



Perth East Public Library Regular Meeting of the Board

Meeting Agenda
April 13, 2021 6:30pm
Via ZOOM

1. Call to Order
H.McDermid
2. Additions to and Approval of the Agenda
Recommendation – THAT the Agenda be approved noting any additions, changes, or deletions.
3. Declarations of Pecuniary Interest and the general nature thereof
4. Minutes of Previous Meeting
Recommendation – THAT the minutes of the Board Meeting of March 9, 2021 be approved as circulated.
5. Business Arising from Minutes of March 9, 2021.
 - 5.1 Organizational Review – verbal report from Cindy McNair on project plan + cost
Recommendation – THAT the verbal report be received for information, AND THAT the PEPL Board approve moving forward with the recommended project plan.
 - 5.2 Program Room Usage
Recommendation – THAT the Board _____ the rental of the Program Room based on the current COVID-19 recommendations, AND THAT the Board will continue to evaluate the use of the room on a monthly basis.
6. Delegations
7. Correspondence
 - 7.1 FOPL CELA Cuts
Recommendation – THAT the correspondence be received for information.
 - 7.2 Corey Goebel – Lions Club Storywalk Project Support
Recommendation – THAT the correspondence be received for information.
8. Finance Report
 - 8.1 Year-to-Date Reports
Recommendation – THAT the un-audited March Year-to-Date Reports be received as information.
 - 8.2 Accounts Payable
Recommendation – THAT the March informal listing of Accounts Payable be received as information.
9. CEO's Report
 - 9.1 CEO's Report
Recommendation – THAT the CEO's report be received as information.

10. Committee Reports

10.1 Finance Committee

10.2 Personnel Committee

10.3 Strategic Planning Committee

10.4 PCIN Board

10.5 SOLS Trustee Council 3 – L.Hallahan

10.6 Council Report -- verbal report from H. McDermid and J. Smith

11. Board Education

11.1 SOLS Blog Series – Municipal Relationship Building (#3 of 5)

<https://www.sols.org/blog/2021/03/03/blog-series-what-can-you-do-as-a-library-board-to-improve-the-relationship-between-your-municipal-council-and-the-public-library-post-3-of-5/>

12. Closed Session Report

13. New Business

13.1 Policy Review – Unattended Children

Recommendation – THAT the Unattended Children Policy be reviewed and adopted noting any changes.

14. Adjournment

Next meeting Tuesday, May 11 at 7:30pm via ZOOM.



Perth East Public Library Regular Meeting of the Board

Meeting Minutes

March 9, 2021 7:30pm

Via ZOOM

Present: Hugh McDermid, Patrick Minor, Jerry Smith, Laura Hallahan, Lois Baillie, Alexis Richards, Theresa Campbell, Allie Fallis

Regrets: Mark Steffen

1. Call to Order

Chairperson Hugh McDermid called the meeting to order via Zoom at 7:31pm.

2. Additions to and Approval of the Agenda

2021-36 Motion – to accept the recommendation that the Agenda be approved noting any additions, changes, or deletions.

Forwarded by L.Hallahan

Seconded by L.Baillie

CARRIED.

3. Declarations of Pecuniary Interest and the general nature thereof

There were no declarations of pecuniary interest.

4. Minutes of Previous Meeting + Special Meeting

2021-37 Motion– to accept the recommendation that the minutes of the Board Meeting of February 9, 2021 and the Special Meeting of March 1, 2021 be approved as circulated.

Forwarded by J.Smith

Seconded by P.Minor

CARRIED.

5. Business Arising from Minutes of February 9, 2021.

6.1 Program Room Usage

2021-38 Motion – THAT the Board continues to decline the rental of the Program Room based on the current COVID-19 recommendations, AND THAT the Board will continue to evaluate the use of the room on a monthly basis.

Forwarded by A.Richards

Seconded by P.Minor

CARRIED.

6. Delegations

None.

7. Correspondence

7.1 Josie Scott – Program Room for Yoga

2021-39 Motion – to receive correspondence as information

Forwarded by J.Smith

Seconded by P.Minor

CARRIED.

7.2 SOLS/OLA – Supporting the Recovery of Ontario's Public Libraries & Communities from COVID-19

2021-40 Motion – to receive correspondence as information.

Forwarded by A.Richards

Seconded by L.Hallahan
CARRIED.

7.3 Megan Kitchen – Grand River Passes Loan Program
2021-41 Motion – to receive correspondence as information.

Forwarded by A.Richards
Seconded by L.Baillie
CARRIED.

7.4 Pam Hanington – HPPH COVID Vaccination Announcement
2021-42 Motion – to receive correspondence as information.

Forwarded by L.Hallahan
Seconded by A.Richards
CARRIED.

8. Finance Report

8.1 Year-to-Date Reports

2021-43 Motion – THAT the un-audited February Year-to-Date Reports be received as information.

Forwarded by J.Smith
Seconded by P.Minor
CARRIED.

8.2 Accounts Payable

2021-44 Motion – THAT the February informal listing of Accounts Payable be received as information.

Forwarded by P.Minor
Seconded by L.Hallahan
CARRIED.

9. CEO's Report

9.1 CEO's Report

2021-45 Motion – THAT the CEO's report be received as information.

Forwarded by A.Richards
Seconded by P.Minor
CARRIED.

10. Committee Reports

10.1 Finance Committee – no report.

10.2 Personnel Committee – no report.

10.3 Strategic Planning Committee – no report.

10.4 PCIN Board – next meeting April 14, 2021 at 6:30pm.

10.5 SOLS Trustee Council 3 – no report.

10.6 Council Report -- verbal report from H. McDermid and J. Smith

11. Board Education

11.1 SOLS Blog Series – Municipal Relationship Building (#2 of 5)

<https://www.sols.org/blog/2021/02/18/blog-series-what-can-you-do-as-a-library-board-to-improve-the-relationship-between-your-municipal-council-and-the-public-library-post-2-of-5/>

14. New Business

13.1 Board Appointments

The following appointments were made:

PCIN Board

Lois Baillie, Alexis Richards

Finance Committee

Patrick Minor, Jerry Smith, Laura Hallahan

Personnel Committee

Alexis Richards, Patrick Minor, Lois Baillie

Strategic Planning Committee

Mark Steffen, Jerry Smith, Hugh McDermid

SOLS Trustee

Laura Hallahan

13.2 PCIN Reserve Funds

2021-46 Motion – THAT the Perth East Public Library Board receive the spreadsheet titled “PCIN Reserve Funds” for information

Forwarded by J.Smith

Seconded by A.Richards

CARRIED.

13.3 Carpet Cleaning

2021-47 Motion – THAT the Perth East Public Library Board (PEPLB) receive the report titled “Carpet Cleaning” for information, AND THAT the PEPLB approve ChemDry to perform the carpet cleaning at the library.

Forwarded by J.Smith

Seconded by A.Richards

CARRIED.

12. Closed Session Report – Pursuant to Section 16.1 of the Public Libraries Act, 1990

2021-48 Motion -- THAT the Library Board move into closed session at 8:13pm for the purpose(s) of:

Exceptions Pursuant to Section 16.1 (4) of the Public Libraries Act, 1990

(d) labour relations or employee negotiations

Forwarded by A.Richards

Seconded by L.Hallahan

CARRIED.

2021-49 Motion – THAT the Library Board rise from the Closed Session and reconvene to the Regular Meeting of the Board at 8:55pm.

Forwarded by P.Minor

Seconded by A.Richards

CARRIED.

13. Business Arising from Closed Session

2021-50 Motion – THAT the Perth East Public Library Board receive the report titled “Organizational Review – Next Steps” = and the report titled “CS CAO Report to PEPL” for information.

Forwarded by A.Richards

Seconded by L.Hallahan

CARRIED.

15. Adjournment

2021-51 Motion – that the meeting of the Board be adjourned at 9:00pm.

Forwarded by A.Richards

CARRIED.

Next meeting Tuesday, April 13 at 6:30pm via ZOOM.

Hugh McDermid, Chair

Date

From: Fopl Administration <admin@fopl.ca>
To: Fopl Administration <admin@fopl.ca>
Bcc: kroth@pcin.on.ca
Date: 03/10/2021 11:07 AM
Subject: CELA

Dear FOPL Membership,

Like you, we are extremely disappointed to hear of the Federal Government's planned cuts to the Centre for Equitable Library Access. This is a crucial service for Canadians with print disabilities and an important part of Public Libraries' ability to provide equitable access.

FOPL is currently working with OLA to ask the Provincial Government to advocate with its Federal counterparts to reverse this cut.

However, it is also extremely important that individual libraries make their voices heard to their local Federal MPs. Within the next week, we strongly encourage you all to:

1. Write a letter to your local MP, or telephone them
2. Promote the issue on your social media channels so that individual Canadians have the ability to connect with their MPs as well.

CELA has made a toolkit with draft letters, talking points and social media tags here: <https://celalibrary.ca/advocacy#whattosay>

The importance of your letters and engagement can not be understated; we thank you in advance for taking the time to build a community response to this detrimental decision.

Sincerely,

Paul Ainslie, Chair

Federation of Ontario Public Libraries

From: "Allie Fallis" <AFallis@pcin.on.ca>
To: "corey_goebel" <corey_goebel@rogers.com>
Cc: "Kendra Roth" <KRoth@pcin.on.ca>
Date: 04/07/2021 12:00 PM
Subject: RE: StoryWalk Project 2021 Partnership

Hi Corey,

Thanks for the follow up - that's wonderful news! I so appreciate the Lions Club's support of this project, it means a lot to the Library and will be extremely beneficial to our community. I will be in touch once we have the rest of the funds secured and are "officially" able to move forward with the project.

I am covering a mat leave until mid-June, so I've cc'd Kendra Gerber who I'm covering for, and who may be the one who sees this project through.

All the best, and take care,
Allie

Allie Fallis | CEO, Perth East Public Library
19 Mill Street East | Milverton ON | N0K 1M0 |
afallis@pcin.on.ca | 519-595-8395 ext. 101 |
<https://www.pertheast.library.on.ca/>

From: corey_goebel <corey_goebel@rogers.com>
To: Allie Fallis <AFallis@pcin.on.ca>
Date: Fri, 02 Apr 2021 06:06:53 -0400
Subject: RE: StoryWalk Project 2021 Partnership

Good morning Allie,

Last night the club agreed to donate \$2000 to the cause. The donation will be made once the project is ready to go ahead and is available for the project if completed in 2021 (if it still in the works but gets held up from Covid or regulations I am sure we will extend it, we just don't want to be holding on to \$2000 for eternity).

Good luck, I hope you receive lots of support from the community.

Have a great long weekend.

Sent from my Galaxy

----- Original message -----

From: Allie Fallis <AFallis@pcin.on.ca>
Date: 2021-03-30 2:49 p.m. (GMT-05:00)

8.1 Year-to-Date Report



TOWNSHIP OF PERTH EAST 2021 GENERAL OPERATIONS YEAR-TO-DATE REPORT

March 2021	2021 Actuals	2021 Version 3	2021 Budget Remaining	2021 Budget Used	Comments
RECREATION & CULTURAL SERVICES					
Library Board					
REVENUE					
9-750-120-1005 Library - SOLS Grant		-4,070.00	-4,070		
9-750-120-1010 Library - Ontario Grant Revenue		-3,725.00	-3,725		
9-750-120-1015 Library - Young Canada Works Summ		-5,579.00	-5,579		
9-750-120-1016 Library- Canada Summer Jobs		-4,100.00	-4,100		
9-750-120-1020 Library - Ministry of Culture Grant		-19,614.00	-19,614		
9-750-120-1035 Library - Donation Revenue	-20.00	-1,500.00	-1,480	1.33%	
9-750-120-1040 Library - Rental Income		-1,026.00	-1,026		
9-750-120-1046 Library - Township of Perth East Gra		-268,895.08	-268,895		
9-750-120-1050 Library - Interest Earned Revenue		-4,255.00	-4,255		
9-750-120-1055 Misc Grants and Revenue	-8,896.00		8,896	#DIV/O!	
9-750-120-1195 Library - Fines, Copies, Misc Revenu	-50.64	-2,617.00	-2,566	1.94%	
9-750-120-4095 Library - Used Book Sales		-500.00	-500		
9-750-120-7005 Library - Friends of the Library Dona	-28.00	-1,200.00	-1,172	2.33%	
9-750-120-7015 Library - Reading Programs	-12.00	-500.00	-488	2.40%	
Total REVENUE	-9,006.64	-317,581.08	-308,574	2.84%	
NET	-9,006.64	-317,581.08	-308,574	2.84%	

8.1 Year-to-Date Report cont'd



TOWNSHIP OF PERTH EAST 2021 GENERAL OPERATIONS YEAR-TO-DATE REPORT

March 2021	2021 Actuals	2021 Version 3	2021 Budget Remaining	2021 Budget Used	Comments
RECREATION & CULTURAL SERVICES					
Library Board					
EXPENSES					
9-750-035-3145 Library - Snow Removal and Grass C		2,229.00	2,229		
9-750-202-2020 Library - General Salaries	27,097.64	160,734.00	133,636	16.86%	
9-750-202-2025 Library - General Payroll Benefits	3,369.74	20,388.00	17,018	16.53%	
9-750-202-2030 Library - Staff Appreciation	71.54	100.00	28	71.54%	
9-750-202-2060 Library - Travel and Meals	29.47	800.00	771	3.68%	
9-750-210-3015 Library - Shipping and Postage	15.93	480.00	464	3.32%	
9-750-210-3020 Library - Telephone	290.89	1,950.50	1,660	14.91%	
9-750-210-3030 Library - Office Supplies, Copier Lea	357.77	2,700.00	2,342	13.25%	
9-750-210-3050 Library - Computer Software & Servic	-690.79	1,500.60	2,191	(46.03%)	
9-750-210-3055 Library - Audit Expense		1,333.00	1,333		
9-750-210-3070 Library - Insurance	10,974.84	10,974.80	-	100.00%	
9-750-210-3075 Library - Periodicals	245.01	540.00	295	45.37%	
9-750-210-3080 Library - Memberships and Educatio	280.53	1,062.00	781	26.42%	
9-750-210-3145 Library - PCIN Contract		33,685.00	33,685		
9-750-210-3150 Library - Book Processing	3,403.87	7,338.00	3,934	46.39%	
9-750-210-3155 Library - Books and References	6,909.43	20,198.00	13,289	34.21%	
9-750-210-3500 Library - Automation & Connectivity	748.77	5,815.00	5,066	12.88%	
9-750-210-4050 Library - Videos and Audios	467.68	7,705.00	7,237	6.07%	
9-750-310-1570 Library - Advertising and Promotion	64.11	350.00	286	18.32%	
9-750-310-3150 Library - Fundraising		870.00	870		
9-750-310-3155 Library - Library Programs	4.58	1,033.00	1,028	0.44%	
9-750-310-3160 Library - PLOW		2,000.00	2,000		
9-750-500-3150 Library - Security Monitoring	394.32	1,796.00	1,402	21.96%	
9-750-500-4005 Library - Water and Sewage	111.52	1,013.00	901	11.01%	
9-750-500-4010 Library - Hydro	514.15	6,202.00	5,688	8.29%	
9-750-500-4015 Library - Propane/Natural Gas	1,074.32	4,651.00	3,577	23.10%	
9-750-500-4025 Library - Building Maintenance	388.27	6,095.00	5,707	6.37%	
9-750-500-4095 Library - Mat Rental	93.42	800.00	707	11.68%	
9-750-700-3150 Library-Health and Safety-Materials	83.44		-83	#DIV/0!	
9-750-886-3050 Library Computer Purchase		3,992.00	3,992		
9-750-887-3500 Library - Furniture and Fixtures	95.62	759.00	663	12.60%	
Total EXPENSES	56,396.07	309,093.90	252,698	18.25%	
NET	56,396.07	309,093.90	252,698	18.25%	

8.2 Informal Listings of Accounts Payable

Accounts Payable

March 2021

Date	Company/Description	Amount
Mar.2/21	Dragonfly Ink (park pass + hotspot books)	20.34
	Swan Dust	51.87
Mar.3/21	Zoom	22.60
	LSC	467.80
Mar.4/21	Union Gas	841.35
	Hydro One	280.36
Mar.8/21	Rheo Thompsons (VISA)	290.00
Mar.9/21	Andrew's Plumbing	229.63
	Mornington Communications	499.73
Mar.10/21	Perth East Township (waste bin, 1 year)	100.00
Mar.11/21	Bell Mobility (hotspot data)	94.92
	LSC	605.45
Mar.16/21	Postage (VISA)	225.42
Mar.17/21	LSC	497.08
Mar.18/21	Indigo (replaced JFIC booksets)	90.304.4.
	Book Outlet	56.11
Mar.22/21	Staples (VISA)	361.81
Mar.24/21	Shoppportunities	50.85
	Dollar Haven (program supplies, VISA)	4.52
Mar.25/21	Superstore (soap, VISA)	7.32
	LSC	593.12
	Hydro One	315.74
Mar.29/21	CDW (VISA)	99.30
	<u>TOTAL</u>	5,805.62



9.1 CEO's Report

Report to: PEPLB

Prepared by: Allie Fallis

Meeting Date: April 13, 2021

Attachments: n/a

Programming

- Adult Online Trivia: 24 participants
- Grab and Go Kits: 164 distributed, 50 of those included "Good in Every Grain" kits for the outreach campaign by the Grain Farmers of Ontario for Canadian Agriculture Literacy Month in March
- Online Book Club: 9 participants
- Homebound Deliveries: 10
- CELA: 1

CEO's Office:

- Scheduled Carpet Cleaning with ChemDry (May 14) and flowerbed maintenance with Fletcher's Landscaping (early May)
- Coordinated marketing for new hours and services (hotspots + parks passes)
 - o Shopopportunities
 - o Website + Social media
- Purchased and installed washable keyboards for staff computers and majority of public computers
- Coordinated new scanners and receipt printer installation with Nicolaus of SPL.
- Completed Library Quarterly Activity Report for Council Meeting (April 6)
- Starting gathering and inputting Annual Survey statistics (due Apr.30)
- Continued with Storywalk outreach + planning
 - o Received support from Milverton Lions Club
 - o Reached out again to Mornington Optimist, Ellice Optimist and Shakespeare Optimist Clubs
- Performed outreach and started acquiring quotes for PEPL rebranding/marketing plan
 - o Dragonfly Ink, Innovative, Becky Minor
- Investigated possibility of etransfer as a payment method for library – discussed with Township Finance dept
- Investigated traffic tracking options for PEPL
- Hosted staff meeting with Library Assistants to discuss ongoing changes, upcoming programming
- Started to investigate and prepare options for summer programming and hiring of summer student
- Met with Cindy, Theresa + Hugh re: org review
 - o Started gathering required documents for Cindy – policies, staff schedules, hours worked, etc.

COVID-19 Update

- Total traffic in March: 443 (combo of curbside + in-house visits)
- Effective Apr 1, the Library Closed it's doors to the public. Shifted to curbside pickup, virtual programming and computer/photocopying/printing appointments within our expanded hours

Coming up

- Continue to participate in Perth East (bi-weekly) ECG meetings re: COVID-19
- Working with HR (Cindy McNair) to schedule organizational review conversations with staff
- Developing more defined policies/procedures for lost items in consultation with PCIN CEOs
- Preparing details/numbers for Rhonda Fischer for potential projects for Federal Gas Tax one-time grant
 - o Storywalk + recreation kits
- Complete application for [Canada Post Community Foundation Grant](#) (for Summer Reading Program or StoryWalk project)

Perth East Public Library

by the numbers



PATRONAGE

Mar 20



4015

Mar 21



4073

1% DIFFERENCE

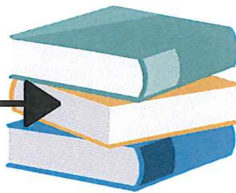
CIRCULATION

Mar 20



3853

Mar 21



2326

-49% DIFFERENCE

YTD CHECKOUTS

23,435

COMPUTER/IPAD USE

Mar 20



178

Mar 21

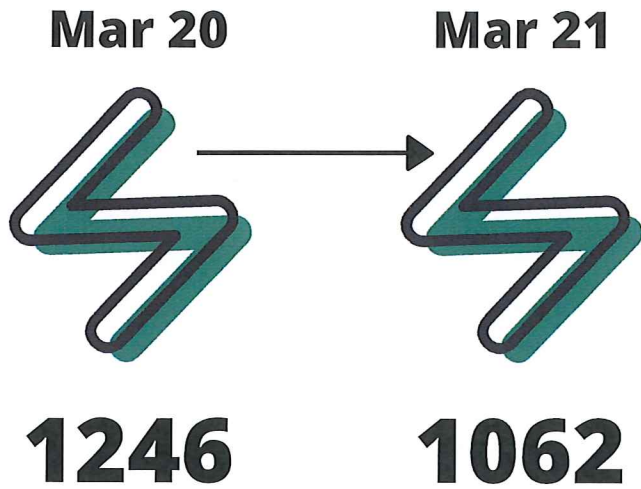


22

YTD USE

234

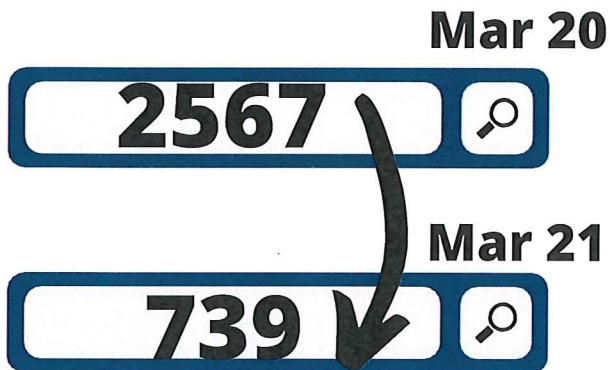
ACTIVE PATRONS



WIFI USAGE



WEBSITE VISITS

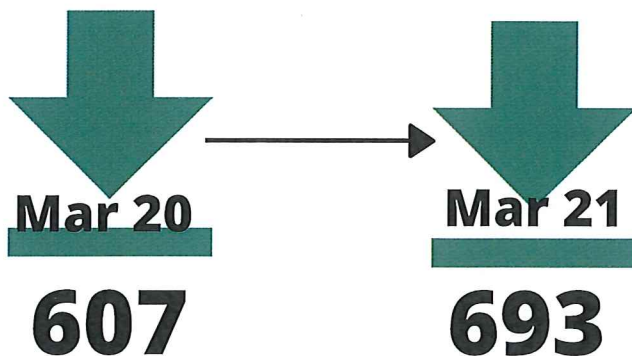


-111% DIFFERENCE

YTD VISITS



DOWNLOAD LIBRARY CHECKOUTS



13% DIFFERENCE

YTD DOWNLADS



LET'S TALK LIBRARIES

A blog from the Ontario Library Service

Blog Series: What can you do as a Library Board to improve the relationship between your municipal council and the public library? (Post #3 of 4)

 MARCH 3, 2021  ONTARIO LIBRARY SERVICE  PUBLIC LIBRARIES

*In a series of guest blogs library board members Andrew Hallikas and Caroline Goulding will be exploring the question What can you do as a Library Board to improve the relationship between your municipal council and the public library? In this post we will be focusing on the **external tools** you can use to help build your relationship with Municipal Council. Read [Post 1](#) and [Post 2](#) on the SOLS Blog.*



Many Libraries are taking the approach that they are a community hub. As part of this, reach out and form partnerships with a wide variety of community groups. Many of these groups have budgets and will either split the cost or pay the cost of additional programming that the Library could not afford to provide on its own. Individuals with skills are often very willing to teach or provide lessons at the Library for patrons. Try and get some of your Municipal Councillors involved in some of these activities. Always let the media know about the wonderful partnerships that you have formed and how they allow the library to provide varied programming at minimal cost. Your Municipal Council will appreciate this, and they love hearing how all this wonderful programming is costing their budget nothing.

Support your Local Friends of the Library Group

A vibrant Friends of the Library group is essential to a well functioning Library, not just for fund raising, but also as a political entity. They can mobilize library supporters to attend crucial council meetings, where you would like council to see a show of support for the Library on a particular issue. Have them, along with other library supporters, attend any presentation that you do before council, so that council notes that your local Library is popular and has support among taxpayers and voters. Councillors are political animals and always will take note of community support and interests. Friends of the Library can also mobilize and write letters to the editor on Library issues. Councillors tend to be cognizant of a large audience at a council meeting and more cautious in their speech. Friends of the Library can be remarkably effective at generating funding for Library projects that your Budget might not normally provide for. Always thank them on a regular basis and show your appreciation for them with some sort of formal event like a luncheon or Tea.

Develop strong positive working relationships with Municipal Employees

The Library CEO (and sometimes the Board Chair) should actively work to develop positive relationships with Key Municipal Employees; in particular, the CAO, the Municipal Clerk, the Treasurer, the Human Resources Manager, and various department managers. These people all interact directly with Mayor and Council and have the ability to provide them with positive information about your library. Many of them are essential in assisting with Library operations and providing invaluable support both directly and indirectly to the operation of the Library. Don't forget to invite some of these good folks to Library functions and do not forget to thank them on a regular basis for all the good things that they do for your library.

If there is any turnover in these key roles, consider having the Board send a welcome letter or email. Congratulate the person in their new role, express that you are looking forward to working with them and outline how the Library normally interacts with their role. The last





Unattended Children Policy

Statement of Purpose

The Perth East Public Library is a busy public place and library staff cannot assume responsibility for children left unattended within our public facility. The following policy establishes the conditions needed to maintain the well-being of children and the responsibilities of their caregivers.

Section 1: Responsibilities of the Parent or Caregiver

1. Responsibility for the welfare and the behaviour of children using the library ultimately rests with the parent/guardian or an assigned caregiver.
2. The library is governed by the terms in the *Ontario Child and Family Services Act, RSO 1990, c.C11 s.79(3), 79(4)*.
 - a. Section 79(3) "No person having charge of a child less than 16 years of age shall leave the child without making provision for his or her supervision and care that is reasonable in the circumstances."
 - b. Section 79(4) "Where a person is charged with contravening Subsection (3) and the child is less than 10 years of age, the onus of establishing that the person made provision for the child's supervision and care that was reasonable in the circumstances rests with the person."
3. The library expects parents, caregivers and teachers to:
 - a. Not leave children requiring supervision unattended in or about library premises.
 - b. Be responsible for the appropriate behaviour of children under their care.
 - c. Monitor the use of services and collections by children under their care.
 - d. Be responsible for borrowed materials and fines incurred by children under their care.
 - e. Monitor the use of the internet/Wi-Fi by children under their care. The library is not responsible for enforcing any restrictions the parent/guardian may place on a minor's use of the library's internet/Wi-Fi.
4. Children 10 years of age and younger must be accompanied by an adult while in the library. Parental/caregiver accompaniment for programs will be assessed on a per program basis.
5. Children under the age of 5 attending programs may be supervised by the library staff only during the scheduled time of the program; their caregivers must always remain in the library building.

Policy Type: Operational

Policy Number: OP-05

Approval Date: September 13, 2011

Last Reviewed: April 11, 2017

Next Review: April 2021

Section 2: Responsibility of Staff

1. The library staff members will be guided by this policy in situations, where
 - a. An unattended child is found frightened or crying in the library
 - b. An unattended child exhibits specific inappropriate behaviour
 - c. An unattended child is perceived to be endangering him/herself
 - d. Another person in the library poses a perceived threat to the unattended child
 - e. An unattended child is not met by a responsible caregiver at closing time
 - f. A child is consistently left on his or her own in the library for long periods of time
2. Where a responsible adult cannot be contacted, library staff will:
 - a. Not leave a child unattended at closing time
 - b. Not give the child a ride home
 - c. Contact local police or Children's Aid Society (CAS)
 - d. Remain with the child until the proper authorities can take the child into their protection.

Section 3: Duty to Report

1. The CFSA recognizes that each of us has a responsibility for the welfare of children. It clearly states that members of the public including professionals who work with children, have an obligation to report promptly to CAS if they suspect that a child or youth under the age of 16 is or may be in need of protection.
2. The duty to report applies to any child who is, or appears to be, under the age of 16 years. It also applies to children subject to a child protection order who are 16 and 17 years old.
3. When library staff members have reasonable grounds to suspect that a child is or may be in need of protection, they will advise the CEO (or senior staff) and together they will promptly report the suspicion and the information upon which it is based to the local CAS, as stated in the CFSA s. 2 (1)

Policy Type: Operational

Policy Number: OP-05

Approval Date: September 13, 2011

Last Reviewed: April 11, 2017

Next Review: April 2021