



Perth East Public Library Regular Meeting of the Board

Meeting Agenda
November 10, 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 October 13, 2020 be approved as circulated.
5. Business Arising from Minutes of October 13, 2020.
 - 5.1 Program Room Usage
Recommendation – that the Board reassesses the use of the Program Room for outside programming based on the current COVID-19 circumstances.
 - 5.2 PC Connect Bus Stop – verbal report from CEO
Recommendation – that the Board receives the updated details on the PC Connect Bus Stop.
 - 5.3 Hydro Rates – see attached correspondence
Recommendation -- that the Board receives the updated details on the library's hydro rates as information.
6. Delegations
7. Correspondence
 - 7.1 SOLS – Internet Connectivity Funding 2020/2021
Recommendation -- to receive correspondence as information.
 - 7.2 Wes Kuepfer – Duct Cleaning Quote + scheduled date
Recommendation – to receive correspondence as information.
8. Finance Report
 - 8.1 Year-to-Date Reports
Recommendation – THAT the un-audited October Year-to-Date Reports be received as information.
 - 8.2 Accounts Payable
Recommendation – THAT the October 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

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 Board Self Evaluation

Recommendation – that the each Board Member reviews and completes the Board Self Evaluation for the December meeting.

13.2 Policy Review – Personnel Policy

Recommendation – that the Personnel Policy be reviewed and adopted noting any changes.

13.3 Policy Review – Public Art Display

Recommendation – that the Public Art Display Policy be reviewed and adopted noting any changes.

14. Adjournment

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



Perth East Public Library Regular Meeting of the Board

Meeting Minutes
October 13, 2020
Via ZOOM

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

Regrets: n/a

1. Call to Order

Chairperson Mackenzie Kipfer called the meeting to order at Perth East Public Library at 7:32pm.

2. Additions to and Approval of the Agenda

2020-61 Motion – to accept the recommendation that the Agenda be approved noting any additions, changes, or deletions.

Forwarded by H. McDermid

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

2020-62 Motion – to accept the recommendation that the minutes of the Board Meeting of September 8, 2020 be approved as circulated.

Forwarded by J. Smith

Seconded by P. Minor

CARRIED.

5. Business Arising from Minutes of September 8, 2020.

5.1 Program Room Usage – correspondence attached.

2020-63 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 P. Minor

CARRIED.

5.2 COVID-19 Computer Appointments and Browsing Policy

2020-64 Motion – THAT the Board accepts the changes made to the COVID-19 Computer Appointments and Browsing Policy.

Forwarded by T. Gerber

Seconded by H. McDermid

CARRIED.

5.3 VLAN costs – verbal report from CEO

2020-65 Motion– THAT the Board receives the verbal report from the CEO on the updated VLAN costs as information.

Forwarded by L. Hallahan

Seconded by P. Minor

CARRIED.

6. Delegations

None.

7. Correspondence

7.1 Optimist Club – thank you card for book donation.

7.2 City of Stratford – PLOW Van Purchase Tax Rebate

7.3 Maggie Martin, Transit Project Coordinator – PC Connect bus stop at PEPL.

7.4 Milverton Business Association – Christmas on Main 2020

7.5 Halee McCann – 2020 CATYO Event – Virtual

7.6 Community Emergency Support Fund – 2nd round of funding, application open.

2020-66 Motion to receive correspondence as information.

Forwarded by T. Gerber

Seconded by L. Baillie

CARRIED.

8. Finance Report

8.1 Year-to-Date Reports

2020-67 Motion THAT the un-audited September Year-to-Date Reports be received as information.

Forwarded by P. Minor

Seconded by J. Smith

CARRIED.

8.2 Accounts Payable

2020-68 Motion THAT the September informal listing of Accounts Payable be received as information.

Forward by L. Baillie

Seconded by L. Hallahan

CARRIED.

9. CEO's Report

9.1 CEO's Report

2020-69 Motion to receive the CEO's report as information.

Forwarded by H. McDermid

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 – verbal report from CEO, next meeting Wednesday, November 10 @ 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

None.

12. Closed Session Report

None.

13. New Business

13.1 Policy Review – Circulation Policy

2020-70 Motion – THAT the Circulation Policy be adopted noting any changes.

Forwarded by J. Smith

Seconded by T. Gerber

CARRIED.

13.2 Policy Review – Delegations

2020-71 Motion– THAT the Delegations Policy be adopted noting any changes.

Forwarded by L. Baillie

Seconded by P. Minor

CARRIED.

13.3 Policy Review – Inclement Weather

2020-72 Motion – THAT the Inclement Weather Policy adopted noting any changes.

Forwarded by T. Gerber

Seconded by L. Hallahan

CARRIED.

14. Adjournment

Next meeting Tuesday, November 10th at 7:30pm. Location to be determined based on COVID-19 recommendations.

2020-73 Motion to adjourn.

Forwarded by H. McDermid

Mackenzie Kipfer, Chair

Date



Subject: RE: Ontario Helps Keep Energy Costs Low for Families, Small Businesses and Farmers

To: Wendy McMurray <wmcurray@pertheast.ca>, Allie Fallis <AFallis@pcin.on.ca>

From: Rhonda Fischer <rfischer@pertheast.ca>

Date: 10/20/2020 02:56 PM

Remote images were blocked

Hi the Township has entered an agreement with Ontario Wholesale Energy for a three year term starting April 30, 2019.

Rhonda

From: Wendy McMurray

Sent: October-20-20 1:02 PM

To: Allie Fallis <AFallis@pcin.on.ca>

Cc: Rhonda Fischer <rfischer@pertheast.ca>

Subject: RE: Ontario Helps Keep Energy Costs Low for Families, Small Businesses and Farmers

Hi Allie – Currently the Library pays a Time-of-Use program and you have been receiving the COVID rate of 12.8/kWh and as of Nov 1 those rates will change to:

On Peak – 21.7

Mid Peak – 15.0

Off Peak – 10.5

Before the COVID rate you were paying:

On Peak – 20.8

Mid Peak – 14.4

Off Peak – 10.1

And last year rates were:

On Peak – 13.4

Mid Peak – 9.4

Off Peak – 6.5

In the past the Township has been a part of different energy programs. I am not sure on the status of who we are using or the requirements but I will ask around and see what I can find.

Thanks

Wendy

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Ontario Library Service – North
Service des bibliothèques de l'Ontario – Nord



SOLS | SBOS

Southern Ontario Library Service
Service des bibliothèques de l'Ontario-Sud

[View this email in your browser](#)

We are pleased to announce that SOLS will receive up to \$460,000 in Connectivity Funding from the Ministry of Heritage, Sport, Tourism and Culture Industries for the 2020/2021 fiscal year (April 1, 2020 – March 31, 2021).

As in previous years, distribution of the grant will be based on the following priority criteria:

- libraries serving a population under 20,000 will be reimbursed 100% of their eligible connectivity costs, and
- libraries serving a population over 20,000 will be reimbursed at a percentage to be determined as funding allows.

Reimbursement process:

- Send a copy via e-mail or regular mail of your **July – September 2020** invoices, along with a completed [reimbursement request form](#).
- Ensure you indicate on the form that your service speed is at least 5 mbs.

Timelines:

- Reimbursement requests must be received by **December 11, 2020. There will be no extensions and no exceptions.**
- Payments will be calculated for the 12-month period, and reimbursed in one cheque by **January 15, 2021.**

We appreciate your prompt attention to this matter as we want to ensure that all the funds are allocated as soon as possible.

If you have any questions, please contact Dayna Lintner at dlintner@sols.org.



Kitchener	(519) 744-6321	Cambridge	(519) 658-4140
Guelph	(519) 837-3611	Orangeville	(519) 942-8300
Woodstock	(519) 421-1952	Stratford	(519) 273-2910
London	(519) 645-6321	Milton	(905) 875-2427

TOLL FREE 1-800-265-2100

www.powervac.ca

October 15, 2020

Township of Perth East Municipal Office
25 Mill St. East
Milverton, ON
N0K 1M0

Attention: Wes Kuepfer

Re: Power Vacuuming of three (3) HVAC systems at Township of Perth East Municipal Office and one (1) HVAC system at the Library. 19 Mill St East.

Quote:# 20-10-12

Dear Sir:

Further to our recent phone conversation / inspection regarding the HVAC systems at the above noted address, we are pleased to quote as follows:

Power Vac to furnish all labor, materials, services, insurance and equipment in accordance with the Ontario Ministry of Labor and Township of Perth East Municipal Office to Power Vac all ductwork as follows (where applicable):

Option 1) Municipal Building

To clean three (3) HVAC systems at the above noted location.

*Cost: \$1,595.00 HST applicable.

*Cost equates to one (1) day shift to complete the scope of work.

Option 2) Municipal **Building**

To clean three (3) HVAC systems at the above noted location.

*Cost: \$1,795.00 HST applicable.

*Cost equates to one (1) night shift to complete the scope of work.

Perth East Public Library

To clean one (1) HVAC system at the above noted location.

*Cost: \$1,595.00 HST applicable.

*Cost equates to one (1) day shift to complete the scope of work. Estimate a full day to complete as it will all have to be done by ladder. Most of the grills will need to be removed to access the ductwork as it is all drywall finished.

DESCRIPTION OF WORK

All access openings will be properly sealed with air tight plugs and/or sheet metal patches with metal screws and/or access doors as required.

All of the above mentioned ductwork to be cleaned using the Power Vac System, consisting of a Power Vac suction truck and compressed air snake/air brush cleaner combinations. When/where applicable Power Vac Technicians to utilize pneumatic, mechanical and manual brushes in aid in remediating systems.

When/where it is not feasible to utilize a truck mounted vacuum system, a portable HEPA vacuum system would be used in lieu. The portable vacuum system is specifically designed with ventilation cleaning industry in mind.

All diffusers will be removed, cleaned and re-installed when/where applicable.

Scope of cleaning encompasses the following items/areas when and where applicable;

- all supply and return ductwork (main lines and branch lines)
- diffusers and vents
- fan and fan compartment
- control dampers
- reheat coils
- bell housings
- duct silencer (if applicable)
- fire dampers
- VAV (variable air volume) boxes

- filter trays
- air conditioning coils

WORKER PROTECTION

Safety footwear, safety glasses, dust respirators as required and safety meeting prior to start.

SCHEDULE

To be arranged.

CLEAN UP

No unnecessary mess will be left by Power Vac.

CERTIFICATES

Insurance: 5 Million Liability; Workers Compensation Insurance
Insurance and Compensation Certificates are readily available.

REFERENCES

References are readily available.

BENEFITS

1. CLEANER, HEALTHIER ENVIRONMENT

Much of the dust and bacterial pollutants in air comes through the ductwork. A Power Vac cleaning provides a cleaner, healthier environment for you and the employees.

2. REDUCED MAINTENANCE COST AND LESS RISK OF DOWNTIME

More systems breakdown because they are dirty than because mechanical problems. Dirt and corrosion clog the unit, forcing it to run too frequently, and break down.

3. REDUCED FIRE HAZARDS

An accumulation of dust and lint in the ductwork allows fire to spread rapidly within a building. Power Vac eliminates this accumulation.

4. LOWER FUEL COSTS

A clean air-handling system operates more efficiently requiring less fuel.

Thank you for this opportunity to be of service.

Sincerely,



Matt Osborne
Business Development
Power Vac Ontario Ltd.
519-239-8621

8.1 Year-to-Date Report



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

October 2020	2020 Actuals	2020 Version 6 -	2020 Budget Remaining	2020 Budget Used	Comments
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
9-750-120-1015 Library - Young Canada Works Summr		-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	-246.00	-1,500.00	-1,254	16.40%	
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 Gra	-265,437.44	-265,437.44		100.00%	
9-750-120-1050 Library - Interest Earned Revenue	-2,891.21	-4,200.00	-1,309	68.84%	
9-750-120-1195 Library - Fines, Copies, Misc Revenu	-688.72	-5,100.00	-4,411	13.50%	
9-750-120-4095 Library - Used Book Sales	-444.65	-600.00	-155	74.11%	
9-750-120-7005 Library - Friends of the Library Dona	-135.85	-1,200.00	-1,064	11.32%	
9-750-120-7015 Library - Reading Programs	-272.76	-560.00	-287	48.71%	Guest speakers paid for by charging for tickets (only cost \$39.00 for Adam Shoalts)
Total REVENUE	-274,292.63	-309,890.44	-35,598	88.51%	
NET	-274,292.63	-309,890.44	-35,598	88.51%	

8.1 Year-to-Date Report cont'd



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

October 2020	2020 Actuals	2020 Version 6 -	2020 Budget Remaining	2020 Budget Used	Comments
RECREATION & CULTURAL SERVICES					
Library Board					
EXPENSES					
9-750-035-3145 Library - Snow Removal and Grass C	1,648.51	662.00	-987	249.02%	Library flowerbed project
9-750-202-2020 Library - General Salaries	90,355.32	162,423.00	72,068	55.63%	
9-750-202-2025 Library - General Payroll Benefits	11,247.29	21,289.00	10,042	52.83%	
9-750-202-2030 Library - Staff Appreciation	60.50	100.00	40	60.50%	
9-750-202-2060 Library - Travel and Meals	13.25	800.00	787	1.66%	
9-750-210-3015 Library - Shipping and Postage	110.98	400.00	289	27.75%	
9-750-210-3020 Library - Telephone	1,020.06	1,460.50	440	69.84%	
9-750-210-3030 Library - Office Supplies, Copier Lea:	2,232.10	2,700.00	468	82.67%	
9-750-210-3050 Library - Computer Software & Servic	1,281.04	2,344.30	1,063	54.64%	
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	578.07	540.00	-38	107.05%	
9-750-210-3080 Library - Memberships and Educatio	1,014.10	900.00	-114	112.68%	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	10,205.21	19,935.00	9,730	51.19%	Book club sets paid for by Friends of the Library fundraiser.
9-750-210-3500 Library - Automation & Connectivity	2,747.52	3,775.00	1,027	72.78%	
9-750-210-4050 Library - Videos and Audios	4,807.38	7,605.00	2,798	63.21%	
9-750-310-1570 Library - Advertising and Promotion	205.55	350.00	144	58.73%	
9-750-310-3150 Library - Fundraising		720.00	720		
9-750-310-3155 Library - Library Programs	690.83	1,020.00	329	67.73%	
9-750-310-3160 Library - PLOW		2,000.00	2,000		
9-750-500-3150 Library - Security Monitoring	957.82	1,796.00	838	53.33%	
9-750-500-4005 Library - Water and Sewage	664.71	1,000.00	335	66.47%	
9-750-500-4010 Library - Hydro	2,374.15	6,121.00	3,747	38.79%	
9-750-500-4015 Library - Propane/Natural Gas	2,656.74	4,591.00	1,934	57.87%	
9-750-500-4025 Library - Building Maintenance	27,289.41	28,016.00	727	97.41%	
9-750-500-4095 Library - Mat Rental	416.64	740.00	323	56.30%	
9-750-700-3150 Library-Health and Safety-Materials	4,375.73		-4,376	#DIV/0!	COVID-19 related costs
9-750-886-3050 Library Computer Purchase		3,200.00	3,200		
9-750-887-3500 Library - Furniture and Fixtures	1,513.05	749.00	-764	202.01%	
Total EXPENSES	231,910.28	338,198.91	106,289	68.57%	
NET	231,910.28	338,198.91	106,289	68.57%	

8.2 Informal Listings of Accounts Payable

Accounts Payable

October 2020

Date	Company/Description	Amount
Oct. 1/20	SWAN	243.93
Oct. 5/20	Utilities	134.41
	MDM	484.21
	Staples (VISA)	17.50
Oct. 6/20	MBA membership dues	85.00
	LSC	326.02
Oct. 7/20	Mornington Communications	779.97
	Press Commerce	17.10
Oct. 8/20	LSC	731.20
Oct. 13/20	LSC	237.17
	Amazon (plastic bags for cookies, VISA)	11.94
Oct. 15/20	<u>Rheo</u> Thompson's Mint Smoothies (VISA)	290.00
Oct. 22/20	LSC	673.11
	Indigo (Christmas on Main, book, VISA)	107.26
Oct. 27/20	Amazon (VISA, book)	23.10
	LSC	254.94
Oct. 28/10	<u>Kahoot</u> subscription (VISA, online programming)	47.92
	<u>TOTAL:</u>	<u>3,499.73</u>



9.1 CEO's Report

Report to: Perth East Public Library Board

Prepared by: Allie Fallis

Meeting Date: November 10, 2020

Attachments: n/a

Programming

- Online trivia: ~38 participants
- Grab and Go Kits
 - o Denim Scrap Flower Pot Kit: 8 distributed @ \$2.00 a piece.
 - o Tin Can Owl: 8 distributed @ \$2.00 a piece.
- Halloween Activity Kits (partnership with the PERC): 45 kits distributed
- Homebound Deliveries: 12
- CELA: 10

CEO's Office:

- Staff update:
 - o Interviewed, hired and provided orientation to the new caretaker – PEPL welcomes Kim Jacobs to our team!
- PCIN:
 - o Completed Collection HQ training
 - o Discussed the potential of going fine free across PCIN in the future.
- Other tasks:
 - o Completed application for Community Emergency Support Fund (2nd round) for wifi hotspots. Collected quotes for data usage. Update on funding status Nov. 16 will determine whether we move forward and budget for this in 2021.
 - o Completed report for Personnel Committee on Library CEO moving from part-time to full-time.
 - o Continued working on draft CEO manual (for succession plan).
 - o Completed TOMRMS training (records management)
 - o Attended quarterly SOLS Library Committee Meeting.
 - o Working on 2021 budget – worked with Nicolaus to determine 2021 computer purchases and associated costs.

COVID-19 Update

- Total traffic in October: 379 in-house library visits, 5 curbside pickups
- Determined Contingency Plan for if we need to gear back our services in response to COVID-19
 - o Added section and work plan to Personnel Policy

Coming up

- Library website still in the works, will be launching simultaneously with SPL.
- 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
- Attending Perth County Annual Meeting Nov. 18
- Christmas on Main – Maddison Smith painting clue in window for us, Allie purchased/will drop off gift donation.
- Working with Paige @ PERC to come up with COVID-friendly Christmas activities
- Planning staff meeting/team building day for December
- Storywalk project planning for 2021 – looking into funding/partnerships

Perth East Public Library

by the numbers



PATRONAGE

Oct 19



3953



Oct 20



4044

2% DIFFERENCE

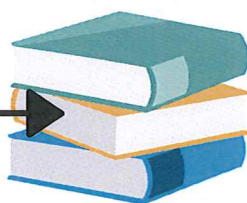
CIRCULATION

Oct 19



3991

Oct 20



2179

-59% DIFFERENCE

YTD CHECKOUTS

30,392

COMPUTER/IPAD USE

Oct 19



321

Oct 20



13

-184% DIFFERENCE

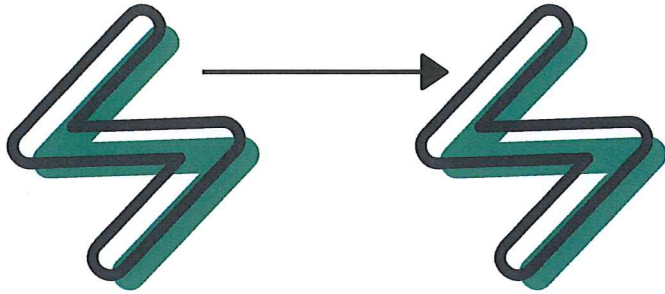
YTD USE

1,645

ACTIVE PATRONS

Oct 19

Oct 20



1280

1106

WIFI USAGE



953

UNIQUE USERS

WEBSITE VISITS

Oct 19

1936 

Oct 20

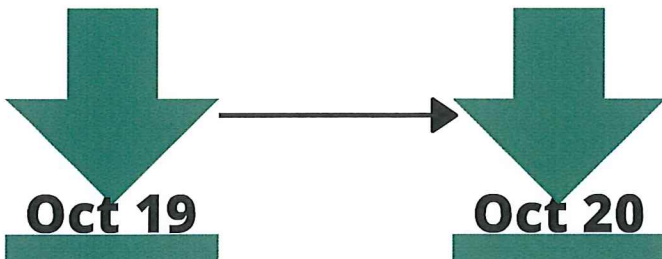
887 

-74% DIFFERENCE

YTD VISITS

19,148

DOWNLOAD LIBRARY CHECKOUTS



Oct 19

381

Oct 20

546

YTD DOWNLADS

7,289

20% DIFFERENCE



12.1 Perth East Public Library Chief Executive Officer Position

Report to: Perth East Public Library Board

Prepared by: Allie Fallis

Date: October 2020

Attachments: Detailed CEO tasks, comparison chart of similar libraries + CEO positions

Summary

This report details the current duties of the Perth East Public Library (PEPL) Chief Executive Officer Position (CEO), including both the challenges associated with the role being part-time, alongside the opportunities that would result should the position transition to full-time. The estimated costs for this transition and a comparison chart of libraries with similar-sized populations are outlined to provide further justification.

Background

Historically, the position of CEO at PEPL has been part-time.

As library services expand and grow, the demands of the building and staff needs continue to change and flourish too. The need for a full time position is necessary to keep up with these demands, and to provide a distinguishable level of service to the public and to properly support and provide leadership to library staff.

Looking at neighbouring municipalities with similar population sizes, operating hours and service points, it is evident that Perth East is one of the only libraries of its size with a part-time CEO role. The most notable: West Perth Public Library, transitioned their part-time CEO role to full-time (37.5 hours) in January 2012. [See Appendix B.](#)

Current Duties of Library CEO

The Library CEO is currently responsible for the following tasks:

- Building management
- Email management
- Grant Applications
- Financial Management
- Health and Safety
- Library Board Management
- Other projects
- PEPL representation in the community
- Perth County Information Network (PCIN) Management Committee
- Physical and Online Resource Management

- Policy and Procedure Creation and Documentation
- Program Management
- Social Media and Website Management
- Staff management
- Statistical management
- Supply Management
- Technology Management

On average per month, the Library CEO attends the following meetings, a significant portion of these falling outside of their regular, allotted hours:

- At least one council meeting: ~one-three hours.
- One PEPL Board meeting: ~one to two hours.
- One PCIN Board meeting: ~one to two hours + commuting time
- PCIN management meeting: ~one to three hours + commuting time
- Township Management meetings (1/week): ~one to two hours.
- Friends of the Library: ~one hour.

Total: ~20 hours/month (including commuting time)

See a detailed outline of each of these tasks in [Appendix A.](#)

Opportunities with a Full-Time Library CEO

With additional hours in a week, the Library CEO would be able to successfully accomplish the following:

- Ontario Public Libraries Accreditation
 - The Ontario Public Library Guidelines were developed by the Ontario public library community to help improve the quality of public library service across the province. Public libraries who meet the guidelines requirements can request a formal audit and accreditation will be granted to those achieving a successful audit.
 - [Benefits of Accreditation for Ontario Public Libraries](#)
- Larger projects fulfilling the Library's Strategic Plan
 - Library Marketing Plan
 - New services and programming: expanding makerspace, increased community outreach
- Advocacy
 - Greater library representation at community events helping the library to become a more well-known resource and service in the Township.
 - Increased opportunities to build long lasting community partnerships, resulting in stronger sense of community overall.
 - Access to additional funding and grant opportunities.
- Increased involvement and contributions to PCIN
- More opportunities for professional development, improving the overall service of the library.

- Participation in a larger number of professional development tasks including conferences, webinars, EXCEL courses and certificates, the Library CEO can be better informed, continue to expand their skillset, and offer a greater level of service to the staff and the community as a whole.

Rationale for Transition from Part-time to Full-time Position for Library CEO

The current part-time allocation for the Perth East Library CEO position is no longer sufficient based on the duties required in the role. The following is rationale in favour of transitioning the Library CEO position from part-time to full-time status:

- The Library CEO is currently the only manager position in the Township employed part time, while operating the same number of hours as the administration office (five days/week, with a total of 41 hours).
- There are many tasks including Council and Library Board meetings, in addition to staff and building management that require work after hours. The Library CEO attends these in addition to the 25 hours/week they are paid for, and takes the time in lieu.
- Particular matters require timely responses and action i.e. staff concerns, public management.
- Based on an environmental scan, there are other Ontario public libraries with full-time CEOs that have a similar population size, operating hours and service points. See [Appendix B](#).
- Continuing to employ the Library CEO in a part-time role devalues the position and the Township service, and creates limitations on how much the role, and the service can continue to develop.
- A part-time role for the CEO of a township service stunts the Township's ability to attract new talent, knowledge and skills to the role.
 - If the individual sitting in the CEO position decides to take a leave temporarily or permanently, marketing a part-time role to new or established professionals is extremely difficult and less enticing for potential applicants. Offering a full-time position is more likely to draw qualified and dedicated individuals who are going to benefit, and be a positive asset to the Township as a collective.

Estimated Cost

Library CEO Analysis	Version 1 2021	SP Working Copy 2021
	PT 1300 hrs	Full Time 1820 hrs
Employee: 527 Grade 8 Step 2		
Compensation (Using 2021 Grid)		
Regular Pay	\$40,702.45	\$56,983.43
	\$40,702.45	\$56,983.43
Benefits (Using 2020 Rates)		
CPP	\$1,953.12	\$2,808.00
EHT Library	\$398.84	\$558.48
EI Part Time	\$899.60	\$1,197.82
PT Vac 6%	\$2,442.18	
Workers Comp Library	\$113.88	\$159.64
--Total--	\$5,807.62	\$4,723.94
--Total Compensation and Benefits--	\$46,510.07	\$61,707.37

Appendix A – CEO Tasks Detailed

The following is a list of the Library CEO's daily, monthly and yearly tasks in further detail:

Building Management

- Coordinates installation of new systems i.e. new HVAC unit, phone system, etc.
- Coordinates mandatory or unexpected maintenance projects i.e. electrical, plumbing, etc.
- Coordinates room rentals (including required paperwork, access to the building, etc.)

NOTE: much of the building management duties are required after hours, or when the service provider is available.

Staff Management

- Scheduling,
- Payroll
- Hiring
- Onboards and trains new staff, including:
 - Organizing job postings
 - Reading applications and formulating a shortlist
 - Interviews with potential candidates
 - Email correspondence with candidates
- Delegates and organizes staff tasks
- Initiates and hosts staff meetings

Financial Management

- Prepares yearly budgets in consultation with Township of Perth East's Finance Department
- Monthly, weekly, daily invoices
- Monthly petty cash statements and bank deposits
- Manages and documents asset and disposal records

Statistical Management

- Gathering and organizing monthly statistics
- 'Typical week' reporting (yearly)
- Reporting yearly statistics through the Annual Survey (spring)
- Ensures proper organization of files, documents, etc.

PEPL Representation

- Attends Council meetings and speaking to any library-related updates/issues
 - At least 1 meeting/month
- Attends monthly PCIN Management Committee meetings
 - At least 1 meeting/month
- Attends PCIN Board Meetings
 - 1 meeting/quarter

- Township Management meetings
 - 1 meeting/week
- SOLS Saugeen Library Committee Meetings
 - 1 meeting/quarter

Email Management

- Responding to stakeholders/partners requests,
- Responding to any concerns that arise via Board members, the public, staff, etc. **These matters often require timely responses.**

Grant Applications

Seeking out, and preparing applications for grant and funding opportunities, including:

- Young Canada Works (Winter)
- Canada Summer Jobs (Winter)
- Public Library Operating Grant (PLOG)
- Other grant opportunities that arise, i.e. Community Emergency Support Fund (COVID-19), Trillium ROOTS Foundation

Supply Management

- Keeps track of, and orders necessary supplies (office supplies, program materials, cleaning supplies, etc.)
- Seeks out quotes and vendors for the most economical options

Health and Safety

- Acts as a member of the Township's Joint Health and Safety Committee (JHSC)
- Conducts monthly Health and Safety inspections at the Township Admin Office and the Library Building with the Fire Marshall. The Library CEO records any Health & Safety concerns and provides these to Becky. The Library CEO then coordinates having these attended to/fixed. For example, there was a hole in the ceiling at the library entrance, the Library CEO measured and purchased vent cover and coordinated individual to install vent cover.
- Attends the JHSC meetings monthly at the PERC. These are typically 1-1.5 hours in length.
- With the COVID-19 pandemic, the need for a full-time CEO has become even more apparent as it has identified a need for more work related to policies and procedures for staff and patron safety and protocols. It has required navigating the regular duties of the role in addition to the ongoing changes and restrictions brought forth by the pandemic. During these times, it is helpful to have a full-time manager on hand to support staff when issues arise related to staff and patron safety.

Library Board Management

- Communicates any issues or important decisions with the Board.
- Prepares the agendas and takes the meeting minutes for the monthly Library Board meetings.
 - Ensures the Township Clerk receives all documents corresponding to Board meetings including agenda package, meeting minutes, signed minutes.
 - Uploads agenda to the library website

Resource Management

- Physical resources
 - Coordinates ARP with Library Services Center (LSC).
- Online resources
 - Coordinates with Stratford Public Library
- Assessment of collections to ensure they're meeting community needs
- Delegates Collection HQ work, regular maintenance, weeding - ensures it's on track

Policy and Procedure Creation & Documentation

- Creates new policies and procedures as necessary e.g. COVID-19 policies & procedures
- Regularly reviews approved policies to make any amendments and receive approval from the Board.
- Looks to policies and procedures to guide and justify decision-making.

Social Media and Website Management

- Provides guidance, training and resources to library staff on the website and social media strategy
- Delegates and coordinates staff to regularly monitor and update the website
- Regularly reviews and adjusts website and social media to ensure audience is being engaged and that we're reaching our community.

Program Management

- Works with staff to develop timely and relevant programming
- Ensures library programs are properly marketed
- Ensures programs align with library's mission and values statement, progresses strategic plan.
- Works with summer program coordinator and assistants to develop, market and execute summer reading programming.

Technology Management

- Details any technological issues that arises at PEPL to tech contacts at Stratford Public Library i.e. wifi issues, computer troubleshooting, antivirus, computer purchasing, updates to software, server issues, etc.
- Assists staff in troubleshooting basic technology issues with circulation and public computers, public requests, etc.

Perth County Information Network (PCIN) Management Committee

- PEPL CEO is the Chair for the PCIN Management Committee, meaning they are responsible for the following:
 - Creating the agendas for the management committee meetings (monthly), and leading the meeting
 - Leading the PCIN Management Committee meetings,
 - Creating agendas for the PCIN Board Meetings (quarterly),
 - Writing the management reports to be including in the PCIN Board meeting agenda package, and speaking on behalf of the PCIN Management Committee,

- Producing the meeting minutes for the PCIN Board Meetings

Other projects:

- Partnership projects as they arise e.g. with the PERC, the Optimist Club, and other local organizations.
- Seeking out other opportunities for new programming, expanding service offerings i.e. mobile wifi hotspots, online resources, makerspace, etc.

Appendix B

Environmental Scan of Full Time CEOs in Libraries Similar to Perth East (based on 2018 data)

Library	Full time (FT) vs. Part time	Resident Population Served	Active Cardholders	Number of Service Points	Total Weekly Hours of Operation
Brighton Public Library	FT	11,844	2,425	2	59.5
Brock Township	FT	11,642	2,670	3	77
Hawkesbury	FT	10,263	2,343	1	57
Meaford	FT	10,990	4,633	1	48
Mohawks of Akwesasne	FT	9,869	4,706	1	46
Pembroke	FT	10,867	2,020	1	54
Severn Township	FT	11,719	867	1	31
West Perth	FT	8,865	1674	1	44

Perth East Public Library Specs

Total Resident Population Served

12,261

Active Cardholders

1,123

Number of Service Points

1



Board Self-Evaluation Tool

Statement of Purpose

In order to assist PEPL Board members through the Evaluation process, Board members are encouraged to fill out the chart below.

Please rate each item on a scale of one to five according to your opinions on how the Board as a whole has worked. One equals disagree, five equals strongly agree.

Statement	Ranking
1. How well has the Board done its job?	
The board has a 3-5 year strategic plan or a set of clear, long range goals and priorities	
The board has a 1 year operational/business plan	
The board gives direction to staff on how to achieve goals by setting or referring to policies	
The board ensures that the Library's accomplishments and challenges are communicated to stakeholders	
2. How well has the Board conducted itself?	
Board members are aware of what is expected of them	
It appears board members come to meetings prepared	
Written reports are received by the board in advance of meetings	
All board members participate in important board discussions	
We do a good job of encouraging and dealing with different points of view	
We all support the decisions we make as a board	
the board has a plan for director education and further board development	
<i>Continued on next page.</i>	

Policy Type: Governance

Policy Number: GOV-05

Approval Date: January 12, 2010

Last Reviewed: July 9, 2019

Next Review: July 2023

Statement	Ranking
3. The Board's relationship with the Library CEO	
There is a clear understanding of where the board's role ends and the CEO's begins	
There is good 2-way communication between the board and CEO	
The board trusts the judgement of the CEO	
The board has informed the CEO of the kinds of information and level of detail it requires about the organization	
The board has developed formal criteria and a process for evaluating the CEO	
The board evaluates the CEO's achievement of the strategic goals and adherence to policy	
the board ensures that the CEO is able to take advantage of professional development opportunities	
4. The Board's relationship with the Board Chair	
The board has discussed the role and responsibilities of the Chair	
The Chair is well prepared for board meetings	
The Chair is skilled at managing different points of view	
The Chair knows how to be direct with an individual (board member or staff) when their behaviour needs to change	
The Chair is effective in delegating responsibility amongst board members	
The working relationship between the Chair and the rest of the board is professional, respectful, and trusting	
5. Performance of Individual Board Members	
I am familiar with what is in the library's by-laws and governing policies	
When I have a different opinion than the majority, I raise it	
I support board decisions once they are made even if I do not agree with them	
I promote the work of the library in the community at all opportunities	

Policy Type: Governance

Policy Number: GOV-05

Approval Date: January 12, 2010

Last Reviewed: July 9, 2019

Next Review: July 2023

Statement	Ranking
I stay informed about issues relevant to our mission and bring information to the attention of the board	

Policy Type: Governance
 Policy Number: GOV-05
 Approval Date: January 12, 2010
 Last Reviewed: July 9, 2019
 Next Review: July 2023



Personnel Policy

Definitions

In the Perth East Public Library Board Personnel Policy,

- a) "Board" means the Perth East Public Library Board
- b) "Employer" means the Perth East Public Library Board
- c) "Library" means the Perth East Public Library
- d) "CEO" means the Chief Executive Officer of the Perth East Public Library Board
- e) "Employee" means any person employed by the Perth East Public Library Board
- f) "Permanent Employees" are those given permanent appointment to staff after satisfactory completion of a probationary period.
- g) "Casual Employees" are those employed on an irregular basis for temporary replacement of, or supplement to, permanent employees
- h) "Contract Employees" are those employed under such conditions and for such a period of time as specified in a formal contract signed by both Employer and Employee.

General information

- All employees are employed by the Perth East Public Library Board. Personnel policies and practices are established by the board.
- The personnel employed by the library constitute an important resource for the provision of high quality public library service. Important contributions to the service are made by all staff members. The library will provide the best service when it employs competent personnel, provides for staff development activities, and establishes policies and working conditions which are conducive to high morale and which enable each staff member to make the fullest contribution to the library's programmes and services.
- It is the desire of the members of the Perth East Public Library Board to make clear the duties and responsibilities of each employee, to compensate each employee in accordance with his or her duties and responsibilities, and to follow employment practices which enhance library service.
- In all employment practices, the Perth East Public Library Board subscribes to the provisions of the current *Employment Standards Act of Ontario* and the current *Ontario Human Rights Code*, and the *Municipal Freedom of Information and Protection of Privacy*.

Responsibilities of the Board

1. The board hires, evaluates, sets the level of remuneration for, and, if necessary, dismisses the CEO.

Policy Type: Operational

Policy Number: OP-09

Approval Date: June 8, 2010

Last Reviewed:

Next Review: November 2020

- a. The board supports the CEO and is available to her or him when necessary.

Responsibilities of the CEO

1. The CEO hires, evaluates, promotes and, if necessary, dismisses all other employees of the library, with the approval of the board.
2. The CEO establishes and maintains personnel procedures and directs the training and development, performance evaluation, salary administration and discipline of staff.
3. The CEO recommends staff compensation levels and salary administration policies for approval by the board.
4. The CEO advises the board on staffing requirements.
5. The CEO prepares work and vacation schedules and authorizes leaves of absence.

Job Descriptions

1. A written job description shall be developed for each staff position. The CEO's job description shall be prepared by the board. All other job descriptions shall be prepared by the CEO, in consultation with the person holding that position (if applicable). A job description shall include the following:
 - a. job title;
 - b. qualifications required;
 - c. salary range;
 - d. hours to be worked;
 - e. specific tasks;
 - f. supervisory responsibilities;
 - g. record keeping and reports;
 - h. accountability.
2. Job descriptions shall be reviewed annually and updated as required.
3. A copy of the job description shall be filed by the CEO in the library's personnel file, a copy given to the employee, and a copy added to the personnel policy manual.

Eligibility for Employment

1. Desirable qualities and qualifications of a prospective employee shall be based on the responsibilities and requirements outlined in the job description for the position being filled. Such qualities and qualifications may include:
 - a. education,
 - b. special training,
 - c. basic skills,
 - d. experience,
 - e. potential,
 - f. personality, and
 - g. compatibility

Policy Type: Operational

Policy Number: OP-09

Approval Date: June 8, 2010

Last Reviewed:

Next Review: November 2020

These may be determined on the basis of the written application, the personal interview during which a test of skill may be given, and personal and professional references. They shall be set by the board for a prospective CEO and by the CEO for all other prospective employees.

2. To help ensure that staff appointments and subsequent administrative decisions are made in the best interests of the library, a person who is a member of the Perth East Public Library Board shall not be considered for appointment to the library staff. In addition, an employee of the library cannot be supervised by a member of his/her family, including families in common-law relationships, or share a common supervisor with a family member.
3. The provisions of the *Ontario Human Rights Code* shall be followed, including non-discrimination towards prospective employees for reasons of race, creed, colour, age, sex, sexual orientation, marital status, nationality, ancestry, or place of origin.
4. In considering appointments to temporary positions, preference shall be given to applicants whose qualifications should make them eligible for appointment to the permanent staff.

Notice of Vacancies

1. When vacancies occur or new positions are created, the CEO (or the board, when recruiting a new CEO) shall ensure that notice thereof, outlining the position and qualifications required, shall be shared in newspapers, the Library's website, the Library's social media, the Township's website, and in a bulletin to be posted in the library at least one week prior to the appointment being made.
2. When vacancies occur or new positions are created, all members of the staff shall be notified, and those who possess the necessary qualifications shall be considered for appointment.

Interviewing Candidates

1. No employee of the library shall be hired without a personal interview. A prospective CEO shall be interviewed by a special committee of the board. All other prospective employees shall be interviewed by the CEO.
2. The CEO may choose to involve board members and/or supervisory staff in the interview process in the form of an interview committee.
3. When preparing to conduct interviews, the following guidelines shall be considered:
 - a) Establish criteria for selecting candidates based on the job description and desirable qualities
 - b) Evaluate applications and prepare a short list of candidates to be interviewed
 - c) Make an interview appointment with each candidate
 - d) Before the interview, provide each candidate with a copy of the job description for the position
 - e) To ensure fairness, each candidate should be asked the same basic questions
 - f) Candidates should be encouraged to ask as well as answer questions

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- g) Rates of pay and benefits relating to the position should be specified
- h) Categories by which candidates should be evaluated should include interpersonal skills, education and training, work experience, special skill
- i) Personal and professional references should be checked before a final decision is made
- j) Following the interviews and reference checks, a decision should be made promptly. Both successful and unsuccessful candidates should be notified as soon as possible.

Letter of Agreement

1. When a person is employed by the board, he or she shall receive from the CEO (or, in the case of a newly hired CEO, from the board) a written statement outlining the agreement reached by the employee and the library.
2. The statement shall indicate:
 - a) congratulations and welcome to the library staff
 - b) the library's decision to hire the employee for the particular position
 - c) that the employee will initially be hired on a probationary basis for a specified number of months
 - d) the date and time the employee should be present to begin work
 - e) the hours of work
 - f) the rate of pay, benefits and vacation during and after the probationary period
 - g) the length of notice required according to board policy in case of termination or resignation
3. A copy of this statement shall be filed by the CEO in the library's personnel file.
4. The employee shall also receive a copy of the Board's personnel policy statement and a copy of the job description for the position.

Probationary Period

1. An initial probationary period of **three** ~~six~~ months shall be established for each position on the library staff during which the employer shall have an opportunity to assess the new employee's suitability for the position. The employee will also decide whether this new job appeals to them.
2. Any problems that occur during the probationary period shall be documented by the CEO (or in the case of a probationary CEO, by the board) and discussed with the employee. The employee shall be provided with an opportunity to improve.
3. The probationary period may be extended for an additional three months to ensure that the employee is suited to the position.
4. Written reports on how the new employee is or is not able to meet the requirements of the job shall be prepared regularly by the CEO. These reports shall be given to the employee and a copy filed in the library's personnel file.

Orientation and Training

The CEO shall ensure that time is spent with new employees during the first few days on the job, including:

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Policy Number: OP-09

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- an orientation to the library building, services and organizational structure.
- a detailed examination of the job description and the library's personnel policy
- step-by-step training on procedures for specific tasks.

Hours of Work

- Regular work hours shall be assigned when hiring a new employee. Changes shall be agreed upon by the Board and CEO.
- Each employee is entitled to take a fifteen-minute rest break after working for three hours.

Salaries and Wages

The board recognizes that the library has an important investment in its staff, and that staff turnover can be costly and wasteful in terms of lost efficiency, time and resources.

Grading and rate of pay

The salary of the CEO should be comparable to that of other municipal department heads, taking into consideration qualifications and experience. Other library staff should be paid on a scale in relation to the salary of the CEO and other comparable municipal positions.

Salary increases

The Perth East Public Library follows the Pay Grid developed by the Township of Perth East. Cost of living increases applied to the Pay Grid upon approval of the Council of the Township of Perth East shall be applied to library staff effective January 1 of each year.

Pay period

Under normal circumstances, employees of the library shall be paid **every two weeks.**

Salary and Wage Scales

- The board shall set the salary scale for the position of CEO and the CEO shall set the salary and wage scales for all other positions, subject to approval by the board.
- Each salary and wage scale shall consist of a range of incremental steps.
- A new employee shall be appointed at the minimum salary or wage of his or her range, but the CEO may recommend an appointment at a rate higher than the minimum assigned to the category if the following conditions exist:
 - the qualifications and experience of the applicant exceed those for beginning in the category
 - the budget of the library permits the payment of a salary or wage higher than the minimum
 - it is clearly in the interests of the library to pay a salary or wage higher than the minimum
 - the salary or wage does not exceed the maximum attached to such position

Benefits

- In accordance with federal law, the board contributes on behalf of its employees toward the Canada Pension Plan (CPP) and to the Employment Insurance (EI) system of Human Resources Development Canada.

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- The board shall contribute through an Employers' Health Tax to the Ontario Health Insurance Plan (OHIP), on behalf of its employees as required by current provincial legislation.

Payroll Deductions

Deductions shall be made from each pay, where applicable, for the following:

- Income tax,
- Employment Insurance, and
- Canada Pension Plan, in accordance with government requirements and schedules.

Statutory Holidays

Each employee of the library is entitled to statutory holiday pay for the following holidays: New Year's Day, Family Day, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Monday, Christmas Day and Boxing Day.

Annual vacation

In accordance with the provisions of the current *Employment Standards Act*, all employees of the Perth East Public Library shall be paid 4% of their wages as vacation pay to be paid out on December 31 of each year.

Leave of Absence

1. Under special circumstances leaves of absence may be granted by the board for the CEO, and by the CEO for all other employees of the library. The conditions for a leave of absence are outlined [in the section below](#). Requests for a leave, other than those specified in this section, must be referred by the CEO to the board, or to the chairperson acting on behalf of the board, who will decide if the request will be granted and, if so, under what conditions.
2. Leaves of absence, as may be granted under the terms of this policy, shall be considered as continued service by the employee.

Conditions for Leave of Absence

Leave without pay

- Pregnancy leave/Parental leave -- Employees shall be eligible for seventeen weeks unpaid pregnancy leave if she has been employed for at least 13 weeks preceding the estimated day of delivery. An additional eighteen weeks of unpaid parental leave is available to either parent to care for newborn and newly adopted children, in accordance with the provision of the current *Employment Standards Act*.
 - Note: During this leave, the employee may be entitled to special Employment Insurance (EI) benefits. Maternity benefits, which are available only to the natural mother, cover a 17 week period while parental benefits can be collected for up to 10 weeks by both natural and adoptive parents while they are caring for a newborn or adopted child.

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- Military Duty -- a leave without pay may be granted for military duty (eg Reservist Leave for the Canadian Forces). When the employee returns, he or she will be reinstated to the same position if it still exists or to a comparable position if it does not

Leave with pay

- Special leave -- an employee who is prevented from working a scheduled day due to having to serve on a jury, or serving as a subpoenaed witness shall be paid the difference between the pay received for such service and the pay that otherwise would have been received from the board.

Workers' Compensation

All employees of the board shall be covered under the provisions of the Workers' Compensation Act during the performance of their regular duties. The premiums shall be paid by the board.

An employee must report immediately to the CEO any injury sustained while at work.

Performance Evaluation

- Regular performance evaluations of each employee shall be carried out to review and evaluate the employee's work performance and to provide an opportunity to discuss job expectations.
- Permanent employees shall be evaluated at regular twelve month intervals. Probationary employees shall be evaluated every three months. Any employee may be evaluated more frequently if this is judged necessary by his or her supervisor.
- The board shall evaluate the performance of the CEO, and the CEO the performance of all other employees.
- Performance evaluations shall be conducted privately. They shall follow a standard format, and comments and results shall be recorded on a standard form.
- The evaluation should determine whether the employee is doing a satisfactory job, in accordance with the related job description, and whether the employee meets other job expectations such as punctuality, attitude, personal demeanor, and aptitude. The written evaluation form should record the employee's accomplishments, areas requiring improvement, and job-related goals for the period extending to the next evaluation.
- The employee shall sign the evaluation form to indicate that he or she has been made aware of its contents. The employee shall be provided with a copy of the evaluation, while the original copy shall be retained in the library's personnel file.

Work outside the library

- Employees may from time to time be called upon by the board or by the CEO, as part of their regular duties, to attend meetings or to conduct other library business outside of the library premises. Such business may include:
 - trips to Ontario Library Service headquarters
 - trips to workshops
 - trips to local and out-of-town dealers to acquire materials for the library collection

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- visits to schools and to other local institutions to promote the library or to discuss library-related business
- Any reasonable expenses incurred by an employee in carrying out such duties shall be reimbursed by the board

Training and Development of Staff

Recognizing the benefit to the library operation of a staff that is well-trained and whose skills and knowledge are expanded and kept up-to-date, the board shall encourage its employees to continue their education and professional development through participation in formal courses, workshops, conferences, or observing in other libraries.

The board shall give full support to requests from employees wishing to enhance their library expertise by enrolling in the EXCEL certificate programme. This support may include the payment of course fees and the use of library facilities to complete assignments.

- An employee wishing to participate in a training and development event or program shall make application in advance to the board. The application should provide details of the event or program, an indication of how the employee's participation will benefit the library, a detailed account of what related expenses the employee may wish the board to cover, and agreement to submit a written report so that all staff and trustees may benefit from the experience.
- If, in the judgment of the board, an employee's application is reasonable and of potential benefit to the library, the board may, depending on budgetary and staffing considerations:
 - grant a leave of absence with pay of up to five days, or a leave of absence without pay for a longer period of time;
 - agree to cover the cost of some or all of the following: tuition, registration, materials, travel and accommodation, upon the employee successfully completing each course.
- In drafting its annual budget estimates, the Board shall make provision for the training and development of employees.

Replacement Personnel

In cases where a regular employee is absent from the library due to illness, leave of absence or duties outside the library and where in the opinion of the CEO that employee's duties inside the library must continue to be performed, the CEO may either:

1. temporarily reassign the duties of the remaining staff,
or where this is not practical
2. temporarily extend the paid hours of permanent or part-time staff for the required period of time.

Grievances

In the event of dissatisfaction or complaints concerning working conditions, salary, workload, or interpersonal conflicts, an employee shall take the following steps:

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Last Reviewed:

Next Review: November 2020

1. the employee should discuss the complaint with the CEO, who shall make every effort to resolve the problem immediately.
 - a. If the problem is still unresolved in a reasonable time, the employee should put the complaint in writing and submit it to the CEO.
 - b. If the problem remains unresolved, the employee should direct the grievance in writing to the Library Board Personnel Committee.
2. When a grievance is directed to the Personnel Committee, the Personnel Committee may grant a hearing to the parties involved. The Personnel Committee shall notify the parties involved, in writing of its decision concerning the grievance.

Disciplinary Action

- The board expects all library employees to conduct themselves in the performance of their duties in a professional manner and in a way which reflects well on the library as an important and respected institution in the community.
- The board considers the following to be unacceptable conduct on the part of its employees:
 - being rude to patrons
 - being absent without leave
 - unauthorized use of library property to his/her own benefit
 - breach of confidentiality and trust
 - insubordination to the Library Board or Library CEO
 - actions that detract from the reputation of the Library or the Library Board and Staff
 - contravention of Library Board policy.
- The CEO shall ensure that the unacceptable nature of such conduct is immediately brought to the attention of any employee found responsible, and shall demand that the offending conduct not be repeated.
- For serious or repeated infractions or unacceptable conduct, the CEO shall draft a written agreement, to be signed by the employee, outlining means for improvement within a specific time frame.
- In the event that the measures outlined in paragraphs 3 and 4 fail to resolve the problem, the CEO shall consider taking steps towards dismissal of the employee.

Dismissal of Employee

- The CEO may terminate the employment of any employee for just cause, subject to the approval of the board.
- Notice of unsatisfactory performance will be communicated to the employee along with suggestions on how to improve performance to a satisfactory level.

Policy Type: Operational

Policy Number: OP-09

Approval Date: June 8, 2010

Last Reviewed:

Next Review: November 2020

- The employee's problems, as well as attempts to help him or her improve, shall be carefully documented by the CEO. All such documents shall be retained in the library's personnel file and shall remain the property of the library.
- Advance notice of termination in writing, or wages in lieu of advance notice, shall be given to the employee in accordance with the provisions of the current ***Employment Standards Act*** of Ontario.

Temporary Interruption of Earnings

In the event of unforeseen circumstances (i.e. COVID-19), where the library building closes and ceases normal operations:

- The Library CEO will work hard to provide opportunities for employees to continue their work from home or in the library building. Details of these activities are included in [Appendix A – Library Assistant Work Plan](#)
- Library staff will be given their Record of Employment (ROE) from the Township of Perth East should there be an insufficient level of work for everyone to complete, or when work conditions are unsafe.
 - ROEs will be given based on seniority and role level, starting with library pages, followed by library assistants. Employees who have worked at the library for the longest period of time will be the last to be given their ROEs.
- The Library CEO will continue to assess the need for to recall library staff. Employees will be recalled based on their seniority and role level, starting with library assistants, followed by library pages.
 - Should an employee who is “higher” on the seniority list decline the offer to return to work, the Library CEO will recall the next person on the seniority list.

Resignation of employee

Senior employees of the library shall be required to provide the board with four weeks advance notice of their intention to resign. All others are required to give two weeks notice.

Retirement

- An employee's normal retirement date is the last working day of the month of the employee's 65th birthday, however retirement is not compulsory.
- In the event that an employee may decide not to retire at age 65, he or she must give written notice of such decision to the CEO at least four months before the normal retirement date so that the board, on the recommendation of the CEO, can arrange to put the employee on annual contract with no loss of salary or benefits. The employee must then apply annually for renewal of the contract and such application will not be unreasonably refused.

Policy Type: Operational

Policy Number: OP-09

Approval Date: June 8, 2010

Last Reviewed:

Next Review: November 2020

Memberships in Associations

The board recognizes the value to the library of regular contact by the staff with individuals and events in the library community at large, particularly through participation in professional associations. The board, therefore, agrees to make provision in its budget estimates for:

- annual fees for the CEO for membership in the Ontario Library Association; and
- all reasonable expenses, including travel, accommodation and such other out-of-pocket expenses that may be incurred, for the CEO, or members of the staff appointed by the CEO, to attend meetings and workshops of Library Administrators.

Personnel files

- The CEO shall keep a complete and up-to-date file on each employee. The file shall include:
 - a. résumé or completed application form
 - b. letter of agreement or contract
 - c. correspondence concerning the employee
 - d. job evaluation forms
 - e. job description
 - f. emergency information (OHIP number, next of kin)
 - g. record of current salary and increments
 - h. any other relevant documentation the employer or employee wishes to add.
- An employee wishing to view the contents of his or her own file must submit a written request and set an appointment. An employee may view the contents of his or her own file and may add material to the file in the presence of the CEO and a member of the Library Board Personnel Committee.
- All personnel files are the property of the library.
- All personnel files shall be kept confidential.

Policy Type: Operational

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Appendix A – Library Assistant Work Plan

Purpose

This work plan provides a list of tasks Library Assistants can complete to remain on payroll in the event that we end up having to re-close due to the COVID-19 pandemic, or for any other extenuating circumstances.

Tasks

- Website maintenance
- Social media content development
- Alternate programming: brainstorming, development and implementation
 - book clubs,
 - live story times,
 - grab and go activity kits (requires staff time to come up with ideas + also assemble)
- In-house cleaning and weeding
- Community Outreach
 - Contactless/socially distanced homebound visits
 - Distribute activity kits to post office, home hardware, etc. – source out other locations in Perth East Community.

Policy Type: Operational

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Public Art Display Policy

Statement of Purpose

The Perth East Public Library encourages individuals to use the library's display cabinet to showcase their work so that the community is aware of and supportive of the variety of talented artists in Perth East.

Eligibility

- Applications for exhibits must be made through the Library CEO and will be processed in such a manner as to provide a variety of displays for the public.
- Library exhibits are viewed by children and adults who have various degrees of maturity; therefore, exhibits on display must meet standards established by the library personnel.
- Library personnel reserve the right to reject any exhibit in full, or in part. Priority will be given to artists who live in Perth East.

Display Length

- Permanent use of the display area is not permitted by any individual.
- Exhibits will typically be limited to a period of one month with definite display dates established in advance.
- It is the responsibility of the exhibitor to set up and remove the exhibit in accordance to the established schedule. If assistance is required, it is the exhibitor's responsibility to provide such assistance as Library staff will not normally assist in the set up or removal.

Additional Information

- Artists are encouraged to post a statement about their works.
- The Library's insurance policy covers only items owned by the library. All exhibitors are required to sign an [Exhibit/Display Agreement](#), which releases the library from responsibility for any items in the exhibit.

Policy Type: Operational

Policy Number: OP-19

Approval Date: October 11, 2011

Last Reviewed: February 9, 2016

Next Review: November 2020



Appendix A -- Exhibit/Display Agreement

Name of Artist

Address

Phone

Month Artwork is to be displayed

Type of Artwork to be displayed

Considerations

- The artwork to be displayed must be approved by the Library CEO. Permission for display may be rejected if the artwork is of questionable nature.
- Artwork will be displayed for a one month period of time. Displays are to be removed on the agreed upon date.
- All displays are to be set up and taken down by the artist. If assistance is required, it is the responsibility of the artist to make arrangements for assistance.
- The display cabinet is kept locked at all times and will only be opened by Library Staff.
- The method of displaying the artwork must be approved by the Library CEO such that the display cabinet is not damaged in any way.
- The library will not be responsible for any theft or damage. The Library's insurance policy covers only items owned by the library and will not therefore apply to artwork owned by the exhibitor.
- Artwork is for display purposes only. The library does not take items on consignment.

Policy Type: Operational

Policy Number: OP-19

Approval Date: October 11, 2011

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- Please notify the Library CEO at least two weeks in advance if you are unable to fulfill your commitment to display your artwork. This will allow staff to offer the display opportunity to other individuals.

Signature of Artist

Signature of Library CEO

Date

Policy Type: Operational
Policy Number: OP-19
Approval Date: October 11, 2011
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