Township of Douro-Dummer
Agenda for a Public Library Board Meeting

Tuesday, March 12, 2024, 4:00 p.m.

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11.   Next Meeting:

(DRAFT)

Minutes of the Township of Douro-Dummer Public Library Board Meeting

February 13, 2024, 4:00 PM

Present	**Thomas Watt**
	Darla Milne
	Georgia Gale-Kidd
	Diane Bonner
Absent	**Gary Rose**
Staff Present	**Maggie Pearson**

1. Call to Order

   With a quorum of the Board being present, the Secretary called the meeting to order at 4:01PM.

2. Disclosure of any Pecuniary Interest

   The Chair reminded members of the Board of their obligation to declare any pecuniary interest they might have. None were declared.

3. Approval of Minutes:

   3.1 Dec 12, 2023 Minutes

   3.2 Nov 14, 2023 Minutes

Resolution Number 1-2024
Moved by: Darla Milne
Seconded by: Diane Bonner

That the December 12, 2023 minutes be received for information and that,
The November 14, 2023 draft minutes be approved.   Carried

4. <u>Business Arising from Minutes:</u>

    4.1 <u>Committee Reports</u>

        4.1.1 <u>Friends of the Library</u>

Verbal report from Georgia-Gale Kidd: February Speaker Series (Lou Smyrlis) was well attended. Blind Date with a Book program will run the last weeks of February. Games Day scheduled for Friday, March 15th on the March Break. AI Speaker Series booked for March 16th with the Harvest Room secured for large turnout. April Speaker Series will be on the topic of Fungi, delivered by Susan Chow.

        4.1.2 <u>Art Gallery Committee</u>

Verbal report from Maggie Pearson: new show to hang in April.
Board Discussion re: tracking to be hung in program room so youth artists can hang shows.

Resolution Number 2-2024
Moved by: Thomas Watt
Seconded by: Georgia Gale-Kidd

That the library CEO have tracking hung in the program room for the purpose of youth art showing.

                                                Carried

        4.1.3 <u>Policy Committee</u>

           4.1.3.1 <u>Foundation Documents Policy</u>

Resolution Number 3-2024
Moved by: Darla Milne
Seconded by: Diane Bonner

That all committee verbal reports be accepted for information and that,
The Foundation Documents Policy be adopted.

                                                Carried

5. <u>Financial Reports:</u>

    5.1 <u>2024 Operating and Capital Budget</u>

    5.2 <u>Budget to Actuals dated January 31, 2024</u>

Resolution Number 4-2024
Moved by: Darla Milne
Seconded by: Diane Bonner

That the 2024 Operating and Capital Budget be approved.

                                                Carried

Resolution Number 5-2024
Moved by: Thomas Watt
Seconded by: Darla Milne

That the financial report dated January 31, 2024 be accepted for information.

                                                Carried

6. <u>Librarian Reports:</u>

    6.1   <u>Report to Board: Stats November 2023</u>

    6.2   <u>Report to Board: Stats December 2023</u>

    6.3   <u>Report to Board: Stats January 2024</u>

Resolution Number 6-2024
Moved by: Darla Milne
Seconded by: Diane Bonner

That the librarian reports be accepted for information and that,
The program development for Memory Kits be explored by the CEO.

                                                Carried

7. New Business:

    7.1 <u>Asphodel-Norwood Reciprocal Borrowing Draft</u>

Resolution Number 7-2024
Moved by: Diane Bonner
Seconded by: Darla Milne

That the CEO/ Librarian, in partnership with Asphodel-Norwood CEO, execute the Reciprocal Borrowing Agreement with Asphodel-Norwood Public Library.

                                                Carried

8. <u>Closed Session</u>

Resolution Number 7-2024
Moved by: Diane Bonner
Seconded by: Darla Milne

That the Board enter into Closed Session for Reasons Under Section 239 (2) of the Municipal Act, 2001, S.O. 2001, c. 25 at 4:30PM

                                                Carried

9. <u>Rise from Closed Session with or without a Report</u>

Resolution Number 8-2024
Moved by: Diane Bonner
Seconded by: Darla Milne

That the Board rise from Closed Session with a report at 4:40PM

                                                Carried

10. Matters Arising from Closed Session

Resolution Number 9-2024

Moved by: Diane Bonner
Seconded by: Darla Milne

That the CEO/ Librarian position be shifted from its current step/pay band to the same step in the next pay band, effective immediately.

Carried

10. Adjournment

Resolution Number 10 -2024
Moved by: Diane Bonner
Seconded by: Thomas Watt

That the meeting be adjourned at 4:45 PM

Carried

11. Next Meeting

Tuesday, March 12, 2024 at Douro-Dummer Public Library

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Chair, Georgia Gale-Kidd

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Secretary, Maggie Pearson

Douro-Dummer Public Library Foundation Documents and Policy Manual

Introduction

Policy Development at the Douro-Dummer Public Library

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In accordance with the **Public Libraries Act**, R.S.O. 1990, c.P44, s.3(3), the Douro-Dummer Public Library is under the management and control of the board. The board has the sole authority and responsibility for establishing policy at the Douro-Dummer Public Library.

Policies set the framework for the governance and operation of the library and provide direction to board and staff. The policies are the tool for achieving the library's purpose and advancing the mission. Board members and staff are responsible for knowing, understanding and complying with the policies of the Douro-Dummer Public Library. The process for developing and reviewing policies at the Douro-Dummer Public Library will be as follows:

1. The board will:
    a) Establish a schedule to review existing policies and will integrate this schedule into the board agendas
    b) Review specific policies as deemed necessary or required, despite review dates marked on the policy,
    c) Ensure that policies comply with the **Public Libraries Act**, any applicable municipal bylaws provincial and federal legislation

2. The development of a new policy or the revision of an existing policy can come from several sources:
    a) the Chief Executive Officer
    b) a member of the board
    c) the council
    d) provincial government (e.g. required provincial legislation)
    e) a member of the public

3. The board will:
    a) receive all policy changes, in draft, seven days prior to the next scheduled board meeting
    b) introduce a new policy or policy change through a motion at a duly constituted board meeting
    c) approve all policies at a duly constituted board meeting.

4. All policies will be:
    a) documented in a standard format; numbered according to policy type and include the date of approval and the date of the next review
    b) included in the Douro-Dummer Public Library Policy Manual
    c) be accessible to the public, either in print format or by the library website

Douro-Dummer Public Library –Documentation
Table of contents

Introduction: Policy Development Process			
Library Documentation (in order of appearance in this manual)	**Policy Number**	**Date of current issue**	**Date of next required review**
Foundation Documents			
Mission Statement	DDPL Foundation-001	February 2024	As needed
Vision Statement	DDPL Foundation-002	February 2024	As needed
Statement of Values	DDPL Foundation-003	February 2024	As needed
Statement of Intellectual Freedom	DDPL Foundation-004	February 2024	As needed
Respect and Acknowledgement Declaration	DDPL Foundation-005	February 2024	As needed
Statement for Equity, Diversity, and Inclusion	DDPL Foundation-006	February 2024	As needed
Board Bylaws			
Board: General	DDPL By-law-001	October 2023	2027
Composition of the Library Board	DDPL By-law-002	October 2023	2027
Meetings of the Board (formerly Board Meeting Policy)	DDPL By-law-003	October 2023	2027
Meetings of the Board: Agenda (formerly Board Agenda Policy)	DDPL By-law-004	October 2023	2027
Meetings of the Board: Minutes (formerly Board Minutes Policy)	DDPL By-law-005	October 2023	2027
Officers' Terms of Reference (need this one)	DDPL By-law-006	October 2023	2027
Amendment of By-laws	DDPL By-law-007	October 2023	2027

Governance Policies			
Powers and Duties of the Board	DDPL-Gov-001	April 2023	2027
Board-Conflict of Interest Policy	DDPL-Gov-002	April 2023	2027
Board Planning Policy	DDPL-Gov-003	April 2023	2027
Duties and Responsibilities with respect to Advocacy	DDPL-Gov-004	April 2023	2027

Board Financial Policy/Board Duties and Responsibilities for Financial Oversight	DDPL-Gov-005	April 2023	2027

Library Documentation (in order of appearance in this manual)	Policy Number	Date of current issue	Date of next required review
Personnel Policies			
Human Resources Management including Personnel Records	DDPL-Per-001	April 2023	2027
Hiring, Staff selection and assignment (including Procedures for Hiring)	DDPL-Per-002	April 2023	2027
Dress Code	DDPL-Per-003	April 2023	2027
Lieu Time	DDPL-Per-004	April 2023	2027
Travel Expenses	DDPL-Per-005	April 2023	2027
Health and Safety	DDPL-Per-006	April 2023	2027
Prevention of Workplace Violence (annual review required)	DDPL-Per-007	April 2023	**ANNUAL**
Working Alone	DDPL-Per-008	April 2023	**ANNUAL**
Respect in the Workplace	DDPL-Per-009	April 2023	**ANNUAL**
Code of Conduct (Staff and Volunteers)	DDPL-Per-010	April 2023	2027
Volunteer Policies			
Volunteer Policy	DDPL-Vol-001	April 2023	**2027**

Library Documentation (in order of appearance in this manual)	Policy Number	Date of current issue	Date of next required review
Operational Policies			
Circulation and User Fees	DDPL-OP-001	June 2023	June 2027
Resource Sharing	DDPL-OP-002	June 2023	June 2027
Confidentiality of Patron Information Policy	DDPL-OP-003	June 2023	June 2027
Children in the Library	DDPL-OP-004	June 2023	June 2027
Internet Services Policy	DDPL-OP-005	June 2023	June 2027
Accessible Customer Service Policy	DDPL-OP-006	June 2023	June 2027
Meeting Accessibility for Ontarian with Disabilities Act (AODA) Requirements Policy	DDPL-OP-007	March 2023	March 2027
Use of Technology (by staff)	DDPL-OP-008	June 2023	June 2027
Community information	DDPL-OP-009	June 2023	June 2027
Purchasing and Procurement Policy	DDPL-OP-010	Township's	June 2027
Disbursement / Disposal of Equipment (DRAFT)	DDPL-OP-011	June 2023	June 2027
Animals in the Library Policy	DDPL-OP-012	June 2023	June 2027
Petty Cash operation	DDPL-OP-013	June 2023	June 2027
Safety and Emergency	DDPL-OP-014	July 24, 2023	==Annually by D-D Fire Chief and Township CAO==
Others may be added as developed and brought to the Board			

		TOWNSHIP OF DOURO-DUMMER					
		Library - 1640					
		OPERATING & CAPITAL					
		Thursday, February 29, 2024					
	2023	2023	2023	2024	2024	REMAINING	REMAINING
	Budget	Annual Actual	YTD Actual	Budget	YTD Actual	Budget ($)	Budget (%)
Expenses							
Salaries & Wages:							
00-16-1640-1001 OP-RC-LB-Wages PT	84,257.99	80,300.68	10,528.01	90,801.65	12,069.47	78,732.18	86.70%
00-16-1640-1101 OP-RC-LB-Vacation Pay PT	3,370.32	3,492.58	521.45	3,583.67	551.31	3,032.36	84.60%
00-16-1640-1201 OP-RC-LB-Stat Pay PT	3,370.32	3,232.01	1,065.84	3,583.67	1,031.13	2,552.54	71.20%
00-16-1640-2001 OP-RC-LB-CPP PT	4,180.35	4,243.84	629.78	4,705.95	672.77	4,033.18	85.70%
00-16-1640-2051 OP-RC-LB-EI PT	1,863.79	2,007.22	302.2	1,981.77	317.23	1,664.54	84.00%
00-16-1640-2101 OP-RC-LB-EHT PT	1,643.03	1,715.16	258.23	1,747.04	266.20	1,480.84	84.80%
00-16-1640-2201 OP-RC-LB-WSIB PT	2,527.74	2,876.40	433.10	2,687.75	466.90	2,220.85	82.60%
00-16-1640-2301 OP-RC-LB-OMERS PT	6,017.00	6,303.40	771.98	6,757.21	1,098.51	5,658.70	83.70%
Total Salaries & Wages	107,230.54	104,171.29	14,510.59	115,848.71	16,473.52	99,375.19	85.80%
Mileage & Travel:							
00-16-1640-2500 OP-RC-LB-Travel Mileage	260	240.44	0	260	28.37	231.63	89.10%
00-16-1640-2601 OP-RC-LB-Membership Fees	500.00	681.05	375	600.00	0	600.00	100.00%
00-16-1640-2602 OP-RC-LB-Conference Expenses	1,530.00	971.67	30.24	1,530.00	153.5	1,376.50	90.00%
00-16-1640-2603 OP-RC-LB-Training	700	152.64	0	700	0	700	100.00%
Total Mileage & Travel	2,990.00	2,045.80	405.24	3,090.00	181.87	2,908.13	94.10%
Other Expenses:							
00-16-1640-5340 OP-RC-LB-TCA UT Bldg Imp	2,200.00	2,054.52	0.00	2,200.00	0.00	2,200.00	100.00%
00-16-1640-5370 OP-RC-LB-TCA UT CompHw	1,500.00	1,846.74	0	1,500.00	993.16	506.84	33.80%
00-16-1640-5360 OP-RC-LB-TCA UT Equip	500.00	0.00	0.00	500.00	0.00	500.00	100.00%
Total Other Expenses	4,200.00	3,901.26	0	4,200.00	993.16	3,206.84	76.40%
Contracted Services:							

00-16-1640-3100 OP-RC-LB-Heat	3,600.00	2,957.71	116.37	3,600.00	1,096.51	2,503.49	69.50%
00-16-1640-3110 OP-RC-LB-Hydro	4,000.00	6,660.07	1,291.81	6,000.00	1,317.54	4,682.46	78.00%
00-16-1640-3220 OP-RC-LB-Security	350	174.43	75.8	350	0	350	100.00%
00-16-1640-3300 OP-RC-LB-Telephones	1,000.00	1,228.58	265.6	1,000.00	191.45	808.55	80.90%
00-16-1640-3320 OP-RC-LB-Internet Service	1,000.00	1,334.53	77.22	1,000.00	159.34	840.66	84.10%
00-16-1640-3400 OP-RC-LB-Insurance	3,156.48	3,758.42	0	4,319.55	4,629.96	-310.41	-7.20%
00-16-1640-3500 OP-RC-LB-Licensing	4,000.00	6,000.68	1,585.64	4,000.00	1,415.06	2,584.94	64.60%
00-16-1640-3900 OP-RC-LB-Other Contracts	600	259.4	20.35	600	0	600	100.00%
00-16-1640-3800 OP-RC-LB-Audit Fees	1,100.00	0	0	1,100.00	0	1,100.00	100.00%
Total Contracted Services	18,806.48	22,373.82	3,432.79	21,969.55	8,809.86	13,159.69	59.90%
Material & Supplies:							
00-16-1640-4100 OP-RC-LB-Paper Supplies	250	43.73	11.18	250	0	250	100.00%
00-16-1640-4110 OP-RC-LB-Office Supplies	325	182.64	0	325	26.35	298.65	91.90%
00-16-1640-4111 OP-RC-LB-Cleaning Supplies	250	141.05	0	250	0	250	100.00%
00-16-1640-4113 OP-RC-LB-Computer Supplies	110	15.24	0	110	0	110	100.00%
00-16-1640-4117 OP-RC-LB-Health & Safety Supplies	450	351.98	318.49	450	122.62	327.38	72.80%
00-16-1640-4118 OP-RC-LB-Supplies	325	505.32	0	325	27	298	91.70%
00-16-1640-4119 OP-RC-LB-Printer Supplies	600	393.81	80.39	600	343.95	256.05	42.70%
00-16-1640-4210 OP-RC-LB-Postage	325	225.44	25.29	325	130.26	194.74	59.90%
00-16-1640-4300 OP-RC-LB-Advertising	510	66	0	510	0	510	100.00%
00-16-1640-4410 OP-RC-LB-Subscriptions	1,530.00	1,281.99	1,016.58	1,530.00	1,016.58	513.42	33.60%
00-16-1640-4430 OP-RC-LB-Films/Videos	750	850	850	850	850	0	0
00-16-1640-4600 OP-RC-LB-Materials	100	76.87	0	100	0	100	100.00%
00-16-1640-4700 OP-RC-LB-Hospitality	50	37.21	0	50	19.75	30.25	60.50%
00-16-1640-4710 OP-RC-LB-Special Events	125	92.87	0	125	0	125	100.00%
00-16-1640-4711 OP-RC-LB-Programs	1,100.00	911.19	188.54	1,100.00	238.21	861.79	78.30%
00-16-1640-4720 OP-RC-LB-Promotional	100	70.1	0	100	0	100	100.00%
Total Material & Supplies	6,900.00	5,245.44	2,490.47	7,000.00	2,774.72	4,225.28	60.40%
Repairs & Maintenance:							
00-16-1640-5121 OP-RC-LB-Grounds Maintenance	500	90.06	496	500	0	500	100.00%
00-16-1640-5130 OP-RC-LB-Maint Bldg	2,500.00	1,385.77	0	2,500.00	0	2,500.00	100.00%
00-16-1640-5131 OP-RC-LB-Cleaning	0	923.44	626.99	0	0	0	0
00-16-1640-5162 OP-RC-LB-Fire Extinguisher Maint	50	152.49	0	50	0	50	100.00%

00-16-1640-5170 OP-RC-LB-Maint CompHw	1,000.00	1,101.58	0	1,000.00	0	1,000.00	100.00%
00-16-1640-5180 OP-RC-LB-Maint CompSw	1,500.00	724.82	0	1,600.00	21.87	1,578.13	98.60%
00-16-1640-5198 OP-RC-LB-Internal Rentals	204	73.37	0	204	0	204	100.00%
00-16-1640-5160 OP-RC-LB-Maint Equip	250	0	0	250	0	250	100.00%
Total Repairs & Maintenance	6,004.00	4,451.53	1,122.99	6,104.00	21.87	6,082.13	99.60%
Minor Capital:							
00-16-1640-5340 OP-RC-LB-TCA UT Bldg Imp	2,200.00	2,054.52	0	2,200.00	0	2,200.00	100.00%
00-16-1640-5370 OP-RC-LB-TCA UT CompHw	1,500.00	1,846.74	0	1,500.00	993.16	506.84	33.80%
00-16-1640-5360 OP-RC-LB-TCA UT Equip	500	0	0	500	0	500	100.00%
Total Minor Capital	4,200.00	3,901.26	0	4,200.00	993.16	3,206.84	76.40%
Other Expenses:							
00-16-1640-7100 OP-RC-LB-Interest	10	29	0	10	0	10	100.00%
00-16-1640-7010 OP-RC-LB-Financial Fees	20	0	0	20	0	20	100.00%
Total Other Expenses	30	29	0	30	0	30	100.00%
Investments in TCA:							
05-16-1640-0341 BS-RC-LB-WIP Bldg Imp	0	23,933.97	0	0	0	0	0
05-16-1640-0361 BS-RC-LB-WIP Books	0	13,076.18	1,094.04	0	1,167.28	-1,167.28	0
05-16-1640-0340 BS-RC-LB-TCA Bldg Imp	26,100.00	0	0	10,500.00	0	10,500.00	100.00%
05-16-1640-0360 BS-RC-LB-TCA Books/Equip	14,000.00	0	0	14,154.00	0	14,154.00	100.00%
Total Investments in TCA	40,100.00	37,010.15	1,094.04	24,654.00	1,167.28	23,486.72	95.30%
Total Expenses	**190,461.02**	**183,129.55**	**23,056.12**	**187,096.26**	**31,415.44**	**155,680.82**	**83.20%**
Revenues							
Grants:							
00-16-1640-8020 OP-RC-LB-Grants-Provincial	-14,000.00	1,117.00	0	-14,000.00	0	-14,000.00	100.00%
Total Grants	-14,000.00	1,117.00	0	-14,000.00	0	-14,000.00	100.00%
Permits & Fees:							

00-16-1640-8180 OP-RC-LB-Infractions	-408	-174	0	-408	0	-408	100.00%
Total Permits & Fees	-408	-174	0	-408	0	-408	100.00%
Sales Revenue:							
00-16-1640-8325 OP-RC-LB-Sales Photocopies	-156.06	-83.9	0	-156.06	-11.4	-144.66	92.70%
00-16-1640-8320 OP-RC-LB-Sales	-26.01	0	0	-26.01	0	-26.01	100.00%
Total Sales Revenue	-182.07	-83.9	0	-182.07	-11.4	-170.67	93.70%
Other Revenue:							
00-16-1640-8430 OP-RC-LB-Programs	-75	-20	0	-75	0	-75	100.00%
00-16-1640-8880 OP-RC-LB-Other Revenues	-26.01	-60.25	0	-26.01	0	-26.01	100.00%
00-16-1640-8900 OP-RC-LB-Donations	-280.5	-281.85	0	-280.5	-10	-270.5	96.40%
00-16-1640-8890 OP-RC-LB-Fund Raising	-104.04	0	0	-104.04	0	-104.04	100.00%
Total Other Revenue	-485.55	-362.1	0	-485.55	-10	-475.55	97.90%
Total Revenues	**-15,075.62**	**497**	**0**	**-15,075.62**	**-21.4**	**-15,054.22**	**99.90%**
Funding							
Transfer From Reserves and Reserve Funds:							
05-16-1640-0970 BS-RC-LB-Transfer from Reserve	-26,100.00	0	0	-8,000.00	0	-8,000.00	100.00%
Total Transfer From Reserves and Reserve Funds	-26,100.00	0	0	-8,000.00	0	-8,000.00	100.00%
Transfer to Reserves:							
05-16-1640-0951 BS-RC-LB-Transfer to Develop Charge	0	-127.98	-127.98	0	0	0	0
Total Transfer to Reserves	0	-127.98	-127.98	0	0	0	0
Total Funding	**-26,100.00**	**-127.98**	**-127.98**	**-8,000.00**	**0**	**-8,000.00**	**100.00%**
Total Expenses	190,461.02	183,129.55	23,056.12	187,096.26	31,415.44	155,680.82	83.20%
Total Revenue & Funding	-41,175.62	369.02	-127.98	-23,075.62	-21.4	-23,054.22	99.90%
NET	149,285.40	183,498.57	22,928.14	164,020.64	31,394.04	132,626.60	80.90%

Report to: Douro-Dummer Public Library Board
Subject: Monthly Report – Month of February 2024
From: Maggie Pearson, CEO
Dated: March 1st 2024

	December 2023	January 2024	February 2024	February 2023
Books	505	673	537	696
Literacy Kits	0	1	0	2
Book and CD (Jkit)	0	1	0	1
Audiobooks	0	0	1	0
DVDs	16	25	18	10
InterLibrary Loans	20	32	21	19
Magazines	10	2	13	13
Public Computer Usage	28	27	47	17
Total Resource Usage (no e-resources)	579	761	637	758
Total E-Book usage	477	533	513	499
Total resource usage	**1056**	**1294**	**1150**	**1257**
Volunteer hours	10	17	10	10
Outreach Contacts	N/A	N/A	N/A	N/A
Library Visits in Person	217	269	228	194
Overdrive users	99	98	104	81
Program Attendance	106	143	157	197
New Library Patrons	10	22	17	12
Library Engagement	**442**	**532**	**506**	**494**

Ongoing Programming:
Weekly: Storytime, Class Visits, Italian Conversation Club, Crafternoon, Intergenerational Games Night, Chair Yoga, PNLP monthly drop in one-on-one tech help
Upcoming Programming:
March Break LEGO Drop-in, Friends of the Library Family Games Day, Friends of the Library Speaker Series (AI), Ancestry.ca Workshop
Volunteers' projects this month: Youth volunteers continue to help facilitate Games Night by learning and teaching game rules and participating with program attendees; shelving and shelf reading.
Upcoming holiday hours and staff holidays: Service disruption: library closed for Good Friday (March 29th)

Synopsis of Report: Monthly Update on Operations and Projects

- Since ending the PNLP weekly computer course as part of the Seniors Community Grant project, we have scheduled Barb Mills to continue coming monthly for Tech Help sessions which are already popular

- Scheduled and facilitated junk removal from basement, including cabinet in non-fiction section to make room in programming space

- Installed tracking in program room; developing call for youth artists as part of summer programing

- Signed reciprocal borrowing agreement with Asphodel-Norwood Public Library; created procedure with A-N CEO. The agreement will officially take effect the 18th of March, 2024 and we will share the news in the April newsletter and update the website/ social media at that time

- Recruiting for the position of Library Assistant. The job is posted on the library website as well as library/ university job boards. Recruitment will close on Wednesday, March 20th 2024 at 4:00PM. Applicants should submit by email to the CEO/ Librarian. Looking for HR/ Hiring committee's availability the week of March 25th

- Contracting a biannual pest prevention service for the worsening fly problem in the library. Interior was sprayed this month and moving forward the exterior will be sprayed every spring and autumn

- Continuing to connect with community members in the search for potential new board member(s)