MEETING AGENDA
Stormont, Dundas and Glengarry County Library Board

Thursday, October 26, 2023, 5:00 p.m.
Council Chambers, Suite 321, 26 Pitt Street, Cornwall ON

Pages

Stormont, Dundas and Glengarry County Library Board

Minutes

September 28, 2023, 5:00 p.m.
Crysler Branch
16 Third Street, Crysler ON

Members Present: Margaret MacDonald, Chair; Tony Fraser, Vice-Chair; François Landry, James Algire; Jason Broad; Jo-Anne McCaslin; Lachlan McDonald

Members Absent: None

Staff Present: Rebecca Luck, Director of Library Services; Maureen Adams, SDG County CAO; Kate Miner, District Supervisor (District 1); Ian Nichols, Library Services Assistant (Temporary) Chrysler Branch; Cheryl Servais, Information Services Coordinator; Cassie MacDonell, Communications and Marketing Coordinator

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1. **Call to Order –** Meeting called to order at 5:06pm, followed by a Land Acknowledgement.

2. **Adoption of Agenda**

   Moved by Jason Broad
   Seconded by James Algire

   That the Stormont, Dundas and Glengarry County Library Board approves the Meeting Agenda, as presented.

   CARRIED

   2.1   Additions, Deletions or Amendments

   North Stormont Public School to be added to the Discussion Items (8g).

3. **Declaration of Pecuniary Interest** – None

4. **Adoption of Minutes**

4.1 Library Board Regular Meeting Minutes – June 8, 2023

Moved by Lachlan McDonald
Seconded by Jo-Anne McCaslin

That the Stormont, Dundas & Glengarry County Library Board approves the Minutes of the June 8, 2023 regular meeting, as written.

CARRIED

5. Delegations – None

6. Consent Items

Moved by François Landry
Seconded by Tony Fraser

That the Stormont, Dundas and Glengarry County Library Board approves all items listed under the Consent Items section of the Agenda, as presented.

CARRIED

6.1 Statistical Summary (Circulation) - June - August 2023

6.2 Statistics (Full) - April - June 2023

6.3 Financial Report - June - August 2023

6.4 Branch and Supervisors Reports - Summer 2023

6.5 Technical Services Report - Summer 2023

6.6 Communications & Marketing Report - Summer 2023

6.7 Community Librarian Report - Not available

6.8 Director of Library Services Report - Summer 2023

6.9 Correspondence

7. Action Items

7.1 Policy Review - Purchasing Policy

Moved by François Landry
Seconded by Tony Fraser

That the Stormont, Dundas and Glengarry County Library Board approve the Purchasing Policy, as presented.

CARRIED

7.2   **Policy Review - Financial Control and Oversight Policy**

Moved by François Landry
Seconded by Jason Broad

That the Stormont, Dundas and Glengarry County Library Board approve the Financial Control and Oversight Policy, as presented.

CARRIED

7.3   **2023 Communications and Marketing Plan**

Moved by Jo-Anne McCaslin
Seconded by Tony Fraser

That the Stormont, Dundas and Glengarry County Library Board approve the 2023 Communications and Marketing Plan, as presented.

CARRIED

7.4   **Volunteer Appreciation**

Moved by Lachlan McDonald
Seconded by James Algire

That the Stormont, Dundas and Glengarry County Library Board approve Option 1, as outlined in the Volunteer Appreciation report.

CARRIED

7.5   **Library Board Meeting Schedule**

Moved by Jason Broad
Seconded by François Landry

That the Stormont, Dundas, and Glengarry County Library Board approve Option 1, as outlined in the Library Board Meeting Schedule report.

CARRIED

8. **Discussion Items**

    8.a **Morewood Express Depot - Update**

    8.b **Dalkeith Express Depot - Update**

    8.c **TD Summer Reading Club**

    8.d **Community Outreach and Mobile Services**

    8.e **New Website - Update**

    8.f **OLA Conference**

    8.g **North Stormont Public School**

9. **In Camera**

10. **Adjournment**

Moved by Tony Fraser
Seconded by Jo-Anne McCaslin

That the Regular Meeting of the Stormont, Dundas and Glengarry County Library Board be adjourned, to meet again at the Call of the Chair.

CARRIED

_____ _____
   Board Chair/Vice Chair   Secretary

SDG Library

September 2023 Statistical Summary

Branch & Open Hours Per Week	Circulation					Borrowers	Visitors	New Patrons
	Print & A/V	eBooks & eAudiobooks	September 2023 Total	September 2022 Total	September 2023/2022 Difference			
Administration	237	9076	9313	8757	+6.3%	14	0	1
Alexandria (44)	2858	178	3036	3003	+1.1%	429	1287	31
Avonmore (20)	428	81	509	671	-24.1%	103	175	5
Chesterville (17)	928	122	1050	1286	-18.4%	150	284	5
Crysler (20)	1007	32	1039	699	+48.6%	114	568	6
Dalkeith Express	6	6	12	21	-42.9%	5	0	1
Finch (16)	446	43	489	293	+66.9%	75	156	5
Glen Walter Express	44	8	52	118	-55.9%	19	0	0
Ingleside (44)	1454	108	1562	1750	-10.7%	258	1255	7
Iroquois (20)	931	91	1022	990	+3.2%	169	526	5
Lancaster (44)	1592	98	1690	1768	-4.4%	243	658	7
Long Sault (30)	1394	111	1505	1664	-9.6%	258	688	24
Maxville (16)	586	60	646	644	+0.3%	91	257	10
Morrisburg (44)	1575	106	1681	1571	+7.0%	325	932	15
South Mountain (16)	791	93	884	723	+22.3%	135	225	10
St. Andrews Express	103	14	117	71	+64.8%	22	0	2
Williamsburg (16)	343	41	384	648	-40.7%	73	193	5
Williamstown (17)	852	70	922	663	+39.1%	119	198	6
Winchester (44)	1857	169	2026	1750	+15.8%	280	709	13
SYSTEM TOTAL	17432	10507	27939	27090	+3.1%	2882	8111	158

"Visitors" are members and non-members visiting a branch.

"Borrowers" are unique patrons checking out and renewing library materials.

* Administration Branch statistics for eBooks & eAudiobooks can be broken down into SDG Users at Counties Admin + Cloudlink users

eBooks & eAudiobooks	
cloudLibrary-Patron Usage	4843
cloudLibrary-Collection Usage	10507

SDG Library

Third Quarter 2023 Detailed Circulation Statistics

Branch & Open Hours per Week	English			French			Audio Visual	Inter-library Loan	Other	Magazines	eBooks & eAudio-books	Q3 2023 Total	Q3 2022 Total	Q3 2023/2022 Difference		Borrowers	New Members
	Adult	Juvenile	Teen	Adult	Juvenile	Teen											
Administration	518	80	85	19	25	0	23	6	10	0	28,438	29204	26018	+12.2%		0	4
Alexandria (44)	2591	2411	237	232	1276	12	1550	66	85	352	593	9405	9805	-4.1%		1272	88
Avonmore (20)	357	959	99	0	114	0	167	9	11	0	215	1931	2401	-19.6%		305	17
Chesterville (17)	1038	1137	125	1	71	0	486	15	20	70	324	3287	3591	-8.5%		458	24
Crysler (20)	752	558	357	122	930	20	223	7	38	4	105	3116	2291	+36.0%		353	25
Dalkeith Express	17	0	0	0	0	0	0	0	0	0	20	37	65	-43.1%		13	1
Finch (16)	257	887	46	3	55	3	37	8	14	0	155	1465	1050	+39.5%		216	16
Glen Walter Express	139	28	9	2	0	0	4	6	13	0	26	227	294	-22.8%		70	0
Ingleside (44)	1831	1649	211	58	250	1	537	103	89	230	329	5288	5763	-8.2%		836	37
Iroquois (20)	1251	1053	188	0	36	0	345	42	6	11	263	3195	3160	+1.1%		509	28
Lancaster (44)	2057	1712	117	87	279	0	815	10	34	133	320	5564	5458	+1.9%		786	51
Long Sault (30)	1588	1478	138	10	132	0	917	36	50	62	377	4788	4968	-3.6%		815	81
Maxville (16)	571	447	110	0	97	0	600	4	14	0	150	1993	1828	+9.0%		262	26
Morrisburg (44)	1443	2324	250	15	216	0	916	33	32	57	315	5601	5156	+8.6%		960	75
South Mountain (16)	823	1045	188	4	114	0	411	19	22	43	239	2908	2372	+22.6%		419	30
St. Andrews Express	124	59	9	5	7	0	78	0	2	0	31	315	230	+37.0%		60	3
Williamsburg (16)	411	501	84	0	17	0	264	9	18	94	128	1526	2213	-31.0%		240	13
Williamstown (17)	988	1350	38	5	241	0	388	2	21	105	233	3371	2393	+40.9%		371	25
Winchester (44)	1682	3067	216	4	229	0	833	36	65	109	476	6717	5556	+20.9%		928	76
SYSTEM TOTAL	18438	20745	2507	567	4089	36	8594	313	544	1270	32737	89938	84612	+6.3%		8873	620
	41690			4692													

"Borrowers" are unique patrons checking out and renewing library materials.

eBooks & Audiobooks		
Q3 2023	Q3 2022	Q3 2023/2022 Difference
32737	45406	-27.9%

Interlibrary Loans to Other Library Systems		
Q3 2022	Q3 2021	Q3 2022/2021 Difference
546	377	+44.8%

SDG Library

Third Quarter 2023 Detailed Activity Statistics

Branch & Open Hours per Week	Visitors	Ref. Question	Readers' Advisory	Outreach	Program Attendance			PAC Stations		
					Adult	Juvenile	Teen	PCs	Sessions	Hours
Administration	0	0	0	0	0	0	0	0	0	0.00
Alexandria (44)	4065	79	31	16	39	122	27	8	723	599.02
Avonmore (20)	837	3	4	0	10	142	0	2	42	52.59
Chesterville (17)	1030	1	1	0	11	59	0	3	84	41.09
Crysler (20)	1574	43	26	0	5	236	49	2	117	49.42
Dalkeith Express	0	0	0	0	0	0	0	0	0	0.00
Finch (16)	499	14	24	1	0	61	0	5	44	11.49
Glen Walter Express	0	0	0	0	0	0	0	0	0	0.00
Ingleside (44)	3441	29	125	44	261	317	0	4	207	180.35
Iroquois (20)	1735	37	85	7	6	221	0	2	121	125.47
Lancaster (44)	2291	29	22	0	83	55	0	1	119	80.20
Long Sault (30)	2172	19	29	0	218	86	0	3	152	56.37
Maxville (16)	820	3	3	0	96	68	0	2	29	42.01
Morrisburg (44)	3162	61	35	8	77	221	24	4	481	264.32
South Mountain (16)	938	6	27	2	0	102	0	2	57	31.11
St. Andrews Express	0	0	0	0	0	0	0	0	0	0.00
Williamsburg (16)	783	33	27	1	0	69	0	2	28	7.43
Williamstown (17)	844	15	9	0	14	124	3	1	18	11.23
Winchester (44)	2813	77	110	1	10	189	2	4	377	256.34
SYSTEM TOTAL	27004	449	558	80	830 / 3007	2072	105	45	2599	1808

Database Usage (Sessions)			
Database	Q3 2023	Q3 2022	Q3 2023/2022 Difference
Ancestry Library	85	95	-10.5%
Flipster	638	1042	-38.8%
Lynda.com	51	53	-3.8%
MasterFILE Elite	8	25	-68.0%
Novelist Plus & K-8 Plus	165	22	+650.0%
PressReader*	16043	17930	-10.5%
Teen Health & Wellness	0	0	
Kanopy [NEW]	1174	809	+45.1%
Mango	272	10	+2620.0%
World Book Kids	6	0	
Activity Center	21	0	

"Visitors" are members and non-members visiting a Library branch.

LIBRARY MONTHLY STATEMENT

For Period Ending 30-Sep-2023

	2023	2023	2023		2022
	ACTUAL	BUDGET	VARIANCE		YEAR'S ACTUAL
GENERAL FUND					
REVENUE					
ANNUAL PROVINCIAL FUNDING	0	-131,761	-131,761		-131,761
ONTARIO CAPACITY FUNDING	0	-1,500	-1,500		-3,076
STUDENT FUNDING	-8,152	-5,000	3,152		-4,193
OTHER FUNDING	0	0	0		-500
FEES & FINES	-10,198	-11,500	-1,302		-10,718
DONATIONS & SALES	-10,257	-7,850	2,407		-3,456
TRANSFER FROM RESERVES	0	-204,420	-204,420		-30,630
Total REVENUE	**-28,606**	**-362,031**	**-333,425**		**-184,334**
EXPENSES					
FULL TIME WAGES & BENEFITS	593,628	936,733	343,105		719,398
BRANCH WAGES & BENEFITS	591,137	793,444	202,307		814,755
STUDENT WAGES & BENEFITS	23,847	22,971	-876		22,384
BOARD MEETINGS & DEVELOPMENT	7,154	8,250	1,096		6,374
STAFF MILEAGE	7,629	6,200	-1,429		6,304
STAFF TRAINING & DEVELOPMENT	7,938	19,715	11,777		12,046
PRINT MATERIAL	93,948	175,500	81,552		115,083
DIGITAL BOOKS	61,690	95,000	33,310		78,999
DATABASE SUBSCRIPTIONS	46,915	62,761	15,846		44,105
MAGAZINES, PERIODICALS & LEASED BOOKS	6,608	13,217	6,609		8,046
SUPPLIES & EQUIPMENT	16,189	28,603	12,414		27,719
PHONES & INTERNET	39,289	57,688	18,399		48,341
PROMOTIONS & WEBSITE	73,552	87,000	13,448		9,354
PUBLIC PROGRAMS	4,436	11,500	7,064		9,017
COMPUTER PURCHASES	6,300	8,900	2,600		4,281
SOFTWARE SUPPORT	59,965	66,302	6,337		64,715
DELIVERY & OUTREACH VEHICLES	18,211	46,250	28,039		34,259
COPIERS & PRINTERS	5,197	10,000	4,803		11,651
COPYRIGHT & PERFORMANCES LICENSES	2,089	2,119	30		1,987
BRANCH CLEANING	2,509	10,000	7,491		38,168
BRANCH RENTS, INSURANCE & SECURITY	20,198	234,759	214,561		227,049
FURNITURE PURCHASE	63,965	84,200	20,235		49,747
AUDIT & LEGAL FEES	3,460	3,750	290		4,664
SPECIAL PROJECTS	15,853	41,150	25,297		81,934
SUPPORT FROM OTHER DEPARTMENTS	159,752	159,752	0		158,354
TRANSFER TO RESERVES	0	20,000	20,000		0
YEAR'S SURPLUS/DEFICIT	0	0	0		153,145
Total EXPENSES	**1,931,461**	**3,005,764**	**1,074,303**		**2,751,877**
Total GENERAL FUND	**1,902,854**	**2,643,733**	**740,879**		**2,567,543**

INFORMATION REPORT

PREPARED BY:	Kate Miner – District Supervisor (District 1)
	Jessica Lomberg – District Supervisor (District 2)
	Lorna Platts – District Supervisor (District 3)
PREPARED FOR:	SDG Library Board
LIBRARY BOARD DATE:	October 26, 2023
SUBJECT:	Branch & Supervisor Reports

DISTRICT 1

CHESTERVILLE BRANCH: (Jenn H.)
- The start of the school year caused traffic at the Chesterville Branch to slow down but visitors will return once families settle into the new routine.
- The Maker Lab's "Create it with Cricut: Tote Bag" program held in Chesterville was full. Participants were excited to create personalized tote bags. This program is sure to be a hit if hosted at other Branches in the future.
- Several new members have joined Chesterville's book club, "Book, Line & Thinkers." The club now has members ranging in age from the early teen years through to their eighties, which makes for a very interesting generational discussion. The Lighthouse Witches was discussed in October.

CRYSLER BRANCH: (Ian N.)
- Class visits made a triumphant return this September with eight classes ready to explore the world of books. We're booked solid with eager young minds ready to dive into reading adventures!
- We kicked off September with a kawaii bang by hosting a "Teen Anime Night" that left our young patrons 'otaku'-ing for more! With anime trivia, creative drawing, and shared watching, we transformed the library into an anime-zing haven.
- After showcasing musical instruments borrowed from our Makerlab, there's been a harmony of interest in these creative resources. Patrons are note-worthy for checking out these instruments, and our library is becoming a sound destination for music enthusiasts.

MAKERLAB/FINCH BRANCH (Josée C.)
- The MakerLab's new "Arts and Maths" program began with success and grew in time for its second session. Parents were happy with the material presented and little ones were proud of the crafts they made.
- The MakerLab received a new credenza unit to help with storage.
- A new MakerKit, the Sphero indis, has become available to book and we've received bookings for it already.
- Staff attended a wonderful day at the Bird Sanctuary for a StoryWalk and button-making day at the *Friends of the Sanctuary's* Kidzone. Staff kept receiving positive comments on the event and activities. In all, SDG Library received 96 visitors at this pop-up event

SOUTH MOUNTAIN BRANCH (Ginette T.)

- "Busy Squirrel Storytime" launched the fall session of programming. Stories, crafts, finger plays and a display of fall and squirrel-themed books were quickly checked out by patrons.
- Two travelling displays for SDG Reads were set up at the branch and sparked a lot of interest in the upcoming author event. The typewriter from one display started many conversations with patrons.
- A donation from the *Friends of the South Mountain Library Resources Centre* has been directed towards improvements in the children's section and the branch continues to receive these items.

WINCHESTER BRANCH (Rose D. and Chantal N.)

- Back to school time means back to Library-School connections. Winchester has reached out to the elementary and high schools of Winchester to reinstate connections and make new ones. This school year is set to be an exciting and busy one for the library!
- SDG Library is the place for homeschoolers too! Local families have been taking full advantage of library resources and services, using the space to meet other families to create positive socialization and find quiet study spaces.
- September also saw the return of Winchester's "Sit and Stitch" passive program. We've switched to bi-monthly meetups to allow more opportunities for friends to collaborate.
- Parents and tots are back too! We've re-introduced once loved early literacy kits, new sensory toys, and even have parents getting involved by playing library instruments and singing songs at "Stay and Play."
- "Start-A-Series: Read Along" launched aiming to encourage a love of reading by getting young ones hooked on the first novel in a series of short and action-packed stories.
- "TAG!" was also introduced offering leadership and volunteer opportunities to teens while also benefiting the community with youth program ideas, offering safe spaces to an underserved audience, and learning what teens want from their library.

DISTRICT SUPERVISOR (Kate J.M.)

- Regular scheduling, time sheets, board reports, and reports to Council (ongoing)
- Technology troubleshooting and support for staff and patrons (ongoing)
- Collection maintenance (ongoing)
- Frontline customer service including email, and phone inquiries (ongoing)
- Engaged in weekly Management Meetings; including budget meetings
- Program coordination for District 1
- Participation in SDG Reads Committee (ongoing)
- Assisted with website development
- Assisted with creation of technology inventory and battery back up plan
- Professional development: OLS Conference (September 27) ; National Truth and Reconciliation Week Lunch and Learn Series; StoneShare Training; Novelist Training
- Oversaw branch improvements: added credenza in Finch and hanging plexiglass in Winchester
- Liaised with contractor regarding future branch improvements/renovations in Chesterville
- District Meeting Planning
- Coordinated offer letter for successful CSA candidate and began onboarding process
- Attendance at SDG Library Board meeting (September 28)

INGLESIDE: (Linda P. and Coleen C.)
- Ingleside hosted a successful "Big Truck Day" on Friday, September 15th, welcoming over 90 participants. Library patrons, residents, and local schools joined staff to celebrate South Stormont's community helpers and businesses. The Big Trucks and volunteers that made this day possible included the South Stormont Fire Department, David Brown Construction, Konink Logistics, Richard Stanley, and the OPP Long Sault Division.
- Ingleside was busy in September as Fall Programs commenced, including interactive Storytimes, the Writers Guild, Ancestry Club, and Lego Club.
- The Ingleside Book Mates had a lively discussion on the book The One Hundred Years of Lenni and Margot by author Marianne Cronin. The addition of new Book Club Kits continues to attract consistent participation.
- Branch staff represented the SDG Library at the Upper Canada Migratory Bird Sanctuary's Kids Nature Zone Day, sharing information about Library services and programs and guiding participants through the library "Story Walk." Families enjoyed connecting, making buttons, and being active at this unique "Library PopUp."

IROQUOIS BRANCH: (Eleanor P. and Jeannette D.)
- Iroquois has seen a steady increase in attendance in September as programs have started for the Fall season in the Iroquois Civic Center. Many families used the library to charge their devices, access Wi-Fi, and use the computer stations.
- Staff were thrilled to see patron excitement and interaction with the "SDG Reads Traveling Displays." In preparation for the community-wide Book Club and Author Visit event with Maureen Jennings, patrons have been reading and purchasing her Paradise Café Series.
- On September 23rd, staff hosted local Lion's Club members to lead an information session on the "Message in a Bottle" initiative. This program helped connect life-saving information and supplies to older adults in the community.
- Staff continue to create captivating displays to promote the library's collection. Iroquois' "Read 'em & Weep" display has had many patrons checking out books and, upon return of the item, comment on whether the title did cause them to weep, which has resulted in group discussions.

LONG SAULT: (Christine D., Ruchita S., and Colleen C.)
- On September 23, Long Sault hosted local artist Francine Deguire, who showcased her captivating "View of the World" collection through contemporary fine art photography. This event allowed our patrons to connect with the artist, creating a deeper appreciation for the wonders of nature.
- LSA Christine's interactive preschool "Fall Storytime" session allowed young children to connect through engaging stories, songs, and fingerplays, creating lasting memories of early learning experiences.
- The Long Sault Book Club convened on September 13, where patrons connected through stimulating literary discussions.
- Long Sault's social club "Threads of Friendship" sessions continued to be well attended, providing a welcoming space for multi-talented knitters, quilters, and crafters to connect, create, and explore their passions, fostering a sense of community.

MORRISBURG BRANCH: (Cheryl T.)

- The "After School Club," a weekly club for pre-teens and teens, has reconvened for the new school year. One patron commented "Yay, I missed this," showcasing how important it is for youth to have a safe place to connect and explore library resources.
- Morrisburg welcomed back students at their weekly class visits. The book Fluffy McWhiskers Cuteness Explosion by Stephen W. Martin was a purchase suggestion made by one of the children last year, and it certainly was a hit this year. It's great to see their excitement for books come to life!
- The "Spice Club" met to discuss and taste samples of dishes featuring "Lavender." It was a large group, and the takeaway was that culinary lavender is either loved or loathed, and there is NO in-between.
- Morrisburg's monthly "Homeschool Hub" continued to provide a space for caregivers to connect and share with other homeschooling families. Staff support families and their learning through resource tutorials and providing learning kits.

WILLIAMSBURG BRANCH: (Karen M.).

- Williamsburg patrons have warmly welcomed the new LSA Karen. Karen leads with compassion and brings valuable library experience, already forming essential connections throughout the community.
- Williamsburg saw an increase in Teachers borrowing library materials to support in-class learning, prompting staff to invite local teachers to participate in an exploration day to explore the SDG Library collection, STEAM (Science, Technology, Engineering, Art, and Math) MakerKits, and online resources.
- After a heat wave early in the month, the branch was visited by many families looking to take a break and enjoy a puzzle or play with the Legos while they cooled down.

DISTRICT SUPERVISOR: (Jessica L.)

- Regular scheduling, time sheets, board reports, and reports to Council (ongoing)
- Technology troubleshooting and support for staff and patrons (ongoing)
- Frontline customer service including email, and phone inquiries (ongoing)
- Coordination of Outreach PopUp initiatives (Created a StoryWalk for the Upper Canada Migratory Bird Sanctuary Kids Nature Zone Day)
- Scheduling support staff for programs, branch coverage, and courier relief
- Collection maintenance (ongoing)
- SDG Reads Planning Committee (ongoing)
- Engaged in Weekly Management Meetings (ongoing)
- Professional Development: OLS Virtual Conference for Library Staff (September 27), Attended National Centre for Truth and Reconciliation "Lunch and Learn" webinars (September 25-29), Stone Share Tutorials and information meetings.
- Onboarding of Library Services Assistant in Williamsburg
- Assisted in compiling data for the Library Technology Plan
- Assisted in compiling data for the Battery Backup Inventory
- Participated in 2024 Budget Meetings and created District 2 Budget List
- Met with contractor for future branch improvement projects.
- Provided CELA program and equipment support

DISTRICT 3

ALEXANDRIA BRANCH: (Iris C. & Josée B.)
- Alexandria has been busy with patrons using computers. Printing, scanning, home schooling, and technical help remain the main reasons for people to visit the Library for computer usage.
- A book display about "Back to School for Adults Too", with thought provoking and higher learning books for adults had many patrons grabbing a title or two. Staff also created a book list to encourage further engagement online.
- North Glengarry Township Roads Department helped improve branch accessibility by providing 'No Parking' zones in front of the main and emergency exit doors. With the hockey season starting up again, many people park in those spaces which makes it very hard for our patrons with mobility issues to access the library.
- Our "tree" made from brown paper is back up and our patrons have decorated it with many colourful apples. This engaging activity sees children excited to visit the Branch and decorate for the change of seasons.
- A wonderful interactive display of "Who wrote it: Ed Sheeran or Edgar Allan Poe?" had many a patron guessing on the sayings such as 'All the heavens, seem to twinkle'…. Ed Sheeran or Edgar Allan Poe?

AVONMORE BRANCH: (Kelsey D.)
- Staff created a BiblioCore List for "National Video Game Day" providing resources to learn more about the gaming industry, the lore and history of games, and about game designers and creators. Staff also used displays to market the collection in recognition of Truth and Reconciliation Day as well as Fall and Halloween.
- Branch staff have been working on assigned communication and public speaking skills to prepare for class visits. This type of training also allows staff to feel more comfortable in program delivery.

LANCASTER BRANCH: (Erin H. & Rachel L.)
- Branch displays were tied into programming this month, highlighting our resources for parents of school-aged children.
- Lancaster hosted a "Homeschool Hotspot" program to demonstrate some of the resources and how we can support homeschooling families. The program was met with excellent turnout and those in attendance were interested in utilizing the Library more for their homeschooling needs.
- "Spice Club" continues to be a popular program at the Lancaster Branch, allowing patrons to create new connections and explore new culinary delights.

MAXVILLE BRANCH: (Emily A.)
- "Cover to Cover Book Club" met virtually to discuss Heat Wave by Maureen Jennings. The virtual book club is reading this title in preparation of the upcoming "SDG Reads Event."
- Maxville continues to be a popular place for social groups to meet, including a weekly knitting group and visits from Maxville Manor have resumed. Patrons love having a community space to meet up in and enjoy exploring Library services while visiting.

WILLIAMSTOWN BRANCH: (Julie C.)
- Visitors to the branch were invited to participate in "Where's Waldo? In the Library." Postcards were moved to new locations every Monday to encourage exploration of the Library.

- "Sandy Wood Estates Book Club" selected their book club kits with staff assistance for the remainder of 2023.
- "The Raisin River Reads Book Club" met in branch and welcomed another new member to the club. They also took advantage of staff knowledge to plan their upcoming book club kits.
- Frequent changes in display materials were made to keep the Branch inviting and to continue marketing our collections. Displays often had to be replenished with items being checked out as quickly as staff put them out.

DISTRICT SUPERVISOR: (Lorna P.)
- Regular scheduling, time sheets, board reports, and reports to Council (ongoing)
- Technology troubleshooting and support for staff and patrons (ongoing)
- Collection maintenance (ongoing)
- Frontline customer service including email, and phone inquiries (ongoing)
- CELA Statistics (ongoing)
- Engaged in weekly Management Meetings; including budget meetings
- SDG Reads Coordination (ongoing)
- Candidate selection and interviews for CSA position; reference checks on candidates
- Reviewed policies: Financial Control & Oversight
- Professional development: Overdue- Weeding Out Oppression in Libraries; EXCEL Strategic Planning Course; Truth & Reconciliation Lunch & Learn Series; OLS Conference (Sept. 27); StoneShare Training
- Oversaw branch improvements: added accessible printer station and new café table in Alexandria; replaced picture book house for mobile unit in Lancaster; and installation of hanging plexiglass in Avonmore.
- District Meeting Planning
- Content creation for new SDG Library website

INFORMATION REPORT

PREPARED BY:	Cheryl Servais – Information Services Coordinator
PREPARED FOR:	SDG Library Board
LIBRARY BOARD DATE:	October 26, 2023
SUBJECT:	Technical Services Report

CATALOGUING/ACQUISITIONS TECHNICIAN: (Lucinda F.)
- eBook and eAudiobook orders on cloudLibrary for adult children and teens.
- Processed and catalogued 571 new items including print materials, magazines and DVDs.
- Withdrew book club kits and added surplus copies to the collection (LP and regular print) to fill gaps.
- Processed and catalogued book donations from the public.
- Followed up with vendor on invoiced items that were not delivered.
- Made claims with vendor for incomplete processing on books (missing mylar covers),
- Contacted vendor to make claims for missing issues of print magazines.

CATALOGUING/ACQUISITIONS TECHNICIAN (Temporary): (Stacey P.)
- Interlibrary Loans: 181 items sent to other library systems; 125 items received for SDG Library patrons.
- Compiled book club kit suggestions for new kits and created a form for branch staff to provide input on future selections.
- Sent out 13 book club kits to branches for October book clubs.
- Managed online registrations, totaling 27 new members and 29 renewal requests.
- Packed up and returned leased books including book club kits to vendor.
- Processed weeded books, marked them as withdrawn and sorted them for future removal/book sales.

INFORMATION SERVICES COORDINATOR: (Cheryl S.)
- Worked on finalizing website content for launch of new site on October 11.
- Collection development which included the selection of digital items on cloudLibrary, purchase suggestions from patrons and gaps in print collections submitted by branch staff.
- Circulation analysis of print collections and budget recommendations for 2024.
- Reviewed provincial and supplemental licensing for digital content offered through Ontario Library Services (OLS) and made recommendations for 2024 including the addition of databases that would address gaps in services (additional databases for children, teen, and French).
- Reviewed and made recommendations with input from District Supervisors for print magazine subscriptions for 2024.
- Started inventory of library equipment to assist with the development of a Technology Plan (as recommended in the Service Review) which will be completed in 2024.
- Submitted budget recommendations for technology and software support for 2024.
- Communications and meetings with various vendors to discuss subscriptions and pricing for 2024 including renewal of ILS (Polaris) contract.

- Led Ancestry Club program at the Ingleside Branch.
- Provided assistance and troubleshooting to patrons and staff on various technologies and services.

INFORMATION REPORT

PREPARED BY:	Cassie MacDonell – Communications & Marketing Coordinator
PREPARED FOR:	SDG Library Board
LIBRARY BOARD DATE:	October 26, 2023
SUBJECT:	Communications & Marketing Report

MARKETING AND COMMUNICATIONS COORINDATOR (Temporary): (Cassie M.)

- Designed and distributed postcards for a Canada Post mail-out campaign to promote the Morewood Express Depot to all residents in Morewood.
- Created tickets for SDG Reads, assisted with decorations, and designed other promotional material in preparation for October's SDG Reads event. Attended SDG Reads meetings.
- Assisted the Information Services Coordinator with the launch of the new website. Created a revamped home page, posted on social media, and wrote a blog introducing the new website.
- Promoted Canadian Library Month and First Nations Public Library Week through social media and two news articles in local papers. Canadian Library Month posters and bookmarks were sent to all fifteen (15) branches.
- Monitored, engaged, and posted on the SDG Library social media platforms.
- Created physical marketing materials for October's Library programs, such as posters, using the updated branding for library programs across the 15 branches.
- Designed and coordinated the printing of new a-frame signage for the Morewood Express depot.
- Created signage for Shelley's Sea Shel salon (the pick-up location of the Morewood Express) for inside the salon and on the blue pick-up bin.

INFORMATION REPORT

PREPARED BY: Rebecca Luck – Director of Library Services

PREPARED FOR: SDG Library Board

LIBRARY BOARD DATE: October 26, 2023

SUBJECT: Director of Library Services Report

STAFFING HIGHLIGHTS:
Karen Moran accepted the role of LSA at the Williamsburg Branch and commenced work on September 5th, 2023
Actively recruiting for three (3) CSA positions; one (1) position to be filled at each of our Districts.

DIRECTOR OF LIBRARY SERVICES: (Rebecca L.)

- Attended Council meeting (September 18th).
- Attended weekly Director's meetings with CAO and fellow County Directors.
- Attended and facilitated Management Team and Administrative meetings.
- Met with Angela Rutley (CAO of North Dundas), Debi Lucas (CAO of South Stormont), and Mary McCuaig (acting CAO of North Stormont) to discuss partnership opportunities with SDG Library, and formation of working group to re-evaluate lease agreements.
- Completed a facility review of District 1 (Chesterville, Crysler, Finch Makerlab, South Mountain, and Winchester) to assess facility needs.
- Attended the AMPLO Regular meeting on September 8th.
- Attended the ARUPLO fall meeting held in Alliston, Ontario on September 21st-22nd.
- Attended the 2023 OLS Virtual Conference for Public Library Staff on September 27th. The theme of the webinars was "stronger libraries, stronger communities".
- Consulted with Shelly's Sea Shel Salon and the Township of North Dundas to progress the installation of the Morewood Express Depot.
- Met and consulted with the County HR department to discuss human resource matters within the SDG Library system.
- Prepared Library Board Meeting Agenda for Library Board regular meeting – Thursday, September 7, 2023, 5:00pm at Crysler Branch.
- Preparations for the Annual General Staff Meeting – anticipated for November 7th.
- Assisted with planning for upcoming SDG Reads event.
- Consulted with Peggy Malcolm from OLS regarding an organizational review of SDG Library – Technical Services.
- Followed up with H&S Inspection reports from Alexandria, and Williamstown Library Branches.
- Formalized an agreement with a former District Supervisor for the creation of a District Supervisor manual.
- Reviewed Library Rents for 2023 and confirmed payments to be sent.
- Attended meetings with StoneShare for the transfer of all files to be integrated to SharePoint.

ACTION REQUEST

PREPARED BY:	Rebecca Luck – Director of Library Services
PREPARED FOR:	SDG Library Board
LIBRARY BOARD DATE:	October 26, 2023
SUBJECT:	Procedure By-Law - Review

BACKGROUND:

1. The Procedure By-Law controls the way the Library Board meetings run, governing the calling, place, and proceedings of meetings.

2. The Procedure By-Law was first approved by the Board in June 2015, and was last reviewed in October 2020.

3. In an effort to be more transparent with members of the public, an amendment to the By-Law is being proposed.

ANALYSIS:

4. The proposed revisions include:

    a. Delete the need to bring paper copies of the Agenda package to the Board meeting.

    b. Delete the stipulation that the Agenda package shall be posted to the Library's website **subsequent** to the meeting, and replace with the stipulation that circulation of the Agenda package shall be posted to the Library website at least two (2) calendar days prior to the meeting.

5. The stipulation that the Agenda package shall be circulated to all Library Board members, at least five (5) calendar days prior to the meeting, shall remain in effect.

IMPACT ON 2023 BUDGET:

6. N/A

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION(S):

That the Stormont, Dundas, and Glengarry County Library Board approve the Procedure By-Law, as presented.

Stormont, Dundas and Glengarry
County Library Board

_____

PROCEDURE
BYLAW

_____

Date approved: June 11, 2015

Amended: October 26, 2023

PROCEDURE BYLAW

1. **Establishment of the Stormont, Dundas and Glengarry County Library Board**

    1.1 <u>Legislative Authority</u>

        1.1.1   The Stormont, Dundas and Glengarry County Library Board is regulated by the *Public Libraries Act of the Province of Ontario, R.S.O. 1990, chapter P.44*, with subsequent revisions, hereinafter referred to as "*PLA*".

    1.2 <u>Title of the Library Board</u>

        1.2.1   The Library shall be under the control and management of a board, which is a corporation know as the "Stormont, Dundas and Glengarry County Library Board", hereinafter referred to as the "Board".   *PLA 3 (3)*

    1.3 <u>History</u>

        1.3.1   The Board was established under Bylaw No. 3679 of the Corporation of the United Counties of Stormont Dundas and Glengarry on November 20, 1970.   *PLA 3 (1)*

        1.3.2   The Board is responsible for governance, financial oversight and policy development relating to the provision of public library services to residents in the United Counties of Stormont Dundas and Glengarry, and is governed by the provisions of the *PLA.*

2. **Membership**

    2.1 <u>Composition of the Board</u>

        2.1.1   The *PLA* requires that the Board be composed of at least five members appointed by the Council of the United Counties of Stormont, Dundas and Glengarry.   *PLA 9 (3)*

        2.1.2   The appointing Council shall not appoint more of its own members to the Board than a bare majority. In practice, Council appoints seven members, four of which are Council members and three are non-Council members, for a term of up to four years.   *PLA 10 (2)*

    2.2 <u>Qualifications of Members</u>

        2.2.1   An individual is qualified to be appointed a Member of the Board who is a Member of County Council, or,
            (a) is at least 18 years old;

(b) is a Canadian citizen or Canadian permanent resident;
(c) is a resident of the United Counties of Stormont, Dundas and Glengarry; and
(d) is not a County Library employee. *PLA 10 (1)*

2.3 Appointments of Members

2.3.1   Appointments shall be made at the first meeting of Council in each term, but if Council does not make the appointments then, it shall do so at any regular of special meeting held within sixty days after its first meeting. *PLA 10 (4)*

2.4 Term of Office

2.4.1   A member of the Board shall hold office for a term concurrent with the term of the appointing Council, or until a successor is appointed, and may be re-appointed for one or more further terms. *PLA 10 (3)*

2.5 Vacancies

2.5.1   Where a vacancy arises in the membership of the Board, the appointing Council shall promptly appoint a person to fill the vacancy and to hold office for the unexpired term, except where the unexpired term is less than 45 days. *PLA 12*

2.6 Disqualification of Members

2.6.1   If a Board member
(a) is convicted of an indictable offence;
(b) becomes incapacitated;
(c) is absent from the meetings of the Board for three consecutive months without being authorized by Board resolution;
(d) ceases to be qualified by residency; or
(e) otherwise forfeits his or her seat; the member's seat becomes vacant, and the remaining members shall forthwith declare the seat vacant and notify the appointing Council.
PLA 13

3. Officers, Elections and Appointments

3.1 Officers

3.1.1   The following shall be Officers of the Board;
(a) Chair (elected)   *PLA 14 (3)*
(b) Vice-Chair (elected)   *PLA 14 (4)*
(c) Secretary (appointed)   *PLA 15 (3)*
(d) Treasurer (appointed)   *PLA 15 (4)*

3.2 Elections

    3.2.1   The Board shall elect one of its members as Chair at its inaugural meeting in a new term.   *PLA 14 (3)*

    3.2.2   If more than once candidate is nominated for the Chair position, there shall be a secret ballot until one candidate receives a majority vote. In this situation, the second-place candidate may be offered the position of Vice-Chair.

    3.2.3   When the Chair is temporarily unable to carry out all or any of the designated duties, the Vice-Chair shall preside.

    3.2.4   In the absence of the Chair and Vice-Chair, the Board may appoint one of its members as acting Chair for the meeting.   *PLA 14*

    3.2.5   In the event of the Chair position being declared vacant, the Board shall elect a new Chair. At each election for a Chair, the Director of Library Services shall preside. The Chair shall preside for elections and appointments of other officers.

3.3 Appointments

    3.3.1   Appointments of Secretary and Treasurer shall be made at the inaugural meeting in a new term. The same person may be both the Secretary and the Treasurer, and the Director of Library Services may be the Secretary and may be the Treasurer.   *PLA 15 (5)*

3.4 Special Committees

    3.4.1   Special Committees may be appointed by the Board as needed, by resolution, and will cease to exist on the submission of their final report. These committees will follow all procedures as outlined in this Bylaw.

3.5 Terms of Reference of Officers

    3.5.1   The Chair leads the Board, acts as an official representative of the Library, and ensures the proper functioning of the Board and the proper conduct of Board business. The Chair shall:
       (a) preside at meetings of the Board;
       (b) set the Agenda in consultation with the Director of Library Services;
       (c) ensure that business is dealt with expeditiously and help the Board work as a team;
       (d) vote on all questions submitted;
       (e) have the same rights and be subject to the same restrictions to participation and debate as other members;
       (f) authenticate, by signing all bylaws, resolutions and Minutes of the Board;
       (g) coordinate the evaluation process of the Director of Library Services;
       (h) share with the Director of Library Services the responsibility for conducting Board orientation;

(i) not commit the Board to any course of action in the absence of the specific authority of the Board; and

(j) be an ex-officio member of all committees.

3.5.2   The Vice-Chair performs the duties of the Chair, in the absence of the Chair.

3.5.3   The Secretary acts as record-keeper for the Board, prepares Agendas in consultation with the Chair, distributes Agendas, keeps Minutes of meetings, and conducts official correspondence. The Secretary shall ensure that at all times there is a Library staff member who is designated to act in his/her absence.   *PLA 15 (3)*

3.5.4   The Treasurer monitors the financial activities of the Library, ensures that complete and accurate records are kept in accordance with generally accepted accounting practices, and provides the Board with reports of the financial position of the Library. The Treasurer shall receive, deposit and disburse money as the Board directs.   *PLA 15 (4)*

3.6 Signing Officers

3.6.1   All accounting and banking functions of the Board are completed by the United Counties Treasury Department.

3.6.2   For other non-financial agreements and contracts entered into by the Board, the signing officers shall be the Director of Library Services and either the Chair or Vice-Chair.

4. **Meetings**

4.1 Parliamentary Source

4.1.1   When a matter relating to procedure arises in Board meetings, or in committees of the Board, that is not covered by this Bylaw, the matter shall be decided by reference to the following authority: Robert's Rules of Order.

4.1.2   In the event of a conflict between the provisions of this Bylaw and those contained in the authority stated above, the provisions of this Bylaw shall apply.

4.1.3   Procedure is a matter of interpretation by the Board Chair, Committee Chair, or other presiding member.

4.1.4   In the absence of a statutory obligation, any provision of this Bylaw may be temporarily altered or suspended by an affirmative vote of two-thirds of all members.

4.2 Inaugural Meeting

4.2.1   The first meeting of the Board in any new term shall be called by the Director of Library Services, fulfilling the duties and responsibilities of Chief Executive

Officer, upon the receipt of confirmation of appointments of members by County Council. *PLA 14 (1)*

4.3 Regular Meetings

4.3.1 The Board shall hold regular meetings for at least seven months each year and at such other times as it considers necessary. *PLA 16 (1)*

4.3.2 The Board may from time to time establish a day of the month, and a time of the day, for regular meetings. The day and time of a regular meeting may be changed by the Chair, if lack of quorum or unforeseen circumstances prevents the Board from meeting as scheduled.

4.4 Special Meetings

4.4.1 The Chair or any two members of the Board may summon a special meeting of the Board by giving each member reasonable notice in writing, specifying the purpose for which the meeting is called. *PLA 16 (2)*

5. Open and Closed Meetings

5.1 All meetings of the Board shall be open to the public, except as provided in the subsections below. Any gathering, formal or informal, at which a majority of Board members are present, should be considered a meeting for the purposes of this section. *PLA 16.1 (2)*

5.2 A meeting or part of a meeting may be closed to the public if the subject matter being considered is:
 (a) the security of the property of the Board;
 (b) personal matters about an identifiable individual;
 (c) a proposed or pending acquisition or disposition of land by the Board;
 (d) labour relations or employee negotiations;
 (e) litigation or potential litigation, including matters before administrative tribunals, affecting the Board;
 (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose; or
 (g) a matter in respect of which the Board or a committee of the Board may hold a closed meeting under another Act. *PLA 16.1 (4)*

5.3 A meeting shall be closed to the public if the subject matter relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act, if the Board is the head of the institution for the purposes of that Act. *PLA 16.1 (5)*

5.4 A meeting of the Board may be closed to the public if the following conditions are both satisfied:
 (a) the meeting is held for the purpose of educating or training members; and

(b) at the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Board or one of its committees.   *Municipal Act, 239 (3.1)*

5.5 Before holding a meeting or part of a meeting that is to be closed to the public, the Board or committee of the Board shall state by resolution:
(a) the fact of the holding of the closed meeting;
(b) the general nature of the matter to be considered at the closed meeting; and
(c) in the case of a meeting held under section 5.4 of this Bylaw, that the meeting is held under section 239 (3.1) of the Municipal Act.   *PLA 16.1 (6)*

6. Procedure for Meetings

6.1 Meeting Notice and Agendas

6.1.1   The Director of Library Services, in consultation with the Chair, shall give notice of each meeting to the members. The Chair and the Director of Library Services shall prepare the Agenda. Any member wishing to place an item on the Agenda should do so by making a request to the Chair or Director of Library Services at least one week prior to the meeting.

6.1.2   The Director of Library Services shall circulate the Agenda to all Library Board members, including all associated reports and notice of Closed Session, for each meeting, at least five (5) calendar days prior to the meeting.

6.1.3   The Agenda, as described above, shall be posted to the Library's website, at least two (2) calendar days prior to the meeting.

6.1.4   Lack of receipt of the notice of a meeting shall not affect the validity of holding the meeting or any action taken thereafter, so long as a quorum is obtained.

6.2 Quorum

6.2.1   The presence of a majority of the Board is necessary for the transaction of business at a meeting.   *PLA 16 (5)*

6.2.2   If a quorum is not present fifteen (15) minutes after the time appointed for the meeting, the Board shall remain adjourned until the next meeting, or until a new meeting date has been set by the Board Chair.

6.2.3   If at any time during the meeting the quorum is lost, the meeting shall be deemed adjourned. The Secretary shall record the fact that the quorum was lost, and the time of day.

6.2.4   In matters where declarations of pecuniary conflict of interest disqualify Board members to the extent that the number of remaining members is less than a quorum, the remaining members, if the number is not less than two (2), may deal with the matter.

6.3 <u>Attendance</u>

6.3.1   The Secretary shall record the attendance of members, and if absent, the reason (if known). Members unable to attend a meeting should notify the Secretary or Chair at least one day prior to the meeting.

6.4 <u>Order of Business</u>

6.4.1   At all regular meetings of the Board, the order of business shall be as follows:
- Call to order
- Approval of the Agenda
- Disclosure of pecuniary conflicts of interest
- Adoption of Minutes
- Delegations and presentations
- Consent Items – reports and financial statement(s)
- Action Items – motions and decisions
- Discussion Items
- In camera – as needed
- Adjournment and Date of next meeting

6.4.2   The Board may suspend or vary the order of business outlined, upon recommendation of the Chair.

6.5 <u>Pecuniary Conflicts of Interest</u>

6.5.1   Where a member, either on his or her own behalf, or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter, the member:
- shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- shall not take part in the discussion of, or vote on any question in respect of the matter;
- shall not attempt in any way before, during or after the meeting to influence the voting on any such questions; and,
- if absent from a meeting, shall disclose any conflict at the next meeting attended
   Municipal Conflict of Interest Act, R.S.O.1990, chap.M.50, sec.5

6.5.2   All declarations of interest shall be recorded by the Secretary in the Minutes.
   Municipal Conflict of Interest Act, R.S.O.1990, chap.M.50, sec.5

6.6 <u>Delegations</u>

6.6.1   Any person wishing to appear before the Board shall advise the Director of Library Services one week before the meeting. The request to appear shall be in writing and shall state the nature of the matter to be presented and the name of the spokesperson. The request shall be vetted by the Board Chair prior to being brought to the Board. The Board may, by majority vote, allow

the person to address it. No delegation may speak on the matter for more than ten minutes, exclusive of the time required to answer questions posed by the Board. The Board may suspend or vary these rules by majority vote.

6.7 <u>Role of the Chair in a Meeting</u>

6.7.1 The Chair shall
- open meetings of the Board by calling the members to order;
- announce the business before the Board in the order in which it is to be acted upon;
- receive and submit all motions presented;
- ensure that each member is able to speak on a motion;
- put to vote all motions which are properly moved and seconded, and announce the results;
- decline to put to vote motions which infringe the rules of procedure;
- restrain the members, when engaged in debate, within the rules of order;
- enforce the observance of order and decorum; and
- exclude any person from a meeting for improper conduct.

6.8 <u>Rules of Debate</u>

6.8.1 Motions shall be made in writing, and shall not be discussed without the signature of a mover and seconder.

6.8.2 Previous to speaking on any question or motion, a member shall address the Chair.

6.8.3 When two of the members address the Chair at the same time, the Chair shall name the member who is to speak.

6.8.4 Any member may require the motion in discussion to be read at any time during the debate, but not so as to interrupt a member speaking.

6.8.5 When a question is under debate, the only motions in order shall be:
(a) to adjourn
(b) to put the question to a vote
(c) to defer
(d) to refer
(e) to amend
which shall have precedence in the order above named, and (a) and (c) shall be decided without debate.

6.8.6 A motion containing distinct proposals may be divided, with the consent of the Board.

6.8.7 A motion may be withdrawn with the consent of the Board, before decision or amendment.

6.9 Voting

    6.9.1   The Chair may vote upon all questions, and any question on which there is an equality of votes shall be deemed to be negative. *PLA 16 (6)*

    6.9.2   Where a member fails or refuses to vote on a motion, such member shall be deemed to be voting in the negative. *Municipal Act, 2001, c.25, s.246 (2)*

    6.9.3   Votes are normally taken by a show of hands; however, any member may request a recorded vote immediately before or after the taking of the vote. Each member present shall announce his or her vote openly, and the Secretary shall record each vote. *Municipal Act, 2001, c.25, s.246 (1)*

    6.9.4   After each vote, the Chair shall mark the motion carried or defeated, and initial same.

6.10 Minutes

    6.10.1 All resolutions, decisions or other proceedings at a meeting, whether closed to the public or not, shall be recorded without note or comment.
Municipal Act, 2001, c.25, s.239 (7)

    6.10.2 Minutes of each regular and special meeting of the Board shall be recorded by the Secretary, and approved at the next regular meeting. Once approved the Minutes shall be signed by the Chair or acting chair, and the Secretary.

    6.10.3 Approved Minutes shall be posted on the Library's website as soon as possible after each meeting. If Minutes are not yet approved, they should be stamped "Draft" until they are approved.

7. **Repeal**

7.1 Any of the clauses of this Bylaw may be repealed, altered, amended or added to, with the consent of two-thirds of the members present at a regular meeting of the Board, provided that notice has been given at a previous regular meeting.

ACTION REQUEST

PREPARED BY:	Rebecca Luck – Director of Library Services
PREPARED FOR:	SDG Library Board
LIBRARY BOARD DATE:	October 26, 2023
SUBJECT:	Library Board Self-Evaluation Policy - Review

BACKGROUND:

1. The Library Board Self-Evaluation Policy outlines a means to assess management of the Board, to acknowledge goals achieved, determine strengths and weaknesses, provide perspective to the Board's activity during the preceding year, and act as a guide in the coming year.

2. The Library Board Self-Evaluation Policy was first approved by the Board in February 2022.

ANALYSIS:

3. Through this review of the Policy, SDG Library is proposing no major revisions at this time (only changes to grammatical content).

4. Each member of the Board shall be receiving a copy of the Board Self-Evaluation questionnaire to be completed and returned to the Chair. The questionnaire will be aggregated by the Chair and discussed by the members of the Board in a subsequent meeting (January – as no meetings will be held in December 2023).

IMPACT ON 2023 BUDGET:

5. N/A

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION(S):

That the Stormont, Dundas, and Glengarry County Library Board approve the Library Board Self-Evaluation Policy, as presented.

Library Board
Self-Evaluation Policy

For: The Stormont, Dundas and Glengarry County Library Board	**Policy No**.: GOV 2022-01
Policy Type: Governance	**Effective Date**: October 26, 2023 Approved February 10, 2022

Purpose:

The Stormont, Dundas and Glengarry Library Board is committed to continuously improving its performance as well as the overall governance of the SDG Library.

To achieve this goal, the Board will evaluate itself, through a Board Self-Evaluation process. Board Self-Evaluation is to assess management of the board, to acknowledge goals achieved, determine strengths and weaknesses, provide perspective to the Board's activity during the preceding year and act as a guide in the coming year.

The Chair, working closely with the Director of Library Services, shall be primarily responsible for planning, implementing, and ensuring follow-up for each of these activities, as well as implementing any actions.

Procedure

In May and October of each year of the Library Board's term of office, each member of the Board will receive a copy of the Board Self-Evaluation questionnaire. The questionnaire will be completed and returned to the Chair.

The questionnaire will be aggregated by the Chair and discussed by the Board in June and December of each year.

The Board may formulate a work plan which will highlight specific goals and objectives for its development in identified areas to be considered for the following six-month period.

Board Evaluation Form

An evaluation form (see Appendix A) shall be used to obtain Board member input into the following areas:

- Section A: How well has the Board done its job?
- Section B: How well has the Board conducted itself?
- Section C: The Board's relationship with the CEO/Director
- Section D: Feedback to the Chair of the Board
- Section E: My performance as an individual board member (not shared)

All board members should answer each question as honestly as possible.

Sections A, B, C and D will be compiled and discussed by the whole board. The Director of Library Services should also complete these sections.

Section D provides valuable feedback to the Chair.

Section E is for your own personal evaluation and is not shared or discussed with the Board.

Stormont, Dundas and Glengarry Library Board Self-Evaluation Form

5 – Strongly Agree; 4 – Agree; 3 – Neutral; 2 – Disagree; 1 – Strongly Disagree; 0-N/A or insufficient data

Section A: How Well Has the Board Done Its Job?

	Statement	Rating					
		5	4	3	2	1	0
1	The Stormont, Dundas and Glengarry Library Board operates with a strategic plan or a set of measurable goals and priorities.						
2	The Board's regular meeting agenda items reflect our strategic plan or priorities.						
3	The Board has created or reviewed, in this period, some key governance policies.						
4	The Board collaborates with the Library CEO/Director to set goals, review and amend policies when appropriate.						
5	The Board has identified and reviewed the Library's relationship with each of its key stakeholders.						
6	The Board has ensured that the Library's accomplishments and challenges have been communicated to key stakeholders.						
7	The Board has understood and respected that our role is in governance and not operations.						

5 – Strongly Agree; 4 – Agree; 3 – Neutral; 2 – Disagree; 1 – Strongly Disagree; 0-N/A or insufficient data

Section B: How Well Has the Board Conducted Itself?

	Statement	Rating					
		5	4	3	2	1	0
1	Board members have been provided with enough information through orientation packages and training to successfully fulfill our roles and responsibilities.						
2	The Board agenda is provided in advance and includes all necessary details to complete meetings in a timely manner.						
3	Board members come to meetings prepared.						
4	The Board receives relevant reports prior to meetings.						
5	Decisions are made collaboratively with consensus following parliamentary protocols.						
6	Board meetings are engaging and provide personal development.						
7	Opportunities for Board training and/or joining subcommittees is offered in a fair and transparent manner.						

Stormont, Dundas and Glengarry Library Board Self-Evaluation Form

5 – Strongly Agree; 4 – Agree; 3 – Neutral; 2 – Disagree; 1 – Strongly Disagree; 0-N/A or insufficient data

Section C: The Board's Relationship with the CEO/Director

	Statement	Rating					
		5	4	3	2	1	0
1	There is good two-way communication between the Board and the CEO.						
2	The Board trusts the judgement of the CEO.						
3	The Board has discussed and communicated the kinds of information and level of detail it requires from the CEO.						
4	The Board has developed formal criteria and a process for evaluating the CEO.						
5	The Board, or a committee of the Board, has formally evaluated the CEO within the last 12 months.						
6	The Board evaluates the CEO primarily on the accomplishment of the organization's strategic goals and priorities and adherence to policy.						
7	The Board regularly provides the CEO with feedback and recognition.						

5 – Strongly Agree; 4 – Agree; 3 – Neutral; 2 – Disagree; 1 – Strongly Disagree; 0-N/A or insufficient data

Section D: Feedback to the Chair of the Board

	Statement	Rating					
		5	**4**	**3**	**2**	**1**	**0**
1	The Chair is well prepared for Board meetings.						
2	The Chair helps the Board stick to the agenda.						
3	The Chair tries hard to ensure that every Board member has an opportunity to be heard.						
4	The Chair has demonstrated versatility in facilitating Board discussions.						
5	The Chair helps the Board work well together.						
6	The Chair demonstrates good listening skills.						
7	The Board supports the Chair.						

Stormont, Dundas and Glengarry Library Board Self-Evaluation Form

5 – Strongly Agree; 4 – Agree; 3 – Neutral; 2 – Disagree; 1 – Strongly Disagree; 0-N/A or insufficient data

Section E: My Performance as an Individual Board Member (not shared)

	Statement	Rating					
		5	4	3	2	1	0
1	I am aware of what is expected of me as a Board member.						
2	I have a good record of meeting attendance.						
3	I read the minutes, reports, and other materials in advance of our Board meetings.						
4	I am familiar with what is in the organization's by-laws and governing policies.						
5	I am encouraged by other Board members to express my opinions at Board meetings.						
6	I am a good listener and remain engaged throughout Board meetings.						
7	I follow through on things I have said I would do.						
8	I maintain the confidentiality of all Board decisions.						
9	I support Board decisions once they are made even if I do not agree with them.						
10	I promote the work of the Stormont, Dundas and Glengarry Library in the community and/or social media whenever appropriate.						

This self-assessment is designed to help board members review their contribution to effective governance by reflecting on their behaviour in relation to the board's roles, responsibilities, and activities.

BACKGROUND:

2023 Accomplishments:

1. Hired a Communications and Marketing Coordinator (Temporary).
2. Implemented new SDG Library website.
3. Participated in fourteen (14) pop-up events during Summer 2023.
4. Hosted SDG Reads, on hiatus since 2019.
5. Bought out the contract for the mobile outreach vehicle (KIA).
6. Launched the Morewood Express Depot.
7. South Mountain outfitted with "wish list" items through generous donation by Friends of the Library group.
8. New shelving in Williamstown and circulation desk in Avonmore.
9. Improved collections through increase to the 2023 Budget.

ANALYSIS:

2024 Budget Impact:

10. The 2024 Budget sees a 3.39% increase from the 2023 Budget.
11. A total of $200,000 to be used from Library Surplus to offset specific expenses.
12. The Communications and Marketing Coordinator position budgeted to be a fulltime position in 2024.
13. A total of three (3) Board members and two (2) staff to attend the OLA Superconference.
14. Purchase of five (5) new iPads and existing branch iPads to be retrofitted to allow for Square to be implemented in all fifteen (15) branches.
15. Chesterville to acquire new shelving, tables, PAC stations and circulation desk.
16. Bin wrapping to be installed at three (3) branch locations. New Library signage at Alexandria and Long Sault branches.
17. Programs to include March break event, volunteer appreciation, children's author, TD Summer Reading Club, branch programming and system-wide programming.

2024 Budget Options:

18. Use additional surplus from 2023 to help offset overall Budget increase of $89,661.

19. Increase 2024 Budget by $35,200 to account for double staffing at isolated branches (Chesterville, Winchester, Long Sault, Morrisburg, Williamsburg, Avonmore, and Williamstown) during the months of October – March, when it is dark and poses an added safety concern.
20. Decrease 2024 Budget by $6,622 to account for the deletion of two (2) new database subscriptions (cloudLibrary comics and cloudLibrary Biblioplus).
21. Decrease 2024 Budget by $8000 to account for the deletion of electrical work in the branches. However, put the onus on the Municipalities to use revenue to outfit branches with improvements.

IMPACT ON 2023 BUDGET:

22. N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 1: Growing our Physical and Digital Infrastructure

Goal 2: Conduct Community Outreach

Goal 3: Strengthen our Organization

United Counties of Stormont Dundas & Glengarry

COUNCIL BUDGET

GL5410

Page : 1

Date : Oct 19, 2023

Time : 4:27 pm

For Period Ending 31-Jan-2024

	BUDGET 2023	ACTUAL 2023	BUDGET 2024	BUDGET CHANGE
GENERAL FUND				
LIBRARY REVENUE				
Provincial Operating Grant	-131,761	0	-131,761	0
Provincial Capacity Grant	-1,500	0	-1,000	500
Student Funding	-5,000	-8,152	-8,300	-3,300
Fees & Fines Revenue	-12,000	-10,722	-10,250	1,750
Donations and Fundraising	-5,500	-8,482	-4,000	1,500
Sale of Items	-1,850	-1,700	-1,500	350
Transfer From Reserves	-2,420	0	0	2,420
Transfer From Surplus	-202,000	0	-200,000	2,000
Total LIBRARY REVENUE	-362,031	-29,056	-356,811	5,220
LIBRARY EXPENSES				
Fulltime Wages & Benefits	936,733	631,290	977,450	40,717
Part time Wages & Benefits	793,444	656,236	881,889	88,445
Student Wages & Benefits	22,971	23,847	23,408	437
Board Wages & Benefits (Non-council)	4,440	3,245	5,189	749
Staff Mileage	6,200	9,007	10,372	4,172
Board Mileage & Conferences	3,810	4,270	8,043	4,233
Staff Training & Development	19,715	8,421	24,918	5,203
Collections Material	346,478	229,811	357,597	11,119
Supplies & Equipment	41,222	24,833	53,289	12,067
Postage	2,500	1,133	2,500	0
Buildings Rent & Utilities Paid	220,138	220,248	229,738	9,600
Facilities Costs	82,309	60,618	77,562	-4,747
Furniture	81,200	72,152	57,250	-23,950
Computers	75,202	66,505	60,477	-14,725
Vehicles	46,250	18,339	32,000	-14,250
Promotions	87,250	73,794	75,430	-11,820
Programs	11,500	5,035	12,400	900
Audit & Legal Fees	3,750	3,460	3,600	-150
Special Projects	40,900	15,782	9,000	-31,900
County Support Services	159,752	159,752	188,093	28,341
Transfer To Reserves	20,000	0	0	-20,000
Total LIBRARY EXPENSES	3,005,764	2,287,779	3,090,205	84,441
Total GENERAL FUND	2,643,733	2,258,724	2,733,394	89,661