



**Agenda**  
**Library Board**

February 3, 2022

6:45 pm

Video Conference

Click the following link:

<https://www.youtube.com/channel/UCzuUpFqxcEI8OG-dOYKteFQ>

Pages

**1. CALL TO ORDER**

**2. DECLARATION OF PECUNIARY INTEREST**

**3. AMENDMENTS AND APPROVAL OF AGENDA**

**RECOMMENDATION**

That the agenda for the MONTH DAY, YEAR regular meeting of the St. Marys Public Library Board be approved as presented.

**4. DELEGATIONS**

**5. CONSENT AGENDA**

**RECOMMENDATION**

That consent agenda items 5.1 through 5.X be approved as presented.

**5.1. Acceptance of Minutes**

5.1.1. Minutes of the December 2, 2021 Regular Meeting 3

5.1.2. Minutes of the January 22, 2022 Library Board Annual General Meeting 8

5.2. Financial Report 10

**6. NEW AND UNFINISHED BUSINESS**

**6.1. Year in Review**

**6.1.1. Statistical Infographic, 2021 in Review**

15

**6.2. Board Self Evaluation**

16

**7. ROUNDTABLE DISCUSSION**

**7.1. Friends of the Library Report**

**8. CLOSED SESSION**

**RECOMMENDATION**

THAT the St. Marys Public Library Board move into a session that is closed to the public in accordance with the Public Libraries Act, Section 16.1(4)(b) personal matters about an identifiable individual, including municipal or local board employees, and Section 16.1(4)(d) labour relations or employee negotiations at \_\_\_\_.

**8.1. Acceptance of Minutes**

**8.1.1. Minutes of the December 2, 2021 CLOSED SESSION**

**9. RISE AND REPORT**

**RECOMMENDATION**

THAT the Library Board rise from a closed session at \_\_pm.

**10. UPCOMING MEETINGS**

**11. ADJOURNMENT**

**RECOMMENDATION**

That the DATE regular meeting of the St. Marys Public Library Board be adjourned at \_\_\_\_\_ pm.



## **Minutes**

### **Library Board**

December 2, 2021

6:45 pm

Video Conference

Click the following link:

<https://www.youtube.com/channel/UCzuUpFqxcEI8OG-dOYKteFQ>

Member Present      Mayor Strathdee, Councillor Craigmile, Councillor Edney, Cole Atlin, Lynda Hodgins, Melinda Zurbrigg, Reg Quinton, Joyce Vivian

Member Absent      Barbara Tuer

Staff Present      Rebecca Webb, Staff Liaison, Sarah Andrews, Library CEO

#### **1. CALL TO ORDER**

The December 2, 2021 Regular Meeting of the St. Marys Public Library Board was called to order at 6:55pm by Board Chair C. Atlin.

#### **2. DECLARATION OF PECUNIARY INTEREST**

None declared.

#### **3. AMENDMENTS AND APPROVAL OF AGENDA**

**Moved By** Melinda Zurbrigg

**Seconded By** Councillor Edney

That the agenda for the December 2, 2021 regular meeting of the St. Marys Public Library Board be approved as presented.

**Carried**

**4. DELEGATIONS**

None present.

**5. CONSENT AGENDA**

**Moved By** Cole Atlin

**Seconded By** Councillor Edney

That consent agenda items 5.1 through 5.4.2 be approved as presented.

**Carried**

5.1 Acceptance of Minutes

5.1.1 Minutes of the November 4, 2021 Regular Board Meeting

5.2 CEO Report

5.2.1 CEO Report (December)

5.3 Library Statistics

5.3.1 Statistics Infographic- October in Review

5.3.2 Statistics Graphs- October in Review

5.4 Financial Report

5.4.1 Financial Report Library (December)

5.4.2 Financial Report ALPP

**6. NEW AND UNFINISHED BUSINESS**

6.1 Memorandum of Understanding

Members of the Board ultimately agreed to approve the document with the understanding that the document is a living document and further changes may be made.

**Moved By** Reg Quinton

**Seconded By** Councillor Edney

**THAT** the MOU report be received;

**THAT** the Board approve the Memorandum of understanding;

**THAT** the Chair and CEO sign the MOU, as well as the Town CAO, and enact it effective January 1, 2022.

**THAT** the document will be approved as amended and with the acknowledgment that the document may have further changes.

6.2 Annual General Meeting

CEO S. Andrews proposed that the Board move forward with a Annual General Meeting in cooperation with the Friends of the Library in January.

**Moved By** Reg Quinton

**Seconded By** Joyce Vivian

**THAT** the Board have a shared Annual General Meeting with the Friends of the Library on January 22, 2022.

**Carried**

6.3 Board Self Evaluation

Members of the Board discussed moving forward with a Board Self Evaluation process in 2022.

6.4 Supporting the Foodbank

CEO S. Andrews discussed with the Board the opportunity to provide auxiliary food bank services at the Library.

**Moved By** Reg Quinton

**Seconded By** Councillor Craigmile

**THAT** this report be received;

**Carried**

**Moved By** Reg Quinton

**Seconded By** Melinda Zurbrigg

**THAT** the Board approve the Library CEO to secure equipment necessary to successfully offer this service via a community donor on a trial basis.

**Carried**

**Moved By** Reg Quinton

**Seconded By** Joyce Vivian

**THAT** the Board approve the Library CEO to move forward with outlining a relationship to support the Food Bank;

**Carried**

#### 6.5 Fine Policy

CEO S. Andrews reported that changes were required to the Fine Policy and it would therefore be brought back to the Board at the next regular meeting.

### 7. CLOSED SESSION

**Moved By** Councillor Edney

**Seconded By** Reg Quinton

That the St. Marys Public Library Board move into a session that is closed to the public in accordance with the Public Libraries Act, Section 16.1(4)(b) personal matters about an identifiable individual, including municipal or local board employees, and Section 16.1(4)(d) labour relations or employee negotiations at 8:09pm.

**Carried**

### 8. RISE AND REPORT

Board Chair C. Atlin reported that a closed session was held and one item was discussed with a motion on the table.

**Moved By** Lynda Hodgins

**Seconded By** Joyce Vivian

**THAT** the Library Board rise from a closed session at 9:03pm.

**Carried**

**Moved By** Councillor Craigmile

**Seconded By** Mayor Strathdee

THAT the St. Marys Public Library Board approves the proposed 2022 Town of St. Marys wage grid to be implemented at pay period 14 in 2022.

**Carried**

**9. ROUNDTABLE DISCUSSION**

**9.1 Friends of the Library Report**

The Friends of the Library has been appearing at the Farmers Market inside the Pyramid Recreation Centre and has a new Management Committee Member.

**10. UPCOMING MEETINGS**

The next meeting of the Board will take place on January 22nd, 2022.

**11. ADJOURNMENT**

**Moved By** Mayor Strathdee

**Seconded By** Reg Quinton

That the December 2, 2021 regular meeting of the St. Marys Public Library Board be adjourned at 9:14pm.

**Carried**

---

Chair

---

Board Secretary



## **Minutes**

### **Library Board**

January 22, 2022

10:00 am

Video Conference

Click the following link:

<https://www.youtube.com/channel/UCzuUpFqxcEI8OG-dOYKteFQ>

Member Present      Mayor Strathdee, Councillor Edney, Cole Atlin, Lynda Hodgins,  
Barbara Tuer, Reg Quinton, Joyce Vivian

Member Absent      Councillor Craigmile, Melinda Zurbrigg

Staff Present      Rebecca Webb, Staff Liaison, Sarah Andrews, Library CEO

#### **1. CALL TO ORDER**

The joint Annual General Meeting of the Library Board and AGM was called to order at 10:00am on January 22, 2022.

#### **2. DECLARATION OF PECUNIARY INTEREST**

None declared.

#### **3. AMENDMENTS AND APPROVAL OF AGENDA**

**Moved By** Reg Quinton

**Seconded By** Joyce Vivian

That the agenda for the Annual General Meeting of the St. Marys Public Library Board be approved as presented.

**Carried**

**4. ANNUAL GENERAL MEETING PRESENTATIONS**

CEO S. Andrews and Friends of the Library Chair Lorraine Miletic gave presentations detailing what both groups have been working on in the last year. This meeting is recorded and can be found here [01 22 2022 Library Board - YouTube](#)

**6. UPCOMING MEETINGS**

The next regular meeting of the St. Marys Public Library Board will take place on February 3, 2022 at 6:45pm.

**7. ADJOURNMENT**

**Moved By** Councillor Edney

**Seconded By** Joyce Vivian

That the January 22, 2022 Annual General Meeting of the St. Marys Public Library Board be adjourned at 11:00am.

**Carried**

---

Chair

---

Board Secretary

## General Ledger

## Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2021 - From Period 4 To Period 12 Ending DEC 31,2021

Account	Description	Previous Year Total	Current Year To Date		Budget Remaining	Total Budget
			Actual	Budget		
Fund: 01 GENERAL FUND						
Category: 7???						
7500 ADULT LEARNING						
Revenue						
01-7500-4160	ONTARIO SPECIFIC GRANTS		95,895.00	101,335.00	39,217.00	135,112.00
01-7500-4550	OTHER REVENUE - STRATFORD		5.00	10,449.00	13,927.00	13,932.00
01-7500-4562	CONTRIBUTION FROM RESERVE		0.00	0.00	0.00	0.00
Total Revenue			95,900.00	111,784.00	53,144.00	149,044.00
Expense						
01-7500-5005	FULL TIME WAGES		0.00	0.00	0.00	0.00
01-7500-5006	OVERTIME		0.00	0.00	0.00	0.00
01-7500-5010	PART TIME WAGES		81,944.06	80,798.00	25,784.94	107,729.00
01-7500-5015	CPP/EI		5,862.10	6,190.00	2,391.90	8,254.00
01-7500-5016	GROUP BENEFITS		0.00	561.00	750.00	750.00
01-7500-5017	EHT		1,597.92	1,576.00	503.08	2,101.00
01-7500-5018	WSIB		1,901.11	2,125.00	931.89	2,833.00
01-7500-5019	OMERS		2,861.39	2,710.00	751.61	3,613.00
01-7500-5100	OFFICE SUPPLIES		737.15	1,499.00	1,262.85	2,000.00
01-7500-5105	OFFICE EQUIPMENT		3,775.77	1,125.00	(2,275.77)	1,500.00
01-7500-5110	TRAVEL/MILEAGE		0.00	187.00	250.00	250.00
01-7500-5120	MEMBERSHIPS		0.00	187.00	250.00	250.00
01-7500-5130	PROFESSIONAL DEVELOPMENT		0.00	187.00	250.00	250.00
01-7500-5155	ADVERTISING		1,419.55	2,250.00	1,580.45	3,000.00
01-7500-5170	COMMUNICATIONS		476.94	751.00	523.06	1,000.00
01-7500-5262	LEARNER TRAINING SUPPORT		0.00	374.00	500.00	500.00
01-7500-5302	HYDRO		525.26	1,667.00	1,696.74	2,222.00
01-7500-5305	JANITORIAL SUPPLIES		1,037.03	1,590.00	1,083.97	2,121.00
01-7500-5700	BOOK PURCHASES		0.00	0.00	0.00	0.00
01-7500-5990	MATERIALS & SUPPLIES		97.46	374.00	402.54	500.00
01-7500-6200	AUDIT FEES		0.00	751.00	1,000.00	1,000.00
01-7500-7300	RENT		2,833.33	6,028.00	5,204.67	8,038.00
01-7500-8520	TRANSFER TO RESERVE		0.00	0.00	0.00	0.00
01-7500-8993	INTERNAL CHARGES IT		888.84	2,430.00	2,351.16	3,240.00
Total Expense			105,957.91	113,360.00	45,193.09	151,151.00
Dept Excess Revenue Over (Under) Expenditures			(10,057.91)	(1,576.00)	7,950.91	(2,107.00)
Category Excess Revenue Over (Under) Expenditures			(10,057.91)	(1,576.00)	7,950.91	(2,107.00)

General Ledger  
Annual Department Budget vs. Actual Comparison Report  
Fiscal Year Ending: DEC 31,2021 - From Period 4 To Period 12 Ending DEC 31,2021

Account	Description	Previous Year Total	Current Year To Date		Budget Remaining	Total Budget
			Actual	Budget		
REPORT SUMMARY						
01-7500	ADULT LEARNING		95,900.00	111,784.00	53,144.00	149,044.00
Fund 01 Total Revenue			95,900.00	111,784.00	53,144.00	149,044.00
01-7500	ADULT LEARNING		105,957.91	113,360.00	45,193.09	151,151.00
Fund 01 Total Expenditure			105,957.91	113,360.00	45,193.09	151,151.00
Fund 01 Excess Revenue Over (Under) Expenditures			(10,057.91)	(1,576.00)	7,950.91	(2,107.00)
Report Total Revenue			95,900.00	111,784.00	53,144.00	149,044.00
Report Total Expenditure			105,957.91	113,360.00	45,193.09	151,151.00
Report Excess Revenue Over (Under) Expenditures			(10,057.91)	(1,576.00)	7,950.91	(2,107.00)

## General Ledger

## Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2021 - From Period 1 To Period 12 Ending DEC 31,2021

Account	Description	Previous Year Total	Current Year To Date		Budget Remaining	Total Budget
			Actual	Budget		

## Fund: 01 GENERAL FUND

## Category: 7???

## 7410 LIBRARY

## Revenue

01-7410-4160	ONTARIO SPECIFIC GRANTS (OLF	20,321.52	10,830.00	(9,491.52)	10,830.00
01-7410-4170	CANADA SPECIFIC GRANTS	6,855.68	5,000.00	(1,855.68)	5,000.00
01-7410-4200	REVENUE - PERTH SOUTH	76,963.00	65,650.00	(11,313.00)	65,650.00
01-7410-4210	FEES/SERVICE CHARGES	80.71	0.00	(80.71)	0.00
01-7410-4215	MEMBERSHIP FEES	5.00	0.00	(5.00)	0.00
01-7410-4218	PROGRAM REVENUE	0.00	0.00	0.00	0.00
01-7410-4221	PHOTO COPY REVENUE	1,582.20	1,000.00	(582.20)	1,000.00
01-7410-4405	FINES - OTHER	1,174.54	6,600.00	5,425.46	6,600.00
01-7410-4505	DONATIONS	6,689.86	1,200.00	(5,489.86)	1,200.00
01-7410-4550	OTHER REVENUE	6,002.27	800.00	(5,202.27)	800.00
01-7410-4555	REVENUE - FRIENDS OF THE LIBF	7,058.94	720.00	(6,338.94)	720.00
01-7410-4562	CONTRIB FR RESERVE/DISCRE R	0.00	0.00	0.00	0.00
<b>Total Revenue</b>		126,733.72	91,800.00	(34,933.72)	91,800.00

## Expense

01-7410-5005	FULL TIME WAGES	179,166.27	186,840.00	7,673.73	186,840.00
01-7410-5006	OVERTIME	0.00	1,045.00	1,045.00	1,045.00
01-7410-5010	PART TIME WAGES	163,308.22	165,949.00	2,640.78	165,949.00
01-7410-5015	CPP/EI	22,045.07	24,228.00	2,182.93	24,228.00
01-7410-5016	GROUP BENEFITS	16,170.85	14,596.00	(1,574.85)	14,596.00
01-7410-5017	EHT	6,707.12	6,922.00	214.88	6,922.00
01-7410-5018	WSIB	7,947.12	9,306.00	1,358.88	9,306.00
01-7410-5019	OMERS	25,100.02	29,340.00	4,239.98	29,340.00
01-7410-5050	BOARD REMUNERATION	800.00	1,000.00	200.00	1,000.00
01-7410-5100	OFFICE SUPPLIES	3,542.62	4,500.00	957.38	4,500.00
01-7410-5105	OFFICE EQUIPMENT	1,304.33	3,500.00	2,195.67	3,500.00
01-7410-5110	TRAVEL/MILEAGE	48.00	2,323.00	2,275.00	2,323.00
01-7410-5120	MEMBERSHIPS	359.14	700.00	340.86	700.00
01-7410-5121	MEMBERSHIP - PCIN	29,553.00	29,494.00	(59.00)	29,494.00
01-7410-5130	PROFESSIONAL DEVELOPMENT	2,786.94	3,500.00	713.06	3,500.00
01-7410-5135	MEETING EXPENSES	37.64	500.00	462.36	500.00
01-7410-5155	ADVERTISING	0.00	1,000.00	1,000.00	1,000.00
01-7410-5175	COURIER/FREIGHT CHARGES	332.63	2,000.00	1,667.37	2,000.00
01-7410-5260	TRAINING	512.85	2,000.00	1,487.15	2,000.00
01-7410-5310	CONTRACTED SERVICES	9,566.90	17,423.00	7,856.10	17,423.00
01-7410-5610	PROGRAM EXPENSES	1,589.11	3,000.00	1,410.89	3,000.00
01-7410-5701	ELECTRONIC SERVICES	8,484.56	7,550.00	(934.56)	7,550.00
01-7410-5705	MAGAZINES & NEWSPAPERS	1,906.53	3,822.00	1,915.47	3,822.00
01-7410-5813	REPAIRS/MAINT - COMPUTER EQI	2,570.45	3,000.00	429.55	3,000.00
01-7410-5990	MATERIALS & SUPPLIES	66.57	0.00	(66.57)	0.00
01-7410-5991	MATERIALS & SUPPLIES TECH	0.00	0.00	0.00	0.00
01-7410-5992	NON TRADITION COLLECTION	0.00	0.00	0.00	0.00
01-7410-5995	FOL MATERIALS AND SUPPLIES	8,717.66	0.00	(8,717.66)	0.00
01-7410-6200	AUDIT FEES	202.99	600.00	397.01	600.00

General Ledger  
Annual Department Budget vs. Actual Comparison Report  
Fiscal Year Ending: DEC 31,2021 - From Period 1 To Period 12 Ending DEC 31,2021

Account	Description	Previous Year Total	Current Year To Date		Budget Remaining	Total Budget
			Actual	Budget		
01-7410-7100	BANK CHARGES		351.42	500.00	148.58	500.00
01-7410-8110	CAPITAL - BOOK PURCHASES		0.00	0.00	0.00	0.00
01-7410-8520	TRANSFER TO RESERVE		2,656.00	2,656.00	0.00	2,656.00
01-7410-8993	INTERNAL CHARGES IT		13,320.00	16,642.00	3,322.00	16,642.00
Total Expense			509,154.01	543,936.00	34,781.99	543,936.00
Dept Excess Revenue Over (Under) Expenditures			(382,420.29)	(452,136.00)	(69,715.71)	(452,136.00)
Category Excess Revenue Over (Under) Expenditures			(382,420.29)	(452,136.00)	(69,715.71)	(452,136.00)

General Ledger  
Annual Department Budget vs. Actual Comparison Report  
Fiscal Year Ending: DEC 31,2021 - From Period 1 To Period 12 Ending DEC 31,2021

Account	Description	Previous Year Total	Current Year To Date		Budget Remaining	Total Budget
			Actual	Budget		
REPORT SUMMARY						
01-7410	LIBRARY		126,733.72	91,800.00	(34,933.72)	91,800.00
Fund 01 Total Revenue			126,733.72	91,800.00	(34,933.72)	91,800.00
01-7410	LIBRARY		509,154.01	543,936.00	34,781.99	543,936.00
Fund 01 Total Expenditure			509,154.01	543,936.00	34,781.99	543,936.00
Fund 01 Excess Revenue Over (Under) Expenditures			(382,420.29)	(452,136.00)	(69,715.71)	(452,136.00)
Report Total Revenue			126,733.72	91,800.00	(34,933.72)	91,800.00
Report Total Expenditure			509,154.01	543,936.00	34,781.99	543,936.00
Report Excess Revenue Over (Under) Expenditures			(382,420.29)	(452,136.00)	(69,715.71)	(452,136.00)

# 2021 IN REVIEW

## St. Marys Public Library



**20,724**  
19,514 (2020)

VISITORS TO THE LIBRARY



**122**

80 (2020)

PROGRAMS  
OFFERED



**8,164**

11,451 (2020)

PROGRAM  
ATTENDEES

**533**

348 (2020)

SUMMER PROGRAM  
ATTENDEES



**68,547**

48,629 (2020)

DATABASE  
SEARCHES

**23,012**

22,156 (2020)

E-BOOKS  
CHECKED  
OUT



**60,556**

45,688 (2020)

TIMES ITEMS  
WERE CHECKED OUT



**1,442**

1,218 (2020)

FACEBOOK  
FOLLOWERS



**12,405**

1,679 (2020)

ANCESTRY  
SESSIONS



**4,232**

PRESSREADER  
SESSIONS



**36,600**

27,561 (2020)

CATALOGUE  
SESSIONS

**1718**

2,315 (2020)

ACTIVE  
PATRONS



**107,045**

159,752 (2020)

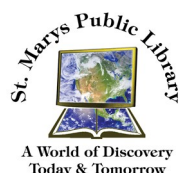
WEBSITE VISITS



**270**

189 (2020)

NEW PATRONS



### St Marys Public Library

15 Church St. N., PO Box 700

St. Marys, Ontario N4X 1B4 | 519-284-3346

[www.stmaryspubliclibrary.ca](http://www.stmaryspubliclibrary.ca)

# FORMAL REPORT

<b>To:</b>	Chair and Members of the Board
<b>Prepared by:</b>	Sarah Andrews, Library CEO
<b>Date of Meeting:</b>	3 February 2022
<b>Subject:</b>	<b>DRAFT Board Self-Evaluation Policy &amp; Questions</b>

## PURPOSE

To present the Board with a draft self-evaluation policy and accompanying evaluation tools for completion at our March 2021 meeting.

## RECOMMENDATION

**THAT** this report be received;

**THAT** the Board approve the policy and modify questions;

**THAT** a final draft will be prepared for our March meeting;

**THAT** the Board approve the tool be provided as an online form for completion.

## REPORT

After reviewing several examples of Board self evaluation policies and tools, my recommendation of both a policy and its accompanying tools for St. Marys Public Library follow the example of Ottawa Public Library as shared below.

I recommend we complete two forms; the first a reflection on the Board as a whole and the second on individual contributions. We can add or modify as our in-meeting discussion dictates.

## DRAFT BOARD POLICY – EVALUATION TOOLS

### Guiding Principles

The Board is committed to continuously improving its performance as well as the overall governance of the Library. To achieve this goal, the Board will align with the following governance best practices:

- Hold informal discussions to assess the effectiveness of the Board, identify any improvements that should be made, and respond to them in a timely manner;
- Complete regular written evaluations of the Board's performance using the

Meeting Evaluation questionnaire to obtain Trustee input and suggestions, determine what changes may need to be undertaken, and respond to them in a timely manner; and,

- Periodically complete a formal review of the Library's governance model and acting on the findings.

The Chair, working closely with the CEO and/or his/her designate, shall be primarily responsible for planning, implementing, and ensuring follow-up for each of these activities, as well as implementing any actions.

### **Informal Discussions**

There are two main reasons to hold informal discussions:

- Continuous improvement with respect to Board effectiveness; and,
- Potential inappropriate behaviour.

It is important that Board meetings be effective and well-run. As such it is prudent that the Board consider potential improvements to the meeting's processes and support materials;

the adequacy and effectiveness of presentations received at the meeting;

and, any other topics that would contribute to the effectiveness of the Board.

To facilitate the review, the Board may hold informal discussions at any time. Trustees should direct their request for such discussions to the Chair.

If the purpose of the discussion is to review any deemed potential inappropriate behaviours by Trustees, the CEO, or staff, the Board shall schedule a closed session. In this instance, the Chair shall:

- Determine who, other than the Trustees and CEO, will be present during the session;
- Lead the closed session; and,
- Take necessary action (as required) to resolve and respond accordingly.

### **Board Meeting Evaluation Questionnaires**

A meeting evaluation form (see Appendix A) shall be used to obtain Trustee input into the general structure and functioning of Board meetings. This will be conducted annually.

The CEO, or his/her delegate, shall ensure the questionnaire is provided to each Trustee so that it may be completed.

The CEO shall have the questionnaire responses compiled and summarized, and will provide the information to the Chair.

The Chair shall assess the findings from the questionnaire, share key insights with the Board, and lead a discussion of any changes or improvements that should be

considered toward improving the functioning of the Board.

### **Board Performance Evaluation Practices**

The Board shall schedule and complete a self-evaluation of the Board's performance at the beginning of the second and fourth years of each term of office. The Board may undertake additional evaluations or types of evaluations as it may deem appropriate.

The evaluation process shall include the following:

- A recommendation from the CEO regarding options to administer the evaluation;
- Developing or adapting a questionnaire that assesses a broad range of Board performance dimensions reflecting governance best practices (see Appendix B);
- Distributing the questionnaire to each Trustee;
- Collecting and maintaining confidential each Trustee's completed questionnaire;
- Collating and summarizing the evaluations from all Trustees;
- Distributing a summary of evaluation findings to each Trustee;
- Developing recommendations for Board and CEO implementation; and
- Discussing the findings and recommendations during a Board meeting.

### **Governance Review Practices**

The Board shall undertake a review of its governance in the fourth year of its term (commencement of process in Spring). A review shall also be undertaken when major changes in legislation, or Town policies occur that would impact the structure, role, responsibilities, or functioning of the Board.

The governance review process may consider the following:

- Completing confidential interviews with Trustees, the CEO, and senior staff who interact with the Board;
- Observing one or more Board and/or Committee meetings;
- Developing a report of the findings from the review;
- Sharing the report with the Trustees; and,
- Facilitating a discussion of the findings leading to agreement on what actions would be appropriate.

## Appendix A - Meeting Evaluation Form

### Introduction

Your feedback regarding the effectiveness of our Board meetings would be appreciated.

Please take a few minutes to complete this evaluation and return the form to the Secretary/CEO at the end of the meeting. Please be assured that the comments and identities of individual Trustees will be held in the strictest confidence. We trust you will therefore feel free to share your views candidly.

1- *Very Dissatisfied*    2- *Dissatisfied*    3- *Neutral*    4- *Satisfied*    5- *Very Satisfied*    6- *N/A*

Board Evaluation Items	Rating
<b>Section A – Legal and Regulatory Considerations</b>	
1. The legal responsibilities of the organization, including provincial and municipal laws are well understood and the organization is in compliance.	
2. The Board / Trustees are committed to being accountable for the results of the organization.	
3. Effective processes exist to ensure the Board and its Trustees fulfil their fiduciary responsibilities.	
4. The Board ensures it properly reviews the organization's by-law regularly.	
5. The Board is compliant with its use of in-camera meetings (without the public, the CEO and / or any members of management).	
<b>Section B - Direction Setting</b>	
6. The Board plays an appropriate role in establishing and/or updating the organization's vision, mission, and values.	
7. The Board plays an appropriate role in contributing to the development of, and then approval of, the strategic plan in keeping with its governance model.	
8. The Board has implemented appropriate techniques to ensure the vision, mission, and vision are understood by and integrated into the actions of employees.	
9. The Board adopts appropriate policies governing ethics and behaviour, and ensures these are effectively communicated, applied and results monitored.	
10. The Board has adopted and properly applies comprehensive conflict of interest and code of conduct policies for itself and the organization.	
11. The Board ensures the management team is responsive to developing issues for the organization.	
<b>Section C - Financial Oversight</b>	
12. The Board reviews and approves the financial plans of the organization prior to their implementation.	

Board Evaluation Items	Rating
13. The Board obtains all the financial and other information it requires to understand and assess the condition and performance of the organization.	
14. The Board is diligent in verifying the integrity of the organization's internal financial controls and management information systems.	
15. The Trustees are sufficiently financially literate to effectively discharge their financial oversight responsibilities.	
<b>Section D - Performance Management</b>	
16. The Board approves the annual objectives of the organization, regularly evaluates actual performance, and takes appropriate action as warranted.	
17. The Board uses an appropriately broad range of indicators to measure various aspects of the organization's performance.	
18. The Board does a good job of evaluating the performance of the CEO by measuring results against objectives.	
19. The Board provides regular feedback to the CEO concerning performance, and opportunities for improvement and development.	
20. The Board effectively links CEO performance to compensation in a manner consistent with established policies.	
21. The performance assessment process for the Board as a whole is effective and promotes continuous improvement.	
22. The Board addresses shortcomings in its performance or that of management expeditiously.	
<b>Section E - Risks and Opportunities Management</b>	
23. The Board has adopted an appropriate risk management framework and process.	
24. The Board systematically assesses the management of principal internal and external risks.	
25. The organization has an effective risk mitigation program.	
26. The Board systematically assesses the identification and management of key opportunities.	
<b>Section F - Succession Planning</b>	
27. The Board or its Committees have an appropriate and effective role in succession planning for the CEO.	

Board Evaluation Items	Rating
28. The Board or its Committees have an appropriate and effective role in succession planning for the Chair of the Board.	
29. The Board or its Committees have an appropriate and effective role in succession planning for the Trustees.	
30. The orientation process for new Trustees adequately prepares them to fulfill their responsibilities.	
31. The Board has an effective ongoing education program for the Trustees.	
32. The Board plays an appropriate role in the succession planning process for senior management (other than the CEO).	
33. The organization has an emergency contingency plan for the succession of the corporation's Officers.	
<b>Section G - Stakeholder Communications</b>	
34. The Board / Chair have adequate opportunities for effective communication with the Town / Council.	
35. The Board ensures a comprehensive and candid annual report is provided to the Town / Council.	
36. The Board has identified its key stakeholders or stakeholder groups and has defined communication strategies for each.	
37. The Board and Management are clear on the communications tactics to be used in various circumstances and have identified the prime spokesperson(s).	
38. The Trustees are clear on their role, if any, in communicating on behalf of the corporation.	
<b>Section H - Roles and Responsibilities</b>	
39. The Trustees demonstrate a clear understanding of, and respect for the respective roles of the Board and the CEO / Management.	
40. The Board has specifically delegated authority levels, in writing, to the CEO.	
41. The Board thinks and acts independently of, and is not unduly influenced by, management.	
42. The Board generally excels in providing strategic leadership to the organization.	

Board Evaluation Items	Rating
43. The Board addresses all of its responsibilities in an organized manner.	
44. The roles and responsibilities of the Chair, Trustees, and Ad hoc working groups are well documented and understood.	
<b>Section I - Structure and Composition</b>	
45. The size of the Board is appropriate for its mandate.	
46. The composition of the Board provides for an effective mix of representation, expertise, and experience.	
47. Trustees appointments allow for effective continuity of the Board.	
<b>Section J - Culture and Protocol</b>	
48. The relationship between the Board and the CEO is appropriate and effective.	
49. There is a high level of trust and respect among the Trustees.	
50. There is a high level of trust and respect between the Trustees and Senior Management.	
51. The Trustees have adequate opportunities to influence the structure and content of Board meeting agendas.	
52. The length of Board meetings is appropriate.	
53. Meetings are well attended and achieving quorum is not an issue.	
54. Board meeting agendas are well structured and address an appropriate range of issues for consideration.	
55. The amount and type of information received for Board meetings is appropriate, timely, and properly focuses discussion and decision-making.	
56. Trustees arrive at Board meetings well prepared by having read the materials and are ready to address the issues on the agenda.	
57. The Chair does an effective job of planning and running meetings, and leading the Board.	
58. Management is candid and direct in responding to questions.	
59. Management responds to Trustee requests for information in a reasonable time frame.	

Board Evaluation Items	Rating
60. The Board's culture promotes candid communications and rigorous decision-making.	
61. All Trustees are appropriately involved in Board discussions.	
62. The reporting of Committee work to the Board is done in an appropriate and effective manner.	
63. The Board is effective in following through on agenda items from previous meetings.	
64. The Board speaks with one voice after a vote is taken.	
65. The Trustees are able to effectively discharge their fiduciary duties to the OPL regardless of other positions they might hold.	
66. The minutes of Board meetings adequately capture all relevant issues, discussion, and decisions.	
<b>Section K - Overall Rating</b>	
67. What is your overall rating of the effectiveness of the Board?	

## Appendix B - Individual Board Member Self-Evaluation Tool

My reflections on Board Membership	Agree	Disagree	What can I do to improve in this area?
I rarely miss a scheduled board meeting.	<input type="checkbox"/>	<input type="checkbox"/>	
I am prepared for all meetings.	<input type="checkbox"/>	<input type="checkbox"/>	
I read all documents and reports prior to voting on issues.	<input type="checkbox"/>	<input type="checkbox"/>	
I respect and support all Board decisions even if I do not agree with those decisions.	<input type="checkbox"/>	<input type="checkbox"/>	
I use my individual abilities and skills to enhance the board's overall performance.	<input type="checkbox"/>	<input type="checkbox"/>	
I understand that I have an obligation to act in the best interests of the library at all time.	<input type="checkbox"/>	<input type="checkbox"/>	
I freely offer my opinions during any deliberations.	<input type="checkbox"/>	<input type="checkbox"/>	
I welcome and consider the opinions and perspectives of others.	<input type="checkbox"/>	<input type="checkbox"/>	
I do not attempt to exert individual authority over the CEO or staff.	<input type="checkbox"/>	<input type="checkbox"/>	
I do not attempt to represent the board without being authorized to do so.	<input type="checkbox"/>	<input type="checkbox"/>	
I respect the confidential nature of items discussed in camera.	<input type="checkbox"/>	<input type="checkbox"/>	
I understand the requirements of the <b>Public Libraries Act</b> and accompanying Regulation.	<input type="checkbox"/>	<input type="checkbox"/>	
I support the Board chair in promoting effective meetings.	<input type="checkbox"/>	<input type="checkbox"/>	
I have a clear understanding of my role.	<input type="checkbox"/>	<input type="checkbox"/>	
I am careful to focus only on board issues and leave the running of the library to the CEO.	<input type="checkbox"/>	<input type="checkbox"/>	

I can provide feedback in discussion in a constructive manner.	<input type="checkbox"/>	<input type="checkbox"/>	
I am a strong advocate of the best possible library service.	<input type="checkbox"/>	<input type="checkbox"/>	
I am committed to the library's mission.	<input type="checkbox"/>	<input type="checkbox"/>	
I support the library in a variety of ways (e.g., attend events)	<input type="checkbox"/>	<input type="checkbox"/>	
I understand the library's financial issues and implications.	<input type="checkbox"/>	<input type="checkbox"/>	
I am aware of the programs, services, and events of my library.	<input type="checkbox"/>	<input type="checkbox"/>	