visit [georginapubliclibrary.ca](https://www.georginapubliclibrary.ca).

Media Contact: Tanya Thompson | Communications Manager | Strategic Initiatives

Phone: 905-476-4305, ext. 2446 | Email: tathompson@georgina.ca | [georgina.ca](https://www.georgina.ca)

https://www.yorkregion.com/news/stouffville-library-unveils-new-name-logo-in-rebranding/article_46bc2eb7-3841-5b96-bff2-ac5de1517a8e.html

NEWS

Stouffville Library unveils new name, logo in rebranding

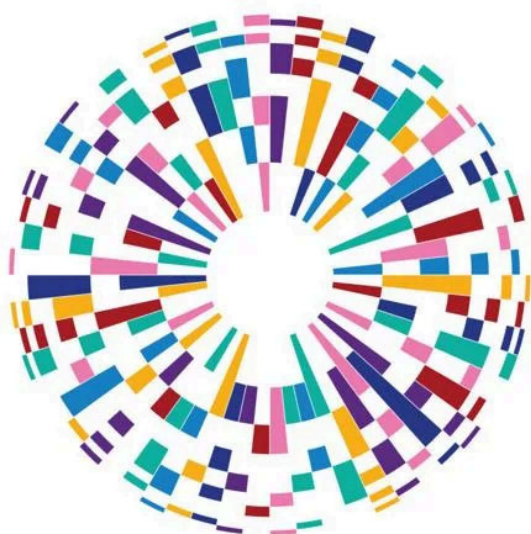
The library was previously known as the Whitchurch-Stouffville Public Library.



By **Simon Martin** Stouffville Suntribune

Oct 4, 2024

Article was updated 3 hrs ago



Stouffville Library

The Stouffville Library unveiled a new logo and name on Oct. 2. It was previously known as the Whitchurch-Stouffville Public Library.

Town of Stouffville image

Goodbye, Whitchurch-Stouffville Public Library; hello, Stouffville Library.

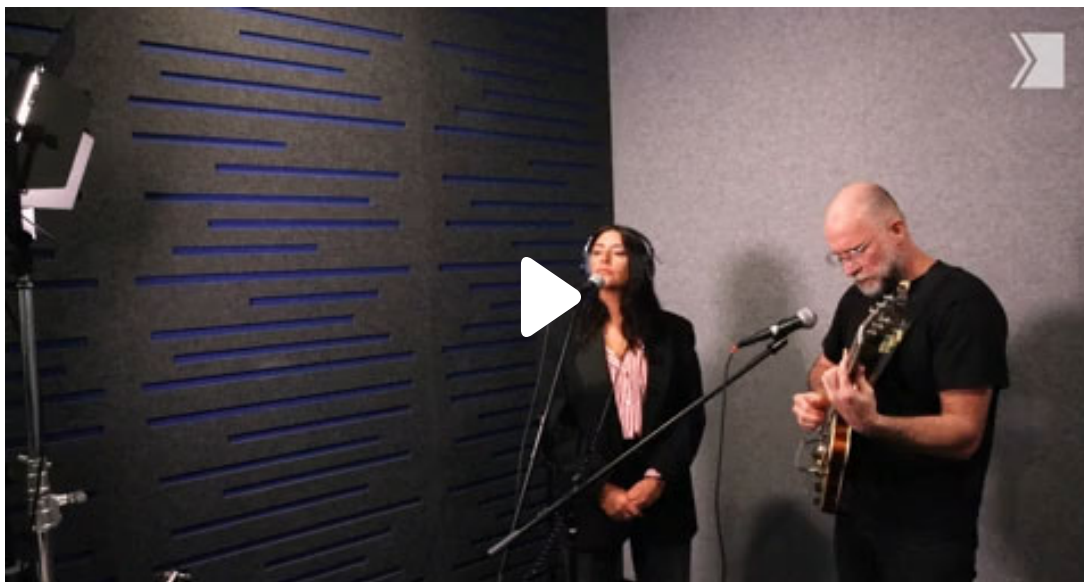
The Town of Stouffville announced the new library name and logo at a council meeting on Oct. 2. The move is part of a rebranding initiative that reimagines the library as a hub of inspiration, innovation and connection.

“Our new logo and name represent a transformative chapter for Stouffville Library,” Margaret Wallace, CEO of Stouffville Library, said. “We are redefining what it means to be a community library – creating a dynamic, inclusive space where imagination thrives, ideas blossom, and everyone feels welcome.”

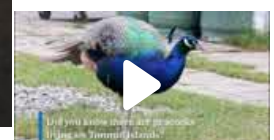
The new logo is a blend of elements that capture the library’s mission and values: an eye symbolizing personal discovery and the pursuit of knowledge, a keyhole representing the unlocking of new opportunities and potential and vibrant confetti celebrating the diversity, joy and community spirit that defines Stouffville Library. Together, the elements encapsulate the library’s vision of being a dynamic centre of creativity, learning and engagement.

For more information, visit wsplibrary.ca.

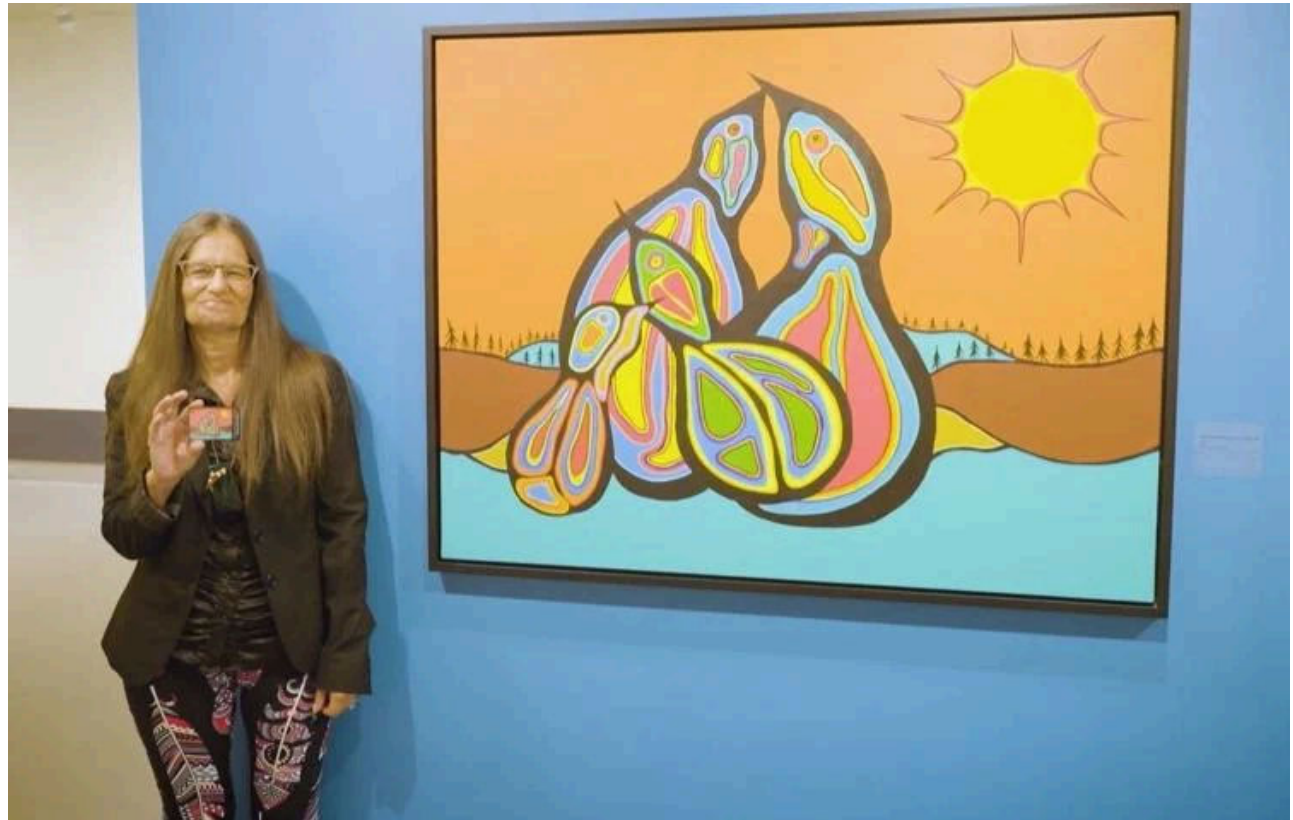
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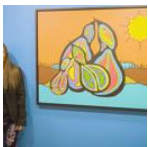
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Stouffville library highlights Indigenous art with special-edition library cards

Oct 2, 2024

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Stouffville library highlights Indigenous art with special-edition library cards



Simon Martin is a reporter for the *East Gwillimbury Express* and *Stouffville Sun-Tribune*. He can be reached at smartin@yrmg.com

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Georgina Public Library Board
Policies and Procedures Manual

Policy Title: Board Structure Bylaws

COMPOSITION OF BOARD MEMBERS

The Georgina Public Library Board (hereafter referred to as the Board), as per Part I Sections 9 and 10 of the Public Libraries Act R.S.O. 1990, Chapter P.44 (hereinafter referred to as "the Act") will be composed of at least five members appointed by the municipal council. The maximum number of municipal council members appointed to the Board will be one less than a majority of the Board.

TERM OF OFFICE

As per Section 10(3) of the Act, a Board member will hold office for a term concurrent with the term of the appointing municipal council, or until a successor is appointed, and may be reappointed for one or more further terms.

RESIGNATION

A Board member who must resign before the end of a term of office will inform the Board Chairperson, [Library Director/CEO/Director of Library Services](#), Executive Assistant to the [CEO/Director of Library Services/CEO](#) ("Recording Secretary") and the Board in writing, specifying the effective date of resignation.

VACANCIES

Where a vacancy arises in the Board membership, and the Board requests it, the appointing municipal council will promptly appoint a person to fill the vacancy and hold office for the unexpired term except where the unexpired term is less than forty-five (45) days. Municipal council may accept the recommendation of the Board as to a suitable candidate.

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**Georgina Public Library Board
Policies and Procedures Manual**

DUTIES AND RESPONSIBILITIES

DUTIES AND RESPONSIBILITIES OF THE BOARD

- 1) Strive to provide a comprehensive and efficient public library service that reflects the community's unique needs (from the PL Act)
- 2) Attend and participate in all Regular and Special Board meetings
- 3) Employ a qualified and competent Chief Executive Officer (CEO)/Director of Library Services.
- 4) Working with the Town's HR Department, and the CEO/Director of Library Services, review and approve as appropriate collective bargaining agreements as required
- 5) In consultation with the rest of the Board, the CEO/Director of Library Services, and the public, conduct a Strategic Plan review and formulate a new Strategic Plan every five (5) years
- 6) Determine and adopt written policies to govern the operation and services of the Library
- 7) Determine the Library's purposes and secure adequate funds to carry on the Library's services
- 8) Assist in the preparation of the annual budget; officially adopt budget; prepare a budget presentation to municipal council; and attend municipal council and committee meetings to present the budget as required
- 9) Regularly evaluate the Library's performance, considering budget with relation to service rendered, library use, personnel, and public relations
- 10) Explore and determine methods of increasing the Library's revenues
- 11) Know the Library's services and needs in relation to the community and be aware of standards and library trends
- 12) In alignment with the communications efforts of the Town, support and participate in a planned public relations program
- 13) Be aware of local and provincial laws affecting libraries
- 14) Ensure complete and accurate records are kept by the Library
- 15) As approved and budgeted for, attend provincial and national trustee meetings and workshops and affiliate with appropriate professional organizations
- 16) Through a Year in Review document, report annually to the municipal council and general public on the operations of the library system
- 17) Make an annual report to the Ministerry, and make any other reports or provide any other information required by the PL Act and Regulations, or requested by the Ministerry, from time to time
- 18) Ensure a full financial audit, pursuant to the requirements of the Act, and in accordance with municipal policies and procedures, is conducted every year.

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**Georgina Public Library Board
Policies and Procedures Manual**

that the results of said audit are published and presented to the Board, and upon receipt and approval of the Board, be provided to the Town and Municipal Council for inclusion in the consolidated financial reports of the Town

- 19) Provide input to the CEO/[Director of Library Services](#) if 10% or more of actively-employed staff are to be simultaneously placed on leave or dismissed or laid off (permanently or temporarily)

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**Georgina Public Library Board
Policies and Procedures Manual**

DUTIES AND RESPONSIBILITIES OF THE BOARD CHAIRPERSON

- 1) The role of the Board Chairperson is to ensure the proper functioning of the Board and the proper conduct of Board business, in accordance with the Act and the municipality's prescribed rules of procedure and any amendments duly adopted by the Board
- 2) Will be elected at the first meeting of a newly appointed Board term, and will remain in that capacity until the completion of the term or upon death, infirmity, or resignation
- 3) Presides at Regular and Special Board meetings
- 4) Conducts Board meetings in accordance with the Act and other relevant legislation, and within the rules of procedure adopted by the Board
- 5) In the absence of specific authority, will not commit the Board to any course of action
- 6) Serves as ex-officio member of all Board ~~committees-working groups~~
- 7) Acts as one of the authorized signing officers for all appropriate documents pertaining to Board business
- 8) Represents the Board, alone or with other Board members, at any public or private meetings for the purpose of conducting, promoting, or completing Board business
- 9) Determines ~~committees'-working groups'~~ responsibilities and establishes ~~committee-working group~~ membership
- 10) Ensures that vacancies on Board ~~committees-working groups~~ are filled expeditiously
- 11) If, for any reason, the Chairperson is temporarily unable to perform these functions, the Chairperson shall advise the Vice-Chairperson, the CEO/[Director of Library Services](#), and the Recording Secretary

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DUTIES AND RESPONSIBILITIES OF THE BOARD VICE-CHAIRPERSON

- 1) In the absence of the Chairperson, will be vested with all the powers and will perform all the duties of the Chairperson
- 2) Will be elected at the first meeting of a newly appointed Board term, and will remain in that capacity until the completion of the term or upon death, infirmity, or resignation
- 3) Will possess, and may exercise, such other powers and duties as may, from time to time, be assigned by the Board
- 4) Acts as one of the authorized signing officers for all documents pertaining to Board business

**Georgina Public Library Board
Policies and Procedures Manual**

**DUTIES AND RESPONSIBILITIES OF THE CHIEF EXECUTIVE OFFICER
(CEO)/Director of Library Services**

- 1) Has full responsibility for administering the Library within the framework of provincial laws and regulations, and the policies, budgets, and goals set by the Board
- 2) Is legally responsible to the Board
- 3) Advises and recommends to the Board plans, policies, and procedures to ensure the goals and objectives meet the needs of the community for Library facilities and services
- 4) Plans, organizes, directs, and evaluates Library programs and services and allocates resources to ensure the effective and efficient operation of the Library system
- 5) Administers Library policies, as adopted by the Board, develops procedures for implementing policies, and communicates policies and directives as required
- 6) Directs the Library's personnel function; establishes and maintains personnel practices; is responsible for hiring, training, development, performance appraisal, job evaluation, salary administration, discipline, and dismissal of staff at all levels. If 10% or more of actively-employed staff are to be simultaneously placed on leave or dismissed or laid off (permanently or temporarily), the Library Board will be given the opportunity for input. These activities will be conducted and align with established Town HR policies and procedures
- 7) Ensures that the Board's practices and policies are in accordance with human rights legislation and other relevant legislation, including the Municipal Act, the Labour Relations Act, and the Employment Standards Act
- 8) In co-operation with the Town's HR Department, negotiates collective agreements, handles all grievances, and keeps the Board informed as to their status and disposition
- 9) Recommends compensation levels and salary administration policies to the Board; negotiates working conditions for staff in alignment with the collective bargaining agreement in force at the time, and the municipality's governing policies and procedures
- 10) May work with the Town Treasurer in the performance of the duties of Treasurer to the Board in accordance with the Act; serves as one of the authorized signing officers; directs the financial administration of the Library to ensure cost effectiveness of the Library's services and operations
- 11) Ensures that records concerning financing, personnel, inventory, and insurance are accurate and complete
- 12) Controls the operation and maintenance of the Library's buildings and capital equipment

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Georgina Public Library Board Policies and Procedures Manual

- 13) Prepares the preliminary annual budget in conjunction with the Board, Municipal Council, and the Town's Treasury and Administration Departments based upon present and anticipated needs; participates in the budget presentation to municipal council, supplying facts and figures, analysis, and comment as required
- 14) Administers the Library's annual operating and capital budgets and ensures the Town's Treasury Department provides the Board with monthly statements and other financial reports and analyses as required
- 15) Has full oversight for selecting and ordering all books and other library materials and services, and planning and delivering all services offered by the system
- 16) Makes applications for, and administers, special grants
- 17) Works with the Executive Assistant to the ~~Director of Library Service~~/CEO/Director of Library Services, in the performance of the duties of Secretary to the Board in accordance with the Act; provides background information to the Board and ensures the Board is well informed; prepares and issues meeting agendas, minutes, and correspondence; prepares monthly and other reports; prepares and forwards required statistical reports to the provincial government
- 18) Reports at each Board meeting and attends at all times, except when own performance or salary is to be discussed
- 19) Develops and maintains effective working relationships with Town of Georgina administration, ~~appropriate provincial~~ Ministry of Tourism, Culture and Sport, and other relevant local and provincial agencies
- 20) Establishes and maintains contact with other library systems, professional associations, and community organizations
- 21) Actively participates in professional committees and represents the Library at workshops, seminars, and conferences
- 22) Is responsible for ensuring customer service is maintained at a level that meets or exceeds the Library's customer's expectations
- 23) Is responsible for and actively participates in public relations
- 24) Is aware of local and provincial trends/issues affecting libraries
- 25) Assists the Board to understand evolving community needs and to carry out formal assessment when required
- 26) Performs other related duties as required

~~BOARD COMMITTEES~~ WORKING GROUPS

- 1) The Board may appoint members to the following standing Board ~~committees~~ working groups at its discretion:

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**Georgina Public Library Board
Policies and Procedures Manual**

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Finance
Fundraising
Policy and Personnel

- 2) The Chairperson is an ex-officio member of all ~~committees-working groups~~
- 3) ~~Working group~~Committee meetings are called by the ~~committee-working group~~ Chairperson or by a majority of ~~committee-working group~~ members. Reasonable notice should be given to each ~~committee-working group~~ member, specifying the meeting's purpose
- 4) Minutes of ~~working groupecommittee~~ meetings will be approved at the next regular Board meeting and recommendations ratified by the Board
- 5) ~~Committees-Working groups~~ will operate within the guidelines established and approved by the Board. The guidelines may be amended on a 2/3 majority vote by the Board
- 6) Ad hoc ~~committees-working groups~~ may be appointed, by motion at any Board meeting, to deal with special matters assigned by the Board. An ad hoc ~~committee-working group~~ may have any number of members and the Board will name a Chairperson for each ~~committeeworking group~~. Such ~~committees working groups~~ report to the Board and will be dissolved immediately upon making their final report to the Board
- 7) For the purposes of continuity on the SOLS Trustee Council #5, the Board appointee will be chosen with the understanding that the appointee will serve for at least two (2) years.

AGENDAS

- 1) The Chairperson and CEO/~~Director of Library Services~~ will be responsible for the preparation of the agenda in conjunction with the Recording Secretary. Any Board member wishing to place an item on the agenda may do so by making a request to the CEO/~~Director of Library Services~~ at least ten (10) working days prior to the next Board meeting. The Secretary will make available for members the agenda and minutes of the last meeting(s) at least seven (7) days in advance of the next meeting.
- 2) The business of the Board will be placed on the agenda, typically in the following order:
 - Call to Order
 - First Nations Acknowledgement Statement
 - Roll Call
 - Introduction of addendum items ~~and deputations~~
 - Approval of the agenda
 - Announcements
 - Declarations of pecuniary interest
 - Adoption of the minutes

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Delegations/~~Speakers-Petitions~~
Presentations
Consent Agenda Items; ~~includes~~ statistics, branch reports, work plan update, financial statement, ~~media scan~~
Verbal Communications: includes CEO/~~Director of Library Services~~ update, Board Chairperson update, Friends of the Library update, SOLS report (quarterly), ~~Finance-Working Group updates, when required~~
Old Business
New Business
Other Business for Which No Notice Has Been Given
Closed Session, if required
Time and date of next meeting
Motion to adjourn

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MEETINGS AND CONDUCT OF MEETINGS

INAUGURAL MEETING OF THE BOARD

The CEO/~~Director of Library Services~~ shall call the first meeting of the newly-appointed Board as soon as practical upon receipt of the appointments from the Town Clerk. The CEO will preside and conduct the elections for the positions of Chairperson and Vice-Chairperson, in accordance with Meeting Procedures: Parliamentary Law and Rules of Order for the 21st Century by James Lochrie (Scarecrow Press, 2003) and the Municipal Act of Ontario. Once these elections have been completed, the newly elected Chairperson will assume the chair.

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REGULAR MEETINGS

Regular meetings will be held on the third Thursday of each month or at such other time as is decided at a previous meeting by a majority of members present. A minimum of seven (7) meetings per year is stipulated by the ~~Public Libraries~~-Act. The Secretary to the Board will publish a list of the regularly scheduled meetings for the year as soon as possible and distribute them to the members of the Board and ensure that the list is published on the Library website. The Board may alter the number of meetings, location of the meetings, and the times and the dates of meetings as it sees fit as long as the Board meets the minimum of seven (7) times during the year. Any change to meeting location, date and/or time will be posted on the Library website.

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Any member unable to attend a Board meeting will inform the Chairperson, CEO, and Secretary at least three (3) hours prior to the meeting. Members of the Board who require a "leave of absence" should request the same, in writing to the Board. The Board is not obligated to acquiesce to all such requests; they will be handled as they arise with the Board making a decision that is in keeping with the best interests of the Library.

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Failure to attend three (3) consecutive regular Board meetings may be followed by a request for the member's resignation, except in mitigating circumstances.

SPECIAL MEETINGS

The Chairperson or two-thirds of the Board members may call a Special Board meeting. Each member must be given at least forty-eight (48) hours' notice (except in the case of an emergency) in writing or by e-mail, specifying the purpose for which the meeting is called. No business shall be conducted at such meeting other than that specified in the notice. The CEO/Director of Library Services and Recording Secretary will ensure notification of any special meeting is published on the Library's and Town's websites as appropriate, along with the agenda for the meeting.

OPEN AND CLOSED MEETINGS

Board meetings are open to the public. By a simple majority vote, the Board may hold Closed Session meetings, but only to discuss personnel, labour relations or other employee relations, litigation, and property matters, or any other matter for which premature disclosure may adversely affect the Board's position or that is mandated by Provincial law or regulation.

POSTPONEMENT OR CANCELLATION OF A MEETING

If a meeting requires postponement or cancellation due to inclement weather, or another emergency situation that would prevent the Board members from attending a meeting, the Board Chairperson or designate, in consultation with the CEO/Director of Library Services, or designate, will direct the CEO/Director of Library Services and/or Board Secretary to cancel or postpone that meeting by contacting as many Board members as they are able to reach. Notice of the cancellation will be posted on the Library website. Postponement shall not extend past the date of the next scheduled meeting unless extenuating circumstances continue, preventing the holding of the next scheduled meeting.

EMERGENCY MEETINGS VIA TELECOMMUNICATIONS

~~Under special and/or time sensitive circumstances, the~~ The Board may, at the discretion of the Chairperson, ~~may call hold a Regular, Special, or working group meeting to be held~~ via telecommunication devices that include, but are not limited to; audio, and/or video equipment. ~~Board members participating in the meeting by telecommunication devices will be considered present under the bylaw. Under the same circumstances, should a Board decision be required between monthly meetings, the Chairperson may authorize a telephone or video poll of the Board in order to arrive at the decision.~~

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Georgina Public Library Board Policies and Procedures Manual

Such meetings will be open to the public and instructions for public attendance and/or viewing will be posted on the Library's website with the agenda.

ORDER OF PROCEEDINGS

- 1) The Board meeting will be called to order as soon after the hour fixed for a meeting as a quorum is present. A quorum is necessary for the transaction of Board business at a meeting. A quorum will consist of the presence of one half of the number of Board members rounded up to the next whole number
- 2) Where a quorum is not present within ~~sixty-thirty~~ (360) minutes after the hour fixed for a meeting, the recording secretary will record the names of the Board members present and the meeting will stand adjourned until a new meeting is called by the Chairperson, the next regularly scheduled meeting, or until a ~~S~~pecial meeting is called
- 3) In the absence of the Chairperson, or if ~~his/her~~ their office is vacant, or if ~~he/she/they~~ refuses to or is unable to act, the Vice-Chairperson will preside and will have all the powers and responsibilities of the Chairperson. In the absence of both the Chairperson and the Vice-Chairperson, an acting Chairperson will be elected, for the current meeting only, by the members present at the meeting at which both the Chairperson and the Vice-Chairperson are absent. This acting Chairperson will have all the powers and duties of the Chairperson
- 4) The routine order of business for ~~R~~egular Board meetings will be based on the written agenda. All business will be taken up in the routine order in which it stands, unless decided by agreement of a majority of members present

CONDUCT OF PROCEEDINGS

It shall be the Chairperson's duty to:

- 1) Open Board meetings by taking the chair and calling the meeting to order
- 2) Announce the business before the Board, in accordance with the agenda
- 3) Request members to declare any conflict of interest, as defined in the Municipal Conflict of Interest Act, R.S.O. 1990, c.M.50
- 4) Put to a vote all motions which are moved and seconded in the course of proceedings and to announce the results
- 5) Decline to put to a vote motions which infringe upon the rules of procedure
- 6) Restrain the members, when engaged in debate, within the rules of debate
- 7) Exclude any person from a meeting for improper conduct
- 8) Enforce, on all occasions, the observance of order and decorum among the members
- 9) Authenticate, by signature, when necessary, all by-laws, resolutions, correspondence, and minutes of the Board

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Georgina Public Library Board Policies and Procedures Manual

- 10) Inform the Board, when necessary or when referred to for the purpose, on a point of order or usage
- 11) Represent and support the Board, declaring its will, and implicitly obeying its decisions in all things
- 12) Receive all messages and communications and announce them to the Board
- 13) Appoint members to ~~committees~~ working groups
- 14) Ensure that the Board's decisions are in conformity with the laws and procedures governing the Board's activities

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No member will:

- 1) Disturb another member or the Board itself, by any disorderly deportment
- 2) Resist the Board's rules, or disobey the decision of the Chairperson or Board on questions of order or practice or upon the interpretations of the Board's rules of order
- 3) Speak until ~~he/she they~~ haves addressed ~~himself/ herself~~ themselves to the Chairperson
- 4) Return to the Board meeting after being ejected by the Chairperson for improper conduct, without making an apology and without the consent of the Board expressed by a majority vote of the members present, determined without debate

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RULES OF DEBATE

In directing the course of debate, the Chairperson will:

- 1) Preserve order and decide questions of order
- 2) Designate the member who has the floor when two or more members wish to speak
- 3) State all motions presented verbally or require the recording secretary to read the motion before permitting debate on the question
- 4) Put the question to a vote when all members wishing to speak to it have spoken once or when further debate will not serve to advance the business before the Board

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In addressing the Board, no member will:

- 1) Speak beside the question in debate
- 2) Reflect upon any prior determination of the Board, except to conclude such remarks with a motion to rescind such determination
- 3) Interrupt the member who has the floor, except to raise a point of order

Georgina Public Library Board Policies and Procedures Manual

- 4) Speak more than once to the same question except upon the consideration of a report referred by a ~~committee-working group~~ to the Board for a decision or in explanation of a statement which may have been interpreted incorrectly or with permission of the Chairperson, after all other members so desiring have spoken
- 5) Any member may require the question or motion under discussion to be read at any time during debate, but not so as to interrupt a member who is speaking
- 6) Every member present, when a question is put, will vote thereon, unless ~~he/she has~~they have declared a conflict of interest; a member who refuses to vote will be deemed to vote in the affirmative

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MOTIONS

- 1) A motion must be seconded before it can be debated ~~or~~ put to vote, or be recorded in the minutes. After a motion has been properly moved and seconded, it can only be withdrawn by resolution approved by the Board. A motion properly before the Board must receive disposition before any other motion can be received, except a motion to amend, adjourn, extend hour of proceedings, or on a matter of privilege
- 2) Only one motion to amend the main motion will be allowed. A motion to adjourn is not debatable, cannot be amended, and, if resolved in the negative, cannot be made again until after some intermediate proceeding will have been completed by the Board
- 3) A motion for reconsideration of a question which has been decided upon but not acted upon may be made at any time by a member who voted on the question with the majority and, until the motion for reconsideration has received disposition, no further discussion of the question will be allowed
- 4) A motion containing different proposals may be divided, with Board agreement

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VOTING ON MOTIONS

- 1) The Chairperson may vote with the other members upon all questions. The Chairperson will cast ~~his/her~~their vote after all members have voted
- 2) Any question on which there is an equality of votes, for and against, will be deemed to be a negative vote
- 3) Only ~~committee-working group~~ members may move and second motions and vote in ~~committee-working group~~ meetings. All
- 3) Board members may participate in discussion of matters before a ~~committee~~ working group
- 4) A separate vote will be taken upon each proposal contained in a question divided with Board approval

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Georgina Public Library Board Policies and Procedures Manual

- 5) Voting will normally be by a show of hands; however, upon the request of a member who was present when the question was stated, a recorded vote will be taken

CONFLICT OF INTEREST

Pursuant to Section 5 of the Municipal Conflict of Interest Act, R.S.O. 1990, c.M.50, where a member, either on ~~his/her~~their own behalf or while acting for, by, with, or through another, has any pecuniary interest, directly or indirectly, in any matter and is present at a Board meeting at which the matter is the subject of consideration, ~~he/she/they~~ will:

- 1) Disclose ~~his/her~~their interest and the general nature thereof, prior to any consideration of the matter at the meeting.
- 2) Not take part in the discussion of, or vote on, any question in respect of the matter.
- 3) Not attempt, in any way, before, during, or after the meeting, to influence voting on any such matter.

CONDUCT OF THE PUBLIC

Members of the public attending a meeting will be courteous and will not engage in any behaviour that may be considered disruptive. All cell phones and electronic devices must be set to silent.

Members of the Public will not:

- Make any noise or disturbance that prevents Members from being able to participate in the meeting;
- Address the Board without permission;
- Use unparliamentary or offensive language; or
- Display signs or placards.

The Chairperson may exclude any person from the meeting for improper conduct.

FINANCIAL STATEMENTS

A copy of the monthly financial statements will be provided ~~by the Town Treasurer~~in each Regular Board meeting.

BOARD AND STAFF INTERACTION

Board members may not discuss with Library staff, other than the CEO/Director of Library Services, or Designate, any suggestions or concerns about Library personnel and/or services.

Library matters which may necessitate changes in policy must first be discussed by the Board in consultation with the CEO/Director of Library Services and are subject to

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Georgina Public Library Board Policies and Procedures Manual

Board ratification. Library matters which need procedure changes should be discussed with the CEO/[Director of Library Services](#), who will implement any necessary changes. Implementation of policies and/or procedures is the responsibility of the CEO/[Director of Library Services](#).

PUBLIC AND MEDIA RELATIONS

Notwithstanding any pertinent legislation, the CEO/[Director of Library Services](#) and Chairperson, or designates, are authorized to discuss or provide information to the public and the media under the following categories:

- 1) The provision of information to clarify or provide technical background to a Board decision
- 2) The provision of information regarding Library policies and procedures
- 3) The provision of information relative to normal operations
- 4) The provision of information regarding emergency measures or situations

Board members will not initiate discussion with the public or the media about the following:

- 1) Any matter that requires a decision of or information that should properly be brought before the Board, until such time as the Board has disposed of the matter. (A general rule of thumb is to consider confidential any matter that has not been before the Board.)
- 2) Anything that would imply concern or criticism of any decision or action of the Board or Library staff.
- 3) Any personal attack or criticism of any Board member or Library staff member.
- 4) Any information that relates to any Library member/patron.

EXPENSES

TRAVEL ALLOWANCE

Board members who are required to travel out-of-town on Library business will be paid mileage in accordance with the travel allowance policy. Out-of-pocket expenses will be reimbursed upon submission of receipts. Board members travelling out-of-town will report to the Board, regarding the business conducted.

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**Georgina Public Library Board
Policies and Procedures Manual**

CONFERENCES, CONVENTIONS, SEMINARS

Attendance at conferences, conventions, or seminars by Board members will be pre-authorized by the Board. Mileage will be paid in accordance with the travel allowance policy.

Board members will be reimbursed ~~receive~~ all reasonable out-of-pocket expenses, by submission of expense claim, including the following:

- 1) Hotel/motel accommodation - actual cost;
- 2) Parking - actual cost;
- 3) Registration - actual cost; and,
- 4) Meals - actual cost.

NOTE: Alcohol is not eligible for reimbursement

When a Board member is authorized to attend a conference, convention, or seminar, the CEO/Director of Library Services will have the authority to make advance payment to meet estimated expenses.

POLICY HISTORY:	
Initial Draft	October 1, 2010
Draft Presentation Review:	
Board Presentation:	October 21, 2010
Board Revision:	June 19, 2014; Dec <u>ember</u> 18, 2014; February 2016; Nov <u>ember</u> 2016; Aug <u>ust</u> 15, 2019; Feb <u>ruary</u> 20, 2020; April 23, 2020; <u>October 17, 2024</u>

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Georgina Public Library Board Policy Manual

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Policy Title: BOARD EVALUATION

Category: Governance

Intent

The intent of this policy is to provide guidelines to monitor the Library Board's effectiveness in fulfilling its major responsibilities and achieving strategic goals.

Regulations

- 1. The Library Board will evaluate its effectiveness twice per term: in the first quarter of the second year and the first quarter of the fourth year of the four year term.
- 2. The Chair or Vice Chair is responsible for managing the evaluation process.
- 3. The evaluation will encompass five areas of evaluation:
 - a. Board effectiveness
 - b. Board conduct
 - c. Board relationship with Director/CEO/CEO/Director of Library Services
 - d. Board member performance (self-evaluation)
 - e. Chair feedback

Results of the evaluation will be compiled and presented at a subsequent Board Meeting in closed session. Where there are areas for improvement identified, an action plan will be created by the Board. Scores of 3 or under on the 5 point rating scale will be flagged for discussion.

Attachments:

- GPL Board Self-Evaluation Form

POLICY HISTORY:	
Initial Draft	August 16, 2018
Draft Presentation Review	September 20, 2018
Board Adoption	September 20, 2018
Board Review & Amendment	March 24, 2022, <u>October 17, 2024</u>



Georgina Public Library Board Self-Evaluation Form (covering 2019-2021-23-2024)

5 – Strongly Agree; 4 – Agree; 3 – Neutral; 2 – Disagree; 1 – Strongly Disagree; N/A or Insufficient Data

Section A: How Well Has the Board Done Its Job?

Statement		Rating					
		5	4	3	2	1	N/A
1	Georgina Public Library Board operates with a strategic plan or a set of measurable goals and priorities.						
2	The Board's regular meeting agenda items reflect our strategic plan or priorities.						
3	The Board has created or reviewed, in this period, some key governance policies.						
4	The Board collaborates with the Library CEO/Director of Library Services to set goals, reference, and revise policies when appropriate.						
5	The Board has identified and reviewed the Library's relationship with each of its key stakeholders.						
6	The Board has ensured that the Library's accomplishments and challenges have been communicated to key stakeholders.						
7	The Board has understood and respected that our role is in governance and not operations.						



Georgina Public Library Board Self-Evaluation Form (covering 2019-202123-2024)

5 – Strongly Agree; 4 – Agree; 3 Neutral; 2 – Disagree; 1 – Strongly Disagree; N/A or Insufficient Data

Section B: How Well Has the Board Conducted Itself?

Statement		Rating					
		5	4	3	2	1	N/A
1	Board members have been provided with enough information through orientation packages and training to successfully fulfill our roles and responsibilities.						
2	The Board agenda is provided in advance and includes all necessary details to complete meetings in a timely manner.						
3	Board members come to meetings prepared.						
4	The Board receives relevant reports prior to meetings.						
5	Decisions are made collaboratively with consensus following parliamentary protocols.						
6	Board meetings are engaging and provide <u>opportunities for</u> personal development.						
7	Opportunities for Board training and / or joining <u>subcommittees-working groups</u> is offered in a fair and transparent manner.						



Georgina Public Library Board Self-Evaluation Form (covering 2019-202123-2024)

5 – Strongly Agree; 4 – Agree; 3 Neutral; 2 – Disagree; 1 – Strongly Disagree; N/A or Insufficient Data

Section C: The Board's Relationship with the CEO / Director of Library Services (CEO)

Statement		Rating					
		5	4	3	2	1	N/A
1	There is good two-way communication between the Board and the CEO.						
2	The Board trusts the judgement of the CEO.						
3	The Board has discussed and communicated the kinds of information and level of detail it requires from the CEO.						
4	The Board has developed formal criteria and a process for evaluating the CEO.						
5	The Board, or a committee <u>working group</u> of the Board, has formally evaluated the CEO within the last 12 months.						
6	The Board evaluates the CEO primarily on the accomplishment of the organization's strategic goals and priorities and adherence to policy.						
7	The Board regularly provides the CEO with feedback and recognition.						



Georgina Public Library Board Self-Evaluation Form (covering 2019-2021-23-2024)

5 – Strongly Agree; 4 – Agree; 3 Neutral; 2 – Disagree; 1 – Strongly Disagree; N/A or Insufficient Data

Section D: Feedback to the Chair of the Board

Statement		Rating					
		5	4	3	2	1	N/A
1	The Chair is well prepared for Board Meetings.						
2	The Chair helps the Board stick to the agenda.						
3	The Chair tries hard to ensure that every Board member has an opportunity to be heard.						
4	The Chair has demonstrated versatility in facilitating Board discussions.						
5	The Chair knows how to be direct with an individual Board member when necessary.						
6	The Chair helps the Board work well together.						
7	The Chair demonstrates good listening skills.						
8	The Board supports the Chair.						



Georgina Public Library Board Self-Evaluation Form (covering 2019-2021-23-2024)

5 – Strongly Agree; 4 – Agree; 3 Neutral; 2 – Disagree; 1 – Strongly Disagree; N/A or Insufficient Data

Section E: My Performance as an Individual Board Member (not shared)

	Statement	Rating					
		5	4	3	2	1	N/A
1	I am aware of what is expected of me as a Board member.						
2	I have a good record of meeting attendance.						
3	I read the minutes, reports, and other materials in advance of our Board meetings.						
4	I am familiar with what is in the organization's by-laws and governing policies.						
5	I am encouraged by other Board members to express my opinions at Board meetings.						
6	I am a good listener and remain engaged throughout Board meetings.						
7	I follow through on things I have said I would do.						
8	I maintain the confidentiality of all Board decisions.						
9	I support Board decisions once they are made even if I do not agree with them.						
10	I promote the work the work of Georgina Public Library in the community and / or social media whenever appropriate.						

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