



Perth East Public Library Regular Meeting of the Board

Meeting Agenda
December 8, 2020 7:30pm
Via ZOOM

1. Call to Order

M. Kipfer

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 November 10, 2020 be approved as circulated.

5. Business Arising from Minutes of November 10, 2020.

5.1 Computer Appointments and Browsing Policy updates (see attached)

Recommendation – THAT the Board approves the updates made to the policy titled "COVID-19 Computer Appointments and Browsing Policy"

5.2 Program Room Usage

Recommendation – THAT the Board reassesses the use of the Program Room for outside programming based on the current COVID-19 circumstances.

6. Delegations

7. Correspondence

7.1 Emergency Community Support Fund – Mobile WiFi Hotspots grant approval

Recommendation – THAT the correspondence be received for information.

8. Finance Report

8.1 Year-to-Date Reports

Recommendation – THAT the un-audited November Year-to-Date Reports be received as information.

8.2 Accounts Payable

Recommendation – THAT the November informal listing of Accounts Payable be received as information.

9. CEO's Report

5.1 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 – verbal report from T. Gerber and A. Fallis

10.5 SOLS Trustee Council 3

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

11. Board Education

12. Closed Session Report

12.1 Pursuant to Section 16.1 of the Public Libraries Act, 1990 subsection 4 (d) labour relations or employee negotiations

13. New Business

13.1 2021 Board Meeting Schedule

Recommendation – THAT the 2021 Board Meeting Schedule be approved.

13.2 Library Hydro Rates

Recommendation – THAT the report titled “Library Hydro Rates” be received for information, AND THAT the Board approve proceeding with the _____ pricing for the library.

13.3 Policy Review -- Records Retention Policy

Recommendation – THAT the Records Retention Policy be reviewed and adopted noting any changes.

13.4 2021 Draft Budget

Recommendation – THAT the 2021 draft budget be received as information and accepted to present to Perth East Council.

14. Adjournment

Next meeting Tuesday, January 12 at 6:00pm. Location TBD.



Perth East Public Library Regular Meeting of the Board

Meeting Minutes
November 10, 2020
Via ZOOM

Present: Mackenzie Kipfer, Patrick Minor, Jerry Smith, Laura Hallahan, Lois Baillie, Hugh McDermid, Allie Fallis, Tammy Gerber

Regrets: n/a

1. Call to Order

Chairperson Mackenzie Kipfer called the meeting to order via ZOOM at 7:35pm.

2. Additions to and Approval of the Agenda

2020-73 Motion – to accept the recommendation that the Agenda be approved noting any additions, changes, or deletions.

Forwarded by T. Gerber

Seconded by P. Minor

CARRIED.

3. Declarations of Pecuniary Interest and the general nature thereof

There were no declarations of pecuniary interest.

4. Minutes of Previous Meeting

2020-74 Motion – to accept the recommendation that the minutes of the Board Meeting of October 13, 2020 be approved as circulated.

Forwarded by L. Baillie

Seconded by J. Smith

CARRIED.

5. Business Arising from Minutes of October 13, 2020.

5.1 Program Room Usage

2020-75 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 J. Smith

Seconded by H. McDermid

CARRIED.

5.2 PC Connect Bus Stop – verbal report from CEO

5.3 Hydro Rates – see attached correspondence

2020-76 Motion -- that the Board receives correspondence on the library's hydro rates as information, AND THAT the Board requests the CEO to bring back a report comparing Time-of-Use and tiered energy rates for the library.

Forwarded by T. Gerber

Seconded by P. Minor

CARRIED.

6. Delegations

None.

7. Correspondence

7.1 SOLS – Internet Connectivity Funding 2020/2021

7.2 Wes Kuepfer – Duct Cleaning Quote + scheduled date

2020-77 Motion – to receive correspondence as information.

Forwarded by P. Minor

Seconded by L. Baillie

CARRIED.

8. Finance Report

8.1 Year-to-Date Reports

2020-78 Motion – THAT the un-audited October Year-to-Date Reports be received as information.

Forwarded by P. Minor

Seconded by L. Hallahan

CARRIED.

8.2 Accounts Payable

2020-79 Motion – THAT the October informal listing of Accounts Payable be received as information.

Forwarded by L. Baillie

Seconded by H. McDermid

CARRIED.

9. CEO's Report

5.1 CEO's Report

2020-80 Motion – THAT the CEO's report be received as information.

Forwarded by T. Gerber

Seconded by H. McDermid

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 – no report.

10.5 SOLS Trustee Council 3 – no report.

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

11. Board Education

None.

12. Closed Session Report

12.1 Pursuant to Section 16.1 of the Public Libraries Act, 1990 subsection 4 (d) labour relations or employee negotiations

13. New Business

13.1 Board Self Evaluation

2020-84 Motion – THAT the each Board Member reviews and completes the Board Self Evaluation for the December meeting.

Forwarded by P. Minor

Seconded by L. Baillie

CARRIED.

13.2 Policy Review – Personnel Policy

2020-85 Motion – THAT the Personnel Policy be reviewed and adopted noting any changes.

Forwarded by T. Gerber

Seconded by J. Smith

CARRIED.

13.3 Policy Review – Public Art Display

2020-86 Motion – that the Public Art Display Policy be reviewed and adopted noting any changes.

Forwarded by H. McDermid

Seconded by T. Gerber

CARRIED.

14. Adjournment

Next meeting Tuesday, December 8th at 7:30pm via ZOOM.

2020-87 Motion to adjourn.

Forwarded by H. McDermid

Mackenzie Kipfer, Chair

Date



Perth East Public Library Regular Meeting of the Board

Closed Session Minutes

November 10, 2020

Via ZOOM

Present: Mackenzie Kipfer, Patrick Minor, Jerry Smith, Laura Hallahan, Lois Baillie, Hugh McDermid, Allie Fallis, Tammy Gerber

Regrets: n/a

2020-81 Motion to enter a closed session pursuant to Section 16.1 of the Public Libraries Act, 1990 subsection 4 (d) labour relations or employee negotiations.

Discussion occurred around converting the Library Chief Executive Officer's position from part-time (25 hours per week) to full-time (35 hours per week).

2020-82 Motion THAT the board receives the report titled "Perth East Public Library Chief Executive Officer Position" for information, AND THAT the Library CEO investigate the Board's jurisdiction in increasing the CEO's work hours, and the Township's lieu time policy, AND THAT the report is re-evaluated at the December Board Meeting.

Forwarded by J. Smith

Seconded by P. Minor

CARRIED.

2020-83 Motion THAT the Library Board exit closed session and return to the open meeting.



COVID-19 Computer Appointments and Browsing Policy

Statement of Purpose

This policy is meant to give the public and library staff a clear description of the computer appointments and browsing services provided during the COVID-19 Pandemic. The policy helps ensure the safety for both library patrons and library staff.

Personal Protective Equipment (PPE)

Staff will be trained on proper use and have access to the following PPE while patrons are in the library building for computer appointments and browsing the stacks:

Face masks

- To be worn while patrons are in the building for computer appointments, browsing or other services.
- To be worn if social distancing can not be kept
- Staff are permitted to remove their mask for a break when situated in the back office.

Gloves

- Gloves will be made available for staff when handling materials or emptying the drop box.

Hand sanitizer

- Best practices are to wash hands before applying hand sanitizer
- Staff will wash their hands and apply hand sanitizer immediately after interacting with a customer at the computers or when handling patron's materials at the circulation desk.

Staff will inform CEO when PPE supplies are running low.

Patrons will have access to the following PPE when in the library building for computer appointments and browsing:

Face masks

- Limited masks will be available for patrons upon entering the building for computer or browsing appointments.
- Patrons will be required to wear masks while inside the building, especially when physical distancing can't be kept.
 - IF patrons are unable to wear a mask in the building, they will use our curbside services.

Policy Type: Operational

Policy Number: OP-21

Approval Date: September 8, 2020

Date of Last Review: October 2020

Date of Next Review:

- Hand sanitizer
 - Patrons will apply hand sanitizer immediately upon entering the building.
 - Patrons will apply hand sanitizer before entering the washroom.

COVID-19 Self Assessment of Symptoms

Staff

- In "Code Orange," library staff are required to *actively screen* for COVID-19 symptoms before the start of their shift.
- Employees fill out the COVID-19 self-assessment checklist in the secure Personal Protective App for Android, iOS or Windows desktop.
- Employees can use their personal cellphone, tablet, laptop, or work desktop to complete the self-assessment. If employees do not have access to an electronic device, paper forms will be made available.
- Based on the employee's responses, the app will determine if the employee is ^{not} clear and notify their manager immediately.
 - Staff will be instructed to not enter the workplace and seek medical direction should they fail the assessment.
- The Library CEO will receive notification for their own employees upon completion, and a master report will be sent to the Township's Health & Safety Manager Representative.
- Assessment forms will be kept for 15 days for purposes of contact tracing.

Patrons

- Patrons are also required to *actively screen* for COVID-19 symptoms upon entering the library building
 - Each patron will be required to fill out a COVID-19 symptom assessment form upon entering the library.
 - Patrons will bring their assessment forms to the circulation desk once completed.
 - If patrons answer 'yes' to any of the questions on the assessment form, they will be asked to not enter the library building and to go home and self-isolate.
- Patron's completed assessment forms will be kept on file for 15 days for purposes of contact tracing.

Computer Appointments

Computers and WiFi access will be available on appointment basis only to ensure proper physical distancing can be kept in the library space.

- Two computers will be available in 45-minute slots during curbside hours of operation. Patrons can book appointments via:

Policy Type: Operational

Policy Number: OP-21

Approval Date: September 8, 2020

Date of Last Review: October 2020

Date of Next Review:

- Phone
- Email: pel@pcin.on.ca
- Each computer will be limited to one user.
- Each computer will be equipped with a plexi-glass shield, and a keyboard cover to ensure appropriate sanitary measures and easy cleaning.

Computer Appointment Procedure

*Disclaimer: Patrons must book an appointment before coming to use a computer at the library. Staff will fill last minute requests and walk-in appointments using their discretion based on the number of people already in the building.

When patrons arrive at the library for their computer appointment they will:

1. Wear a mask
2. Apply hand sanitizer upon entering the building
3. Proceed to the circulation desk through the program room doors (following signage) to verify their appointment.

Staff will be available for computer troubleshooting should a patron need it during their appointment time.

"Grab and Go" Browsing

Browsing in the library building will be available during curbside hours to ensure proper cleaning and sanitization can be maintained.

When patrons arrive to browse at the library, they will:

1. Wear a mask
2. Apply hand sanitizer
3. Take a basket
4. Proceed to the main library area through the program room doors.

Please note: The number of baskets available indicates the capacity of people allowed in the building. If there are no baskets available at the front door, patrons will have to wait until one is available in order to enter. This will help with the flow of traffic and to ensure proper social distancing can be kept.

After browsing, patrons will:

- Proceed to the circulation desk to check out their materials
- Leave their basket to be sanitized on the table provided

Policy Type: Operational

Policy Number: OP-21

Approval Date: September 8, 2020

Date of Last Review: October 2020

Date of Next Review:

- Exit through the main entrance doors.

Staff will be available to assist patrons with finding materials while they're in the building. Staff will wear a mask during these interactions, and patrons will be encouraged to do the same.

Patrons will be encouraged to keep their visits to the library short, and in small groupings of those in their family bubble.

Toys, magazines, newspapers and public seating will remain unavailable at this time.

Returning Materials

Patrons who come to the library for a computer appointment or browsing will continue to return materials through the drop box. Staff will not be accepting returns handed to them.

All library materials will be quarantined for 72 hours before checked in. Fines will not be incurred during this time.

Washrooms

One washroom will be available for patron use. To ensure the safest use of these spaces, the following precautions will be taken:

- Signage on proper handwashing at sink
- Soap and paper towels will always be available and be refilled frequently to ensure proper hand hygiene is practiced. Patrons are encouraged to use paper towels for drying versus the electric air dryers.
- Hand sanitizer will be available and the entrance/exit of the washroom.
- Due to the lack of hands-free appliances, more frequent cleaning and disinfection of frequently touched surfaces will be performed by staff.

Curbside Pickup

Curbside services will remain available by request OR if a patron is unable to wear a mask inside the library building.

Policy Type: Operational

Policy Number: OP-21

Approval Date: September 8, 2020

Date of Last Review: October 2020

Date of Next Review:

From: <noreply@mail.smapply.net>
To: afallis@pcin.on.ca
Date: 11/20/2020 09:16 AM
Subject: Congratulations! | Félicitations!

CFC Portal / Portail de FCC

Le français suit

Hello Allie,

Congratulations! We are please to inform you that your project - *Mobile Wifi Hotspots* - has been awarded a grant through the Emergency Community Support Fund!

Please login to your applicant account <https://cfc-fcc.smapply.ca/> and **complete your grant agreement and payment information**. For your reference, your application is 2-3041768457.

Please complete your grant agreement and payment information as soon as possible. Delays in completing your grant agreement and payment information will delay the grant payment.

At a glance:

Who reviewed:

- Stratford Perth Community Foundation

Date awarded:

- 2020/11/16

Grant amount awarded (\$s):

-

- 540

You may be contacted by your local community foundation or regional partner in the days/weeks to come.

Thank you,

Support Team

Emergency Community Support Fund

covid19@communityfoundations.ca

Bonjour Allie,

Félicitations! Il nous fait plaisir de vous informer qu'une subvention est accordée à votre projet - Mobile Wifi Hotspots – dans le cadre du Fonds d'urgence pour l'appui communautaire.

Veuillez vous connecter à votre compte de demandeur <https://cfc-fcc.smapply.ca/> pour **remplir votre Entente de subvention et indiquer vos informations de paiement**. À des fins de référence, votre demande est 2--3041768457.

Veuillez remplir votre Entente de subvention et soumettre vos informations de paiement le plus tôt possible. Si vous tardez à remplir votre Entente de subvention et à soumettre vos informations de paiement, le paiement de la subvention sera retardé.

En un coup d'œil :

Nom de l'examineur:

- Stratford Perth Community Foundation

Date d'approbation:

- 2020/11/16

8.1 Year-to-Date Report



TOWNSHIP OF PERTH EAST 2020 GENERAL OPERATIONS YEAR-TO-DATE REPORT

November 2020

	2020 Actuals	2020 Version 6 - Amended Budget	2020 Budget	2020 Budget	Comments
			Remaining	Used	
RECREATION & CULTURAL SERVICES					
Library Board					
REVENUE					
9-750-120-1005 Library - SOLS Grant	-3,672.00		3,672	#DIV/0!	2019 Connectivity Reimbursement for internet costs
9-750-120-1015 Library - Young Canada Works Summer Grant		-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	-19,614.00		100.00%	
9-750-120-1035 Library - Donation Revenue	-346.00	-1,500.00	-1,154	23.07%	
9-750-120-1040 Library - Rental Income	-504.00	-2,000.00	-1,496	25.20%	
9-750-120-1046 Library - Township of Perth East Grant	-	-		100.00%	
	265,437.44	265,437.44			
9-750-120-1050 Library - Interest Earned Revenue	-3,568.30	-4,200.00	-632	84.96%	
9-750-120-1055 Misc Grants and Revenue	-500.00		500	#DIV/0!	
9-750-120-1195 Library - Fines, Copies, Misc Revenue	-762.56	-5,100.00	-4,337	14.95%	
9-750-120-4095 Library - Used Book Sales	-529.15	-600.00	-71	88.19%	
9-750-120-7005 Library - Friends of the Library	-135.85	-1,200.00	-1,064	11.32%	
Donations					
9-750-120-7015 Library - Reading Programs	-308.76	-560.00	-251	55.14%	Guest speakers paid for by charging for tickets (only cost \$39.00 for Adam Shoalts)
Total REVENUE	-	-	-14,512	95.32%	
	295,378.06	309,890.44			
NET	-	-	-14,512	95.32%	
	295,378.06	309,890.44			

8.1 Year-to-Date Report cont'd



TOWNSHIP OF PERTH EAST 2020 GENERAL OPERATIONS YEAR-TO-DATE REPORT

	2020 Actuals	2020 Version 6 - Amended Budget	2020 Budget Remaining	2020 Budget Used	Comments
November 2020					
RECREATION & CULTURAL SERVICES					
Library Board					
EXPENSES					
9-750-035-3145 Library - Snow Removal and Grass	1,648.51	662.00	-987	249.02%	Library flowerbed project
Contract					
9-750-202-2020 Library - General Salaries	99,555.65	162,423.00	62,867	61.29%	
9-750-202-2025 Library - General Payroll Benefits	12,382.87	21,289.00	8,906	58.17%	
9-750-202-2030 Library - Staff Appreciation	60.50	100.00	40	60.50%	
9-750-202-2060 Library - Travel and Meals	67.31	800.00	733	8.41%	
9-750-210-3015 Library - Shipping and Postage	228.39	400.00	172	57.10%	
9-750-210-3020 Library - Telephone	1,020.92	1,460.50	440	69.90%	
9-750-210-3030 Library - Office Supplies, Copier Lease	2,508.14	2,700.00	192	92.89%	
9-750-210-3050 Library - Computer Software &	1,406.04	2,344.30	938	59.98%	
Services					
9-750-210-3055 Library - Audit Expense	1,356.46	1,333.00	-23	101.76%	
9-750-210-3070 Library - Insurance	9,396.60	9,410.11	14	99.86%	
9-750-210-3075 Library - Periodicals	291.75	540.00	248	54.03%	
9-750-210-3080 Library - Memberships and Education	1,029.10	900.00	-129	114.34%	Yearly Staff WHIMIS training (not budgeted for)
9-750-210-3145 Library - PCIN Contract	46,952.00	45,419.00	-1,533	103.38%	
9-750-210-3150 Library - Book Processing	5,739.26	6,800.00	1,061	84.40%	
9-750-210-3155 Library - Books and References	14,058.94	19,935.00	5,876	70.52%	Book club sets paid for by Friends of the Library fundraiser.
9-750-210-3500 Library - Automation & Connectivity	3,052.80	3,775.00	722	80.87%	
9-750-210-4050 Library - Videos and Audios	5,859.45	7,605.00	1,746	77.05%	
9-750-310-1570 Library - Advertising and Promotion	260.55	350.00	89	74.44%	
9-750-310-3150 Library - Fundraising	261.16	720.00	459	36.27%	
9-750-310-3155 Library - Library Programs	750.92	1,020.00	269	73.62%	
9-750-310-3160 Library - PLOW		2,000.00	2,000		
9-750-500-3150 Library - Security Monitoring	1,344.55	1,796.00	451	74.86%	
9-750-500-4005 Library - Water and Sewage	799.12	1,000.00	201	79.91%	
9-750-500-4010 Library - Hydro	2,718.79	6,121.00	3,402	44.42%	
9-750-500-4015 Library - Propane/Natural Gas	2,730.99	4,591.00	1,860	59.49%	
9-750-500-4025 Library - Building Maintenance	27,356.55	28,016.00	659	97.65%	
9-750-500-4095 Library - Mat Rental	464.08	740.00	276	62.71%	
9-750-700-3150 Library-Health and Safety-Materials	4,687.05		-4,687	#DIV/0!	COVID-19 related costs
9-750-886-3050 Library Computer Purchase	261.23	3,200.00	2,939	8.16%	

9-750-887-3500 Library - Furniture and Fixtures	1,513.05	749.00	-764	202.01%
Total EXPENSES	249,762.73	338,198.91	88,436	73.85%
NET	249,762.73	338,198.91	88,436	73.85%

8.2 Informal Listings of Accounts Payable

Accounts Payable

November 2020

Date	Company/Description	
Nov.2/20	Hydro One	269.73
	LSC	880.77
	Postage	115.83
	Walmart (cleaning supplies)	7.02
Nov.3/20	Swan	52.60
Nov.4/20	Mornington Communications	499.73
Nov.5/20	CDW (receipt printer, 2 scanners, VISA)	1631.59
Nov.10/20	Union Gas (Sept-Nov)	467.07
	Mobil Services Inc (parking lot line painting)	280.00
Nov.12/20	LSC	1496.63
Nov.17/20	FedEx (duties + taxes, VISA)	89.25
Nov.19/20	LSC	1005.40
	Dollar Store (VISA)	13.56
Nov.24/20	Staples (VISA)	45.04
	<u>TOTAL: 6,854.22</u>	



9.1 CEO's Report

Report to: Perth East Public Library Board

Prepared by: Allie Fallis

Meeting Date: December 8, 2020

Attachments: n/a

Programming

- Online trivia: ~30 participants
- Grab and Go Kits:
 - o Owl Pencil Holders: 6 distributed @ \$2/ea
- Homebound Deliveries: 12

CEO's Office:

- PCIN:
 - o Attended PCIN Board Meeting Nov. 18th
 - o Next PCIN Management Meeting: Dec. 16th
- Made revisions to 2021 budget in consultation with the Treasurer
- Krista Robinson (from SPL) made an in-person visit to PEPL to help sort out our tech needs to make more accurate and strategic tech purchases in future.
 - o I went through all of our tech disposals to determine which items can be sent for electronics disposal.
 - o Purchased one new receipt printer & two new scanners for circulation desk, will be coordinating set up with Stratford.
 - o CEO working with Township CAO to determine the sale of iPads that have been amortized.
- Attended Perth County Annual Meeting
- Completed grant application for Trillium Roots Foundation funding for Storywalk Project 2021.
- Worked on report detailing justification for fines free libraries – will be bringing to future Board meeting.
- Completed weekly traffic statistics for the 2020 Annual Survey
- Beginning to work on 2020 Annual Report
- Started working on developing policies, procedures and instructions for Mobile WiFi Hotspots
- Worked with Township Clerk to determine posting and timelines of Board Vacancy
- Coordinated Christmas Activity Kits with Paige @ PERC. Will be assembling and handing these out in later December.
- Two staff members will also be delivering Christmas kits to the local nursing homes in Perth East with their homebound deliveries.

COVID-19 Update

- Total traffic in November: 348, 20 of those curbside pickups
- Made adjustments to in-house library policies based on "Code Orange" restrictions in late November.

Coming up

- Library website to be launched simultaneously with SPL's new site mid-January.
- Continue to participate in Perth East (bi-weekly) and combined Perth County (monthly) ECG meetings regarding COVID-19 and workplace safety.
- Investigating online book club opportunities for 2021
- Reassess expansion of libraries hours in the new year.
- Will be purchasing/launching new Mobile WiFi Hotspot service in Jan/Feb 2021.
- Conditional on grant funding: will begin working on details for the Storywalk project

Perth East Public Library

by the numbers



PATRONAGE

Nov 19



3971

Nov 20



4050



2% DIFFERENCE

CIRCULATION

Nov 19



3538

Nov 20



2110



-51% DIFFERENCE

YTD CHECKOUTS

28,511

COMPUTER/IPAD USE

Nov 19



292

Nov 20



6



-192% DIFFERENCE

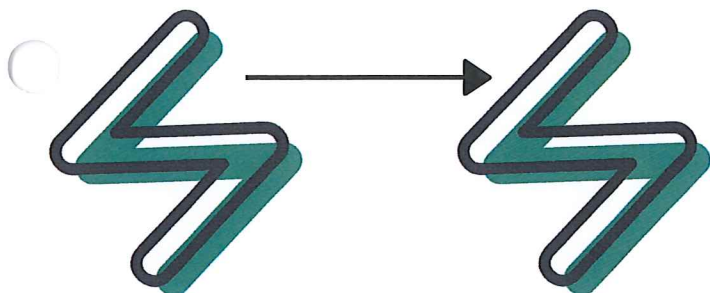
YTD USE

1330

ACTIVE PATRONS

Nov 19

Nov 20



1272

1087

WIFI USAGE



998

UNIQUE USERS

WEBSITE VISITS

Nov 19



Nov 20

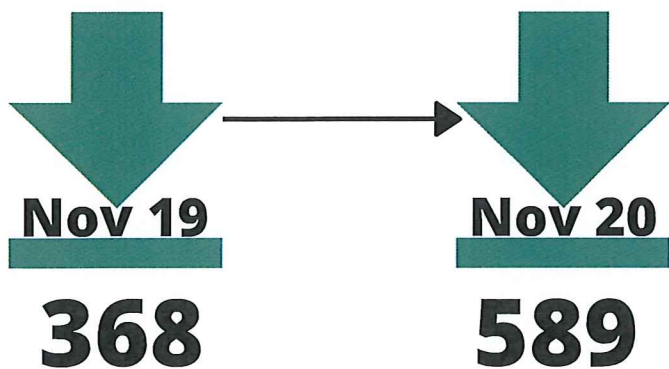


-74% DIFFERENCE

YTD VISITS



DOWNLOAD LIBRARY CHECKOUTS



Nov 19

368

Nov 20

589

YTD DOWNLADS



46% DIFFERENCE

12.1 Library Board's Jurisdiction in CEO Hours

From: Brandon Fratarcangeli <brandonf@sols.org>
To: Allie Fallis <AFallis@pcin.on.ca>
Date: Wed, 11 Nov 2020 20:29:24 +0000
Subject: RE: Library Board's jurisdiction in CEO hours

Hi Allie,

The section of the *Public Libraries Act* that you're probably looking for is [section 15](#). It states:

Staff

15 (1) A board may appoint and remove such employees as it considers necessary, determine the terms of their employment, fix their remuneration and prescribe their duties. R.S.O. 1990, c. P.44, s. 15 (1); 1993, c. 27, Sched.

Chief executive officer

(2) A board shall appoint a chief executive officer who shall have general supervision over and direction of the operations of the public library and its staff, shall attend all board meetings and shall have the other powers and duties that the board assigns to him or her from time to time. R.S.O. 1990, c. P.44, s. 15 (2).

The *Public Libraries Act* empowers the Board to determine the terms of employment of staff. In most library systems, what this means is that the CEO sets the general structure of working hours and fills the staffing requirements as needed and as the budget allows. And will make recommendations to the board for any significant changes needed.

Regarding your questions specifically, the Library Board has the authority to set the CEO's hours and to determine PT or FT status.

This being said, it's usually a good idea to parallel municipal staffing structures, especially in smaller municipalities. Are there any points of contention between the Board and the Municipality regarding the hours/PT vs FT status of the CEO position? If the proposed budget reflects staffing expenditures, do you anticipate push back from Council or the municipal administration? Have you chatted with the CAO or finance manager at the municipality to gauge whether an increase in staffing expenditures can be supported by Council? Another budget consideration is how this affects benefits and OMERS.

If you want to chat further about any of this, we can set up a time.

Best,
Brandon

Brandon Fratarcangeli, M.A., M.I.
Consultant
Direct Line: 647-264-7330
Reception: 1-800-387-5765 / 416-961-1669
brandonf@sols.org
www.sols.org

Subject: RE: Library Board's jurisdiction in CEO hours
To: Allie Fallis <AFallis@pcin.on.ca>
From: Brandon Fratarcangeli <brandonf@sols.org>
Date: 11/13/2020 09:44 AM


Hi Allie,

I definitely think that you're right about library service being undervalued. One thing that we suggest at SOLS is to begin conversations with Municipal Administration about the feasibility of changes to budget to allow for a FT CEO and to gauge potential support. It may be something that the Board Chair can participate in as well. Ultimately, the goal is to increase library service levels while maintain a good/strong relationship with the municipality.

If you'd like to discuss this topic at some point in the near future, don't hesitate to set up a call with me.

Best,
Brandon

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	Township of Perth East Human Resources Manual		
Policy 4 - 2	Overtime		
Resolution #: 10-324	Effective Date: January 1, 2011	Revision Date: December 31, 2012 November 4, 2014	Page 1 of 2

Policy

Generally work schedules enable employees to complete their work tasks within the hours allotted. In case of emergency or unforeseen circumstances, an employee may be requested to work more than their usual work week. Advanced warning of overtime will be given whenever possible. Payments will be made through the payroll system.

Procedure

1. Full-time hourly employees, classed as Grade 5 – Operators will be paid at the rate of one and one-half times the regular rate of pay for any hours worked over eighty-eight (88) within a two (2) work week pay period. Overtime can be banked up to forty-four (44) hours to be used within the calendar year. This is upon approval of the manager.
2. Part-time hourly employees, classed as Grade 5 – Operators will be paid at the rate of one and one-half times the regular rate of pay for any hours worked over forty-four (44) within a two (2) work week pay period.
3. Overtime is only calculated on time worked. Public holidays, sick time, vacation, paid time off and other paid leave of absences do not qualify for overtime pay.
4. Overtime is accumulated on a weekly basis, in accordance with *Employment Standards Act (ESA)*.
5. Overtime must be approved by the manager/supervisor.
6. Salaried employees who work more than their usual thirty-five (35) hours per week will take "time off in lieu" on a time for time basis. Under extenuating circumstances, pay out of overtime may be approved by the manager and authorized by the CAO.
7. Employees who are required to attend evening meetings of Council will be permitted to use flextime to rearrange their work schedule to accommodate the meeting. When using flextime, employees should maintain a consistent schedule, which must be pre-authorized by their manager.

	Township of Perth East Human Resources Manual		
Policy 4 - 2	Overtime		
Resolution #: 10-324	Effective Date: January 1, 2011	Revision Date: December 31, 2012 November 4, 2014	Page 2 of 2

8. Salaried employees are allowed to accumulate up to a maximum of forty-four (44) hours in lieu time. Managers may request employees take time off to reduce lieu time hours.
9. Overtime and lieu time will be recorded on the Banked Overtime/Lieu Time Record of Absence form.
10. Managers generally do not qualify for overtime unless approved by the CAO and Council in exceptional circumstances.
11. Managers may be required to attend up to thirty-six (36) Council and committee evening meetings per year as part of their regular duties. Managers will receive up to five (5) days per year compensation in lieu of overtime. This time maybe taken at a mutually agreed upon time.
12. Managers required to attend more than thirty-six (36) meetings per year will be compensated at the current Council per diem meeting rate.
13. If employment ends before an employee has taken the paid time off, the employee will be reimbursed on their last pay.
14. Overtime must be used by December 31 of the year it is accumulated.



13.1 Perth East Public Library 2021 Meeting Schedule

Date	Time	Location
January 12	6:00pm	Location TBD
February 9	7:30pm	Location TBD
March 9	7:30pm	Location TBD
April 13	6:30pm	Location TBD
May 11	7:30pm	Location TBD
June 8	7:30pm	Location TBD
July 13	7:30pm	Location TBD
August 10	6:30pm	Location TBD
September 14	7:30pm	Location TBD
October 12	7:30pm	Location TBD
November 9	7:30pm	Location TBD
December 14	7:30pm	Location TBD



13.2 Library Hydro Rates

Report to: Perth East Public Library Board

Prepared by: Allie Fallis

Date: December 2020

Background

Based on conversations from the last Board meeting, the Library CEO took the time to assess and calculate the cost of switching from Time-of-Use hydro rates, to tiered pricing. See the calculations below.

Hydro One Time-of-Use (TOU) Versus Tiered Pricing

August 2020 Bill

Calculator



This calculator is designed to provide you with an estimate on whether you may benefit financially from making a switch. Keep in mind that it's intended to act as a guide only, actual differences will depend on your usage within any billing period.

Rate class *

Residential - Urban High Density

Select your current pricing plan *

☒ Time-Of-Use (TOU) pricing ☐ Tiered pricing

Monthly electricity usage *

2642



kWh

Enter your consumption *

☒ kWh ☐ Percentage

Off-Peak 1422 kWh

Mid-Peak 741 kWh

On-Peak 479 kWh

**By switching to
Tiered pricing,
you may lose
approx. \$1.92**

Calculator



This calculator is designed to provide you with an estimate on whether you may benefit financially from making a switch. Keep in mind that it's intended to act as a guide only, actual differences will depend on your usage within any billing period.

Rate class * 

Residential - Urban High Density



Select your current pricing plan *

☒ Time-Of-Use (TOU) pricing ☐ Tiered pricing

Monthly electricity usage * 

1347



kWh

Enter your consumption *

☒ kWh ☐ Percentage

Off-Peak kWh

Mid-Peak kWh

On-Peak kWh

Calculate

Reset

**You likely won't
see a change**



Records Retention Policy

Statement of Purpose

The PEPL Board is committed to establishing and maintaining a records retention policy that meets the requirements mandated by Federal and Provincial governments as well as provides for accurate historical reference for ongoing activities of the Library. Official records may be in a variety of formats including paper or electronically stored information.

1. A [retention schedule](#) shall be created and reviewed regularly by the PEPL Board. This retention schedule will be part of this Records Retention Policy.
2. The Library CEO has the authority to destroy any documents that have been retained beyond their retention period as outlined in the Retention Schedule. The CEO shall make and retain a file, listing by category and year, those documents destroyed.

Retention Schedule

[Accounts Payable \(includes billing, invoices, receipts, related correspondence\)](#)

Minimum Retention Period: 7 years

Disposal Recommendation: Dispose

[Accounts Receivable \(includes receipt records, write offs, invoices, related correspondence\)](#)

Minimum Retention Period: close of fiscal tax year + 7 years

Disposal Recommendation: Dispose

[Audited Annual Financial Statements \(includes auditor recommendations\)](#)

Minimum Retention Period: Permanent

Disposal Recommendation: n/a

[Bank Accounts \(includes deposit slips/books, cancelled cheques, bank statements, reconciliations\)](#)

Minimum Retention Period: close of fiscal tax year + 7 years

Disposal Recommendation: Dispose

[Annual Budgets](#)

Minimum Retention Period: 6 years ~~Permanent~~

Disposal Recommendation: n/a

[PEPL Board Minutes](#)

Minimum Retention Period: Permanent

Disposal Recommendation: n/a

Policy Type: Operational

Policy Number: OP-02

Approval Date: November 8, 2016

Last Reviewed: March 9, 2010

Next Review: November 2020

Grants (includes applications and supporting documentation)

Minimum Retention Period: 7 years after completion of grant project or rejection of application

Disposal Recommendation: Dispose

Employee Records

Minimum Retention Period: date employee ceased to be employed by employers + 3 years ~~7 years~~

Disposal Recommendation: Dipose

Human Resources (includes attendance and scheduling, benefits program files, recruitment, job descriptions)

Minimum Retention Period: 3 years

Disposal Recommendation: dispose

Media and Public Relations (includes advertising, fundraising, news clippings, news releases, website & social media content)

Minimum Retention Period: 2 years or until superseded by an updated record.

Disposal Recommendation: dispose

Media and Public Relations (includes complaints & inquiries, speeches and presentations, public relations & public awareness, ceremonies and events)

Minimum Retention Period: 5 years or until superseded by an updated record.

Disposal Recommendation: dispose

Policy Type: Operational

Policy Number: OP-02

Approval Date: November 8, 2016

Last Reviewed: March 9, 2010

Next Review: November 2020