



Agenda
Orangeville Public Library Board

Wednesday, April 26, 2023, 5:00 p.m.
The Corporation of the Town of Orangeville

NOTICE

Due to the Mill Library renovations this meeting will be held at Alder Recreation Centre, TD Canada Trust Room 209 at 5:00 p.m.

Prior to the meeting, written comments may be sent to the Secretary of the Orangeville Public Library Board by email to jmoule@orangeville.ca. Such written comments will become part of the public record. Members of the public may access the meeting on the above-noted date and time by telephone (audio only) at +1 289-801-5774 Phone Conference ID: 234 210 761# . Please note that your full name and comments will be part of the public record and will be included in the minutes of the meeting.

Accessibility Accommodations

If you require access to information in an alternate format, please contact the Clerk's division by phone at 519-941-0440 x 2256 or via email at clerksdept@orangeville.ca

	Pages
1. Call to Order	
2. Disclosures of (Direct or Indirect) Pecuniary Interest	
3. Adoption of Minutes of Previous Meeting	4
Recommendations:	
That the minutes of the March 22, 2023, meeting be approved.	
4. Presentations	
5. Information Items	
Recommendations:	
That the information items be received;	
And staff proceed with Board events as directed.	
5.1 CEO Report	8
5.2 2023-03-31 Library Operating Financial Report	15
5.3 Friends of the Orangeville Public Library Sept 2022 Approved Minutes	16

5.4	Friends of the Orangeville Public Library April 2023 Draft Minutes	18
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6. Staff Reports

6.1	Report 23-04 Policy Review Plan 2023 – 2026 Term	20
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Recommendations:

That report 23-04, dated April 26, 2023, with respect to the Policy Review Plan, be received;

And that the Policy Review Plan dated April 26, 2023 be adopted.

6.2	Report 23-05 Building Reserve Fund	22
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Recommendations:

That report 23-05, dated April 26, 2023, with respect to the Library Building Reserve, be received;

And that the board approve the allocation of funds from the Library Building Reserve to cover the additional costs outside the contract for the renovation of 1 Mill Street:

- additional flooring to a maximum of \$ 25,000
- artistic branding to a maximum of \$ 25,000

subject to final approval by Council.

6.3	Report 23-06 Revisions to ByLaws	25
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Recommendations:

That report 23-06, dated April 26, 2023, with respect to the Procedure Bylaw Review, be received;

And that the Procedure Bylaw dated May 26, 2021 be repealed;

And that the Procedure By-law dated April 26, 2023 attached to the report as Appendix A, be adopted.

And that the 2023-2024 regular board meeting schedule be implemented as follows:

2023 Meeting Schedule			2024 Meeting Schedule		
1	Mar	22	1	Feb	28
2	Apr	26	2	Apr	24
3	May	24	3	May	22
4	Jun	28	4	Jun	26
5	Sep	27	5	Sep	25
6	Oct	25	6	Oct	23
7	Nov	22	7	Nov	27

6.4 Report 23-07 Update on 2023 Capital Budget

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Recommendations:

That report 23-07, dated April 26, 2023, with respect to the Update on 2023 Capital Budget, be received;

And that the board approve the allocation of an amount not greater than one third of the cost of the study to a maximum of \$ 75,000 from the Library Building Reserve; subject to final approval by council.

7. Correspondence

8. New Business

9. Date of Next Meeting

The next meeting is scheduled for Wednesday May 24, 2023.

10. Adjournment



**Minutes of Orangeville Public Library Board
The Corporation of the Town of Orangeville**

March 22, 2023, 5:00 p.m.

Members Present: S. Marks
B. Rea
J. Demczur (remote)
Councillor J. Andrews
Councillor T. Prendergast
P. LeBlanc (remote)
D. Waugh

Staff Present: D. Fraser, CEO
L. Tilly, Librarian Program & Research
K. Creelman, Librarian Public Services
J. Moule, Administrative Assistant
K. Carson, Librarian Collection and Systems
H. Savage, General Manager, Community Services

1. Call to Order

CEO D. Fraser called the meeting to order at 5:02 p.m. Brief introductions were made.

2. Elections

The CEO requested nominations for the position of Chair.

B. Rea nominated S. Marks for the position of Chair.

There being no other nominations for the position, the CEO declared Sheri Marks Chair of the Orangeville Public Library Board by acclamation.

The CEO requested nominations for the position of Vice-Chair.

Councillor J. Andrews nominated Councillor T. Prendergast for the position of Vice-Chair.

There being no other nominations for the position, the CEO declared Councillor Tess Prendergast Vice-Chair of the Orangeville Public Library Board by acclamation.

S. Marks assumed the Chair position at 5:30 p.m.

3. Disclosures of (Direct or Indirect) Pecuniary Interest

None.

4. Adoption of Minutes of Previous Meeting

Recommendation: 2023-008

Moved by B. Rea

Seconded by Councillor J. Andrews

That the minutes of the meeting on February 22, 2023 be approved.

Carried

5. Presentations

5.1 Library Board Inaugural Meeting - CEO D. Fraser

5.2 Library Board Orientation - CEO D. Fraser, K. Carson, K. Creelman and L. Tilly

5.3 Library Town Facilities, Alder and Mill - Project Manager Mark Hicks, Architect, D+H Architects Inc.

M. Hicks provided a brief update on the elevator replacement project.

Board to consider flooring options after a site visit. M. Hicks spoke to the Alder Library concept plan drawings.

6. Information Items

Recommendation: 2023-009

Moved by B. Rea

Seconded by Councillor J. Andrews

That the information items be received.

Carried

- 6.1 CEO Report**
- 6.2 Public Libraries Act RSO 1990**
- 6.3 Library Board Procedure By-law**
- 6.4 Strategic Plan Booklet**
- 6.5 Implementation Plan**
- 6.6 Approved 2023 Budget**
- 6.7 Potential Meeting Schedule**
- 6.8 2023.02.21 Media Release CFE-CFLA en-fr FINAL**

7. Staff Reports

7.1 Library Town Facilities

Recommendation: 2023-010

Moved by B. Rea

Seconded by D. Waugh

That report 23-03, dated March 22, 2023 with respect to Facilities – Status Report on Capital Projects, be received;

And that CEO D. Fraser correspond with Town facilities staff in regard to the potential changes to the entrance to the library at Alder (structural impact, fire and sound implications);

And that CEO D. Fraser seek guidance from Town Hall staff to clarify the process for the Board to access library reserves;

And that library staff arrange a tour (site visit) for board members of all library branches (Alder, Mill and the Train Station) prior to May 10, 2023.

Carried

8. Correspondence

None.

9. New Business

9.1 Notice of Motion

In accordance with Section 15 of the Library's Procedure By-law, notice is hereby provided that the following motion will be presented at the April 26 meeting of the Orangeville Public Library Board.

That Report # 23-XX, dated April 26, 2023 with respect to a review of the Procedure By-law, be received;

And that the Procedure By-law dated May 26, 2021 be repealed;

And that the Procedure By-law dated April 26, 2023 attached to the report as Appendix A be adopted.

CEO D. Fraser will survey the board members in regard to meeting time and date. Results will be shared and a staff report with recommended changes to the Procedure Bylaw will be put forward at the next meeting on April 26.

10. Date of Next Meeting

The next meeting is scheduled for April 26, 2023 at 5 p.m.

11. Adjournment

Meeting adjourned at 7:14 p.m.

Darla Fraser, CEO

Sheri Marks, Board Chair



CEO Report April 2023

As the seasons change to spring, we are seeing public libraries in the news locally as well as internationally. In all cases, libraries are working hard to protect intellectual freedom and freedom to read without censorship, for all. In Ontario, we are seeing protests against the inclusive drag queen storytimes. In the United States groups wishing to censor reading materials available to the public have now involved publishers in their campaign against public libraries. This week, CBC The Current reported US book banners are threatening funding for libraries and trying to run candidates to take over Boards. The trend in Ontario is slightly optimistic as some communities are experiencing greater support than resistance.

Libraries in the Spotlight and our values being impacted



TRUST

Shelved - Canadian television sitcom
March 6, [2023](#) on CTV
Tackling sensitive issues
Relax and laugh



**INTELLECTUAL
FREEDOM**

Freedom to read can never be taken for granted as well as the intellectual freedom to seek information without judgement.

Canadians were just encouraged to think about and reaffirm their commitment to intellectual freedom, a guarantee under the Charter of Rights and Freedoms.



INCLUSIVITY

A drag queen storytime in Woodstock, Ont., on March 23 was the most recent library event in Canada to be disrupted by protesters.

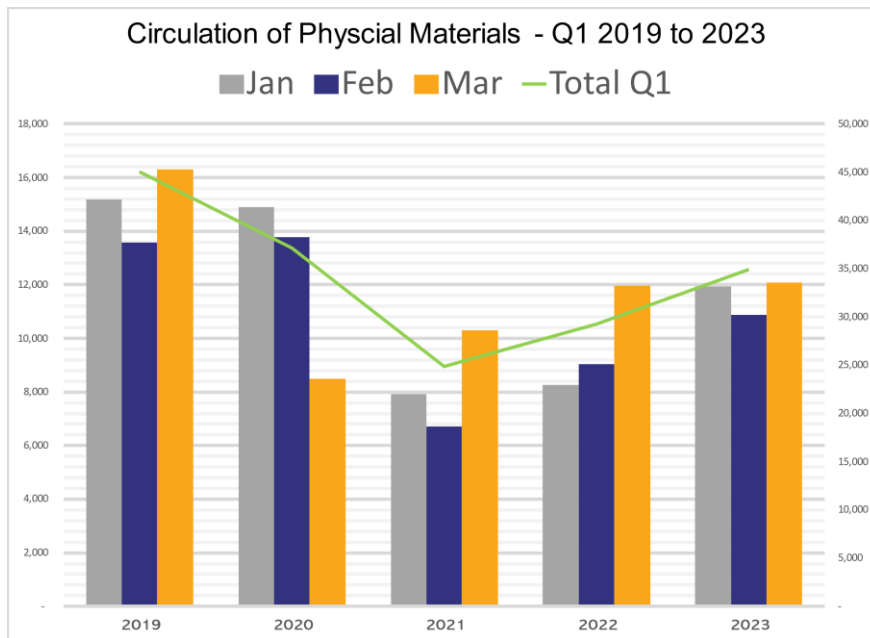
Good News: Supporters outnumber protesters at drag queen storytime in Woodstock, Ontario

Review of Operations

The Alder Branch and the Train Station are experiencing increased public demand. Evidence can be found in some of the metrics including another increase to the number of members (6,198 as of March 31, 2023).

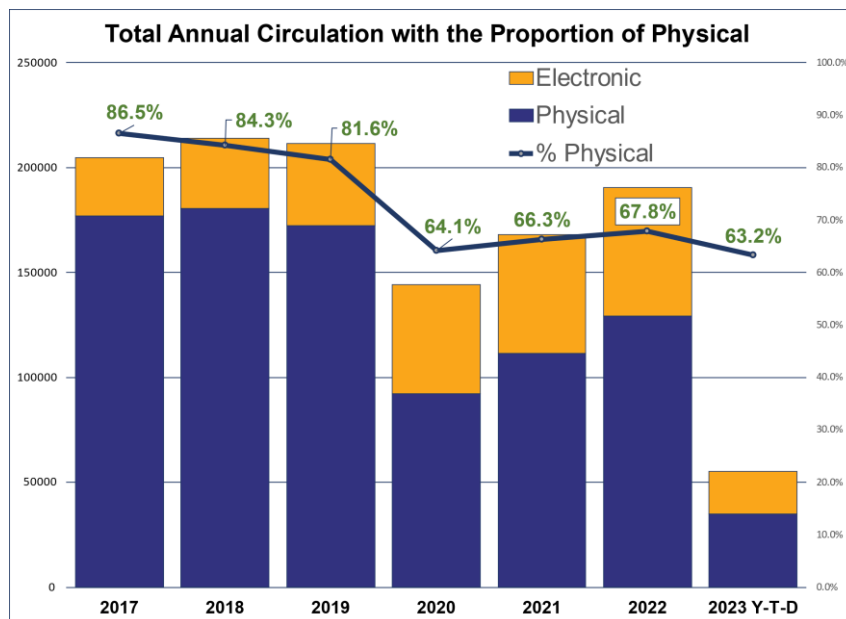
First quarter statistics and metrics indicate a strong start to the year – with circulation for the first quarter higher than in the past two years (COVID closures). Reminder that the library closed to the public on March 14, 2020, for the first of many closures.

Figure 1: 2019 - 2023 First quarter circulation of physical materials



Use of the electronic collection has risen year after year for the past six years. The line on the chart below depicts the ratio of physical items in the total circulation. Staff continue to monitor and work to ensure both collections are well utilized.

Figure 2: Total annual circulation with the proportion of physical



Not unexpectedly we are experiencing two trends: An increase to the number of non-traditional items borrowed and a significant decrease to the number of public access computer sessions.

Figure 3: Yearly public access computer sessions

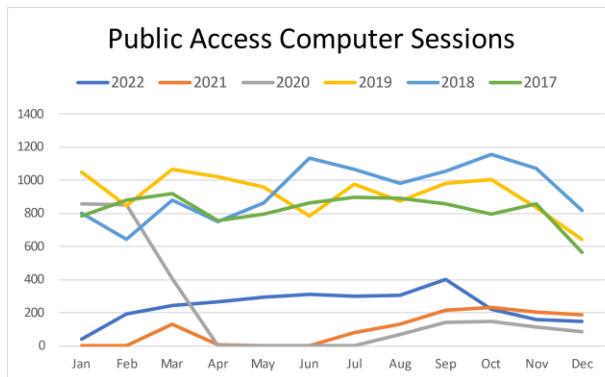
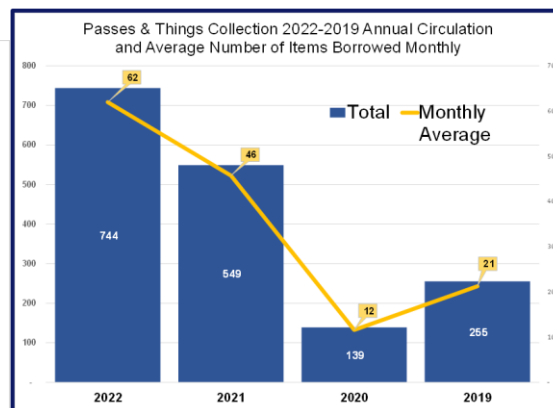


Figure 4: 2022-2019 annual non-traditional items borrowed.



Staff Development

G.L.A.D. day was held March 27th, this is one of the staff professional development days – named by staff as Grow, Learn and Develop @ the Library. We were able to introduce General Manager, Heather Savage to the team when she brought greetings from the Town. Feedback from staff was positive and 100% of respondents to the follow-up survey answered, “YES” when asked, “Did the GLAD Day presentations provide useful information that you can use in your daily duties?”.

Annual Survey of Public Libraries

Every year, the Ministry of Tourism, Culture and Sport requires that public libraries complete the Annual Survey of Public Libraries (ASPL). Operating statistics for 2022 are due on April 30th. Submission of the annual survey is the first step in the process to access the Public Libraries Operating Grant (PLOG). Once the process is complete, the Ministry will release \$ 30,708 in total – this amount has not changed since 1994.

Access to Reserves

Confirmed with Finance, the process for the library board to access the library reserves is two-fold:

1. The library board must pass a resolution to approve the transfer of funds from the reserve.
2. Then, since the reserve is technically a Town reserve (as noted on the audited FS), the board requires final approval from Council to use the funds.

Note: The Finance division will not touch the library building reserve unless the above process is complete.

Relationship Building

Staff are seeking direction for board events organized to build relationships and express appreciation.

Transparent and accountable decision-making processes – strong relations with Municipal Council

1. Library Board / Town Council BBQ
 - a. Recommend September 2023 (year one; June 2025 year three)

Cultivate a workplace culture that fosters creativity & innovation – appreciate all personal contributions to ensuring success of the library as a place for everyone to connect and discover, where learning and possibility allow each member to soar.

2. Board Appreciation Staff/Friends/Volunteers
 - a. Discuss timing - Once per term – 3rd year – plan for 2025

No honorarium or compensation for volunteer board members. Annual team building and recognition of time commitment to the Library/Town.

3. Board Luncheon (December)
 - a. Annual – local restaurant

Presentations

Arrangements have been made; the Board Chair and the CEO will be addressing the following Boards/Council as delegations on the agendas for the following meeting dates:

- | | |
|------------------------------|--|
| • Police Services Board | May 16 @ 5:00 pm |
| • Town of Mono | May 9 @ 9:00 am (<i>unconfirmed</i>) |
| • Township of East Garafraxa | May 9 @ 2:00 pm |
| • Township of Amaranth | May 17 @ 6:00 pm |

All meetings are open to the public and all board members are welcome.

Facilities

Library staff met with facilities personnel to discuss structural changes to the entrance of the Alder Library. The decision was made, at this point the library will make cosmetic changes only – add logo decal to the round blue wall and paint the grey door the gold colour (same as logo).

At Mill, good news is the work that continues to progress on the building with some features taking shape. The bad news is the delay in production of the elevator. Staff are cautiously optimistic for a late summer, early fall opening.

Establish working groups – (optional) Section 8 – Committees of the Board

Working/sub-committees may be appointed at the discretion of the Board. According to our Procedure By-law, the Board shall establish terms of reference and specific duties for each committee. Committees shall be limited in responsibility and power to advise the full board, unless specifically authorized to act on behalf of the board. Terms of Reference may be amended on the recommendation of the Committee and with the approval of the Board.

The Board consists of seven members only, and since 2010, the Board has dealt with most matters as a committee of the whole at regular and special meetings (one exception is the Steering Committee for the Strategic Plan).

The board may choose to cover the following topics under two different sub-committees. Terms of reference and specific duties for the two working groups need to be developed:

- ❖ Finance and Personnel – scope of work to include
 - Succession Planning
 - Consider removal of Overdue Fines (Fine Free Movement) – eliminate barrier to service; benefits in reduction of transactions and cash handling; reduction of revenue
 - Non-Resident Memberships with neighbouring municipalities. Explore alternative service arrangement.
- ❖ Technology – scope of work to include
 - Makerspace
 - Digital Strategy

Sector News

- [Federation of Ontario Public Libraries](#) (FOPL) – Annual General Meeting was held virtually on Friday, April 21st.
- [Canadian Federation of Library Associations](#) (CFLA)
- [Ontario Library Association](#) (OLA) – Membership in OLBA is being processed and more information will be forth coming.
- [Ontario Library Services](#) (OLS)
 - April News

Networking: Ontario Library Services Board Assemblies

At the February 24, 2021 meeting, the Board appointed board member S. Bergant to serve as the [Board Assembly](#) representative.

[Motion 21:08 Moved by Councillor Post](#)

[That the board receive the two correspondence items;](#)

[And that the board appoint Shelley Bergant as its representative on the Ontario Library Service Board Assembly for communities in the 20,000 - 39,999 category until 2022.](#)

Appointments are intended to serve until the end of the OLS Board's term in June 2024. Libraries do not have to change their board assembly representative. However, if that person is no longer on the library board or no longer wishes to be a BA representative changes can be made.

The board could consider reaching out to S. Bergant to confirm her wishes to remain a BA representative and if so, to formalize communications to ensure information is shared appropriately from both directions.

FYI - Board Assemblies provide library board members with opportunities to share information and hear how other boards deal with issues in governing a public library. They serve as a communication link between the Ontario Library Service and local boards. OLS staff members in attendance provide updates and share relevant board resources.

Training Opportunities

The Ontario Library Service continues to offer diverse training in all areas of public library service for staff and board members.

Visit [LearnHQ.ca](https://www.learnhq.ca) to browse course offerings (and for more details on each webinar), or [subscribe](#) to the [OLS Training Bulletin](#).

Managing Social Media Anger

Red Brick Communications will provide advice on managing social media discussions, particularly on Facebook - Tuesday, May 2 (10-11:30 am ET). There is a cost of \$50 for this webinar.

Governance 101: Library Board Training.

Over the last few months, OLS staff have offered board orientation sessions as

- a) recordings (posted in the Governance HUB),
- b) virtual Zoom sessions and at several locations around the province.

There are still a few in-person sessions available through April, May and June.

Two additional virtual training sessions have been added –

Thursday, June 15 (6:30-8:30 pm ET) and

Saturday, September 9 (10 am to noon)

Up and Coming Dates and Programs

- June 16th Board representation requested for the of the **Tales on the Trails** StoryWalk at Island Lake CVC. Orangeville Public Library is partnering with the Halton Hills Public Library and Credit Valley Conservation to display story panels in permanent fixtures along trails. The library supplies the stories (with proper permission for copy rights). Tales on the Trails is also available at the Terra Cotta CVC in Caledon.

- The 2023 theme for the **TD Summer Reading Club (TDSRC)** is “Check This Out” and it is all about facts and mysterious fiction; about exploring your neighbourhood, library, and the world; about having fun creating new things and discovering mysterious and intriguing stories gathered from near and far and from our imaginations.



Reading fun for kids, from
Canada's public libraries
tdsummerreadingclub.ca

- For the first time since 2019, [Battle of the Books](#) will take place in person at Alder Recreation Centre. The Intermediate Battle is on Wednesday, April 26, 9 a.m. for students in grades 7 and 8. The Junior Battle is on Wednesday, May 3, 9 a.m. for students in grades, 4, 5 and 6.
- [Storytelling Series: Sustainable Living Panel](#) - Thursday, April 27, 7 p.m. at Alder. Local community members Elizabeth Glenday, Heather Peters and Bruna Zarlenga will share practical strategies for living a more eco-conscious lifestyle including the best places to shop, how to reduce waste, and why doing these things matter. The evening will be moderated by Mark Whitcombe.
- [Coffee Conversation and Books](#) is presented in partnership with Grand Valley Public Library and Shelburne Public Library. - Join Brian Bixley, author of *Minding the Garden: Lilactree Farm* on Wednesday, May 16, 7 p.m. in the Atrium of Town Hall, as he explores the deep connections between gardening and other forms of art.
- **International Day Against Homophobia, Transphobia & Biphobia Author Spotlight** on Wednesday, May 17 at 7 p.m. in the Atrium of Town Hall. Featuring Stars Wars and Dungeon and Dragons bestselling author E. K. Johnson. Presented in partnership with Dufferin Child and Family Services GLOW Group.
- **Duckling Visit with author Carolyn J. Morris** - a special interactive storytime on Thursday, May 18, 10:30 a.m. at Alder.
- **Storytelling Series: Introduction to Astrology** - Join Kelly Surtees on Thursday, May 25, 7 p.m. at Alder for an introduction to astrology including what's in an astrology chart, essential features like the planets, Zodiac signs and houses, and how parts of a chart link to important topics like career, relationships, and identity.
- **Friends of the Library Pant and Book Sale** – Saturday, May 27, 8 a.m. to noon, outside the train station at 49 Town Line.

Library Operating
For period ending March 31, 2023

	2022 March YTD Actuals	2023 March YTD Actuals	2023 Annual Budget	2023 Variance \$	2023 Variance %
Operating Fund					
Library Services					
Revenues					
User Fees	(\$828)	(\$746)	(\$108,677)	(\$107,931)	99%
Grants	(5,786)		(33,950)	(33,950)	100%
Miscellaneous	(4,731)	(7,219)	(11,000)	(3,781)	34%
Other Fines and Penalties	(330)	(409)	(8,000)	(7,591)	95%
Total Revenues:	(11,675)	(8,374)	(161,627)	(153,253)	95%
Expenses					
Compensation	318,864	143,460	1,723,399	1,579,939	92%
Insurance	4,937	6,680	5,529	(1,151)	(21%)
Office Expenses	4,786	8,694	27,492	18,798	68%
Workshops and Conferences	4,070	7,449	18,016	10,567	59%
Advertising	127	568	8,670	8,102	93%
Professional Fees	(4,600)	(2,284)	5,000	7,284	146%
Programs	2,863	6,238	18,839	12,601	67%
Software Licence & Support	19,066	19,250	30,250	11,000	36%
Internal Allocation	5,545	4,298	30,487	26,189	86%
Maintenance and Repairs	5,417	7,683	73,607	65,924	90%
Service Agreements	1,580	1,510	7,461	5,951	80%
Utilities	3,811	3,205	21,731	18,526	85%
Transfers to Reserve	71,463	60,469	241,875	181,406	75%
Transfer to Capital			61,528	61,528	100%
Total Expenses:	437,929	267,220	2,273,884	2,006,664	88%
Total Operating Fund	426,254	258,846	2,112,257	1,853,411	88%

FRIENDS OF THE ORANGEVILLE PUBLIC LIBRARY

MEETING MINUTES, Tuesday September 6, 2022

Welcome from Jane to all returning members and new members Anita Rowland and Jennifer French.

Present: Present: Jane Lightle, Linda Banks, Bernice Beck, Sonia Close, Del Foxton, Lorna Herrington, Kathy Lamoureux, Dianne Large, Judy Proctor (Minutes), Kathryn Creelman

Regrets from Donna Norgaard, Ann Johnson, Julie Daley and Elaine Furger

Agenda and Minutes from April 5th meeting were adopted by Kathy Lamoureux, and Dianne Large seconded.

Treasurer's Report from Linda Banks: \$1,459.50 was raised from the Sprint Plant and Book Sale, Balance at present is \$5,030.38.

Donation of \$500.00 for Battle of the Books held in the Spring was approved at previous meeting. A cheque will be sent at this time. Thanks to Dianne for attending the Celebration lunch at Spencer Public School. Kathryn reported that it is hopeful that next year's Battle is back to "in person" and how much more difficult it was having it online.

The Harvest Bake and Book Sale is tentatively booked for Saturday, October 29, 2022. Unfortunately, this will have to be deferred until Spring of 2023 as there is a new elevator to be installed at the Mill St. location. The timeline is unknown at this time and construction will greatly impact available space. There will be a period of library closure, with expanded Alder Library hours.

Membership fees of \$5.00 are to be paid to Dianne.

Home deliveries continue and volunteers are needed. New clients are welcome.

Kathryn Creelman's Notes -

Open House – Saturday, October 1, 1 to 4 p.m.

Launch of Strategic Plan and rebranding with a new logo.

Looking for volunteers – food handlers, greeters, Friends to promote Friends of the Library - Kathryn will send a follow-up email

Discussion about the number of book bags available with the old logo. It was suggested that the bags be put on display and the price be reduced to \$5.00. Maybe donate any bags that are left to next year's Battle of the Books as gifts for the readers.

Board will be at Council on September 26. Friends are welcome.

Save the Date – Board / Friends / Staff Social – Friday, November 4 -location to be determined.

New puzzle Lending program has been a success

Great community support for the Poppy Project. Collecting poppies until the end of October and they will be added to the clock tower in time for Remembrance Day.

Programs

Three Book Clubs

1. 100% Certainty Book Club in partnership with Hospice Dufferin - facilitated by Stephanie Newall
2. Check-It Out Book Club - facilitated by Tina Andrews
3. Queer Village Book Club - facilitated by Kimberly Carter

Children's Storytimes begin the week of September 19.

Science Literacy Week - September 19-23 - Five virtual workshops with the University of Waterloo ESQ Team for children in grades 1 through 9

Makerspace

Planning continues for a new makerspace at the Alder Street location. The library has begun purchasing equipment for a creation lab, media lab and children's programs. Over the summer, shelving and the collection was moved to create new children's and teen areas.

In a recent survey, the community gave overwhelming support for the Mill St. Library.

There is a bulletin board near the stairs to the basement with FOPL news.

We have to find a balance of accepting old books, some of which are too old or not acceptable for re-sale as storage space is limited. There is a partnership with the Orangeville Food Bank to donate better quality books to them for distribution.

Next meeting: Tuesday, November 8th, 2022 at 10:15 a.m.

February 7th, 2023 and February 11th are tentative dates for the next Bake and Book Sale

Friends of the Orangeville Public Library

Minutes: Tuesday, April 4th, 2023

Present: Jane L, Linda B, Sonia C, Jennifer F, Dianne L, Anita R, Elaine F, Judy P, Jane F, Kathryn C.

Regrets: Ann J, Del F, Laurel F, Julie D, Gillian N, Donna N

1. **Welcome:** Jane L welcomed everyone, including our newest members Anita & Jennifer.

2. **Agenda and the Minutes** from September 6th, 2022 meeting were approved.

3. **Treasurer's Report:** Linda B reported a balance of \$4530.38. She noted that a service charge of \$2.50 per month is significant. Elaine mentioned that she and Gillian had previously tried to have that amount reduced as our group is a volunteer committee but with no luck. Jane L will contact local banks and credit union to see if we can find a better option. She will report her findings at our next meeting.

4. Discussion:

i) Battle of the Books

Lauren Tilly provided an update on this year's Battle plans. Based on feedback from schools, the battle dates are scheduled on Wednesdays; April 26th (Intermediate grades 7-8) & May 3rd (Junior grades 4-6) from 9 – noon. Six schools are participating in each battle. It was decided that we will donate \$350.00 to support book purchases for the loot bags. All in favour, motion carried.

Volunteers: We NEED more help to make this event a success! 8:30 – 12:30pm

May 26th – Jane L, Jane F, Judy P, Elaine F, (Donna N?)

May 3rd – Judy P, Elaine F, (Donna N?)

Jane will send out a reminder email to FOPL members to see if others are available to volunteer for each Battle of the Books event. Updated list will be sent to Lauren T.

ii) **Our plant and book sale** is scheduled for Saturday, May 27, 2023; 8am- noon. It will be held at the train station location. Discussion followed with regard to donated books and how to manage advertising. Kathryn will address concern with two stage promotion starting with plant sale, then adding book sale closer to the date with a statement included - "book donations are not needed at the time."

Volunteers: We NEED more help to make this event a success too!

7:30am Set up: Jane L, Jennifer F, Kathryn C,

8am -10 am: Jane L, Elaine & Bob F, Anita R, Kathryn C.

10am - noon: Dianne L

iii) **Other Matters:**

Jane had members sign a note of appreciation for the meeting refreshments provided by the Library Board. She also mentioned that our three local libraries will be involved in the upcoming 'International Plow Match' on September 19-23, 2023. Anita R and Jane F indicated an interest.

5. What's happening at OPL?

Kathryn Creelman (Public Services Librarian):

Kathryn thanked FOPL for supporting the October Open House and also for assisting with wrapping presents for 'Stories with Santa'.

She also described the Centre for Equitable Library Access (CELA) which provides access to reading materials (e.g., Daisy Readers) to those with vision or physical disabilities. Kathryn also reminded us of the 'Homebound Delivery' program that continues to take place, such a valuable and appreciated resource in our community!

Here is a brief outline of upcoming OPL events:

- Earth Month event - an art-based workshop on Sat Apr 22 at 2:30pm Alder location with Climate Action Dufferin involved (35 spaces available).
- Storytelling Series celebrating Earth Month is hosting a panel discussion with Heather Peters speaking about the eco lifestyle and how to make changes. It is scheduled for April 27th at 7pm.
- Teen Club is being replaced with After School Club to extend the age range. They will be participating in Earth games and creating seed bombs.
- Mayor Lisa Post will be a special guest for storytelling on April 20th.

*Visit the OPL website <https://calendar.orangevillelibrary.ca/> for more details.

Kathryn also let us know that the elevator replacement and renovation work at Mill Street branch continues with a mid-2023 completion date at the moment.

6. Next FOPL Meeting: Tuesday, June 13, 2023 - 10:15 am @ Alder Branch

7. Adjournment: 11:15 am

The Corporation of the Town of Orangeville

Report to Library Board



To: Chair and Members of the Board
From: Darla Fraser, Chief Executive Officer
Date: April 26, 2023
Report #: 23-04
Subject: Policy Review Plan 2023 – 2026 Term

Recommendation:

That report 23-04, dated April 26, 2023, with respect to the Policy Review Plan, be received;

And that the Policy Review Plan dated April 26, 2023 be adopted.

Purpose:

The purpose of this report is to provide the board with a plan for the review of the various library policies over the 2023 - 2026 term of office.

Background:

The Orangeville Public Library is governed by a seven-member board appointed for a term of four years by Town Council. In accordance with the Public Libraries Act, R.S.O. 1990, c. P44, s. 3(3), the Orangeville Public Library is under the management and control of the library board. The library board has the sole authority and responsibility for establishing policy.

As a governing body, an important function is the development and monitoring of policy. The board is responsible for developing, reviewing, and amending all policies to ensure clear direction for the efficient operation of the library.

A schedule outlining the policy review plan is presented below with recommended dates for the review of each library policy. Generally, each policy will be reviewed once every four years. However, the schedule is a suggestion only and there may be situations that require a change.

#	Library Board Policies	Type	Review Date	Year
1	Procedure By-law	Board	Apr	2023
2	Code of Conduct for Council, Local Boards and Committees	Town	May	2023
3	Unattended Children Policy	Public	May	2023
4	Procurement Policy	Town	Jun	2023
5	Personnel Policy	Town	Jun	2023
6	Accessible Customer Service Policy	Public	Sep	2023
7	Information Services Policy	Public	Sep	2023
8	Donations & Sponsorship Policy	Operational	Oct	2023
9	Rules of Conduct & the Rzone Policy	Public	Oct	2023
10	Children and Youth Services Policy	Operational	Nov	2023
11	Homebound Delivery Service Policy	Public	Nov	2023
12	Circulation (Borrowing) Policy	Board	Feb	2024
13	Local History Policy	Board	Jun	2024
14	Community Information Policy	Board	Sep	2024
15	Security and Emergency Policy	Operational	Oct	2024
16	Volunteer Policy	Board	Nov	2024
17	Room Rental Policy	Public	Feb	2025
18	Health & Safety, Violence & Harassment in the Workplace Policy	Town	Apr	2025
19	Planning Policy	Board	May	2025
20	Program Policy	Operational	May	2025
21	Collection Development Policy	Operational	Jun	2025
22	Records Management Policy	Town	Sep	2025
23	Proctoring Policy	Board	Feb	2026
24	Advocacy Policy	Board	Apr	2026
25	Use of Corporate Resources During an Election Policy	Town	Apr	2026
26	Public Internet Services Policy	Public	May	2026
27	Resource Sharing Policy	Operational	Jun	2026
28	Electronic Monitoring Policy	Town	Sep	2026
29	Right to Disconnect Policy	Town	Oct	2026

Financial Impact:

This review plan will have no financial impact on the existing budget, however the resulting policies may impact the budget. Any financial impact will be presented in the staff report accompanying the policy under review.

Prepared and respectfully submitted by, Darla Fraser, Chief Executive Officer

The Corporation of the Town of Orangeville

Report to Library Board



To: Chair and Members of the Board
From: Darla Fraser, Chief Executive Officer
Date: April 26, 2023
Report #: 23-05
Subject: Library Building Reserve

Recommendation:

That report 23-05, dated April 26, 2023, with respect to the Library Building Reserve, be received;

And that the board approve the allocation of funds from the Library Building Reserve to cover the additional costs outside the contract for the renovation of 1 Mill Street:

- 1) additional flooring to a maximum of \$ 25,000**
- 2) artistic branding to a maximum of \$ 25,000**

subject to final approval by Council.

Purpose:

The purpose of this report is to seek board approval to access funds from the Building Reserve for additional costs associated with the renovations at the Mill Street Library and not covered by the current contract.

Background:

For several years, as part of the library board's fiscal responsibility, it has been setting aside funds in a building reserve. As of December 31, 2022, the Building Reserve held a balance of \$ 477,550.

Lower-Level Flooring (Basement tiles)

In the 1980s, small (4" X 4") square pink tiles were installed throughout the basement, including the staff area (kitchenette and bathroom).

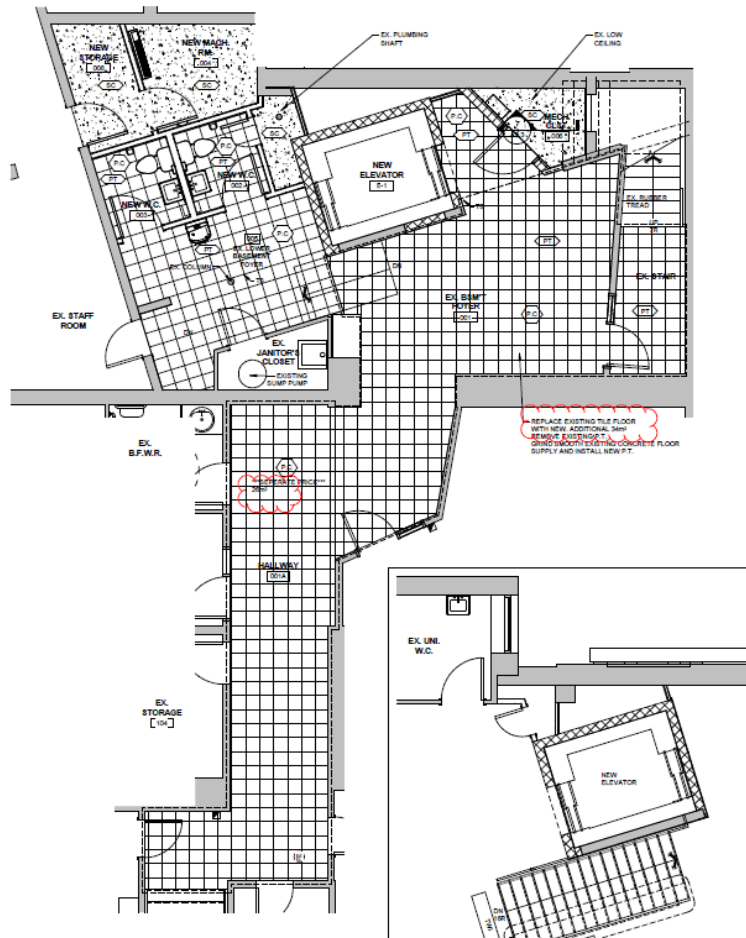
The creation of the new elevator shaft and washrooms required that the pink tiles in those areas be removed. The contract for this project covers the cost of replacing the tile in the affected area, however, this would result in two different types of flooring on the main landing of the lower level. This is an aesthetic issue as the existing flooring, although past its life expectancy, is not failing.

The additional flooring is to change the areas unaffected by the construction project:

- 1) The area between the contract area and the meeting room \$10,530.
- 2) Extend the entire hallway to the exit in the back alley \$ 7,956.
- 3) Staff area kitchenette and washroom \$ 8,000 (*unconfirmed*).

There is a cost saving factor to consider, the cost to change this flooring in the future will only increase, the most cost-effective means is to have this completed with the contractors on site.

If approved, the work will not be subject to the procurement policy as the time sensitive work would be completed by the contractor on-site and previously engaged by the Town.



Artistic Branding

In the lobby of the renovated library there will be a nine-foot living wall – it is believed to be the first in Dufferin County (*not confirmed*). This tourism worthy feature will be embellished with custom designed branding accents.

- 1) Living Wall \$ 15,000 (added as a change notice to the contract)
- 2) Books under the living wall \$ 5,000 (*unconfirmed*)
- 3) Book drop to a maximum of \$ 5,000 (*unconfirmed*)

For this additional work, we are seeking the ability to sole source as the library would like to engage the local company that completed the large book entrance to Storyland (Theatre Orangeville, 2016).

Financial Impact:

This will result in a reduction of the funds in the Library Building Reserve to a maximum of \$ 50,000.

Prepared and respectfully submitted by,

Darla Fraser,
Chief Executive Officer

The Corporation of the Town of Orangeville

Report to Library Board



To: Chair and Members of the Board
From: Darla Fraser, Chief Executive Officer
Date: April 26, 2023
Report #: 23-06
Subject: Procedural Bylaw Review

Recommendation:

That report 23-06, dated April 26, 2023, with respect to the Procedure Bylaw Review, be received;

And that the Procedure Bylaw dated May 26, 2021 be repealed;

And that the Procedure By-law dated April 26, 2023 attached to the report as Appendix A, be adopted.

And that the 2023-2024 regular board meeting schedule be implemented as follows:

2023 Meeting Schedule				2024 Meeting Schedule		
1	Mar	22		1	Feb	28
2	Apr	26		2	Apr	24
3	May	24		3	May	22
4	Jun	28		4	Jun	26
5	Sep	27		5	Sep	25
6	Oct	25		6	Oct	23
7	Nov	22		7	Nov	27

Purpose:

Section 238 of the Municipal Act, 2001 stipulates that every municipality and local board is required to pass a procedure by-law governing the calling, place, and proceedings of meetings. The procedure by-law must also provide for public notice of meetings.

The procedure by-law was last revised May 2021.

Approvals to proposed revisions are a two-step process – sometimes three – depending on debate.

Section 14 Amendment of By-law dictates that the motion to add, amend or remove a bylaw of the Orangeville Public Library Board must be presented as a “notice of motion” at least one meeting prior to being voted on. A notice of motion was presented at the March 22, 2023, meeting of the board.

Background:

Last revised in 2021, current review to include:

Cosmetic changes required (add new branding, and page numbers) and in keeping with the goals of the strategic plan, I offer the following for the board’s consideration:

Section 4: Size, Composition and Term of the Board

Recommend adding a line clarifying the process during years of municipal elections.

Section 4 - Last paragraph	Size, Composition and Term of the Board
May 2021 version	Proposed revision
The term of the board is concurrent with that of council, the Act, s. 10 (3).	The term of the board is concurrent with that of council, the Act, s. 10 (3) or until such time that a new board is appointed by council following a municipal election.

Meetings of the Board – Based on responses collected there is no change to the formula for date, time and location for board meetings, however, there is a change to the minimum number of meetings according to the PLA and section 11 will need to reflect this change.

Section 11 of the by-law outlines process for meetings of the board.

Section 11 Paragraph 4	Meetings of the Board
May 2021 version	Proposed revision
Regular meetings of the Orangeville Public Library Board shall be held at 5:00 p.m. on the fourth Wednesday of each month from January to June and September to December (both inclusive) unless such day shall be a legal, public or civic holiday, in which case the board shall meet at the same hour on a date agreed upon at a preceding meeting of the board.	Regular meetings of the Orangeville Public Library Board shall be held at 5:00 p.m. on the fourth Wednesday of the month for a minimum of seven meetings annually. Months for meeting to be held will be determined in advance, ensuring appropriate public notification is provided.

Regular meetings ... based on the results of the survey (table 1) Regular Meetings of the board shall be held at **5 pm** on the **fourth Wednesday** of the **months determined in advance ensuring a minimum of seven meetings annually**. Additional meetings can be called as a special meeting (see section 11.6).

11.6 Special Meetings

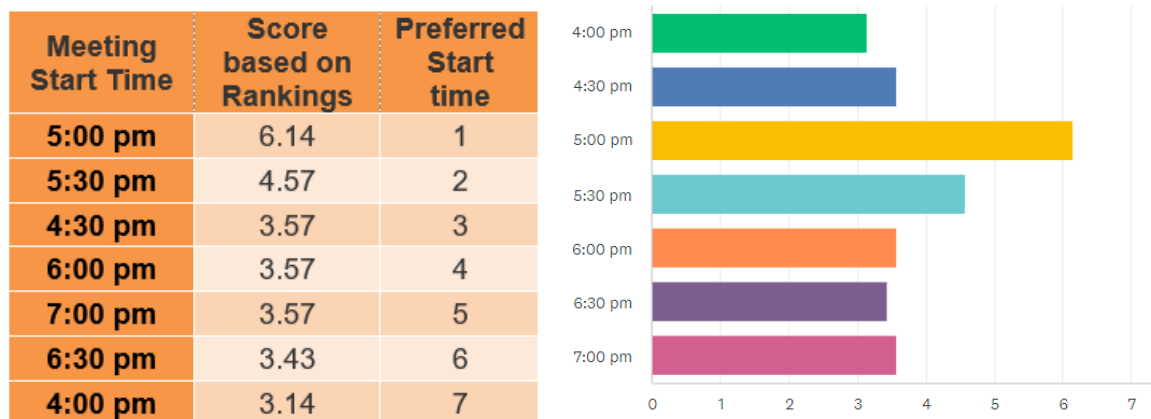
The chair or two members of the board may summon a special meeting of the board by giving each member reasonable notice in writing (email accepted), specifying the purpose for which the meeting is called which shall be the sole business transacted at the meeting.

Survey Results Start Time for Regular Meetings

Staff were directed to survey the board to determine consensus on the start times for regular meeting throughout the next term. A short survey was distributed on March 30th date and 100% response rate was achieved April 11th. Results are summarized below – further details are available from the CEO.

The survey asked respondents to "... rank the following meeting start times, from 1 (preferred at the top) to 7 (least preferred at the bottom) – results are presented below:

Table 1: Survey results



Members were also asked to review the proposed schedule for regular meeting dates for the next two years. Known conflicts are identified below:

2023	2024
March 22	February 28
April 26 – J. Demczur (possible late arrival; must leave by 7:20 pm)	April 24
May 24	May 22
June 28 – T. Prendergast and J. Demczur (absent with notice)	June 26– T. Prendergast (absent with notice)
September 27	September 25
October 25	October 23
November 22	November 27

Addition – Section 11.7 Order of Proceedings – add land acknowledgement

11.7 Order of Proceedings	
May 2021 version	Proposed change
<ol style="list-style-type: none"> 1. Call to order 2. Disclosures of (Direct or Indirect) Pecuniary Interest 3. Adoption of Minutes of Previous Meeting 4. Presentations 5. Information items (when available) <ol style="list-style-type: none"> a. Consisting of, but not limited to: <ol style="list-style-type: none"> i. Financial Report ii. Incident Reports iii. Statistical/Operational Reports iv. Sub-Committee Minutes (including Friends of the Library) 6. Staff Reports 7. Correspondence 8. New business 9. Closed meeting (Direction from closed meeting) 10. (incorporate into new business) 11. Date of Next Meeting 12. Adjournment 	<ol style="list-style-type: none"> 1. Call to order 2. Disclosures of (Direct or Indirect) Pecuniary Interest 3. Land Acknowledgement 4. Adoption of Minutes of Previous Meeting 5. Presentations 6. Information items (when available) <ol style="list-style-type: none"> a. Consisting of, but not limited to: <ol style="list-style-type: none"> i. Financial Report ii. Incident Reports iii. Statistical/Operational Reports iv. Sub-Committee Minutes (including Friends of the Library) 7. Staff Reports 8. Correspondence 9. New business 10. Closed meeting (Direction from closed meeting) 11. (incorporate into new business) 12. Date of Next Meeting 13. Adjournment

A land acknowledgement is a single act of reconciliation. Recent version of land acknowledgements have been inspired by the 94 Calls-to-Action published in the Truth and Reconciliation Commission of Canada report.

Acknowledging the land is an Indigenous protocol used to express gratitude to those who reside here, and to honour the Indigenous people who have lived and worked on this land historically and presently.

Current Town Version - Land Acknowledgement

“We would like to acknowledge the treaty lands and territory of the Williams Treaty Nations and the Mississaugas of the Credit First Nation. We also recognize that Dufferin County is the traditional territory of the Wendat and the Haudenosaunee and is home to many Indigenous people today”.

In keeping with our commitment to continuous improvement the following enhancements and topics have been identified for future discussion:

Term limits – currently no limit on the number of terms a member can seek appointment to the library board – some library systems set a limit on the number of terms to ensure equitable access to the volunteer opportunity for community members – hasn’t be an issue in Orangeville.

Job Description for board members – one approach to ensuring clarity of responsibility and diversity of skills

Representative of the community – difficult to control or ensure, however, there are other systems exploring strategies

Accreditation - accreditation is a process for boards, CEOs, and library staff to assess their governance, management, and services against best practices. Libraries can work with the guidelines to develop a comprehensive process and plan for improvement.

Financial Impact:

There is no specific financial impact to adopting this procedure by-law.

Prepared and respectfully submitted by,

Darla Fraser,
Chief Executive Officer



Procedure By-law

Board motion number:

Date of next review: April 2027

Date: April 26, 2023

Date of original motion: January 21, 1992

Policy type: Board

Chair's signature: _____

Supersedes: All other Procedure By-laws of the Orangeville Public Library

Purpose:

The Procedure By-law regulates the business of the Orangeville Public Library Board.

The follow items are addressed in this By-law:

Contents

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1. Name and Address

Orangeville Public Library Board
1 Mill Street,
Orangeville, ON L9W 2M2

2. Statement of Authority

The Orangeville Public Library is established in accordance with the ***Public Libraries Act, Revised Statutes of Ontario, 1990, chapter P.44***, hereinafter called “the Act” and is under the management and control of the Orangeville Public Library Board which is a corporation operating under the authority of the Act.

The Orangeville Public Library Board recognizes that the Act sets out procedures for the appointment of members of the board, the qualifications of members, term of membership, disqualification of members, and vacancies on the board.

3. Powers, Duties, and Responsibility

The powers and duties of the board are those described in the Act. In accordance with the Act, it is the responsibility of the board to:

- a) Provide, in co-operation with other boards, a comprehensive and efficient public library service that reflects the community’s unique needs;
- b) Provide library services in the French language where appropriate;
- c) Operate one or more libraries and ensure that they are conducted in accordance with the Act and the regulations;
- d) Make an annual report to the minister and make any other reports required by the Act and the regulations or requested by the minister from time to time;
- e) Take proper security for the treasurer; [Corporation of Town of Orangeville]
- f) Fix the dates and times for regular meetings of the board and the mode of calling and conducting them, and ensure that full and correct minutes are kept;
- g) Make provisions for insuring the board's real and personal property; [Corporation of Town of Orangeville]
- h) Appoint such committees as it considers expedient;
- i) Determine and adopt written policies to govern the operation of the board and library;
- j) Appoint a chief executive officer/secretary, and treasurer;
- k) Employ a chief executive officer who will have general supervision over and direction of the operations of the public library and its staff, will attend all board meetings, and will have other powers and duties that the board assigns;

- l) Work with the chief executive officer to prepare a budget adequate to carry out the library's goals and objectives and present this budget to municipal council;
- m) Ensure that the library is operated in accordance with the Act.

4. Size, Composition and Term of the Board

The Act specifies that library boards must have a minimum of five (5) members.

The Orangeville Public Library Board shall consist of at least five (5) citizen members appointed by the council of the Town of Orangeville and two council representatives.

- a) Citizen appointments must meet the qualifications set out in the Act. Excerpt taken online April 18, 2020 PLA R.S.O. 1990, CHAPTER P.44 2019, c. 14, Sched.12.

(1) A person is qualified to be appointed as a member of a board who is a member of the appointing council or,

(a) is at least eighteen years old;

(b) is a Canadian citizen or a permanent resident of Canada within the meaning of the Immigration and Refugee Protection Act (Canada);

(c) is,

(i) a resident of the municipality for which the board is established in the case of a public library board, a resident of one of the municipalities for which the board is established in the case of a union board, a resident of one of the participating municipalities in the case of a county library board, or a resident of the area served by the board in the case of a county library co-operative board,

(ii) a resident of a municipality that has a contract with the board under section 29,

(iii) a resident of the board area of a local service board that has a contract with the board under section 29,

(iv) a member of an Indian band that has a contract with the board under section 29, or

(v) a member of a second board that has entered into a contract with the board to purchase from it library services for the residents of the second board; and

(d) is not employed by the board or by the municipality or county or, in the case of a union board, by any of the affected municipalities. R.S.O. 1990, c. P.44, s. 10 (1); 2002, c. 18, Sched. F, s. 3 (9); 2019, c. 14, Sched. 12, s. 1..

- b) An appointed member will be disqualified and his or her seat will become vacant, in accordance with the Act, if the member:
 - i. Is convicted of an indictable offense;
 - ii. Becomes incapacitated;
 - iii. Is absent from the meetings of the board for three consecutive months, without being authorized by a board resolution;
 - iv. Otherwise forfeits his or her seat.

The term of the board is concurrent with that of council, the Act, s. 10 (3) or until such time that a new board is appointed by council following a municipal election.

5. Orientation of Members of the Board

The chief executive officer shall ensure that all new board members, at their first board meeting, receive an introduction to the library, its facilities, staff and services.

6. Officers of the Board

The officers of the board will be the elected chair and vice-chair.

The chair and vice-chair will be elected from among the board's membership. Each officer will serve in their elected position for a term of two-years. Elections will be held in January in year one and year three of the four-year term.

6.1 Chair

The chair of the Orangeville Public Library Board acts as an official representative of the library and in a leadership role to the board, ensures the proper functioning of the board and the proper conduct of board business, in accordance with appropriate legislation and prescribed rules of procedure.

In addition, the chair is responsible for:

- a) Presiding at regular and special meetings of the board in accordance with the Act and other relevant legislation, and with the rules of procedure adopted by the board;
- b) Serving as an ex-officio member on all board committees;
- c) Acting as an authorized signing officer of all documents pertaining to board business;
- d) Representing the board, alone or with other members of the board, at any public or private meetings for the purpose of conducting, promoting or completing the business of the board;

- e) Determining the responsibility of committees and to deal with matters that arise where it is unclear which committee has responsibility, subject to eventual confirmation by the board;
- f) Ensuring that vacancies on board committees are filled as expeditiously as possible;
- g) Approve the performance evaluation of the chief executive officer as prepared by the board;
- h) Advising the vice-chair, if for any reason, the chair is temporarily unable to perform these functions.

The chair, except in the case of a declared emergency by the Town of Orangeville, shall not commit the board to any course of action in the absence of the specific authority of the board.

6.2 Vice-Chair

In the absence of the chair, the vice-chair of the Orangeville Public Library Board acts as an official representative of the library and in a leadership role to the board, ensures the proper functioning of the board and the proper conduct of board business, in accordance with appropriate legislation and prescribed rules of procedure.

In addition, the vice-chair is responsible for:

- a) Exercising all powers and performing all duties of the chair, in the absence of the chair;
- b) Exercising such powers and duties as may, from time to time, be assigned by the board.

6.3 Chief Executive Officer

The board shall appoint a chief executive officer. Reporting to the library board, this position will provide leadership and direction to the library.

The chief executive officer is responsible to:

- a) Provide supervision and direction of the operations of the public library and its staff;
- b) Attend all meetings of the Orangeville Library Board as the liaison between the town's administration and the library board.
- c) Shall have the other powers and duties that the board assigns from time to time.

6.4 Secretary

The chief executive officer shall serve as secretary to the board and may delegate minute taking to other library staff.

The secretary is responsible for:

- a) Conducting the board's official correspondence;
- b) Keeping minutes of every meeting of the board.

6.5 Treasurer

The treasurer for the Town of Orangeville shall serve as treasurer to the board.

The treasurer is responsible for:

- a) Receiving and accounting for all of the board's money;
- b) Opening an account or accounts in the name of the board in a chartered bank, trust company or credit union approved by the board. Acting as one of ~~three~~ two authorized signing officers named on the board's bank account;
- c) Depositing all money received on the board's behalf to the credit of that account(s).

7. Board Spokesperson

The chair is the spokesperson for the board.

Individual members will not act or communicate on behalf of the board, unless delegated by the chair or approved by the board to do so.

8. Committees of the Board

The board may establish committees which may include but are not limited to:

- a) Finance and Personnel
- b) Planning and Policy
- c) Building
- d) Technology

The Orangeville Public Library Board shall be responsible for establishing terms of reference and specific duties for each of these committees.

Committees shall be limited in responsibility and power to advising the full board, unless specifically authorized to act on behalf of the board.

9. Reimbursement of Expenses

The Orangeville Public Library Board shall, with advance permission of the board and upon submission of receipts, reimburse its members for proper travelling and other expenses incurred in carrying out their assigned duties as members of the board. If permission of the board cannot be provided by the board in advance, expenses will be considered by the board and, if approved, will be paid.

10. Conflict of Interest

The *Municipal Conflict of Interest Act R.S.O. 1990, c. M.50* in conjunction with the code of conduct will govern members of the board. Each meeting agenda will provide an opportunity for members to disclose direct or indirect pecuniary interest in a matter as well as the general nature of that interest. The minutes will record any such disclosures. Once a disclosure is made, the member will not participate in discussion or voting on the applicable matter.

11. Meetings of the Board

The Chief Executive Officer shall call the inaugural meeting of the Orangeville Public Library Board in each new term upon receipt of the confirmation of appointments from the municipal clerk and a By-law from the municipal council.

In accordance with the PLA, the Library Board shall hold a minimum of seven (7) regular meetings each year of each term.

The bi-annual meeting of the Orangeville Public Library Board shall be held in January of year one and year three of the four-year term of office. The secretary shall preside and conduct the elections for the position of chair and vice-chair in accordance with *Robert's Rules of Order*. The chair shall assume the chair for the appointment of committee members.

Regular meetings of the Orangeville Public Library Board shall be held at 5:00 p.m. on the fourth Wednesday of each month. Months for meeting to be held will be determined in advance ensuring a minimum of seven meetings annually. Regular meetings will be held in the Orangeville Public Library – Mill Street Branch - boardroom. At the discretion of the chair, the time, day or place of board meetings may be altered.

11.1 Attendance

Regular attendance of all board members at board meetings is vital to the satisfactory conduct of board business. In the event that a member must be absent from any meeting, that member shall notify the chief executive officer prior to the day of the meeting.

Should a member be absent for three (3) consecutive meetings, the board shall consider the circumstances of the absence and either:

- a) Notify council that the seat is vacant, or
- b) Pass a resolution authorizing that person to continue as a board member.

11.2 Quorum

As the Orangeville Public Library Board is composed of seven members, four or more members shall constitute a majority of the members of the board. No business of the board shall be transacted except at a meeting at which a majority of the board is present.

Both in person and remote participants will be considered present when determining quorum.

Where a quorum is not present within fifteen (15) minutes after the hour fixed for a meeting, the secretary shall record the names of the board members present and the meeting shall stand adjourned until the next meeting or until a special meeting is called.

11.3 Remote Participation

It is acceptable to enable the use of technology allowing board members to remotely participate in meetings, in cases when members are not able to physically attend. Any such technology must enable real time participation (such as phone or video) and the identity of the person(s) remote to the physical space must be verified by those in attendance.

Meeting minutes will reflect that a meeting or member(s) is participating remotely. Motions may be made by board members attending remotely in the same way motions are tabled and discussed in person. Motions will be recorded and repeated for confirmation by the secretary and/or the minute taker.

In extreme and special circumstances, or at the call of the chair, board meetings may be fully electronic with all trustees participating remotely. In these rare cases, every attempt will be made to ensure fully electronic meetings be as open and accessible to the public as the in-person meetings.

11.4 Open to the Public

Except as provided in Section 16.1 (4) of the Act, all meetings of the board and its committees shall be open to the public.

A member of the public may address the library board through the delegation process. To address the board, any member of the public can request a delegation through the Administrative Assistant or the CEO, prior to official notification of the meeting (see section 11.12 Notification).

Requests to address the board received after official notification (i.e. the agenda package circulated to board members) will be considered for participation by the chair and may be rescheduled to a future regular or a special meeting of the board.

11.5 Closed to the Public

When the board determines that matters should be dealt with in the absence of the public or a staff member, prior to holding a closed meeting the board shall state by resolution:

- a) That the meeting is a closed meeting. The motion is not debatable and must be approved by a majority vote;
- b) The general nature of the matter to be considered;

- c) The specific provision(s) of the Act that permits the matter to be considered in a closed meeting;
- d) The chair shall call for disclosures of conflicts of interest.

Only votes for a procedural matter or for giving directions or instructions to officers, employees, or agents of the board or committee of the board or persons retained by or under contract with the board may be taken in a closed meeting.

At the conclusion of the closed meeting a motion must be moved, seconded and approved by a majority vote to return to a public session.

At the open meeting, a motion to confirm any direction given during the closed meeting shall be made.

11.6 Special Meetings

The chair or two members of the board may summon a special meeting of the board by giving each member reasonable notice in writing (email accepted), specifying the purpose for which the meeting is called which shall be the sole business transacted at the meeting.

11.7 Order of Proceedings

Meetings shall be called to order as soon after the hour fixed for a meeting as a quorum is present.

If notified by a majority of board members of their anticipated absence from a meeting, the chief executive officer shall notify all members of the board that the meeting is cancelled or rescheduled.

In the absence of the chair, the vice-chair shall preside.

The order of business for all regular meetings of the board shall be as follows:

1. Call to order
2. Disclosures of (Direct or Indirect) Pecuniary Interest
3. Land Acknowledgement
4. Adoption of Minutes of Previous Meeting
5. Presentations
6. Information items (when available)
 - a. Consisting of, but not limited to:
 - i. Financial Report
 - ii. Incident Reports
 - iii. Statistical/Operational Reports
 - iv. Sub-Committee Minutes (including Friends of the Library)
7. Staff Reports
8. Correspondence
9. New business
10. Closed meeting (Direction from closed meeting)
11. (incorporate into new business)
12. Date of Next Meeting

13. Adjournment

All business shall be dealt with in the order of the agenda unless otherwise decided by the board.

11.8 Conduct of Proceedings

It shall be the duty of the chair of the Orangeville Public Library Board to:

- a) Open meetings of the board by calling the members to order;
- b) Announce the business before the board in the order of which it is to be acted upon;
- c) Receive and submit, in the proper manner, all motions presented by the members of the board;
- d) Put to vote all motions that are moved and seconded in the course of proceedings, and to announce the results;
- e) Decline to put to vote motions that infringe the rules of procedure;
- f) Restrain the members, when engaged in debate, within the rules of order;
- g) Exclude any person from a meeting for improper conduct;
- h) Enforce the observance of order and decorum among the members;
- i) Authenticate, by signing, all by-laws, resolutions and minutes of the board;
- j) Inform the board, when necessary or when referred to for the purpose, in a point of order or usage;
- k) Represent and support the board, declaring its will, and implicitly obeying its decisions in all things;
- l) Receive all messages and communications and announce them to the board;
- m) Appoint members to committees;
- n) Ensure that the decisions of the board are in conformity with the laws and By-laws governing the activities of the board.

11.9 Rules of Debate

Robert's Rules of Order shall govern rules of debate in all circumstances not covered by this By-law.

In directing the course of debate, the chair shall:

- a) Preserve order and decide questions of order;
- b) Designate the member who has the floor when two or more members wish to speak;
- c) State all motions presented or require the secretary to read the motion before permitting debate on the question;
- d) Put the question to vote when all members wishing to speak to it have spoken once or when further debate will not serve to advance the business before the board;

In addressing the board, no member shall:

- a) Speak beside the question in debate;
- b) Reflect upon prior determination of the board except to conclude such remark with a motion to rescind such determination;
- c) Interrupt the member who has the floor except to raise a point of order;
- d) Speak more than once to the same question except upon the consideration of a report referred by a committee to the board for a decision, in explanation of a statement which may have been interpreted incorrectly, or with permission of the board after all other members so desiring have spoken;
- e) Speak or reply to a question for longer than five (5) minutes at the same meeting.

Any member may require the question or motion under discussion to be read at any time during the debate.

Every member present when a question is put to a vote shall vote thereon unless a member has declared a conflict of interest. A member who refuses to vote shall be deemed to vote in negative.

11.10 Motions

- a) A motion must be seconded before it can be debated, put to vote or recorded in the minutes;
- b) After a motion has been properly moved and seconded, it can only be withdrawn by a resolution approved by the board;
- c) A motion properly before the board must receive disposition before any other motion to amend, adjourn, extend hour of proceedings, or on a matter or privilege;
- d) Only one motion at a time to amend the main motion shall be allowed;
- e) A motion to adjourn is not debatable, cannot be amended, and if resolved in the negative, cannot be made again until after some immediate proceeding shall have been completed by the board;

- f) A motion for reconsideration of a question that has been decided upon may be made at any time by a member and until the motion for reconsideration has received disposition no further discussion of the question shall be allowed;
- g) Where a question consists of more than one proposal or part, with a majority vote, it may be divided with the result that voting and debate shall proceed on each part separately.

11.11 Voting on Motions

- a) The chair must vote with the other members of the board upon all questions and at the same time as the other members;
- b) Any question on which there is an equality of votes, for and against, shall be deemed to be a negative vote;
- c) Only committee members may move and second motions and vote in committee meetings. All board members may participate in discussions of matters before the committee;
- d) A separate vote shall be taken upon each proposal contained in a question divided with approval of the board;
- e) Voting shall normally be by a show of hands;
- f) Upon the request of a member who was present when the question was stated, a recorded vote shall be taken;
- g) As the CEO is not a member of the board, the CEO does not vote.

11.12 Notification

The board will set the following year's meeting dates each year by the December meeting.

Notice of meetings will be in the form of a written agenda accompanied by its supporting documents, including the date, time and location of the meeting.

12. Financial Year

The financial year of the Orangeville Public Library Board shall be from January 1 to December 31.

13. Audit

The accounts of the board shall be audited by auditors appointed by the Town of Orangeville as legislated by Section 296.(1) of the *Municipal Act, 2001, as amended*.

The chief executive officer shall annually receive copies of the library's audited financial statement from the treasurer, distribute a copy to each board member, and file two copies with the library's official records.

14. Amendment of By-law

A motion to add, amend, or remove a By-law of the Orangeville Public Library Board must be presented as a "notice of motion" at least one meeting prior to being voted on.

The Corporation of the Town of Orangeville

Report to Library Board



To: Chair and Members of the Board
From: Darla Fraser, Chief Executive Officer
Date: April 26, 2023
Report #: 23-07
Subject: Update on 2023 Capital Budget

Recommendation:

That report 23-07, dated April 26, 2023, with respect to the Update on 2023 Capital Budget, be received;

And that the board approve the allocation of an amount not greater than one third of the cost of the study to a maximum of \$ 75,000 from the Library Building Reserve; subject to final approval by council.

Purpose:

The purpose of this report is to provide the library board with an update to the 2023 budget and seek direction on next steps.

Background:

At the November 22, 2022 meeting, the board approved a change to their budget submission on the recommendation of the CAO and the Treasurer. The future library expansion (\$ 11 M for 2024) was removed from the 10-year capital plan based on the recommendation from the Library CEO which was based on direction by Town Staff. At the same time \$ 100,000 was added for a feasibility study. According to the budget approved by council the funds are allocated from the Library Building Reserve. This was not part of the motion approved by the board.

[Report #: 22-10 Subject: Revised Draft Capital Budget 2023-2032](#), dated November 23, 2022.

See excerpt below:

The revision requested by the Chief Administrative Officer and supported by the Treasurer calls for the removal of the \$11 million project from the 2024 capital estimates and the addition of \$100,000 for a feasibility study to be completed in 2023.

A feasibility study aims to provide an independent assessment that examines all aspects of a proposed project, including technical, cost analysis, funding options, floor plan options, site evaluations, conceptual designs, projected operational cost, and environmental considerations. The feasibility study is a logical request as it would take the project to the next level with a site-specific investigation.

The recommendation from the consultants (Orangeville Building and Branding Strategy) provides some general estimates, but those figures require greater scrutiny and updating. Orangeville Town Council [not staff] has the authority to change the estimates prior to approval. Typically, Town Council would provide some general direction and send the proposed budget back to the board for re-work if Council felt an adjustment was needed [this did not happen].

Regardless, [this was approved by council](#) and it has now been identified. It will be the decision of this board as to their level of the board support from the reserves to this capital project. The request has been revised to reflect to not more than one-third of the cost of the study to a maximum of \$ 75,000, as the library is an important component in this consideration of these key town assets.

The elevator replacement and lobby renovation of Mill Street is funded entirely through the Facilities division, representing a significant investment by the Town in library services. As owners of the project, this division, has been exceptional to work with. The facilities division also provides outstanding support to the library on a daily basis – we could not offer the services we do without their support.

The Finance division of Corporate Services Department will not touch the library building reserve without a resolution from the board supported by council.

Financial Impact:

The impact will be a reduction in the balance (currently \$ 477,550) of the Library Building Reserve in the amount approved by the Board.

Prepared and respectfully submitted by,

Darla Fraser,
Chief Executive Officer

Reviewed by, Rebecca Medeiros, Financial Analyst – Operations, Corporate Services