

Georgina Public Library
Library Board Meeting
May 18, 2023 @ 7:00 p.m.
Zoom

1. Call to Order
2. First Nations Acknowledgement Statement

“Georgina Public Library recognizes and acknowledges that we are on lands originally used and occupied by the First Peoples of the Williams Treaties First Nations and other Indigenous Peoples, and we would like to thank them for sharing this land. We would also like to acknowledge the Chippewas of Georgina Island First Nation as our close neighbour and friend, one with which we strive to build a cooperative and respectful relationship. We also recognize the unique relationship the Chippewas have with the lands and waters of this territory. They are the water protectors and environmental stewards of these lands and we join them in these responsibilities.”

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 – April 20, 2023 Board meeting minutes
9. Delegations/Speakers - None
10. Presentations
 - a. Library Strategic Plan language (V. Stevens & S. Kraus)
11. Consent Agenda
 - a. Branch Report
 - b. Work Plan Update
 - c. Financial Statement – April 2023
 - d. Media Scan

12. Verbal Communications
 - a. CEO update (V. Stevens)
 - b. Board Chair update (B. Sabatini)
 - discussion
 - c. Friends of the Library update (R. Beechey)
13. Old Business
 - a. Overview of Financial Statement (V.Stevens)
14. New Business
 - a. Policy Review: Director/CEO Evaluation
 - b. CEO Performance Evaluation Committee
 - c. Library Board Bank Account signing authority

Recommendation

That the Georgina Public Library Board authorizes that the signing authorities for their bank account to receive and disburse library revenues be updated to: Bobbi Sabatini, Board Chair; Nancy Rodrigues, Board Vice-Chair; and Valerie Stevens, Director of Library Services/CEO. Further, that two of the three signing authorities for said bank account be required for all transactions.

- d. Annual Institute on Library As Place
 - e. Branch & CYS Report structure discussion
15. Other Business For Which No Notice Has Been Given
16. Closed Session - None

Motion to move into Closed Session

Motion to reconvene into Open Session

17. Next Meeting Date /Time

June 15, 2023 @ 7:00pm – Zoom
18. Adjournment

**Georgina Public Library Board
Regular Board Meeting Minutes**

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

Zoom

1. Call to Order

The Library Director/CEO called the inaugural meeting of the Georgina Public Library Board to order at 7:02 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

a. Introductions

Round table introductions were done welcoming new and returning Board members to the Georgina Public Library Board

The following Board Members were present:

Rita Beechey
Leslie Johnstone
Nancy Rodrigues
Bobbi Sabatini
Amalee Lavigne
Madalyn Calzavara
Regional Councillor Naomi Davison

The following Board member was absent:

Councillor Dave Neeson

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

- a. Appointment of Friends of the Library Liaison added to the elections (B. Sabatini)
- b. Workshops through OLS added to Other Business (N. Rodrigues)
- c. Board Group photo added to Other Business

5. Approval of the Agenda

Moved by Nancy Rodrigues, Seconded by Leslie Johnstone

RESOLUTION NO. GLB-2023-039

That the Georgina Public Library Board meeting Agenda of April 20, 2023 be approved as amended

Carried.

6. Announcements – None

7. Declarations of Pecuniary Interest – None

8. Board Elections

The Board members and Staff members in attendance introduced themselves and provided some of their background.

The CEO called for nominations for the Chair of the Georgina Public Library Board

a. Election of Library Board Chair

Moved by Leslie Johnstone, Seconded by Rita Beechey

RESOLUTION NO. GLB-2023-040

That B. Sabatini be nominated for Georgina Public Library Board Chair

Carried.

B. Sabatini agreed to stand for election.

There being no further nominations, the nominations were closed.

Moved by Naomi Davison, Seconded by Rita Beechey

RESOLUTION NO. GLB-2023-041

That Georgina Public Library Board Chair nominations be closed

Carried.

The CEO declared B. Sabatini elected Chair of the Georgina Public Library Board by acclamation.

b. Election of Library Board Vice-Chair

The Board Chair asked that the CEO call for election for the Vice-Chair

Moved by Bobbi Sabatini, Seconded by Leslie Johnstone

RESOLUTION NO. GLB-2023-042

That N. Rodrigues be nominated for Georgina Public Library Board Vice-Chair

Carried.

N. Rodrigues agreed to stand for election.

There being no further nominations, the nominations were closed.

Moved by Rita Beechey, Seconded by Madalyn Calzavara

RESOLUTION NO. GLB-2023-043

That Georgina Public Library Vice-Chair nominations be closed

Carried.

The CEO declared N. Rodrigues elected Vice-Chair of the Georgina Public Library Board by acclamation.

The CEO turned the meeting over to the newly elected Board Chair.

c. Appointment of Library Board Treasurer

Moved By Madalyn Calzavara, Seconded By Rita Beechey

RESOLUTION NO. GLB-2023-044

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

Carried.

d. Appointment of Library Board Secretary

Moved By Nancy Rodrigues, Seconded By Leslie Johnstone

RESOLUTION NO. GLB-2023-045

That the Georgina Public Library Board appoint the Library's Executive Assistant, S. Hamlyn, as Board Secretary

Carried.

- e. Appointment of OLS Board Assembly Representative

N. Rodrigues gave a brief overview of what this position entails.

Moved By Nancy Rodrigues, Seconded By Rita Beechey

RESOLUTION NO. GLB-2023-046

That M. Calzavara be appointed as the OLS Board Assembly representative for the Georgina Public Library Board

Carried.

- f. Appointment of the Friends of the Library Liaison

The Board Chair announced that she will be stepping down as the Chair of the Friends of the Library now that she is Chair of the Library Board.

Moved by Leslie Johnstone, Seconded by Madalyn Calzavara

RESOLUTION NO. GLB-2023-047

That R. Beechey be appointed as the Friends of the Library Liaison.

Carried

- 9. **Adoption of the Past Minutes – March 23, 2023 Board meeting minutes**

Moved by Rita Beechey, Seconded by Leslie Johnstone

RESOLUTION NO. GLB-2023-048

That the minutes of the March 23, 2023 Board meeting be adopted as circulated

Carried.

10. Delegations/Speakers – None

11. Presentations

a. Library Board Orientation – V. Stevens

The CEO presented PowerPoint orientation

12. Consent Agenda

- a. Branch & CYS Reports
- b. Quarterly Statistics
- c. Work Plan Update
- d. Financial Statement – March 2023

Moved by Leslie Johnstone, Seconded by Naomi Davison

RESOLUTION NO. GLB-2023-049

That Item 12 – Consent Agenda be received as circulated

Carried.

13. Verbal Communications

a. CEO Update (V. Stevens)

COMMUNITY CONNECTIONS

- Programming staff are continuing to attend events and connect with various organizations in the community to promote library services to residents of all ages

SPACES

- The Teen Area in Keswick has now been painted; installation of gaming system and charging towers, as well as shelving/collection shifting are the remaining components to be completed. Official opening party is planned for Friday, May 5 from 2-4pm
- MURC update: as of April 5, 2023, the exterior glass wall installation has begun, and siding is progressing well; in the Discovery Branch, insulation and drywall is going up.

PEOPLE & LEADERSHIP

- Town Clerks Department will have the one remaining GPL Board vacancy posted shortly

COLLECTIONS & PROGRAMS

- We had a very successful set of March Break programs, including a magician with an audience of 172

TECHNOLOGY

- Nothing to report

MISCELLANEOUS

- Strategic Plan: Steven Kraus from OLS and I will be presenting the language, as developed by the Strategic Planning Committee, to the next Board meeting for approval. Once approved, we'll move ahead with the graphic design and printing.

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

- The Friends are focusing on final preparations for the Grate Grown-up Spelling Bee, which is taking place at Udora Hall on June 2nd
 - the Library Board team will be made up of of M. Calzavara, R. Beechey, and A. Lavigne
 - Mayor M. Quirk will emcee the event

- tickets will be sold at a cost of \$40 each, which includes the buffet dinner
- The Friends members will be gathering items for the silent auction that is taking place at the event
- The Friends are also working on planning for the Music in the Streets Festival
 - The Friends are working on the planning for the Children's area with Connors Music
- The next Friends meeting is coming up on Monday

Moved by Madalyn Calzavara, Seconded by Rita Beechey

RESOLUTION NO. GLB-2023-050

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

Carried.

14. Old Business

a. Land Acknowledgement

The CEO discussed the options for a version of the Land Acknowledgement for use by the Library Board, and making the acknowledgement more library-specific. The options were brought to Chief Donna Big Canoe, who has expressed support of the changes.

Moved by Madalyn Calzavara, Seconded by Amalee Lavigne

RESOLUTION NO. GLB-2023-051

That Georgina Public Library adjust and adopt the Land Acknowledgement to read:

“Georgina Public Library recognizes and acknowledges that we are on lands originally used and occupied by the First Peoples of the Williams Treaties First Nations and other Indigenous Peoples, and we would like to thank them for sharing this land. We would also like to acknowledge the Chippewas of Georgina Island First Nation as our close neighbour and friend, one with which we strive to build a cooperative and respectful relationship. We also recognize the unique relationship the Chippewas have with the lands and waters of this territory. They are the water protectors and environmental stewards of these lands and we join them in these responsibilities.”

Carried.

15. New Business

- a. 2023 Library Board Meeting Schedule

Moved by Rita Beechey, Seconded by Nancy Rodrigues

RESOLUTION NO. GLB-2023-052

That the Board meeting schedule be received as presented

Carried.

- b. Board Legacy Document

The Board reviewed and discussed the Legacy document prepared by the former Board.

- c. Finance Committee composition

Moved by Amalee Lavigne, Seconded by Nancy Rodrigues

RESOLUTION NO. GLB-2023-053

That the Finance Committee be composed of:

M. Calzavara
L. Johnstone
B. Sabatini

And that

The Committee will act in an advisory capacity to the CEO and will report back to the Library Board at Regular or Special meetings. The Budget requests will need to be approved by the Library Board before being brought to Council

Carried.

16. Other Business

a. Board Group photo

The Board will find a time in the future to come together for a group photo for the website.

b. OLS items from meeting (N. Rodrigues)

- At today's OLS Board Assembly meeting, two new initiatives/partnerships were announced
 - one is with CAMH who will be putting on workshops to support all members who work for the Library and Library Board members
 - the other was a certificate program partnership between OLS with CELA around accessibility

17. Closed Session - None

Motion to move into Closed Session

Motion to reconvene into Open Session

18. Next Meeting Date /Time

May 18, 2023 @ 7:00 p.m. - Zoom

19. Adjournment

Moved by Nancy Rodrigues, Seconded by Rita Beechey

RESOLUTION NO. GLB-2023-054

That the Georgina Public Library Board meeting of April 20, 2023 adjourn at 9:02 p.m.

Carried.

Board Chair

Recording Secretary

JOINT BRANCH REPORT - 04 - April 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 Thursday, April 27, Lisa Jewer and Jennifer Murrery attended a wellness fair at Jersey Public School. Over two hours, they spoke with 130 people about library programs and services.

SPACES

- A splashy purple wall now highlights the Teen Space at Keswick Branch.

PEOPLE AND LEADERSHIP

- Becky George attended the 2023 virtual COSUGI (Customers of SirsiDynix Users Group, Inc.) Conference. This is the yearly conference put on by SirsiDynix, the vendor that supplies our catalogue software. Product roadmaps, new features, and networking was the focus.

COLLECTION AND PROGRAMS

- On Wednesday, April 12, we hosted our second Ancestral Voices virtual author talk in partnership with York, Durham, and Peel Libraries. 94 Kindergarten, Grade 1, and Grade 2 students in Georgina had the opportunity to enjoy a presentation from author Nadia Hohn.
- On Saturday, April 22, Sara Forsyth hosted Ukuleles Unplugged at Keswick Branch. The performers were from GPL's very own youth Ukulele Circle group. The event was a huge success with 74 people attending.
- ARP (automatic release plan) titles have begun arriving at GPL. Shipment sizes from both Library Bound and Whitehots are beginning to increase as a result.

Dates	Program Name	Platform/format	Total views/ participants
Various dates	One-on-one technology help (eServices)	Email, chat, phone, in-person	46
April 4, 11, 18, 25	Family Storytime	Sutton	44
April 4, 11, 18, 25	Ready, Set, Kindergarten	Sutton	23
April 4, 11, 18, 25	Reading Buddies	Keswick	73
April 5, 12, 19, 26	Family Storytime	Keswick	85

April 5, 12, 19, 26	Ukulele Circle	Keswick	57
April 6, 13, 20, 27	Babytime	Keswick	47
April 6, 13, 20, 27	Ready, Set, Kindergarten	Keswick	26
April 1, 15, 22, 29	Saturday Family Storytime	Keswick	104
April 6	Springtime Yoga with Girls Inc	Keswick	6
April 14	GPL on the GO (visit to EarlyON offsite storytime)	The Link	8
April 25	GPL on the GO (visit to EarlyON offsite storytime)	RL Graham PS	19
April 12	Celebrating Stories and Storytellers with Nadia Hohn (part of Ancestral Voices)	Webex Online	94
April 20	Let's Make Stuff: Springtime Edition	Keswick	30
April 22	Ukuleles Unplugged	Keswick	74
April 27	Outreach: Jersey P.S Wellness Fair	Jersey P.S	130
April 4	Sutton Book Club	Sutton	8
April 4	Pefferlaw Book Club	Pefferlaw	7
April 4,11,13 18,20 25,27	Hooks and Needles Corner	Keswick	64
April 5	Pins and Needles	Sutton	12
April 6, 20	Welcome Centre Immigrant Services	Keswick	5
April 5, 12, 19, 26	English Conversation Circle for Newcomers	Keswick	15
April 11	Make Beeswax Wraps with Hiveshare	Pefferlaw	14
April 25	Make Beeswax Wraps with Hiveshare	Sutton	14
Previous uploads	All recorded videos, re-watched in April		2
TOTAL			1,007

TECHNOLOGY

- Nothing to report

2023 Work Plan – April 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	In progress	Basic design complete
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	Complete	Board Orientation Day took place on April 22

Capital Initiatives

Project Name	Project Lead	Start	Projected End	Status	Notes
MURC Branch	Val Stevens	Q1	Q4-2023	In Progress	Entire facility approx.. 67% complete. Next site visit planned for May 26, 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 mid-2023.
Security Camera Installation	Town Facilities/ Sarah James	Q2-2022	Q2-2023	In Progress	Cameras are installed. Procedures and signage in development then cameras will be activated.
Teen area-Keswick branch	Amy Butcher (Sarah James)	Q1-2022	Q2-2023	Complete	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	SRCA started May 8, 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 - April 2023

Date: May 9, 2023

	2023 Actuals	2023 Approved Budget	Variance	Percentage To Date	Target to Date	Notes
Revenue						
Town Grant	878,896.67	2,636,690	1,757,793	33%	33%	Pro-rated
Provincial Grants	20,867	62,600	41,733	33%	33%	Pro-rated
Misc Grants	1,342	9,240	7,898	15%	33%	
School Board Revenue	19,500	58,500	39,000	33%	33%	Pro-rated
Donations	1,472	1,800	328	82%	33%	
Fines	1,176	7,900	6,724	15%	33%	
Misc Fees	238	3,100	2,862	8%	33%	Exam Proctoring, etc
Photocopying Fees	1,555	8,500	6,945	18%	33%	
Program Registrations	106	4,200	4,094	3%	33%	
Book Sale	152	2,400	2,248	6%	33%	
Room Rentals	4,344	4,100	(244)	106%	33%	
Provision from Reserve	32,200	96,600	64,400	33%	33%	Pro-rated
Total Revenues	961,847	2,895,630	1,933,783	33%	33%	
Expenses						
Salaries & Benefits	625,414	2,071,600	1,446,186	30%	33%	
Library Board	1,160	4,800	3,640	24%	33%	
Library Operations	82,809	366,900	284,091	23%	33%	Utilities, cleaning, courier, supplies, etc.
Training	5,522	18,800	13,278	29%	33%	
Collections	64,758	232,730	167,972	28%	33%	
Telecommunications	2,502	26,510	24,008	9%	33%	
Covid-19 Expenses	26	-	(26)	N/A	N/A	No allotted budget
Misc	985	3,400	2,415	29%	33%	
Contribution to Reserve	56,963	170,890	113,927	33%	33%	Pro-rated
Total Expenses	840,138	2,895,630	2,055,492	29%	33%	
Net	121,709	-	(121,709)			

'Here for everyone': Georgina Public Library joins fine-free movement

Georgina Public Library no longer charging late fees for overdue items

By **Amanda Persico** Georgina Advocate

Monday, May 1, 2023 | ⌚ 2 min to read

🕒 Article was updated May 1, 2023



Valerie Stevens is director and CEO of Georgina Public Library. - Steve Somerville/Metroland

The provincewide library fine-free movement is gaining traction in Georgina.

After an extended fine-free pilot project, the public library is no longer charging late fees or fines for overdue books.

“Research has shown fines and fees don’t actually work,” said library director and CEO Valerie Stevens. “Having fines in place generally doesn’t encourage people to bring materials back on time.

Instead, fines and fees serve as a deterrent to those who need the library most, Stevens said.

“Fines lead to people not coming back to the library — they feel ashamed,” she said.

And when users stop using the library all together, those fines are not collected.

“Many don’t have the financial resources. People are not bringing their kids to the library because all the kids want to take out books and they don’t have a way of getting them back on time,” said Stevens.

“They have three kids who all have late fines and it's not in their budget to pay for it.”

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“Many don’t have the financial resources. People are not bringing their kids to the library because all the kids want to take out books and they don’t have a way of getting them back on time,” said Stevens.

“They have three kids who all have late fines and it's not in their budget to pay for it.”

Often, children, teens and seniors are the people who need library resources the most because they don’t have access at home or in school, Stevens added.

And it’s not just books — the public library is home to a slew of programs and services available for free to library card holders including LinkedIn Learning, a collection of digital courses, as well as streaming services for both movies and TV shows.

“The library is here for everyone,” Valerie said.

Fine-free doesn’t mean a lending free-for-all — after a certain amount of time, unreturned books are considered lost and cardholders are responsible for book replacement costs.

About 30 per cent of public libraries across the province have moved to a fine-free system.

Overdue books are becoming less and less of a concern as library card users can renew items through the Georgina Public Library app, which allows for each family member’s account to be in one place.

Not to mention, there’s an increase in digital subscriptions and streaming options such as e- or audio books and movies, which are automatically returned via online software.

The town funds up to 95 per cent of library costs, which are about 5 per cent of the town's overall operating budget.

The other five per cent consists of revenue from fees and fines, room rentals, donations and provincial grants.

Revenue from fees and fines has been on the decline for several years, ranging from about 1.4 per cent in 2015, to about 0.3 per cent in 2023.

Fines actually cost more in administrative fees and staff time than actual revenue for the library, said Dina Stevens, executive director at the Federation of Ontario Public Libraries (FOPL).

FOPL represents more than 360 public library systems with more than 1,000 branches across the province. FOPL also engages in research for strategic and operational library planning.

"The idea that fines are a key source of revenue for libraries is really just a myth," Dina said. "As we move more toward digital collections, which don't collect fines to being with, fines become less relevant."

Many of the blocked library accounts, as a result of too many fines, belong to visible minorities and a vast majority of accounts with fines attached belong to children and teens, Dina said.

"Fines can be a significant expense to those with low or no income, which includes seniors and children," she said. "Fines impact communities unevenly and create barriers for those who may need library services the most."

In fact, removing monetary barriers and going fine-free has increased circulation and library membership.

"The natural reaction when libraries decide to remove fines is to believe you're removing the incentive to return items and no one will bring books back," Dina said.

"People are using the library more because we've removed that barrier. So, really, fines were keeping people away. Everyone can relate to some kind of embarrassment from an overdue book."

STORY BEHIND THE STORY: *The Georgina Public Library is going fine-free. You'd think that would hurt the bottom line. But in fact, going fine-free means more access, more membership.*

Link to article: https://www.yorkregion.com/news/here-for-everyone-georgina-public-library-joins-fine-free-movement/article_e455b003-682b-5716-a1c6-ffc8c21bd3d.html

Teens now have their own Xbox space at Georgina Public Library

New Teen Space open at Keswick library branch, features 55-inch TV, Xbox games, rentable Xbox controllers

By **Amanda Persico** Georgina Advocate

Monday, May 1, 2023 | 1 min to read

Article was updated May 1, 2023



Georgina Public Library in Keswick. - Steve Somerville/Metroland

Looking for a cool place to play video games?

Check out the new Teen Space at the Keswick branch of the Georgina Public Library located at [90 Wexford Dr.](#)

The space officially opens May 5, from 2 p.m. to 4 p.m. — on a P.A. day.

It's a space where teens can hang out, play video games and enjoy some snacks, said library community engagement manager Amy Butcher.

Planning for the space has been a long time coming, Butcher said, with funding officially approved in 2019. But the pandemic forced the library to put a hold on the design and pause developing the space.

The new space features a flashy purple wall, comfortable new furniture and a mobile charging station.

The library's young adult section was moved to surround the new space.

The Teen Space also features a 55-inch TV connected to an Xbox Series X gaming system. Teens can borrow Xbox controllers for free with a library card and play pre-loaded games on the large TV.

“We're excited for teens to have their own space when they come to the library.”

Along with the new Teen Space, the library also hosts a number of teen programs from documentary screenings and resume building workshops to pet therapy for high school students and various teen volunteer opportunities.

For more information, visit georginalibrary.ca.

Link to article: https://www.yorkregion.com/news/teens-now-have-their-own-xbox-space-at-georgina-public-library/article_4df191f8-67f8-5a4b-8e99-5427eb170675.html

Georgina Public Library Board Policy Manual

Policy Title: DIRECTOR/CEO EVALUATION

Category: Governance

Intent

The intent of this policy is to outline the process for the performance review of the Georgina Public Library Director/CEO.

The evaluation process is an opportunity for the Board and the Director/CEO to review accomplishments and to establish goals. The purpose of the evaluation is to:

- Establish clear and mutually agreed upon performance expectations.
- Provide feedback to the Director/CEO on their own performance and on the performance of the Library.
- Identify resources available to the Director/CEO to attain the expected performances.

Regulations

- The Library Board will establish a Director/CEO Evaluation ad hoc committee as required. Membership shall be comprised of the Board Chair, Vice-Chair, and up to two additional Board members.
- The performance evaluation is confidential. The only copies of the evaluation are in the Director/CEO's personnel file and in their possession. They are made available only to the individual, the current Board Chair, and the entire Board on request within a closed session meeting. Individual Board members, other than the Chair, do not have access to the Director/CEO's personnel file. Board members shall not keep confidential personnel files.
- The evaluation of the performance of the Director/CEO shall be carried out at a six month and a one year interval for a new hire, and annually thereafter on the anniversary date of employment.

Six Month Probationary Review

1. The Ssix-Mmonth Pprobationary Rreview is an interim or mid-year review designed to assess the performance during the first half of the annual review period for new hires. Conducting a six-month review allows the Board to determine if the Director/CEO's performance is on track and to identify any changes necessary for the Director/CEO to reach their

objectives for the performance period. It also allows for course correction and should be considered a developmental and learning opportunity.

2. The following documents will be consulted in the preparation of the Six-Month Probationary Review:
 - a. An Initial Work Plan developed by the Director/CEO to be presented to the Board in their first month of employment which encompasses actions, measurements and target dates.
 - b. A draft Work Plan developed by the Director/CEO to be presented to the Board in the month following their probationary review in order to measure and achieve performance objectives.
 - c. A joint review of the current job description and any recommended changes if required.
 - d. The Director/CEO will conduct a self-evaluation of their own performance and submit it to the Committee.

Six Month Probationary Review Procedures

In the fifth month of employment:

1. The Board Chair shall inform the Board of the upcoming CEO performance review and form the Director/CEO Evaluation Committee.
2. All Board members will be requested to consider the first six months of the Director/CEO's performance and bring forward any observations and concerns about the Library, the Director/CEO's success in achieving their goals, and future directions of the Library.
3. The Committee will evaluate the Director/CEO's performance based on the actions identified in the Initial Work Plan, Director/CEO's self-evaluation, and the Board's observations.

In the sixth month of employment:

1. A closed session Board meeting will be scheduled.
2. The Committee Chair will distribute the documentation listed above relaying the Director/CEO's performance review during the closed session meeting.
3. The Board will review and discuss the documentation and Board member's observations. The Committee Chair will incorporate the Board's comments into the Director/CEO's performance review form.

4. The Committee Chair will meet with the CEO to convey the Board's performance review.
5. The Committee Chair will report back to the Board at the next meeting that the evaluation process was completed.

Annual Review

The Board Chair shall inform the Board of the upcoming CEO performance review and establish the Committee, not less than three months prior to the anniversary of the Directors/CEO's date of employment.

In the first month:

The Director/CEO Evaluation Committee shall:

1. Direct the Director/CEO to prepare and submit a document outlining the progress made towards achieving the Library's Strategic Plan and other organizational goals/initiatives to the Committee.
2. Select a minimum of four Library staff members to voluntarily and confidentially participate in a 360 evaluation of the Director/CEO, using the following criteria:
 - a. The staff member must have worked a complete year; staff who were absent because of leave, or who were hired partway through the year are not eligible to participate.
 - b. Including one staff member who is a manager.
 - c. The staff member(s) must have the option to not respond. No follow-up will be performed.
 - d. The Committee has the option of requesting feedback from the Town Senior Management Leadership Team and Town Council.
3. Review the current Library Director/CEO Performance Evaluation Form.
4. Read documents submitted by the Director/CEO and the staff feedback forms, and complete the Director/CEO Performance Evaluation Form.

In the second month:

The Director/CEO Evaluation Committee shall:

1. Prepare a confidential written report to the Board and bring it forward to the next Board meeting in closed session to provide all Board members the opportunity to provide input.

In the third month:

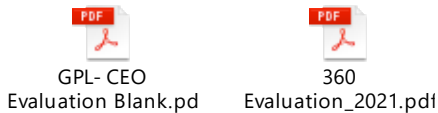
1. The Committee Chair will meet with the Director/CEO to deliver the evaluation.

And following:

1. At the monthly Board meeting immediately following the evaluation meeting between the Committee Chair and Director/CEO, the Committee Chair will report the completion and outcome of the performance review in a closed session meeting.
2. The Board Chair will send the final performance review documents to be placed in the confidential personnel file of the Director/CEO, at the Town. No distribution is made to Board members.

Attachments:

- Georgina Public Library CEO Performance Evaluation Form
- 360 Evaluation



POLICY HISTORY:	
Initial Draft	July 30, 2018
Draft Presentation Review	September 20, 2018
Board Adoption	October 25, 2018
Board Review & Amendment	October 21, 2021; <u>May 18, 2023</u>