

Georgina Public Library
Library Board Meeting
December 15, 2022 @ 5:00 p.m.
Zoom

1. Call to Order
2. First Nations Acknowledgement Statement

“The Town of Georgina 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.”

3. Roll Call
4. Introduction of Addendum Items
5. Approval of the Agenda
6. Announcements
7. Declarations of Pecuniary Interest
8. Adoption of the Past Minutes – November 17, 2022 Board meeting minutes
9. Delegations/Speakers
 - a. None
10. Presentations
 - a. None
11. Consent Agenda
 - a. Branch Report
 - b. Work Plan Update
 - c. Financial Statement – November

12. Verbal Communications
 - a. CEO update (V. Stevens)
 - b. Board Chair update (M.C. Macaluso)
 - c. Friends of the Library update (B. Sabatini)
 - d. Strategic Planning Committee update (N. Rodrigues)

13. Old Business
 - a. Board Legacy Document
 - b. Fine-Free pilot project
 - c. Library reserve balance and recent surpluses (R. Wheater & R. Cronsberry)

14. New Business
 - a. Policy Review: Room Rentals

15. Other Business For Which No Notice Has Been Given

16. Closed Session
 - i. Motion to move into closed session
 1. Personal matters about an identifiable individual, Section 16.1 (4) of the Public Libraries Act

-Human Resources matter
 2. Labour relations or employee negotiations, Section 16.1(4) of the Public Libraries Act

 - ii. Motion to reconvene into open session

17. Next Meeting Date /Time

January 19, 2023 @ 7:00pm

18. Adjournment

Georgina Public Library Board
Regular Board Meeting Minutes
November 17, 2022 @ 7:00 p.m.

Zoom

1. Call to Order

The meeting was called to order by the Chair at 7:03 p.m.

2. First Nations Acknowledgement Statement

“The Town of Georgina 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.”

3. Roll Call

The following Board Members were present:

Mary Catherine Macaluso, Chair
Bobbi Sabatini, Vice-Chair
Rita Beechey
Leslie Johnstone
Nancy Rodrigues
Adrienne McDowell
Shari Hawkins
Naomi Davison (arrived late)

The following Board Members were absent with notice:

Councillor Dave Neeson

The following staff members were in attendance:

Valerie Stevens, *Director of Library Services/CEO*
Serena Hamlyn, *Executive Assistant (Recording Secretary)*
Ruth Berry, *eServices Library Technician*

4. Introduction of Addendum Items

5. Approval of the Agenda

Moved by Leslie Johnstone, Seconded by Nancy Rodrigues

RESOLUTION NO. GLB-2022-117

That the Georgina Public Library Board meeting Agenda of November 17, 2022 be approved as presented

Carried.

6. Announcements - None

7. Declarations of Pecuniary Interest – None

8. Adoption of the Past Minutes – October 20, 2022 Board meeting minutes

Moved by Shari Hawkins, Seconded by Rita Beechey

RESOLUTION NO. GLB-2022-118

That the minutes of the October 20, 2022 Board meeting be adopted as circulated

Carried.

9. Delegations/Speakers – None

10. Presentations – None

11. Consent Agenda

- a. Branch Report
- b. Work Plan Update
- c. Financial Statement –October 2022

Moved by Bobbi Sabatini, Seconded by Adrienne McDowell

RESOLUTION NO. GLB-2022-119

That Item 11 – Consent Agenda be received as circulated.

Carried.

12. Verbal Communications

a. CEO Update (V. Stevens)

COMMUNITY CONNECTIONS

- CEO participated in Council Orientation on November 9
- CEO attended Inaugural Council Meeting on November 15
- Programming staff attended the Town's Family Fright Fiesta event, where they spoke with over 1,000 people about Library programs and services

SPACES

- Peter Gzowski branch welcomed students back into the branch in October for the first time since the pandemic began
- Carpet replacement in Pefferlaw was completed on November 15; some minor shelving adjustments still to be completed

PEOPLE & LEADERSHIP

- Hiring is ongoing for additional Casual Library Clerks & Library Students; otherwise, all permanent positions are filled effective Nov 26

COLLECTIONS & PROGRAMS

- Fun & successful author event on October 24 with members of the Georgina Ice leading some hockey-themed activities.

TECHNOLOGY

- Nothing to report

b. Board Chair Update (M.C. Macaluso)

- The Board Chair has been attending the Strategic Planning committee meetings, and the Legacy document committee meetings
- The Board Chair continues to meet regularly with the CEO
- The Board Chair attended the Victorian Tea on November 13th, hosted by the Friends of the Library

c. Friends of the Library Update (B. Sabatini)

- The Friends hosted the Tea Party on November 13 at De La Salle.
 - The event was very well attended.
 - Some new people attended, as well as attendees from past years
- Unofficial numbers indicate the event raised close to \$2,600. Minus expenses, the amount is approximately \$1,500.
- The Friends are considering holding the event at the Kin Hall next year

(N. Davison arrived)

d. Strat planning committee update

- The Committee met with S. Krauss on Oct 21
 - had a robust discussion where the focus was on setting the specific goals we want to achieve.
 - working on what themes we want to include in the plan
- Next step is narrowing down goals
- The Committee's next meeting is scheduled for tomorrow

Moved by Nancy Rodrigues, Seconded by Shari Hawkins

RESOLUTION NO. GLB-2022-120

That items 12 a., b., c., and d Verbal Communications be received as presented

Carried.

13. Old Business

- a. Board Legacy Document

The Board Legacy Document will be brought back to the December Board meeting with the discussed changes made.

14. New Business

- a. Policy Review: Financial Policy

Moved by Bobbi Sabatini, Seconded by Nancy Rodrigues

RESOLUTION NO. GLB-2022-121

That the Financial Policy be accepted as amended

Carried.

b. Board Holiday Gathering

The start time of the December 15th Board meeting will be moved up to 5:00pm, in order for the Board members to hold a holiday gathering after the meeting.

Moved by Leslie Johnstone, Seconded by Bobbi Sabatini

RESOLUTION NO. GLB-2022-122

That the Board be permitted to spend the budget normally allotted for the Holiday Board Gathering on a staff recognition program at the discretion of the CEO at all three branches of Georgina Public Library

Carried.

15. Other business

a. Board Self-evaluation

The Board Vice-Chair reminded the Board members to complete the self-evaluation survey. The Board Vice-Chair will resend the link to the survey to the Board members.

16. Closed Session - None

17. Next Meeting Date /Time

December 15, 2022 @ 5:00 p.m. – Zoom

18. Adjournment

Moved by Bobbi Sabatini, Seconded by Naomi Davison

RESOLUTION NO. GLB-2022-123

That the Georgina Public Library Board meeting of November 17, 2022 adjourn at 8:12 p.m.

Carried.

Board Chair

Recording Secretary

DRAFT

JOINT BRANCH REPORT - 11 - NOVEMBER 2022

Submitted by: Amy Butcher - Manager, Library Community Engagement
Becky George - Manager, Library eServices
Justin Johnston – Manager, Library Collections
Sarah James - Manager, Library Customer Experience

COMMUNITY CONNECTIONS

- On Tuesday November 2, Sara Forsyth attended a Community Lunch at The Link and spoke with 86 people about library programs and services.
- On Monday, November 21, the Management Team visited Georgina Island Library to meet with Brianna Callaghan. We discussed how GPL and Georgina Island can work together to develop and implement new programs and services at Georgina Island Library.

SPACES

- Plans have been finalised for the Keswick Teen Area. The designated area is where the current periodical and newspapers are. The periodical shelves will be moving to where Mass Market Paperbacks currently reside. The shelves for the Mass Markets will be moved to the new Teen area. The YA collection will be moving to the shelves in the Teen area, and the Mass Market Paperbacks will be moved to where the YA collection is currently. Newspapers will be moved to the public seating area outside of the CEO's office. Shelf shifting will be planned to accommodate these changes. An Xbox Series X game console has been purchased for this area, with furniture to be ordered in December (including a couch and club chairs).
- The Pefferlaw carpet project has been completed. Pictures attached at the end of the document.
- Library Student Tori Payne painted a lovely water colour of the Pefferlaw Branch before she left to continue her studies. It has been printed and framed. It will be hung up in the branch soon.



PEOPLE AND LEADERSHIP

- Kayla Brown joined the Sutton team as a permanent part-time library clerk on November 12th.
- Tracy Emery began her full-time Library Assistant position at Keswick on November 12th.
- Chris Croome started her permanent part-time library clerk position on November 26th. This position shares work locations at both the Sutton and Pepperlaw branches.
- Danielle Davidson began her temporary part time library clerk contract on November 26th.

COLLECTION AND PROGRAMS

- On Thursday November 3, in partnership with York Region District School Board and select Libraries in York Region, we hosted a virtual author talk with author Kathy Kacer. 4,438 students in Grades 4-6 across York Region had an opportunity to learn about heroes of the Holocaust through Kathy Kacer's books.
- On Tuesday, November 15, York and Durham Region Libraries partnered to host a virtual paint night with Indigenous Artist Moses Lunham. 114 people attended the program and had an opportunity to paint their own "Falling Leaves Moon" picture.
- On Wednesday, November 23, York and Durham Libraries partnered to run a virtual program for Financial Literacy Month with author Robin Taub, CPA/CA. 51 participants joined Robin for a fireside chat and learned tips and tricks for teaching children about responsible money management.

Dates	Program Name	Platform/format	Total views/ participants
Various dates	One-on-one technology help (eServices)	Email, chat, phone	27
Nov 8, 15, 22, 29	Family Storytime	Pefferlaw	37
Nov 8, 15, 22, 29	After School LEGO	Sutton	21
Nov 8, 15, 22, 29	Reading Buddies	Keswick	63
Nov 9, 11 16, 18, 23, 25 30	Family Storytime	Keswick	93
Nov 9, 16, 23, 30	Ready, Set, Kindergarten	Keswick	19
Nov 9, 16, 23, 30	Ukulele Circle- Beginner	Keswick	29
Nov 9, 16, 23, 30	Ukulele Circle - Intermediate	Keswick	24
Nov 2, 9	Teen Public Art Project	Keswick	7
Nov 10, 17, 24	Babytime	Keswick	21
Nov 10, 17	Let's Make Stuff- Winter Edition	Keswick	51
Nov 3	Heroes of the Holocaust with Kathy Kacer	Zoom	4438
Nov 15	Visit to EarlyON (offsite storytime)	RL Graham	9
Nov 18	Art Attack PA Day	Keswick	17
Nov 24	Cozy Fall Yoga with Girls Inc	Keswick	12
Nov 1	Sutton Book Club	Zoom	3
Nov 1	Pefferlaw Book Club	Pefferlaw	4
Nov 1, 8, 15, 22, 29	Hooks and Needles Corner	Keswick	34
Nov 2	Pins and Needles	Sutton	11
Nov 10, 17	Welcome Centre Immigrant Services	Keswick	10
Nov 2	Community Lunch at Outreach at The Link	The Link	86
Nov 8	Where I'm Headed: Postcard Making Workshop	Keswick	0

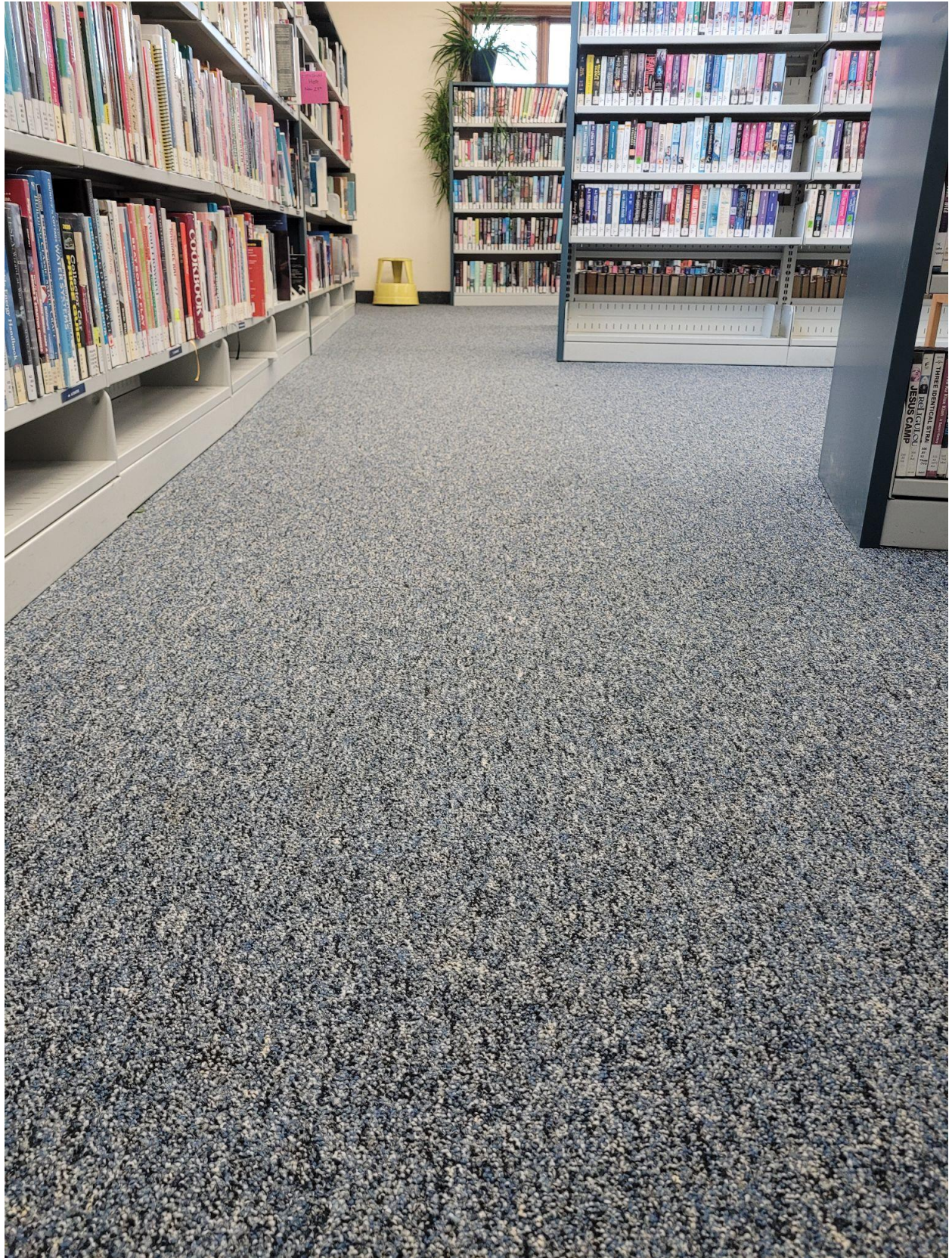
Nov 15	Falling Leaves Moon: Indigenous Paint Night	Zoom	114
Nov 22	Self-Publishing Made Simple	Zoom	10
Nov 23	The Wisest Investment: Teaching Your Kids to be Responsible, Independent and Money-Smart with Robin Taub, CPA/CA	Zoom	51
Nov 29	Finding Balance During the Holidays	Zoom	8
Previous uploads	All recorded videos, re-watched in November		1
TOTAL			5192

TECHNOLOGY

- Becky George attended the annual SirsiDynix conference virtually. Our staff facing cataloguing software, Symphony, is provided by SirsiDynix and the conference was an excellent learning and networking opportunity.







2022 Work Plan – November Update

Board Governance Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Legacy Document	Board Chair	Q1-2022	Q4-2022		Reviewed at March Board meeting; updated to Q4 end date per Board Chair
Succession Planning-staff					
Library Advocacy	Board	Q1	n/a	On going	<ul style="list-style-type: none"> • Councillor Neeson connected with FOPL Government Advocacy Working Group (Sept 2021).
2021 Annual Report	Val Stevens	Q1	Q2	Complete	Copies have arrived in each branch Board Chair & CEO presentation to Council on Sept 14, 2022.
Sutton Multi-Use Transfer and Operating Agreement	Val Stevens	Q1-2019	2023?	In Progress	Development of a legal agreement for the Sutton Multi-Use Building between the School Boards, Town and Library. Currently with School lawyers. Likely on hold due to pandemic. Updated projected end to 2023. Had intro meeting with Town Solicitor on Nov 29/22.
Library & School Boards Agreement on Sutton Branch	Val Stevens	Q1-2019	2023?	In Progress	Transfer and Operating Agreement take precedent. Currently with Library/Town lawyer. Likely on hold due to pandemic. Updated projected end to 2023. Had intro meeting with Town Solicitor on Nov 29/22.
MoU between Library Board & Town	Val Stevens	Q4-2020	Q2-2022	Complete	Signed by all parties on June 3, 2022
Board Self-Evaluation	Board Chair	Q4	Q4	In Progress	Year 2 and end of term

Capital Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
MURC Branch	Val Stevens	Q1	Q3-2023	In Progress	Ground breaking on Nov 10, 2021. Foundations are in place, steel is up, walls are going up.
Strategic Plan	Library Board/ Val Stevens	Q2-2021	Q1-2023	In Progress	Committee meeting on monthly basis. Printing and roll-out will likely happen in early 2023.
Security Camera Installation	Town Facilities/ Sarah James	Q2-2022	Q4	In Progress	Facilities has begun planning.
Teen area-Keswick branch	Amy Butcher (Sarah James)	Q1	Q1-2023	Deferred from 2020	Delayed due to pandemic. Some furniture has been ordered, finalizing details. Most purchases will be complete by Q4 2022, final layout changes to happen Q1 2023.
De/re-magnetizers	Sarah James (Becky George/ Justin Johnston)	Q2	Q4	In Progress	Items have been ordered
Pefferlaw Carpet Replacement	Town Facilities/ Justin Johnston (Sarah James)	Q1	Q4	Complete	Carpet installed on Nov 14 & 15

Staffing Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Summer Reading Club Assistant-grants	Amy Butcher	Q1	Q3	Complete	SRCA contract ended Aug 2022
Adult Programming support	Amy Butcher	Q2	Q4	Complete	Three additional hours budgeted in 2022 operating budget

Operating Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Transition to Office 365	Town IT (Becky George)	Q1?	ongoing		Approved through Town IT budget for entire municipality, including library staff. It working on phased implementation and roll-out.

Georgina Public Library

Financial Statement - November 2022

Date: Dec. 1, 2022

	2022 Actuals	2022 Approved Budget	Variance	Percentage To Date	Target to Date	Notes
Revenue						
Town Grant	2,319,203.33	2,530,040	210,837	92%	92%	Pro-rated
Provincial Grants	57,383	62,600	5,217	92%	92%	Pro-rated
Misc Grants	7,260	9,240	1,980	79%	92%	
School Board Revenue	53,625	58,500	4,875	92%	92%	Pro-rated
Donations	1,934	1,800	(134)	107%	92%	
Fines	1,245	22,000	20,755	6%	92%	
Misc Fees	385	3,100	2,715	12%	92%	Exam Proctoring, etc
Photocopying Fees	2,231	8,500	6,269	26%	92%	
Program Registrations	1,720	4,200	2,480	41%	92%	
Book Sale	150	2,400	2,250	6%	92%	
Room Rentals	-	4,100	4,100	0%	92%	
Provision from Reserve	-	-	-	100%	92%	
Total Revenues	2,445,135	2,706,480	261,345	90%	92%	
Expenses						
Salaries & Benefits	1,525,120	1,909,070	383,950	80%	92%	
Library Board	3,160	4,800	1,640	66%	92%	
Library Operations	205,988	349,500	143,512	59%	92%	Utilities, cleaning, courier, supplies, etc.
Training	6,942	18,800	11,858	37%	92%	
Collections	125,438	232,730	107,292	54%	92%	
Telecommunications	19,974	30,040	10,066	66%	92%	
Covid-19 Expenses	1,256	-	(1,256)	N/A	N/A	No allotted budget
Misc	2,739	3,300	561	83%	92%	
Contribution to Reserve	145,053	158,240	13,187	92%	92%	Pro-rated
Total Expenses	2,035,670	2,706,480	670,810	75%	92%	
Net	409,466	-	(409,466)			

2022 Legacy Document



The past four years have brought many changes to Georgina Public Library and the GPL Board; including a new logo and rebranding, introducing new board members, hiring a new CEO, navigating a global pandemic, adopting a Memorandum of Understanding with the Town of Georgina, developing the new Strategic Plan, and the in-progress building of a discovery branch at the Multi-Use Recreational Complex (MURC). We are looking forward to seeing the results of each of these building blocks as the next Georgina Public Library Board traverses the coming four years in their governance role.

All Public Library Boards celebrate accomplishments and face challenges. A critical analysis of the board term will serve as an important legacy for the next board.

Our library and its community partners.

The COMMUNITY sees our library as:

A welcoming, safe, gathering space for all

A resource for the community for programs and learning of all kinds

MUNICIPAL COUNCIL views our library as:

A partner in offering resources and expanded hours for municipal services

An asset for the growing community

Other key COMMUNITY PARTNERS view the library as:

A reflection of the community's residents who seek knowledge, learning opportunities, and new ways to connect in a safe, free space

A hub where members of the community meet and share their talents, ideas, and time

Major governance issues faced during our four-year term

The LIBRARY BOARD faced these major governance issues:

The early departure of a CEO, requiring a second CEO hiring process within three years

A global pandemic which led to many unprecedented, challenging decisions about extended shutdowns

Advocating for the inclusion of a discovery branch at the MURC during a time of financial uncertainty

Ongoing staffing issues including talent retention, a new operational model, building closures, reduced opening hours, work from home accommodations, and new programming models with increased technology requirements

Major tasks accomplished under the direction of the board:

Promotion of an existing manager to the position of CEO

Memorandum of Understanding negotiated and adopted by the Board and the Town of Georgina

Approval and inclusion of a discovery branch at the MURC

Reviewing and updating policies monthly

Continuing services throughout the pandemic, pivoting service models multiple times

Significant consultation and contribution to the development of the new Strategic Plan

Tasks that remain outstanding:

Collaboration with Town HR and GPL CEO to develop on-boarding supports for new managers

Increasing community face to face connections that were put on hold due to the pandemic and subsequent cancellation of major events

We can foresee these opportunities to address issues that remain outstanding:

Developing new HR training for all staff and the Board

Finalization and implementation of a new Strategic Plan

Coming out of the pandemic, stabilizing opening hours, and offering support for new programming

Starting fresh with new ideas

Re-establish community connections as protocols change and events are reinstated

<p>Our leadership</p>	<p><i>We believe that our board is a strong community leader because:</i></p> <p>We support our CEO and do not interfere in operational matters</p> <p>We were able to retain jobs and meet the needs of the community during the pandemic</p> <p>We were able to successfully communicate and advocate for the inclusion of a discovery branch at the MURC to town council and staff</p> <p>We encourage and attend events that support the library and its vision of opening doors and minds</p> <p>We put our community at the forefront by updating policies that reflect diversity in language and tone resulting in an inclusive culture</p>
	<p><i>We see that the board could be even stronger in its leadership if:</i></p> <p>All members receive training on the MOU, its importance and scope</p> <p>Membership is more reflective of our growing, diverse community</p> <p>We are more visible at library events and programs</p> <p>Library Board members take advantage of training and learning opportunities including:</p> <ul style="list-style-type: none"> • Attending the OLA Superconference Library Board Bootcamp on a rotating basis • Seeking out relevant LearnHQ training modules • Maintaining a liaison on the Ontario Library Service (formerly Southern Ontario Library Service) panel who shares quarterly meeting reports • Maintaining a liaison on the Friends of the Library committee to share updates around advocacy and fundraising events • Attending the Library as Place or similar conferences on a rotating basis and reporting back to the board

<p>Challenges for the new board</p>	<p><i>We suggest that these issues are major challenges for the new board to tackle as a priority:</i></p> <p>Supporting the CEO with ongoing and new training opportunities for staff, managers, and the Board</p> <p>Finalization and implementation of the new Strategic Plan</p> <p>Taking the time to introduce the new Board to the library staff, managers, and Town Council</p> <p>Arranging and attending information and learning sessions about the budget process from the Town Treasurer, and HR processes from the HR department</p>
	<p><i>We would respectfully invite Council to consider the current library issues that prevail and qualifications to consider in making appointments to the new library board.</i></p> <p>Appointees who:</p> <ul style="list-style-type: none"> • Have a financial or legal background • Represent Georgina’s growing diversity • Demonstrate a commitment to life-long learning and support innovation in library services
<p>Our wishes for the new board’s success</p>	<p>We hope that the after-effects of the pandemic lead to a stronger library system and that Georgina Public Library is a welcoming, healthy, thriving place to work and visit. We are excited to see the new discovery branch being opened by a new board, ready to see the opportunities, and meet the challenges that it will bring. We encourage the board to support GPL’s CEO with fair, transparent governance for a stable 4 years ahead.</p>

Georgina Public Library Board Policy Manual

Policy Title: Room Rentals Policy

Intent

The Library as a community space provides multi-purpose rooms to local community groups, organizations and individuals for community information programs, courses of an educational, cultural or informational nature, or the conducting of meetings.

Arrangements to rent rooms at any of the Library's branches are made through the Town of Georgina Recreation and Culture Department.

In some instances, at the discretion of ~~the Branch Librarian~~ Manager, where a program also meets the informational/cultural mission of the Library, the program may be co-sponsored and fees may be waived.

All terms of the rental contract must be completed and adhered to.

Liability insurance, as detailed on the rental contract is the responsibility of the renter.

Regulations

1. The Library Board determines the rental rates. The ~~c~~Current rate is \$~~1524.68~~/hour plus HST. All renters must also purchase insurance as calculated by the Town.
2. In the case of a co-sponsored program/meeting, ~~the Branch or CYS Librarian~~ a Manager must approve all publicity, as appropriate.
3. Rental of a Library room does not constitute endorsement by the Library of the renter's beliefs or policies. Programs and content must not contravene the Criminal Code of Canada or Human Rights legislation.
4. Posted room capacity is set by the Fire Department and must be adhered to.
5. Smoking, including e-cigarettes, ~~and vaping~~, is prohibited in all Library facilities.
6. Alcohol may not be served unless properly licensed by the LCBO with a special occasion permit, and properly served by trained Smart Serve bartenders.
7. Groups who book the rooms are expected to be ready to leave the premises by closing time. Rooms are to be returned to their original set up with chairs stacked and tables stored. Additional rental fees will apply if staff is required to stay longer hours than covered by the rental permit.

Georgina Public Library Board Policy Manual

8. Library premises may not be used for the sale of goods or for the soliciting of the sale of goods.
9. Sales of books by authors or publishers, or sales of other printed, recorded, filmed, or taped materials are permitted as a public service only at Library sponsored programs, book launchings, or festivals.
10. Supervisory staff may attend, free of charge, any sponsored or co-sponsored program, meeting, or course held on Library premises, for the purpose of auditing or reviewing procedures. If at any time, a group is found to be in violation of policies and procedures, the meeting will be cancelled with no liability to the Library whatsoever. Any violations of this policy may render the organization's applications or bookings for further use of meeting rooms invalid.
11. Organizations using Library meeting rooms will be held responsible for any damages caused to Library property or equipment, and will be charged for repair or replacement.
12. Unless given express permission and staff arrangements made, all room bookings are restricted to hours when the Library is open to the public.
13. The Library is unable to accommodate requests to provide rooms free of charge or at a discounted rate for non-profit organizations.
14. Notice of cancellation is required according to the terms of the contract.
15. Upon approval of the Board, long-term contracts for facility rental may be signed by the Director of Library Services/CEO at an agreed upon rate.
16. Priority is given to Library programs in the use of available rooms.
17. Branch staff monitors bookings using the Town's software system. Copies of signed contracts are filed at the appropriate branch for confirmation and entry in the Branch's booking calendar. If a booking discrepancy occurs outside of regular Town office hours, Library staff will do what they can to accommodate the request, and report the discrepancy Recreation and Culture to resolve any error.

Georgina Public Library Board Policy Manual

POLICY HISTORY:	
Initial Draft	November 22, 2006
Draft Presentation Review:	December 17, 2009
Board Adoption:	December 17, 2009
Board Review & Amendment:	April 14, 2011 November 29, 2014 May 21, 2015 October 18, 2017 <u>December 15, 2022</u>