

**Georgina Public Library**  
**Library Board Meeting**  
**April 20, 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
  - a. Introductions
4. Introduction of Addendum Items
5. Approval of the Agenda
6. Announcements
7. Declarations of Pecuniary Interest
8. Board Elections
  - a. Election of Library Board Chair
  - b. Election of Library Board Vice-Chair
  - c. Appointment of Library Board Treasurer

**Recommendation:** That the Georgina Public Library Board appoint the Director of Library Services/CEO, V. Stevens, as Board Treasurer

- d. Appointment of Library Board Secretary

**Recommendation:** That the Georgina Public Library Board appoint the Library’s Executive Assistant, S. Hamlyn, as Board Secretary

- e. Appointment of OLS Board Assembly Representative
  
- 9. Adoption of the Past Minutes – March 23, 2023 Board meeting minutes
  
- 10. Delegations/Speakers - None
  
- 11. Presentations
  - a. Library Board Orientation – V. Stevens
  
- 12. Consent Agenda
  - a. Branch & CYS Reports
  - b. Quarterly Statistics
  - c. Work Plan Update
  - d. Financial Statement – March 2023
  
- 13. Verbal Communications
  - a. CEO update (V. Stevens)
  - b. Friends of the Library update (B. Sabatini)
  
- 14. Old Business
  - a. Land Acknowledgement
  
- 15. New Business
  - a. 2023 Library Board Meeting Schedule
  - b. Review Board Legacy Document
  - c. Finance Committee composition
  
- 16. Other Business For Which No Notice Has Been Given
  
- 17. Closed Session - None

Motion to move into Closed Session

Motion to reconvene into Open Session

- 18. Next Meeting Date /Time
  - May 18, 2023 @ 7:00pm – Zoom
  
- 19. Adjournment

**Georgina Public Library Board**  
**Regular Board Meeting Minutes**  
**March 23, 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  
Rita Beechey  
Leslie Johnstone  
Adrienne McDowell  
Nancy Rodrigues  
Shari Hawkins  
Councillor Dave Neeson  
Regional Councillor Naomi Davison

The following Board Members was absent with notice:

Bobbi Sabatini, Vice-Chair

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*  
Michele Reynolds, *CUPE 905.13 Representative*

**4. Introduction of Addendum Items**

- Closed session item added

**5. Approval of the Agenda**

Moved by Rita Beechey, Seconded by Nancy Rodrigues

**RESOLUTION NO. GLB-2023-026**

That the Georgina Public Library Board meeting Agenda of March 23, 2023 be approved as amended

**Carried.**

**6. Announcements – *None***

**7. Declarations of Pecuniary Interest – *None***

**8. Adoption of the Past Minutes – February 16, 2023 Board meeting minutes**

Moved by Leslie Johnstone, Seconded by Shari Hawkins

**RESOLUTION NO. GLB-2023-027**

That the minutes of the February 16, 2023 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 – February 2023

Moved by Adrienne McDowell, Seconded by Nancy Rodrigues

**RESOLUTION NO. GLB-2023-028**

That Item 11 – Consent Agenda be received as circulated

**Carried.**

12. **Verbal Communications**

- a. CEO Update (V. Stevens)

### COMMUNITY CONNECTIONS

- Val Stevens attended the flag raising at the Civic Centre for World Down Syndrome Day on March 21, 2023.

### SPACES

- The Teen Area in Keswick is coming along; the couch and chairs have arrived, and the TV will be mounted shortly. Official opening party is planned for Friday, May 5.
- Pefferlaw branch was closed today, and will likely be closed for at least part of the day tomorrow, due to a faulty pump on the water system, resulting in no water service to the branch. The contractor has been on-site and repairs are in progress.

## PEOPLE & LEADERSHIP

- A second client from Community Living has started volunteering in the Keswick branch once per week on average.
- The management team is working with a consultant & presenter to plan our first staff development day, scheduled for June 9, 2023.

## COLLECTIONS & PROGRAMS

- GPL partnered with the Town of Georgina to host a popular Family Skate & Games on February 18 at the Ice Palace.

## TECHNOLOGY

- Nothing to report

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

- The Board Chair continues to meet and communicate regularly with the CEO

### c. Friends of the Library Update (B. Sabatini via R. Beechey)

- The Friends held a meeting on Monday
- The Friends, in partnership with Connors Music, are hosting Earth Hour this Saturday from 8-9pm at the Keswick Branch
- The Spelling Bee is taking place on June 2 at Udora Hall
  - Mayor Quirk will emcee the event
- The Friends are helping to organize the children's' area for the Music in the Streets festival on June 24 at Pioneer Village

### d. Strategic Planning Committee update (V. Stevens)

- V. Stevens is working with S. Kraus to finalize the language in the Strategic Plan
- S. Kraus will attend a future Board meeting to bring the Strategic Plan to the Board

Moved by Rita Beechey, Seconded by Leslie Johnstone

**RESOLUTION NO. GLB-2023-029**

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

**Carried.**

**13. Old Business**

- a. Fine-Free Pilot Project - Report No. CEO-2023-001

The Board members discussed ending the pilot project and going permanently fine-free at GPL.

Moved by Dave Neeson, Seconded by Naomi Davison

**RESOLUTION NO. GLB-2023-030**

That the Georgina Public Library Board eliminate overdue library fines on Georgina Public Library materials for all users; borrowers will continue be charged fees for replacing lost or damaged materials, including processing fees and the cost of referrals to third-party agencies.

**Carried.**

**14. New Business**

- a. Policy Review:
  - i. Fines for Overdue, Lost, or Damaged Materials

Moved by Rita Beechey, Seconded by Nancy Rodrigues

**RESOLUTION NO. GLB-2023-031**

That the Fines for Overdue, Lost, or Damaged Materials Policy be accepted as amended

**Carried.**

ii. Hours of Service

Moved by Nancy Rodrigues, Seconded by Adrienne McDowell

**RESOLUTION NO. GLB-2023-032**

That the Hours of Service Policy be accepted as presented

**Carried.**

iii. Health & Safety

Moved by Rita Beechey, Seconded by Dave Neeson

**RESOLUTION NO. GLB-2023-033**

That the Health & Safety Policy be accepted as presented

**Carried.**

iv. Video Surveillance

Moved by Dave Neeson, Seconded by Leslie Johnstone

**RESOLUTION NO. GLB-2023-034**



That the Video Surveillance Policy be accepted as amended

**Carried.**

**15. Other Business - None**

**16. Closed Session**

Moved by Rita Beechey, Seconded by Leslie Johnstone

**RESOLUTION NO. GLB-2023-035**

That the Georgina Public Library Board move into Closed Session at 7:48 p.m.

**Carried.**

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

- Human Resources matter

Moved by Nancy Rodrigues, Seconded by Dave Neeson

**RESOLUTION NO. GLB-2023-036**

That the Georgina Public Library Board reconvene into open session at 8:02 p.m.

**Carried.**

The Board rose from Closed Session and made the following motion

Moved by Dave Neeson, Seconded by Nancy Rodrigues

**RESOLUTION NO. GLB-2023-037**

That the CEO proceed as directed

**Carried.**

**17. Next Meeting Date /Time**

April 20, 2023 @ 7:00 p.m. - Zoom

**18. Adjournment**

Moved by Leslie Johnstone, Seconded by Nancy Rodrigues

**RESOLUTION NO. GLB-2023-038**

That the Georgina Public Library Board meeting of March 23, 2023 adjourn at 8:09 p.m.

**Carried.**

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Board Chair

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Recording Secretary

## **JOINT BRANCH REPORT - 03 - March 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 Monday, March 6, Amy Butcher appeared on Georgina Life (ROGERStv) to promote GPL's upcoming March Break programs and to showcase books in our collection written by women for International Women's Day.
- On Wednesday, March 15, Lisa Jewer attended a Community Lunch at The Link and spoke with 90 people about library programs and services.
- On Wednesday, March 22, Lisa Jewer attended a lunch at Club 55 and promoted library programs and services to the 65 people who attended the lunch. People were excited to learn that they could borrow Ontario Day-Use Park Permits with their library cards.
- On Saturday, March 25, Amy Butcher and Lisa Jewer attended Seedy Saturday at Pefferlaw Lions Hall to promote library programs and services. Over 5 hours, they spoke with 249 people.

### **SPACES**

- Nothing to report.

### **PEOPLE AND LEADERSHIP**

- Nothing to report.

### **COLLECTION AND PROGRAMS**

- For the first time in four years, GPL was able to offer in person programs over March Break. Our most popular program was the Peter Mennie Magic Show where 172 people were in attendance.
- Winners from the New Year's Reading Resolutions Challenge were contacted on Friday, March 3. The three winners selected \$50 gift cards to No Frills, McDonald's, and The Belvedere Cookhouse & Saloon. From December to February, participants read 290 books. Friends of the Library sponsored the prizes for this program.
- Whitehots & Library Bound shipments have started to ramp up. Mostly firm orders (by Collection Manager), with some ARP titles (chosen by vendor) arriving.
- Weeding projects are being undertaken in Keswick in the mass market, biography, adult non-fiction, and young adult sections. These areas are in need of a refresh, and space is being made to accommodate new materials.
- A weeding project in Adult Non-Fiction, as well as Mass Market Paperbacks has been done in Pefferlaw to create space for new incoming titles.

Dates	Program Name	Platform/format	Total views/ participants
Various dates	One-on-one technology help (eServices)	Email, chat, phone, in-person	41
March 1, 29	Family Storytime	Keswick	47
March 1	Ukulele Circle	Keswick	16
March 2, 30	Babytime	Keswick	22
March 2, 30	Ready, Set, Kindergarten	Keswick	13
March 4,11	Saturday Family Storytime	Keswick	67
March 1	Family Literacy Night at Sutton PS	Sutton PS	10
March 14	Dino Drop In	Pefferlaw	34
March 14	Pi Day Celebration	Sutton	35
March 15	Teen Volunteer Training Session	Keswick	8
March 15	Teen Open Mic Night	Keswick	17
March 16	Pancake Storytime	Keswick	65
March 16	Let's Make Stuff: Perler Beads	Keswick	45
March 17	Peter Mennie Magic Show	Keswick	172
March 17	St. Patrick's Day Bingo	Keswick	41
March 28	Family Storytime	Sutton	10
March 28	Ready, Set, Kindergarten	Sutton	6
March 28	GPL on the GO (visit to EarlyON offsite storytime)	RL Graham PS	9
March 25	Children's Storytime at Seedy Saturday	Pefferlaw Lion's Hall	15
March 7	Sutton Book Club	Sutton	4
March 7	Pefferlaw Book Club	Pefferlaw	4
March 7, 14, 21, 28	Hooks and Needles Corner	Keswick	46
March 8	Pins and Needles	Sutton	10

<b>March 2, 16</b>	Welcome Centre Immigrant Services	Keswick	7
<b>March 8, 15, 22, 29</b>	English Conversation Circle for Newcomers	Keswick	18
<b>March 15</b>	Community Lunch at The Link	The Link	90
<b>March 22</b>	Club 55 outreach	Club 55	65
<b>March 25</b>	Seedy Saturday Outreach	Pefferlaw Lions Hall	249
<b>March 28</b>	Honey Tasting with Hiveshare	Keswick	11
<b>March 11</b>	Free Tax Clinic	Pefferlaw	2
<b>March 30</b>	Free Tax Clinic	Keswick	9
<b>March 29</b>	Vaughan Community Health Centre Info booth at Sutton Branch	Sutton	2
<b>March 30</b>	Vaughan Community Health Centre Info booth at Keswick Branch	Keswick	10
<b>March 8</b>	Tending to the Fire: An Offering for Storytellers	Zoom	5
<b>Previous uploads</b>	All recorded videos, re-watched in March		2
		<b>TOTAL</b>	<b>1210</b>

## TECHNOLOGY

- Nothing to report

## **CYS REPORT - March 2023**

Submitted by: Amy Butcher - Manager, Library Community Engagement

### **COMMUNITY CONNECTIONS**

- Since January 2023, Jennifer Murray has been visiting the EarlyON Mobile sites at RL Graham P.S. and The Link. She has been interacting with families in that area who do not regularly attend library programs. Families have told her that they appreciate her visits to EarlyOn as they do not have transportation to get to our branches during the day.

### **SPACES**

- The new furniture arrived for the Teen Space. There is now one three seater blue couch and two single seater orange couches in the space.

### **PEOPLE AND LEADERSHIP**

- Nothing to report.

### **COLLECTION AND PROGRAMS**

- 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.
- On Wednesday, January 11, we celebrated four local teens at our Teen Painting Unveiling Gala held at Keswick Branch. Twenty-two people had the opportunity to see the painting the teens created in Fall 2022. The painting is currently on display at Keswick Branch.
- On Saturday, February 18, Georgina Public Library partnered with the Town of Georgina Community Services Department to run Family Skate and Games at Georgina Ice Palace. Families had the opportunity to go for a free skate and enjoy activities in the Multi-Purpose room. Amy and Rachel also set up a table in the Ice Palace to promote library programs and services.
- For the first time in four years, GPL was able to offer in person programs over March Break. Our most popular program was the Peter Mennie Magic Show where 172 people were in attendance.

<b>Dates</b>	<b>Program Name</b>	<b>Platform/format</b>	<b>Total views/ participants</b>
<b>Jan 10, 17, 24, 31, Feb 7, 14, 21, 28, March 28</b>	Family Storytime	Sutton	117
<b>Jan 10, 17, 24, 31, Feb 7, 14, 21, 28, March 28</b>	Ready, Set, Kindergarten	Sutton	50
<b>Jan 10, 17, 24, 31, Feb 7, 14, 21, 28</b>	Reading Buddies	Keswick	134
<b>Jan 11, 18, 25, Feb 1, 8, 15, 22, March 1, 29</b>	Family Storytime	Keswick	217
<b>Jan 11, 18, 25, Feb 1, 8, 15, 22, March 1</b>	Ukulele Circle	Keswick	111
<b>Jan 12, 19, 26, Feb 2, 9, 16, 23, March 2, 30</b>	Babytime	Keswick	97
<b>Jan 12, 19, 26, Feb 2, 9, 16, 23, March 2, 30</b>	Ready, Set, Kindergarten	Keswick	59
<b>Jan 21, 28, Feb 4, 11, 18, 25, March 4, 11</b>	Saturday Family Storytime	Keswick	273
<b>Jan 11</b>	Teen Painting Unveiling Gala	Keswick	22
<b>Jan 13, Feb 17,</b>	GPL on the GO (visit to EarlyON offsite storytime)	The Link	33
<b>Jan 20, Feb 28, March 28</b>	GPL on the GO (visit to EarlyON offsite storytime)	RL Graham PS	72
<b>Jan 20, Feb 3</b>	Pefferlaw PA Days	Pefferlaw	36
<b>Jan 26</b>	Pathfinders Library visit	Keswick	7
<b>Jan 10-31</b>	Teens: Get Caught Studying	All Branches	210
<b>Feb 18</b>	Family Skate and Games	Keswick	65
<b>March 1</b>	Family Literacy Night at Sutton PS	Sutton PS	10
<b>March 14</b>	Dino Drop In	Pefferlaw	34
<b>March 14</b>	Pi Day Celebration	Sutton	35
<b>March 15</b>	Teen Volunteer Training Session	Keswick	8

<b>March 15</b>	Teen Open Mic Night	Keswick	17
<b>March 16</b>	Pancake Storytime	Keswick	65
<b>March 16</b>	Let's Make Stuff: Perler Beads	Keswick	45
<b>March 17</b>	Peter Mennie Magic Show	Keswick	172
<b>March 17</b>	St. Patrick's Day Bingo	Keswick	41
<b>March 28</b>	Family Storytime	Sutton	10
<b>March 28</b>	Ready, Set, Kindergarten	Sutton	6
<b>March 25</b>	Children's Storytime at Seedy Saturday	Pefferlaw Lion's Hall	15
<b>Previous uploads</b>	All recorded videos, re-watched in January, February, March		5
<b>TOTAL</b>			<b>1849</b>

## TECHNOLOGY

- Nothing to report.



**January**

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	11,076	4,819	10	128	911		1,133	18,067	
Pefferlaw	1,071	829	1	7	199		26	2,132	
Sutton	6,067	5,099	1	19	268		140	11,593	
CYS			32	682	85			767	
eBranch	6,590	12,136	59	288		48,910		67,924	
<b>Total</b>	<b>24,804</b>	<b>22,883</b>	<b>103</b>	<b>1,124</b>	<b>1,463</b>	<b>48,910</b>	<b>1,299</b>	<b>100,483</b>	

**February**

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	10,198	4,498	11	145	973		568	16,382	
Pefferlaw	1,178	1,051	1	6	123		76	2,434	
Sutton	5,960	4,392	1	17	296		57	10,722	
CYS			35	645	62			707	
eBranch	6,029	10,124	68	437		41,419		58,009	
<b>Total</b>	<b>23,365</b>	<b>20,065</b>	<b>116</b>	<b>1,250</b>	<b>1,454</b>	<b>41,419</b>	<b>701</b>	<b>88,254</b>	

**March**

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library	Notes
Keswick	12,352	5,420	14	207	706		547	19,232	
Pefferlaw	1,125	884	3	255	127		131	2,522	
Sutton	6,557	4,536	4	106	365		37	11,601	
CYS			22	632	58			690	
eBranch	6,126	11,940	110	396		48,521		66,983	
<b>Total</b>	<b>26,160</b>	<b>22,780</b>	<b>153</b>	<b>1,596</b>	<b>1,256</b>	<b>48,521</b>	<b>715</b>	<b>101,028</b>	

**2023 TOTALS**

Branch	Circulation	Visits	Programs	Program Attendance	Computer Usage	Database Searches	Town Services	Total Library
Keswick	33,626	16,872	35	480	2,590		2,248	55,816
Pefferlaw	3,374	2,764	5	268	449		233	7,088
Sutton	18,584	15,474	6	142	929		234	35,363
CYS			89	1,959	205			2,164
eBranch	18,745	34,200	237	1,121		138,850		192,916
<b>Total</b>	<b>74,329</b>	<b>69,310</b>	<b>372</b>	<b>3,970</b>	<b>4,173</b>	<b>138,850</b>	<b>2,715</b>	<b>293,347</b>

## Georgina Public Library Circulation & Active User Statistics

**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	
<b>TOTALS</b>	<b>33,626</b>	<b>18,584</b>	<b>3,374</b>	<b>18,745</b>	<b>74,329</b>		
<b>Averages</b>	<b>11,209</b>	<b>6,195</b>	<b>1,125</b>	<b>6,248</b>	<b>24,776</b>	<b>10,142</b>	

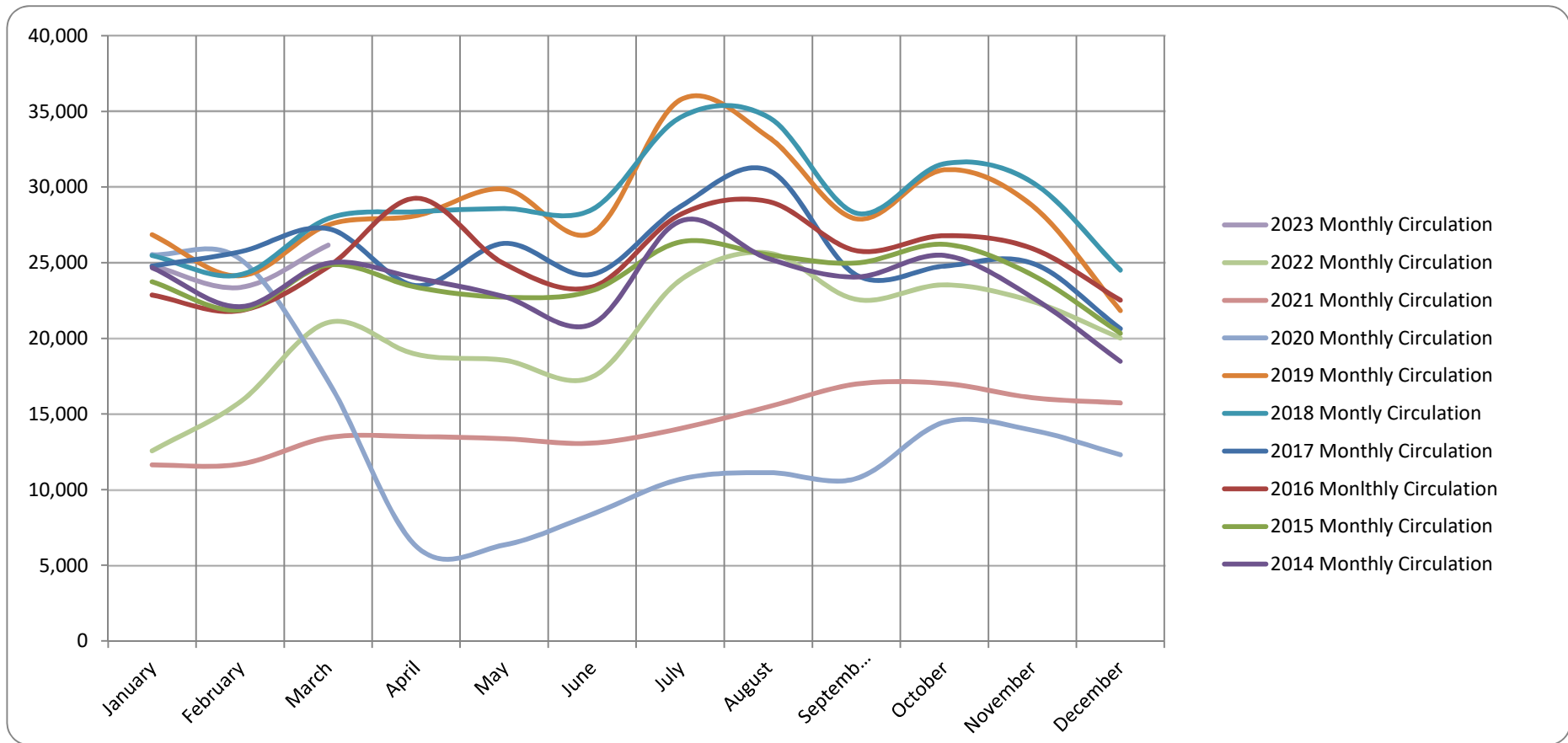
**2022**

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	
<b>TOTALS</b>	<b>102,515</b>	<b>57,136</b>	<b>12,925</b>	<b>69,821</b>	<b>242,397</b>		
<b>Averages</b>	<b>8,543</b>	<b>4,761</b>	<b>1,077</b>	<b>5,818</b>	<b>20,200</b>	<b>11,412</b>	

## 2021

Date	Keswick	Sutton	Pefferlaw	E-Books	Total	Active Members	Notes
January	2,831	2,228	518	6,053	11,630	13,344	
February	3,276	2,001	825	5,581	11,683	13,159	
March	3,912	2,717	733	6,073	13,435	13,036	
April	4,088	2,461	953	6,005	13,507	12,855	
May	4,012	2,455	724	6,175	13,366	12,742	
June	3,963	2,430	606	6,075	13,074	12,675	
July	6,224	1,200	746	5,871	14,041	12,107	SN closure & temp curbside location (roofing)
August	7,183	1,278	828	6,186	15,475	11,927	
September	7,461	3,016	833	5,666	16,976	11,783	SN back in-branch Aug 31
October	7,150	3,170	1,209	5,488	17,017	11,643	
November	7,097	2,988	679	5,313	16,077	11,497	
December	6,132	3,499	794	5,306	15,731	11,384	
<b>TOTALS</b>	<b>63,329</b>	<b>29,443</b>	<b>9,448</b>	<b>69,792</b>	<b>172,012</b>		
<b>Averages</b>	<b>5,277</b>	<b>2,454</b>	<b>787</b>	<b>5,816</b>	<b>14,334</b>	<b>12,346</b>	Active members lower than in past years due to past calculation errors. See comment for further details.

## 2014 - 23 Annual Total Circulation By Month Comparison





# 2023 Work Plan – March Update

## Board Governance Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
Succession Planning-staff					
Library Advocacy	Board	On going		On going	
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	Invited new Board on April 12, 2023. 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	Entire facility approx.. 60% complete. Next site visit planned for Apr 28, 2023.
Strategic Plan	Library Board/ Val Stevens	Q2-2021	Q2-2023	In Progress	Gathering quotes for graphic design. Printing and roll-out will likely happen in early 2023.
Security Camera Installation	Town Facilities/ Sarah James	Q2-2022	Q2-2023	In Progress	Cameras are installed. Policy in development then cameras will be activated.
Teen area-Keswick branch	Amy Butcher (Sarah James)	Q1-2022	Q2-2023	In Progress	Delayed due to pandemic. Area has been painted. Final layout changes to happen Q2 2023. Formal launch May 5, 2023.
Keswick Alcove renovation	Valerie Stevens	Q2-2022	Q4-2023	In Progress	Working with Town PM to oversee project.
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	Hiring complete; start date mid-May 2023.
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 - March 2023

Date: Apr. 11, 2023

	2023 Actuals	2023 Approved Budget	Variance	Percentage To Date	Target to Date	Notes
<b>Revenue</b>						
Town Grant	659,172.50	2,636,690	1,977,518	25%	25%	Pro-rated
Provincial Grants	15,650	62,600	46,950	25%	25%	Pro-rated
Misc Grants	1,342	9,240	7,898	15%	25%	
School Board Revenue	14,625	58,500	43,875	25%	25%	Pro-rated
Donations	404	1,800	1,396	22%	25%	
Fines	432	7,900	7,468	5%	25%	
Misc Fees	120	3,100	2,980	4%	25%	Exam Proctoring, etc
Photocopying Fees	621	8,500	7,879	7%	25%	
Program Registrations	-	4,200	4,200	0%	25%	
Book Sale	84	2,400	2,317	3%	25%	
Room Rentals	4,319	4,100	(219)	105%	25%	
Provision from Reserve	24,150	96,600	72,450	25%	25%	Pro-rated
<b>Total Revenues</b>	<b>720,920</b>	<b>2,895,630</b>	<b>2,174,710</b>	<b>25%</b>	<b>25%</b>	
<b>Expenses</b>						
Salaries & Benefits	457,983	2,071,600	1,613,617	22%	25%	
Library Board	960	4,800	3,840	20%	25%	
Library Operations	57,143	366,900	309,757	16%	25%	Utilities, cleaning, courier, supplies, etc.
Training	227	18,800	18,573	1%	25%	
Collections	54,914	232,730	177,816	24%	25%	
Telecommunications	1,090	26,510	25,420	4%	25%	
Covid-19 Expenses	-	-	-	N/A	N/A	No allotted budget
Misc	797	3,400	2,603	23%	25%	
Contribution to Reserve	42,723	170,890	128,168	25%	25%	Pro-rated
<b>Total Expenses</b>	<b>615,837</b>	<b>2,895,630</b>	<b>2,279,793</b>	<b>21%</b>	<b>25%</b>	
<b>Net</b>	<b>105,082</b>	<b>-</b>	<b>(105,082)</b>			

## Serena Hamlyn

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**From:** Serena Hamlyn  
**Sent:** Thursday, April 13, 2023 9:38 AM  
**To:** Serena Hamlyn  
**Subject:** FW: Modification to Land Acknowledgement requested by Georgina Public Library Board

**From:** Chief Donna Big Canoe <[donna.bigcanoe@georginaisland.com](mailto:donna.bigcanoe@georginaisland.com)>  
**Sent:** March 28, 2023 9:44 AM  
**To:** Valerie Stevens <[vstevens@georgina.ca](mailto:vstevens@georgina.ca)>  
**Cc:** Margaret Quirk <[mquirk@georgina.ca](mailto:mquirk@georgina.ca)>; Ellen Donnelly <[edonnelly@georgina.ca](mailto:edonnelly@georgina.ca)>  
**Subject:** RE: Modification to Land Acknowledgement requested by Georgina Public Library Board

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi Val, my apologies for the late reply my schedule has been busy and I'm still catching up on my emails. We support the changes to the land acknowledgement you proposed in the email below.

Miigwetch for reaching out and taking the time to acknowledge the First Nation people of this land.

Respectfully,

**Chief Donna BigCanoe**  
**Chippewas of Georgina Island First Nation**



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**From:** Valerie Stevens <[vstevens@georgina.ca](mailto:vstevens@georgina.ca)>  
**Sent:** Wednesday, March 22, 2023 11:26 AM  
**To:** Chief Donna Big Canoe <[donna.bigcanoe@georginaisland.com](mailto:donna.bigcanoe@georginaisland.com)>



**Cc:** Margaret Quirk <[mquirk@georgina.ca](mailto:mquirk@georgina.ca)>; Ellen Donnelly <[edonnelly@georgina.ca](mailto:edonnelly@georgina.ca)>

**Subject:** RE: Modification to Land Acknowledgement requested by Georgina Public Library Board

Good morning Chief Big Canoe,

I hope you're doing well. Following up on my request below; have you had a chance to consider the Library Board's suggestions/request? Please let me know if you'd like to discuss further, or if we can go ahead with the proposed changes.

Thanks very much.

Take care,

Val (she/her)

**Valerie Stevens BFA, MI**

Director/CEO

Georgina Public Library

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---

**From:** Valerie Stevens

**Sent:** Tuesday, March 7, 2023 3:46 PM

**To:** 'donna.bigcanoe@georginaisland.com' <[donna.bigcanoe@georginaisland.com](mailto:donna.bigcanoe@georginaisland.com)>

**Cc:** Margaret Quirk <[mquirk@georgina.ca](mailto:mquirk@georgina.ca)>; Ellen Donnelly <[edonnelly@georgina.ca](mailto:edonnelly@georgina.ca)>

**Subject:** Modification to Land Acknowledgement requested by Georgina Public Library Board

Good afternoon Chief Big Canoe,

Hope you're doing well on this sunny day! My name is Valerie Stevens, I'm the Director/CEO for Georgina Public Library (GPL); we've met briefly a couple of times, but that's a few years ago now so I wanted to re-introduce myself.

At the February GPL Board meeting, one of our Members brought forward the Land Acknowledgment for discussion. At this time they are requesting to make a version of the Acknowledgement for the use of the Library Board only; just some minor changes to make the acknowledgment more library-specific, while also recognizing that this Acknowledgement has been developed in partnership with you for use by Council and all Committees of Council. In particular, because the GPL Board is a separate institution with a particular mandate under the Public Libraries Act, they feel it might be merited to have GPL specifically named in the Acknowledgement that we use to open GPL Board meetings, making it clear that the Library, as an organization, is committed to these principles. It is important to the Board that any changes that are made are supported both by yourself and Mayor Quirk.

Here is what they have suggested:

1. Rather than starting the statement with "The Town of Georgina", either adding "Georgina Public Library" to it or replacing entirely; so one of:
  - a. Georgina Public Library recognizes and acknowledges that the Town of Georgina is on lands originally...
  - b. Georgina Public Library recognizes and acknowledges that we are on lands originally...
  - c. Georgina Public Library, as part of the Town of Georgina, recognizes and acknowledges that we are on lands originally...
  - d. Another option that you & Mayor Quirk determine is appropriate
2. Removing the sentence fragment that indicates the statement is being made on behalf of Mayor & Council. Again, the Board would like to be clear that the Library as an institution is committed to the ongoing work of

building and strengthening our relationship with the Chippewas of Georgina Island. So the sentence in question would read as follows:

“...occupied by the First Peoples of the Williams Treaties First Nations and other Indigenous Peoples, and ~~on behalf of Mayor and Council,~~ we would like to thank them for sharing this land.”

Just to re-emphasize, these changes are only requested for use by GPL, not for Council or any other Boards/Committees of Council. Mayor Quirk has responded that she supports the changes suggested above.

Please let me know if you'd like to discuss further, or anything else I can do on this matter.

Thanks!

Take care,

Val (she/her)



**Valerie Stevens BFA, MI**

Director/CEO

Georgina Public Library

90 Wexford Drive, Keswick, ON L4P 3P7

905-476-5762 ext. 4521 | [georginalibrary.ca](http://georginalibrary.ca)

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# Georgina Public Library Board

## Proposed

### 2023 Meeting Schedule

Date	Time	Location
19 January 2023	7:00pm	Virtual
16 February 2023	7:00pm	Virtual
23 March 2023*	7:00pm	Virtual
20 April 2023	7:00pm	Virtual
18 May 2023	7:00pm	Virtual
15 June 2023	7:00pm	Virtual
20 July 2023	7:00pm	Virtual / Pefferlaw Branch Programming Room
17 August 2023	7:00pm	Virtual
21 September 2023	7:00pm	Virtual
19 October 2023	7:00pm	Virtual / Peter Gzowski Branch Meeting Room
16 November 2023	7:00pm	Virtual
21 December 2023	7:00pm	Virtual

\* March meeting date moved due to March Break

## 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><b>Our leadership</b></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"> <li>• Attending the OLA Superconference Library Board Bootcamp on a rotating basis</li> <li>• Seeking out relevant LearnHQ training modules</li> <li>• Maintaining a liaison on the Ontario Library Service (formerly Southern Ontario Library Service) panel who shares quarterly meeting reports</li> <li>• Maintaining a liaison on the Friends of the Library committee to share updates around advocacy and fundraising events</li> <li>• Attending the Library as Place or similar conferences on a rotating basis and reporting back to the board</li> </ul>

<p><b>Challenges for the new board</b></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"> <li>• Have a financial or legal background</li> <li>• Represent Georgina’s growing diversity</li> <li>• Demonstrate a commitment to life-long learning and support innovation in library services</li> </ul>
<p><b>Our wishes for the new board’s success</b></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>