

Georgina Public Library
Library Board Meeting
February 16, 2023 @ 7:00 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 – January 19, 2023 Board meeting minutes
9. Delegations/Speakers - None
10. Presentations - None
11. Consent Agenda
 - a. Branch Report
 - b. Work Plan Update
 - c. Financial Statement – December 2022 - updated
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 (TBD)
13. Old Business - None
14. New Business
- a. Policy Review: Library Board Members' Code of Conduct
 - b. OLA SuperConference updates (B. Sabatini, R. Beechey)
 - c. Professional Development Day closures
15. Other Business For Which No Notice Has Been Given
16. Closed Session

Motion to move into Closed Session

1. Review of Closed Session minutes

- i. September 15, 2022 - Personal matters about an identifiable individual, Section 16.1(4) of the Public Libraries Act - Human Resources matter; Labour Relations for employee negotiations – CUPE negotiations update;
- ii. December 15, 2022 - Labour Relations or employee negotiations, Section 16.1(4) of the Public Libraries Act – CUPE negotiations

2. Closed Session minutes to be reviewed separately

- i. June 16, 2022 - Personal matters about an identifiable individual, Section 16.1(4) of the Public Libraries Act - Human Resources matter;
- ii. September 7, 2022 - Personal matters about an identifiable individual, Section 16.1(4) of the Public Libraries Act - Human Resources matter;
- iii. September 15, 2022 - Personal matters about an identifiable individual, Section 16.1(4) of the Public Libraries Act – CEO Performance Evaluation;

iv. December 15, 2022 - Personal matters about an identifiable individual, Section 16.1(4) of the Public Libraries Act - Human Resources matter

3. Personal matters about an identifiable individual, Section 16.1 (4) of the Public Libraries Act

-Update on a Human Resources matter

Motion to reconvene into Open Session

17. Next Meeting Date /Time

March 23, 2023 @ 7:00pm - Zoom

18. Adjournment

Georgina Public Library Board
Regular Board Meeting Minutes
January 19, 2023 @ 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
Adrienne McDowell
Nancy Rodrigues
Shari Hawkins

The following Board Members were absent:

Councillor Dave Neeson
Regional Councillor Naomi Davison

The following staff members were in attendance:

Valerie Stevens, *Director of Library Services/CEO*
Serena Hamlyn, *Executive Assistant (Recording Secretary)*
Anna Delong, *eServices Library Technician*
Lynn McKinley, *CUPE 905.13 Representative*

4. Introduction of Addendum Items

- Website Analytics statistics sent as addendum item

5. Approval of the Agenda

Moved by Bobbi Sabatini, Seconded by Nancy Rodrigues

RESOLUTION NO. GLB-2023-001

That the Georgina Public Library Board meeting Agenda of January 19, 2023 be approved as presented

Carried.

6. Announcements – None

7. Declarations of Pecuniary Interest – None

8. Adoption of the Past Minutes – December 15, 2022 Board meeting minutes

Moved by Shari Hawkins, Seconded by Rita Beechey

RESOLUTION NO. GLB-2023-002

That the minutes of the December 15, 2022 Board meeting be adopted as circulated

Carried.

9. Delegations/Speakers – None

10. Presentations – None

11. Consent Agenda

- a. Branch & CYS Report
- b. Quarterly Statistics
- c. Work Plan Update
- d. Financial Statement –December 2022

Moved by Adrienne McDowell, Seconded by Rita Beechey

RESOLUTION NO. GLB-2023-003

That Item 11 – Consent Agenda be received as circulated
Carried.

12. Verbal Communications

a. CEO Update (V. Stevens)

COMMUNITY CONNECTIONS

- GPL hosted the unveiling of a teen-created art piece on January 11, 2023. This piece is temporarily hung near our community information board in Keswick; it will be hung more permanently in our new Teen area later this year.

SPACES

- Program rooms, with the exception of the Paul Nicholls Board Room in Keswick, are all available for use and rental, effective December 13, 2022.
- Security video cameras have been installed in all three library branches; the final networking is not yet complete.

PEOPLE & LEADERSHIP

- Becky George attended System Admin training for our patron/materials/circulation database, allowing her to better support use of this platform at all levels.
- Hiring for Casual Library Clerks is ongoing

COLLECTIONS & PROGRAMS

- On the Circulation Statistics graph, it can be seen that circulation numbers are starting to recover: a sharp increase in March 2022, and we are now hovering around 2014/15 numbers.
- English Conversation Circle, facilitated by the Welcome Centre, resumed in December 2022.
- Saturday children’s programming is back this session; this is running as a trial to determine appetite and uptake within the community. Having CYS staff on-site will also allow us to provide better service to our younger patrons.

TECHNOLOGY

- Nothing to report

MISCELLANEOUS

- CEO has been meeting with Town Councillors in advance of the 2023 Budget Deliberations next week

- b. Board Chair Update (M.C. Macaluso)
 - The Board Chair has been attending the Strategic Planning committee meetings
 - The Board Chair continues to meet regularly with the CEO
 - The Board Chair attended the Teen Painting Unveiling event at the Keswick Branch on January 11th
- c. Friends of the Library Update (B. Sabatini)
 - The Friends held a meeting earlier this week
 - The Friends have some exciting events they are hoping to host in the future, including:
 - The possibility of hosting a euchre tournament in the Sutton Branch on Sunday, February 26;
 - Earth Hour on March 25 at Keswick Branch, in partnership with The Connors Brothers, who bring in students to play acoustically;
 - Working towards the Spelling Bee, with Friday, May 12 as a tentative date for the event
- d. Strategic Planning Committee update (A. McDowell)
 - The Strategic Planning Committee last met on Friday, January 13. Prior to that meeting, the committee met on December 16
 - At these meetings, the Committee continued to clean up the wording for their goals
 - There are 2 goals left to look at, which the Committee is continuing to work on
 - The plan for the February meeting is to get everything finalized

Moved by Nancy Rodrigues, Seconded by Shari Hawkins

RESOLUTION NO. GLB-2023-004

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

Carried.

13. Old Business - None

14. New Business

- a. Policy Review:
 - i. Canadian Anti-Spam Legislation (CASL)

Moved by Leslie Johnstone, Seconded by Nancy Rodrigues

RESOLUTION NO. GLB-2023-005

That the Canadian Anti-Spam Legislation Policy be accepted as presented

Carried.

ii. Vaccination Against Covid-19

Moved by Rita Beechey, Seconded by Nancy Rodrigues

RESOLUTION NO. GLB-2023-006

That the Georgina Public Library Board rescind the Vaccination Against Covid-19 policy effective March 1, 2023

Carried.

b. 2023 Board Meeting Dates

The Board members reviewed the proposed schedule for the 2023 meeting dates.

The Vice-Chair noted that the October meeting date falls within Ontario Public Library Week.

Moved by Bobbi Sabatini, Seconded by Shari Hawkins

RESOLUTION NO. GLB-2023-007

That the Georgina Public Library Board accept the 2023 Board Meetings Dates schedule as presented

Carried.

c. Board Self-Evaluation (B. Sabatini)

The Board Vice-Chair presented slideshow of the of the Board Self-Evaluation results.

The Board members thanked the Vice-Chair for coordinating the Self-Evaluation and for compiling the results for presentation.

Moved by Rita Beechey, Seconded by Nancy Rodrigues

RESOLUTION NO. GLB-2023-008

That the Board Self-Evaluation results be accepted as presented
Carried.

15. **Other Business - None**

16. **Closed Session - None**

17. **Next Meeting Date & Time**

February 16, 2023 @ 7:00 p.m. – Zoom

18. **Adjournment**

Moved by Bobbi Sabatini, Seconded by Rita Beechey

RESOLUTION NO. GLB-2023-009

That the Georgina Public Library Board meeting of January 19, 2023 adjourn at 7:57 p.m.

Carried.

Board Chair

Recording Secretary

JOINT BRANCH REPORT - 01 - January 2023

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 Wednesday, January 4, Amy Butcher attended a lunch at Club 55 and promoted library programs and services to the 36 people who attended the lunch.
- On Monday, January 9, Amy Butcher appeared on Georgina Life (ROGERStv) to promote upcoming library programs and the New Year's Reading Resolutions Challenge.
- Jennifer Murray continues to visit EarlyON mobile sites at RL Graham P.S. and The Link in Sutton on a monthly basis to run a Family Storytime and promote library programs and services.

SPACES

- Nothing to report

PEOPLE AND LEADERSHIP

- Nothing to report

COLLECTION AND PROGRAMS

- Final shipments from LSC occurred in January. We are now transitioning to Whitehots and Library Bound for our library collections.
- Automatic Release Plans (ARPs) are set up with both new vendors for selecting materials for the library
- Justin has submitted firm orders through each (patron requests, replacements, etc), with shipments expected to begin in mid-February.
- On Wednesday, January 11, we celebrated four local teens at our Teen Painting Unveiling Gala held at Keswick Branch. 22 people had the opportunity to see the painting the teens created in Fall 2022. The painting is currently on display at Keswick Branch.
- As of Saturday, January 21, CYS staff have started running regular Saturday Family Storytimes at Keswick Branch. We have received feedback from community members that they appreciate having Saturday programs to attend.

Dates	Program Name	Platform/format	Total views/ participants
Various dates	One-on-one technology help (eServices)	Email, chat, phone, in-person	36
Jan 10, 17, 24, 31	Family Storytime	Sutton	55
Jan 10, 17, 24, 31	Ready, Set, Kindergarten	Sutton	18
Jan 10, 17, 24, 31	Reading Buddies	Keswick	70
Jan 11, 18, 25	Family Storytime	Keswick	72
Jan 11, 18, 25	Ukulele Circle	Keswick	38
Jan 12, 19, 26	Babytime	Keswick	33
Jan 12, 19, 26	Ready, Set, Kindergarten	Keswick	23
Jan 21, 28	Saturday Family Storytime	Keswick	59
Jan 11	Teen Painting Unveiling Gala	Keswick	22
Jan 13	GPL on the GO (visit to EarlyON offsite storytime)	The Link	20
Jan 20	GPL on the GO (visit to EarlyON offsite storytime)	RL Graham PS	33
Jan 20	Pefferlaw PA Days	Pefferlaw	22
Jan 26	Pathfinders Library visit	Keswick	7
Jan 10-31	Teens: Get Caught Studying	All Branches	210
Jan 3	Sutton Book Club	Zoom	7
Jan 3	Pefferlaw Book Club	Pefferlaw	7
Jan 3, 10, 17, 24	Hooks and Needles Corner	Keswick	30
Jan 14	Pins and Needles	Sutton	15
Jan 19	Welcome Centre Immigrant Services	Keswick	4
Jan 11, 18, 25	English Conversation Circle for Newcomers	Keswick	24
Jan 4	Club 55 outreach	Club 55	36
Jan 17	Resume Renovation with Job Skills	Keswick	2

Previous uploads	All recorded videos, re-watched in January	0
TOTAL		795

TECHNOLOGY

- Progress was made on two major projects in January
 - Technology requirement confirmations and hardware and software choices for the MURC branch is ongoing and on track
 - Work with Town IT to transition our Windows operating system to Microsoft 365 is in the final preparation stages with the goal of transitioning all library workstations and staff by the end of February. This will bring improved productivity software and teamwork capabilities.

2023 Work Plan – January Update

Board Governance Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Legacy Document	Board Chair	Q1-2022	Q4-2022	Complete	Adopted at Dec. 15, 2022 Board Meeting
Succession Planning-staff					
Library Advocacy	Board	On going		On going	<ul style="list-style-type: none"> • Councillor Neeson connected with FOPL Government Advocacy Working Group (Sept 2021).
2022 Year in Review	Val Stevens	Q2	Q3		
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.
New Library Board Orientation	Valerie Stevens (in conjunction with N6 CEOs)	Q2-2022	Q2-2023	In Progress	Planned for Saturday April 22, 2023

Capital Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
MURC Branch	Val Stevens	Q1	Q4-2023	In Progress	Ground breaking on Nov 10, 2021. Roof is complete. Site visit planned for Feb 24, 2023.
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	Q1-2023	In Progress	Cameras are installed. Policy to be developed, then cameras will be activated.
Teen area-Keswick branch	Amy Butcher (Sarah James)	Q1-2022	Q1-2023	In Progress	Delayed due to pandemic. All furniture ordered. Final layout changes to happen Q1 2023.
De/re-magnetizers	Becky George (Sarah James/ Justin Johnston)	Q2-2022	Q4-2022	Complete	
Keswick Alcove renovation	Valerie Stevens	Q2-2022	Q2-2023	In Progress	Working with facilities and architect to move forward with drawings
Security gates-PE & KE	Becky George (Sarah James)	Q2-2023			Need to conduct environmental scan and confirm quotes

Staffing Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Executive Assistant from PPT to PFT	Valerie Stevens	Q1	n/a	Complete	Change effective Feb 6, 2023
New Supervisor position	Valerie Stevens	Q2	n/a	In Progress	Working on draft job description in partnership with Town HR
Summer Reading Club Assistant-grants	Amy Butcher	Q1	Q3	In Progress	Grant applications submitted, job is posted.
Adult Programming support	Amy Butcher	Q2	Q4	In Progress	Three additional hours budgeted in 2023 operating budget

Operating Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Transition to Office 365	Town IT (Becky George)	Q1-2022	Q3-2023?	In Progress	Approved through Town IT budget for entire municipality, including library staff. IT working on phased implementation and roll-out.

Georgina Public Library

Financial Statement - December 31, 2022

Date: Feb. 7, 2023

	2022 Actuals	2022 Approved Budget	Variance	Percentage To Date	Target to Date	Notes
Revenue						
Town Grant	2,530,040.00	2,530,040	-	100%	100%	Pro-rated
Provincial Grants	62,600	62,600	-	100%	100%	Pro-rated
Misc Grants	8,317	9,240	923	90%	100%	
School Board Revenue	58,500	58,500	-	100%	100%	Pro-rated
Donations	4,731	1,800	(2,931)	263%	100%	
Fines	1,637	22,000	20,363	7%	100%	
Misc Fees	562	3,100	2,538	18%	100%	Exam Proctoring, etc
Photocopying Fees	3,842	8,500	4,658	45%	100%	
Program Registrations	1,720	4,200	2,480	41%	100%	
Book Sale	207	2,400	2,193	9%	100%	
Room Rentals	-	4,100	4,100	0%	100%	
Provision from Reserve	-	-	-	100%	100%	
Total Revenues	2,672,156	2,706,480	34,324	99%	100%	
Expenses						
Salaries & Benefits	1,756,614	1,909,070	152,456	92%	100%	
Library Board	3,480	4,800	1,320	73%	100%	
Library Operations	333,323	349,500	16,177	95%	100%	Utilities, cleaning, courier, supplies, etc.
Training	7,647	18,800	11,153	41%	100%	
Collections	196,234	232,730	36,496	84%	100%	
Telecommunications	22,926	30,040	7,114	76%	100%	
Covid-19 Expenses	1,256	-	(1,256)	N/A	N/A	No allotted budget
Misc	3,337	3,300	(37)	101%	100%	
Contribution to Reserve	158,240	158,240	-	100%	100%	Pro-rated
Total Expenses	2,483,057	2,706,480	223,423	92%	100%	
Net	189,099	-	(189,099)			

Georgina Public Library Board Policy Manual

Policy Title: Board Members' Code of Conduct

Preamble and Principles

The Georgina Public Library Board is committed to achieving the highest standards of conduct by its Members, which is essential to maintaining and ensuring public trust and confidence in the Library.

The Library Board will govern with a style that emphasizes:

- encouragement of, and respect for, diverse opinions
- strategic leadership
- clear distinction between Board and CEO roles
- collective, rather than individual, decisions

Furthermore, the Library Board will:

- operate in all ways mindful of its civic trusteeship obligations to the Georgina Public Library
- speak with one voice
- ensure continuous good governance through periodic discussion of process improvement, and through active recruitment of new Board members
- monitor and discuss the Board's performance

Statutory Provisions Regulating Conduct

This Code of Conduct operates along with and as a supplement to the existing statutes governing the conduct of Board Trustees. Several pieces of legislation govern the conduct of Members of the Board, including and not limited to:

- (a) *Public Libraries Act, R.S.O. 1990, c. P.44*
- (b) *Municipal Act, 2011, S.O. 2001, c. 25*
- (c) *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*
- (d) *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56*
- (e) *Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace) 2009, S.O. 2009, c.23*
- (f) *Human Rights Code, R.S.O. 1990 c.H.19*
- (g) *Criminal Code of Canada, R.S.C. c. C-46*

Other related Library policies include:

- (a) Library Board Structure By-law
- (b) Violence & Harassment Free Workplace Policy
- ~~(b)~~(c) Health and Safety Policy

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Application

The Code of Conduct and the references within it shall apply to all Library Board Members. Members are expected to follow this Code, Library Board By-laws, and all policies.

No Member shall:

- (a) Fail to observe and comply with the principles of the Code of Conduct;
- (b) Fail to observe and comply with every provision of the Code of Conduct, as well as all other policies and procedures affecting the Member, acting in his or her capacity as a Member of the Library Board;
- (c) Fail to respect the integrity of the Code of Conduct and inquiries and investigations conducted under it;
- (d) Undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information during an investigation;
- (e) Obstruct an investigation, or any other library or municipal official involved in applying or furthering the objectives or requirements of the Code of Conduct, in carrying out of such responsibilities, or pursuing any such objective; ~~or~~
- (f) ~~Using-Use~~ the influence of their office for any purpose other than for the lawful exercise of their official duties for municipal purposes; ~~or-~~
- (g) Fail to properly prepare for Board deliberations.

To ensure the highest standards of conduct by Library Board Members, the Code of Conduct is to be given broad, liberal interpretation in accordance with applicable legislation and the definitions set out herein in a manner that is fair, impartial, and unbiased.

Fiduciary Duty

Board members have a fiduciary duty to act honestly and in good faith and in the best interests of the Library. They must represent un-conflicted loyalty to the interests of the Library. This accountability supersedes any conflicting loyalty to special interest groups, other boards or staffs. This accountability supersedes the personal interest of any Board Member acting as an individual consumer of the Library services.

Conflict of Interest

Library Board Members shall avoid conflicts of interest in accordance with the Municipal Conflict of Interest Act. Members will disclose their involvement with family members, relatives, other organizations, vendors, or any other associations that might produce a conflict. Members are encouraged to seek guidance from legal advisors when they become aware that they may have a conflict between their responsibilities to the public as a Member and any other interest, including a direct or indirect pecuniary interest.

When a Board member has a direct or indirect pecuniary interest in any matter and is present at a Board meeting at which the matter is the subject of consideration, the Board Member, in accordance with the *Municipal Conflict of Interest Act, Section 5(1)*, shall:

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- a) Prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- b) Not take part in the discussion of, or vote on any question in respect to the matter; and
- c) Not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

A record of the disclosure shall be recorded in the minutes of the meeting, and entered into a registry of disclosures maintained by the Board Secretary in accordance with the *Municipal Conflict of Interest Act, Section 6(1)*.

Acceptance of Gifts, Benefits, and Hospitality

Members must make decisions based on an impartial and objective assessment of each situation, free from the influence of gifts, hospitality, or benefits. Members must avoid both the reality and appearance of impropriety with organizations and people with whom they deal.

No Board Member shall accept a gift, hospitality, or benefit that is connected directly or indirectly with the performance of his or her duties of office unless permitted by the exceptions listed below. For these purposes, a gift, hospitality, or benefit paid to a Member's spouse, child, or ~~parent, that~~parent, which is connected directly or indirectly with the performance of the Member's duties of office, is deemed to be a gift to that Member.

It is recognized that the extension and acceptance of forms of hospitality (including invitations to events, outings, engagements, performances, etc.) is within the normal official duties of a Member, provided that:

- (a) Members do not allow themselves to reach a position whereby they might be, or be deemed by others to have been, influenced in making a decision as a consequence of the offering or acceptance of such hospitality;
- (b) It serves a legitimate business purpose related to the responsibilities of the Member;
- (c) The person extending the invitation or a representative of the organization is in attendance; and
- (d) The value and frequency are reasonable.

Members are not precluded from accepting:

- (a) Personal gifts, benefits, rewards, commissions, or advantages from any person or organization which are wholly unconnected with the performance of official duties;
- (b) Services provided without compensation by persons volunteering their time;
- (c) Invitations from charity or not-for-profit organizations to attend their events;
- (d) Food and beverages banquets, receptions, ceremonies, or similar events;
- (e) A memento received by a Member at a function honoring the Member;
- (f) A memento received as a result of being a speaker, participant, or representative of the Library Board at an event
- (g) Gifts or benefits received as an incident of social protocol, customs, or social obligations that normally accompany the performance of official duties;
- (h) Small gifts or draw prizes received at conferences; and

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- (i) Food, lodging, transportation, and entertainment provided by other libraries, other levels of government, or by other local boards, commissions, or the government of a foreign country.

In case of categories identified previously, if the value of the gift or benefit exceeds \$350 or if the total value received from any one source during the calendar year exceeds \$500, the Member shall, within 30 days of receipt of the gift or benefit, or reaching the annual limit, complete a Disclosure Statement (available from the Town Clerk) and submitted it to the Library CEO.

The Disclosure Statement shall include:

- (a) The nature of the gift or benefit;
- (b) Its source and date of receipt;
- (c) The circumstances under which it was received; and
- (d) Its estimated value.

Disclosure Statements are a matter of public record, and shall be maintained by the Board Secretary in accordance with any records retention rules established by the Library Board.

Members are responsible for tracking and monitoring any gift or benefit received during the calendar year to ensure compliance with the reporting requirements of the Code.

Members shall return any gifts or benefits, or not accept hospitality, which does not comply with these guidelines, along with an explanation of why the gifts, benefits, or hospitality cannot be accepted.

Confidential Information

Members shall not disclose or release by any means, including social media, to any person either in oral or written form any confidential information acquired by virtue of their office except when required by law to do so.

Members have a duty to hold in strict confidence all information concerning matters dealt with in meetings closed to the public in accordance with the *Public Libraries Act*, or any other legislation.

All information, documentation, or deliberation received, reviewed, or taken in closed session of the Board or its committees is confidential unless the matter ceases to be confidential as determined by the Board.

No Member shall:

- (a) Obtain access, or attempt to gain access, to confidential information in the custody or control of the Library except when required or authorized by the Board or otherwise by law to do so;
- (b) Disclose, release, or publish by any means, including social media, any confidential information acquired by virtue of his or her office, in any form ~~except~~ when required or authorized by the Board or otherwise by law to do so;

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- (c) Use confidential information for personal or private gain or benefit, or for the personal or private gain or benefit of any other person or body; or
- (d) Disclose or discuss, through written, electronic or oral communication, to any individual or corporate third party, any information that has been or will be discussed at a closed session meeting of the Board or a Board Committee until such time that the Board or a Board Committee has determined or has been advised by Staff that the matter, or any part of the matter, can be made public subject to review under the *Municipal Freedom of Information and Protection of Privacy Act* or if directed to do so by a court.
- (e) When a Board Member ceases to be a Member, the duty to not disclose or release any confidential information acquired by virtue of his or her office, except when required by law to do so continues.

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Board, Staff, and Public Relations

Members shall accurately communicate the decisions of the Board even if they disagree with the majority decision of the Board, and by doing so affirm the respect and integrity ~~in~~ of the decision-making process of the Board.

Members shall respect that Staff have an obligation to act impartially, and in accordance with all Library policies and procedures.

It is acknowledged that Staff have an obligation to recognize that Board Members have been duly appointed by Town Council to serve the residents of Georgina and respect the role of the Board in directing the ~~actions~~ governance of the Library.

Board Members shall:

- (a) Acknowledge and respect the fact that Staff work for the Library as a corporate body, and are charged with making recommendations that reflect their professional expertise and corporate objectives;
- (b) Acknowledge and respect the fact that Staff carry out the policies of the Library Board as a whole and administer the policies of the Board, and are required to do so without any undue influence from any individual Board Member or group of Board Members; and
- (c) Respect the administration structure and direct any Staff performance concerns through the Library CEO.

No Board Member shall:

- (a) Publicly criticize individual Staff in a way that casts aspersions on their professional competence and credibility;
- (b) Compel Staff to engage in partisan political activities, or subject Staff to threats or discrimination for refusing to engage in such activities; or
- (c) Use their authority or influence to threaten, intimidate, or coerce Staff, or improperly interfere in the lawful exercise of the duties of Staff.

Georgina Public Library Board Policy Manual

The content of any Board Member's communications, regardless of method of communication, shall be accurate, honest, and respectful of other persons, including other Members, Staff, and the public.

In the use of social media, Board Members shall adhere to the Library's policies and guidelines regarding social media use.

When using social media, Board Members shall not:

- (a) Attempt to cover, disguise, or mislead as to their identity or status as a member of the Library Board.
- (b) Use social media in any way that would violate any policy or procedure, made pursuant to the *Occupational Health and Safety Act* or the *Human Rights Code*; or
- (c) Publish anything that is dishonest, untrue, offensive, disrespectful, constitutes harassment, is defamatory, or misleading in any way.

Use of Library Property

Members shall not use any Library property other than for the purposes connected with the discharge of their official duties or associated community activities having the sanction of the Board and in compliance with Library policies.

Members shall not obtain financial gain or advantage from the use of Library property while an elected official or thereafter.

Conduct of Meetings

During Board meetings, committee meetings, or other special purpose meetings, Members shall conduct themselves with decorum and in accordance with the Library Board's Structural By-laws. Respect for delegations, staff, and members, requires that all Members show courtesy and not distract from the business of the Board during presentations and during meetings.

Respect in the Workplace

Members shall be governed by the Library's Violence and Harassment Free Workplace Policy, and any other similar policy or procedure, in accordance with the *Occupational Health and Safety Act*, the *Human Rights Code*, or any other subsequently adopted applicable provincial or federal legislation or Library policy.

Members have a duty to treat members of the public, one another, and Staff appropriately and without engaging in workplace harassment, workplace sexual harassment, abusive conduct, discrimination, or workplace violence.

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Enforcement

Any individual, including members of the public, staff, or another Board Member, who has reasonable grounds to believe that a Board Member has contravened the Code or any other Library Board policy, as well as in the event of disputes between Board Members that interfere with the ability of the Board to carry out its business, may proceed with a ~~compliant~~ complaint and seek remedy by the process outlined below.

All discussions and facilitated meetings will be conducted, without prejudice, be confidential, neutral, impartial, and fair.

Complaints pursuant to the Code of Conduct must be submitted within six weeks of the matter becoming known to the individual and no more than six months after the alleged violation occurred. No action will be taken on a complaint received beyond these deadlines, with the exception to incidents concerning Conflict of Interest and the Respect in the Workplace section of this policy.

Where a complaint is an allegation that a Board Member has contravened the Conflict of Interest provisions of the Code, the timeframes for submission before a judge shall be in accordance with the provisions set out in the *Municipal Conflict of Interest Act, Section 8*.

Where a complaint is an allegation that a Board Member has contravened the "Respect in the Workplace" provisions of the Code, the timeframes for submission of a complaint shall be in accordance with the provisions of the Violence and Harassment Free Workplace policy and procedures.

Complaints are to be made in writing to any one of: the Board Chair, Vice-Chair, or ~~the~~ a Trustee appointed to the Board by the Town Council. In the event that the conduct of all three of these Board Members is the subject of the complaint, another Board member will be designated to facilitate the process or an independent mediator shall be appointed by the Town of Georgina Clerk.

Any notes or written documentation will be handled, filed, and managed in the same manner as the minutes of In Camera Board meetings.

Recognizing that the nature of alleged violations of policy may vary from minor violations to major violations, the Board Member(s) facilitating the process shall select an appropriate approach from the following options. If the initial approach is not successful or additional information about the nature of the alleged violation becomes available, an alternate approach shall be followed:

- a) Conversational – For minor violations, a private conversation between the parties involved and the Trustee facilitating the process may be held to reach an understanding of the situation/issue and decide on a solution/resolution;
- b) Ad Hoc Committee – For non-minor violations, an ad hoc committee shall be formed to manage the complaint process. The committee shall be comprised of the Board Chair (or Vice-Chair), a Town Council Board Member, and one citizen/community Member. In the event that the conduct of one or all three of these trustees is the subject of the

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complainant, other Board members will be designated to facilitate the process, or an independent mediator shall be appointed by the Town of Georgina ~~Town~~ Clerk. The Library CEO will provide support for the committee.

The steps the Ad Hoc committee will take to facilitate a solution/resolution will include, but are not limited to:

- i) Complainant(s) Explanation of the Situation/Issue: The complainant(s) shall first be provided the opportunity to explain their views of the situation/issue;
- ii) Responding Party(ies) View of the Situation/Issue: The respondent(s) shall then be given the opportunity to explain their view of the situation/issue;
- iii) Explore Possible Solutions/Resolutions; and
- iv) Agree on a Solution/Resolution: The identification and agreement on a resolution may be a challenging process depending on the nature of the issue. Likewise, the solution/resolution may vary in complexity from a verbal apology to something more involved. The solution/resolution should be specific about what is to be done by whom, where, and when. Timelines expectations should be included in the stated solution.

Upon the recommendation of the Ad Hoc Committee, the agreement reached by the Ad Hoc Committee shall be brought to the Board for approval.

The ruling of the Board shall be final. Should the Board Member refuse to abide by the ruling, the Board may table the matter pending determination of disciplinary action. Such action may include formal or informal censure by the Chair (as authorized by the Board) or a request for the Board Member's resignation.

- c) Referral to Independent Mediator – Complaints of a serious nature may be referred to an independent mediator that shall be appointed by the Town of Georgina ~~Town~~ Clerk, or, if applicable and where required by law, complaints shall follow existing Library Board policy processes (e.g. Workplace Harassment and Discrimination, Human Rights violations, etc.)
- d) Referral to Investigative Authority – Allegations of illegal activity shall be immediately referred to the appropriate law enforcement authorities for investigation. The Board may rule that any Trustee against whom such allegations are made, be requested to take a leave of absence from the Board pending completion of the investigation.

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Implementation

Upon the adoption of this Code and thereafter at the beginning of each term, Board Members will be expected to sign the Code to convey to each other and all stakeholders that they have read, understood, and accept the conditions and terms set out by the policy.

A Code of Conduct component will be included as part of the orientation workshop for Board members.

Members are expected to formally and informally review their adherence to the provisions of this Code on a regular basis or when so requested by the Board.

This Code shall be subject to review once ~~per~~ term.

Board Members' Code of Conduct

Declaration

The undersigned [Georgina Public Library](#) Board Member hereby acknowledges that they have read, understood, and accept this Code of Conduct.

Signature of Board Member

Date

Printed Name

POLICY HISTORY:	
Initial Draft	September 30, 2010
Draft Presentation Review	
Board Presentation:	November 18, 2010
Board Adoption:	November 18, 2010
Board Review:	January 18, 2018; February 21, 2019; February 16, 2023

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