



Agenda
Library Board

March 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 March 3, 2022 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 5.4 be approved as presented.

5.1. Acceptance of Minutes

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5.2. CEO Report

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5.2.2. ALPP Report 11

5.3. Library Statistics

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5.4.1.	Library Financial Report	14
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6.	NEW AND UNFINISHED BUSINESS	
6.1.	Board Evaluation Discussion	19
6.2.	Mercury Theatre Project	
7.	ROUNDTABLE DISCUSSION	
7.1.	Friends of the Library Report	
8.	UPCOMING MEETINGS	
9.	ADJOURNMENT	
	RECOMMENDATION	
	That the March 3, 2022 regular meeting of the St. Marys Public Library Board be adjourned at _____ pm.	



Minutes

Library Board

February 3, 2022

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, Reg Quinton, Joyce Vivian
Member Absent	Barbara Tuer, Melinda Zurbrigg
Staff Present	Rebecca Webb, Staff Liaison, Sarah Andrews, Library CEO

1. CALL TO ORDER

The February 3, 2022 Regular Meeting of the St. Marys Public Library Board was called to order at 6:46pm by Board Chair C. Atlin.

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Reg Quinton

Seconded By Councillor Edney

That the agenda for the February 3, 2022 regular meeting of the St. Marys Public Library Board be approved as presented.

Carried

4. DELEGATIONS

None present.

5. CONSENT AGENDA

Moved By Joyce Vivian

Seconded By Councillor Craigmile

That consent agenda items 5.1 through 5.2 be approved as presented.

Carried

5.1 Acceptance of Minutes

5.1.1 Minutes of the December 2, 2021 Regular Meeting

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

5.2 Financial Report

6. NEW AND UNFINISHED BUSINESS

6.1 Year in Review

6.1.1 Statistical Infographic, 2021 in Review

6.2 Board Self Evaluation

CEO S. Andrews provided members of the Board with a sample of a Board Evaluation document for discussion.

Moved By Reg Quinton

Seconded By Councillor Edney

That the Board move forward with completing the Board evaluation document individually for compilation and review at the next regular Board meeting.

Carried

8. CLOSED SESSION

Moved By Lynda Hodgins
Seconded By Councillor Craigmile

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 7:15pm.

Carried

9. RISE AND REPORT

Moved By Reg Quinton
Seconded By Councillor Craigmile

THAT the Library Board rise from a closed session at 7:30pm.

10. UPCOMING MEETINGS

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

11. ADJOURNMENT

Moved By Reg Quinton
Seconded By Joyce Vivian

That the February 3, 2022 regular meeting of the St. Marys Public Library Board be adjourned at 7:34pm.

Carried

7. ROUNDTABLE DISCUSSION

7.1 Friends of the Library Report



Chair

s. Andrews

Board Secretary



INFORMATIONAL REPORT

To:	Chair and Members of the Board
Prepared by:	Sarah Andrews, Library CEO
Date of Meeting:	3 March 2022
Subject:	February 2022 Monthly Report

PURPOSE

The purpose of this report is to provide the Board with information on Library projects and events for January and February 2022.

REPORT

Library Operations

Library operations continue well at the start of this year. We did have some challenges to the masking rule the day of the planned protest as well as when the announcement was made provincially that there were changes coming to provincial rules. Staff continue to feel safe providing service and have access to adequate PPE supplies. We have returned to in-person programming and we await the next round of changes coming March 1st.

Training

Five staff attended the 2022 OLA Conference this year. They enjoyed the sessions and one of the nice features of a virtual conference is staff can watch and rewatch sessions online for six months.

Project Plan

I have compiled a draft Project Plan for 2022 as attached for consideration and discussion. It includes the governance work and policy reviews that need to occur as well as some of the large town projects myself or staff will be involved in. This plan has been shared with the CAO and Town Directors to ensure effective project planning and determine if there are other projects that our team members or Town team members can assist with.

Pyramid Pickup

I have submitted a request to the Town for modernization funding/other funding to purchase an automated lending machine and return box for the Pyramid Centre which will house a collection of books and DVDs for adults and children. Patrons can borrow directly from the machine and return materials to the return box. This is an exciting project for patrons who currently do not visit our location on Church St. W. regularly and will appeal to Friendship Centre users, hockey families, adult swimmers and fitness class participants. As it can operate during the centre's hours of operation, it means increased access to our collection beyond our regular business hours as well. We are excited about this project and seek your support.

Automated Checkout Station

March 3, 2022

Page 7 of 27

Also included in our proposal for funding from the Town is an automated self checkout station. We see the potential of growth in our community and demand for increased programming and need for face-to-face access to staff. A self-check station will allow patrons to borrow their materials at an easy to use kiosk if they do not need staff for that interaction. This project is ballparked at \$

Food Bank Partnership

Discussions continue on how we can work together to serve the community with extended hours and access to food. We are eager to continue with the model of a pantry and fridge available during hours of operation and our currently meeting with other Canadian libraries about their models and partnerships. I hope to meet with Richard and Jennifer again in March.

Purchase of Mercury Theatre

On February 16, 2022, the Town of St. Marys finalized a deal to purchase 14 Church Street North. The historic brick and limestone structure – which once housed the Mercury Theatre - has been vacant since 2006. The Town purchased the building with a plan to preserve its heritage value and as a potential site for cultural activities, library and leisure programming, and administrative space. The building's location – directly across from Town Hall and the St. Marys Public Library – also motivated the Town to make the purchase.

"This is a unique opportunity for the Town to own and offer a campus of services from three neighbouring properties," says Brent Kittmer, Chief Administrative Officer. "We hope it will encourage even more people to explore and experience our historic downtown core."

The Town's next step is to hire a planning consultant and establish a Steering Committee to determine the most appropriate use of the new property. A municipal modernization grant from the Provincial government will fund that process. A member of the Library Board may be asked to represent Library and Adult Learning on this Steering Committee. More details will follow. More discussion about what opportunities this might present for the Library to be discussed later in the agenda.

Changes at Adult Learning

Adam Stapleton has resigned from our staff to pursue other opportunities and Nicole Carradine will be our new Coordinator. Stephanie Shute is going to be going on maternity leave. Both positions are change the first week of March. We are making use of this time of change to revert the program back to a two FTE model for the 2022/3 operating year. The Contract FT Instructor position is currently posted.

2016 Census Data is Released

The census data is available at <https://www12.statcan.gc.ca/census-recensement/2021/dp-pd/prof/details/page.cfm?Lang=E&SearchText=perth%20south&DGUIDlist=2021A00053531013&GENDERlist=1&STATISTIClist=1&HEADERlist=0>. However, upon closer review by Town staff it appears the data may not be accurate. Just a heads up if you are looking at it or needing to use it. The Town has requested a formal review by Statistics Canada.

Public Feedback

Feedback from patrons this month included:

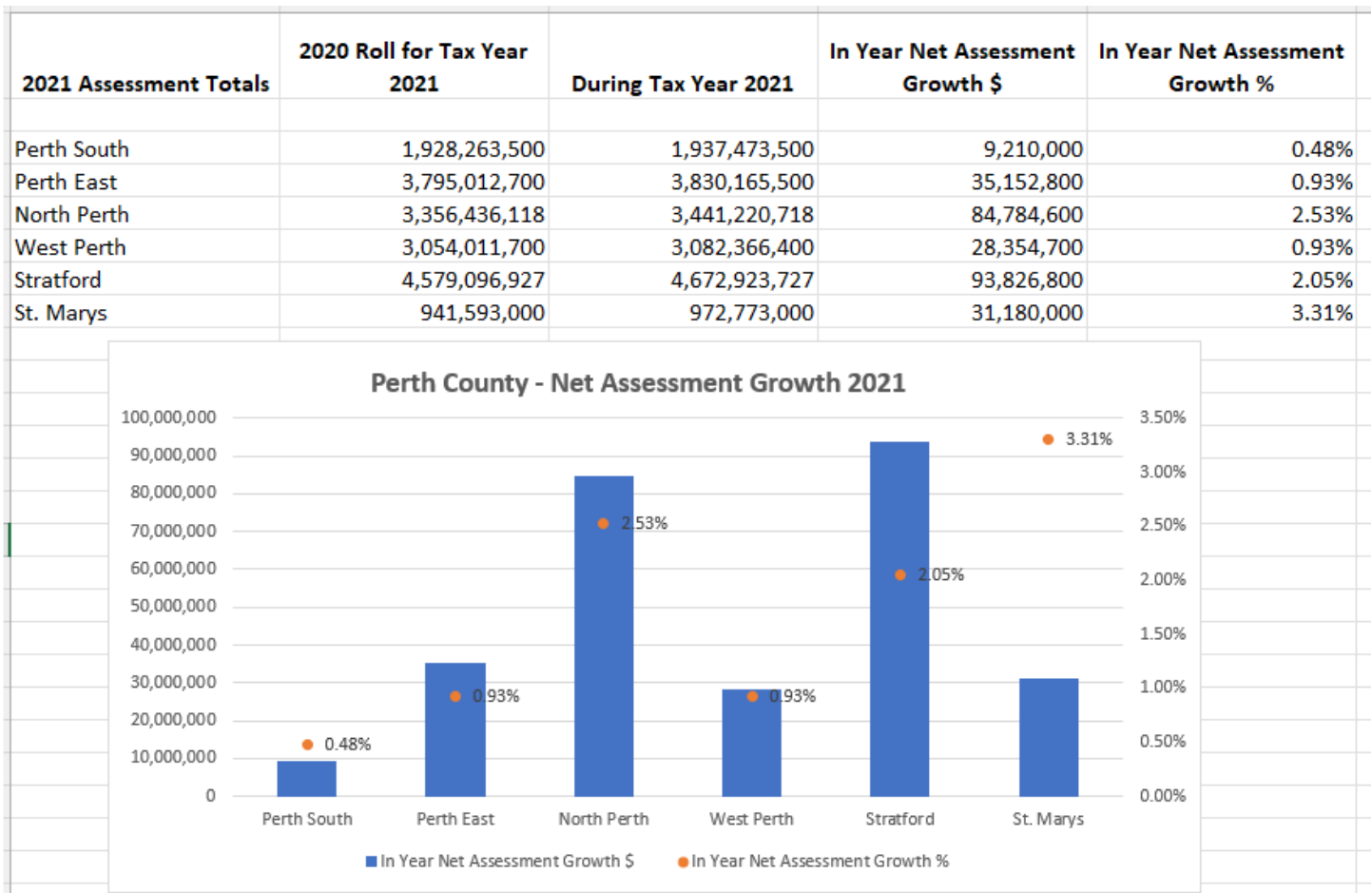
"Hello Ms. McAsh,

My local Ontario library recently implemented BiblioCommons for their online catalogue. When I searched for a tutorial on YouTube, your library's BiblioCommons video popped up. Somehow, after learning about Bibliocommons, I migrated to your library's Facebook page and proceeded to fall down the Kids Trivia rabbit hole!

Anyways, I think your show is educational AND fun. Your high energy, warmth, and factual content are a great counterbalance to all the horrible news from the USA about the banning of books in some libraries. Plus you do not shy away from asking tough questions sometimes, like what were the highest and lowest temperatures ever recorded on Earth. Most Canadians would be stumped by those two questions." Chris Burger

Property Assessment

Andre shared with Senior Team a document that was prepared for the Developer Tailgate which I thought would be interesting to share.



Andre highlighted for us that our net growth was the highest relative to our assessment base at 3.31% in 2021 and he noted how high the total assessments are for some of our peers in Perth County – demonstrates the high value of farm land which is only taxed at 25%.

2022 Library Projects

Project Start:

Tue, 1/4/2022

Display Week:

1

[illegible]



ALPP Program Update – January 2022

Author: Adam Stapleton (Program Coordinator) **Date:** 02/07/2022

Performance

The program has currently served **42** learners which represents an increase of **+14** learners from the start of December 2021.

Learner Breakdown: St. Marys (29) Stratford (13)

February 7, 2022

Core Measure	Perf. Commitment	Actual	% of YTD of Target
Customer Satisfaction	90%	100%	111%
Service Coordination	50%	67%	133%
Suitability	30%	26%	85%
Learner Progress	60%	55%	83%

Additional Updates

Learner Referrals / Conestoga College

The program has received 8 referrals since the start of December 2021. Encouragingly, 4 of these have come from Conestoga College following a meeting I had with their admissions team early in January 2022. Now there is a clear pathway again for Perth County learners who do not make it onto their online classes, a connection which was lost because of the physical closure of the Stratford LBS site. For context, that is more referrals in a month than we had in the previous six months from Conestoga's Academic Upgrading program.

Employer Engagement

The program will be delivering Microsoft Teams trainings at the request of Human Synergistics in St. Marys. The training schedule will be finalized on Thursday February 10th. A meeting with the Cascades plant manager was postponed owing to Omicron staffing difficulties but will take place later this February in anticipation of training starting in early March.

January in Review

St. Marys Public Library
March 3, 2022



2257

VISITORS TO THE
LIBRARY



10

PROGRAMS
OFFERED



229

PROGRAM
VIEWS +
ATTENDANCE

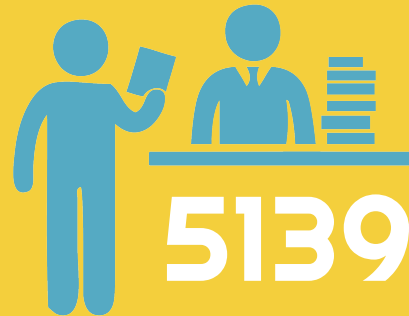


4050

Database
Searches

2253

E-BOOKS
CHECKED OUT



5139

TIMES ITEMS
WERE CHECKED OUT



1447

FACEBOOK
FOLLOWERS



18,582

WEBSITE VISITS



Bibliocommons
Sessions

2900

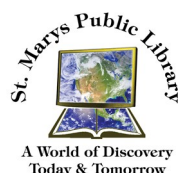
1736

ACTIVE
PATRONS



24

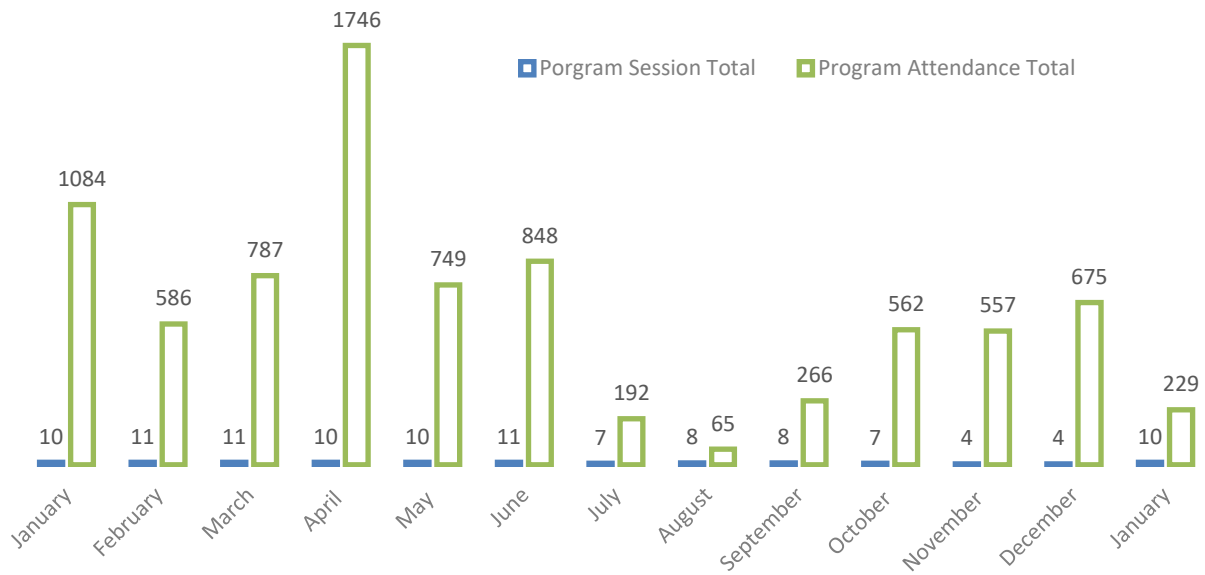
NEW PATRONS (YTD)



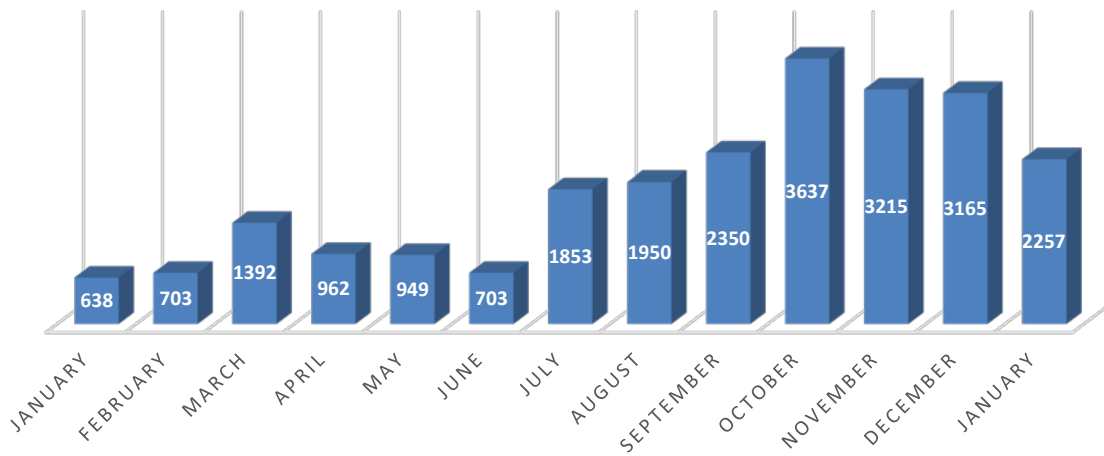
St Marys Public Library

15 Church St. N., PO Box 700
St. Marys, Ontario N4X 1B4 | 519-284-3346
www.stmaryspubliclibrary.ca

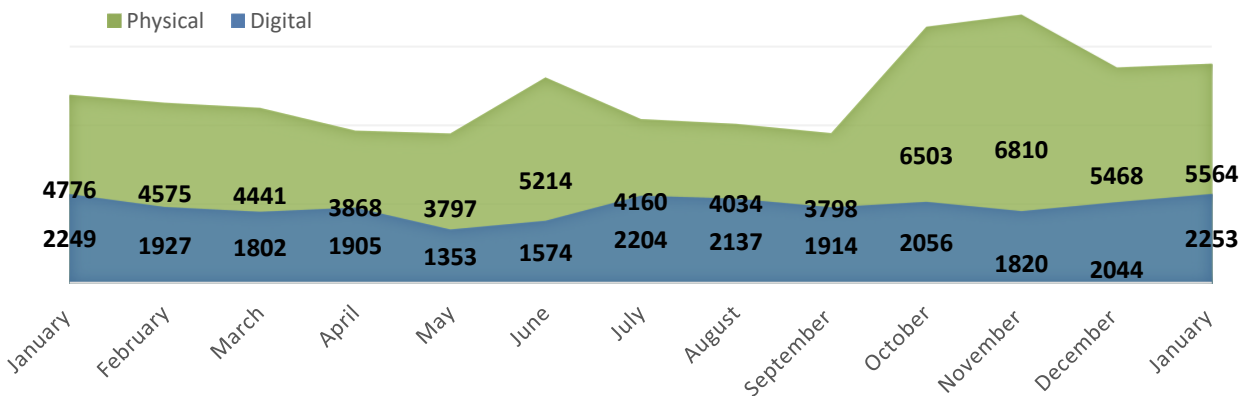
PROGRAMMING



LIBRARY VISITORS



MONTHLY CIRCULATION



General Ledger

Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2022 - From Period 1 To Period 2 Ending FEB 28,2022

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

Fund: 01 GENERAL FUND**Category: 7???****7410 LIBRARY****Revenue**

01-7410-4160	ONTARIO SPECIFIC GRANTS (OLF	0.00	0.00	0.00
01-7410-4170	CANADA SPECIFIC GRANTS	0.00	0.00	0.00
01-7410-4175	HUMAN RESOURCE DEVELOPMEI	0.00	0.00	0.00
01-7410-4200	REVENUE - PERTH SOUTH	0.00	0.00	0.00
01-7410-4210	FEES/SERVICE CHARGES	9.51	0.00	0.00
01-7410-4215	MEMBERSHIP FEES	5.00	0.00	0.00
01-7410-4218	PROGRAM REVENUE	0.00	0.00	0.00
01-7410-4221	PHOTO COPY REVENUE	233.49	0.00	0.00
01-7410-4222	VIDEO INSURANCE FEES	0.00	0.00	0.00
01-7410-4405	FINES - OTHER	290.64	0.00	0.00
01-7410-4505	DONATIONS	4,464.80	0.00	0.00
01-7410-4515	MAGAZINE SPONSORSHIPS	0.00	0.00	0.00
01-7410-4535	FUNDRAISING - QUILT	0.00	0.00	0.00
01-7410-4550	OTHER REVENUE	622.40	0.00	0.00
01-7410-4555	REVENUE - FRIENDS OF THE LIBF	1,484.48	0.00	0.00
01-7410-4562	CONTRIB FR RESERVE/DISCRE R	0.00	0.00	0.00
01-7410-4564	CONTRIBUTIONS FROM TRUST FI	0.00	0.00	0.00
Total Revenue		7,110.32	0.00	0.00

Expense

01-7410-5005	FULL TIME WAGES	18,167.08	0.00	0.00
01-7410-5006	OVERTIME	0.00	0.00	0.00
01-7410-5010	PART TIME WAGES	21,311.48	0.00	0.00
01-7410-5012	ACCRUED WAGES	0.00	0.00	0.00
01-7410-5015	CPP/EI	2,806.48	0.00	0.00
01-7410-5016	GROUP BENEFITS	5,235.44	0.00	0.00
01-7410-5017	EHT	772.94	0.00	0.00
01-7410-5018	WSIB	917.96	0.00	0.00
01-7410-5019	OMERS	2,977.63	0.00	0.00
01-7410-5050	BOARD REMUNERATION	0.00	0.00	0.00
01-7410-5100	OFFICE SUPPLIES	777.74	0.00	0.00
01-7410-5105	OFFICE EQUIPMENT	0.00	0.00	0.00
01-7410-5110	TRAVEL/MILEAGE	0.00	0.00	0.00
01-7410-5120	MEMBERSHIPS	1,393.80	0.00	0.00
01-7410-5121	MEMBERSHIP - PCIN	0.00	0.00	0.00
01-7410-5130	PROFESSIONAL DEVELOPMENT	0.00	0.00	0.00
01-7410-5135	MEETING EXPENSES	0.00	0.00	0.00
01-7410-5155	ADVERTISING	0.00	0.00	0.00
01-7410-5169	COMMUNICATIONS MOBILE	0.00	0.00	0.00
01-7410-5170	COMMUNICATIONS	0.00	0.00	0.00
01-7410-5171	HEAT MOVED TO 5301	0.00	0.00	0.00
01-7410-5172	HYDRO MOVED TO 5302	0.00	0.00	0.00
01-7410-5173	WATER/SEWER MOVED TO 5303	0.00	0.00	0.00
01-7410-5174	INSURANCE	0.00	0.00	0.00
01-7410-5175	COURIER/FREIGHT CHARGES	25.29	0.00	0.00
01-7410-5180	HOUSEKEEPING SUPPLIES	0.00	0.00	0.00
01-7410-5260	TRAINING	0.00	0.00	0.00
01-7410-5310	CONTRACTED SERVICES	99.39	0.00	0.00
01-7410-5610	PROGRAM EXPENSES	612.79	0.00	0.00

General Ledger
Annual Department Budget vs. Actual Comparison Report
Fiscal Year Ending: DEC 31,2022 - From Period 1 To Period 2 Ending FEB 28,2022

Account	Description	Previous Year Total	Current Year To Date		Total Budget
			Actual	Budget	
01-7410-5615	PROGRAM EXPENSES - CHILDREN		0.00	0.00	0.00
01-7410-5700	CAPITAL BOOK PURCHASES		3,641.78	0.00	0.00
01-7410-5701	ELECTRONIC SERVICES		1,227.14	0.00	0.00
01-7410-5705	MAGAZINES & NEWSPAPERS		1,803.19	0.00	0.00
01-7410-5710	AUDIO VISUAL		0.00	0.00	0.00
01-7410-5711	VIDEO/CD REPLACEMENTS		0.00	0.00	0.00
01-7410-5810	REPAIRS & MAINTENANCE BUILDINGS		0.00	0.00	0.00
01-7410-5811	REPAIRS & MAINTENANCE GROUND		0.00	0.00	0.00
01-7410-5812	REPAIRS & MAINTENANCE EQUIPMENT		0.00	0.00	0.00
01-7410-5813	REPAIRS/MAINT - COMPUTER EQUIPMENT		0.00	0.00	0.00
01-7410-5900	HRDC EXPENSES		0.00	0.00	0.00
01-7410-5910	COMMUNITY ACCESS PROGRAM		0.00	0.00	0.00
01-7410-5990	MATERIALS & SUPPLIES		0.00	0.00	0.00
01-7410-5991	MATERIALS & SUPPLIES TECH		0.00	0.00	0.00
01-7410-5992	NON TRADITION COLLECTION		0.00	0.00	0.00
01-7410-5995	FOL MATERIALS AND SUPPLIES		0.00	0.00	0.00
01-7410-6200	AUDIT FEES		0.00	0.00	0.00
01-7410-6201	LEGAL FEES		0.00	0.00	0.00
01-7410-6235	JANITORIAL SERVICES		0.00	0.00	0.00
01-7410-6750	PURCHASED CLIENT SERVICES		0.00	0.00	0.00
01-7410-6990	CONTRACTED SERVICES		0.00	0.00	0.00
01-7410-7001	AMORTIZATION EXPENSE		0.00	0.00	0.00
01-7410-7100	BANK CHARGES		48.25	0.00	0.00
01-7410-8510	TRANSFER TO CAPITAL		0.00	0.00	0.00
01-7410-8520	TRANSFER TO RESERVE		0.00	0.00	0.00
01-7410-8530	TRANSFER TO TRUST FUND		0.00	0.00	0.00
01-7410-8990	OTHER TRANSFERS		0.00	0.00	0.00
01-7410-8993	INTERNAL CHARGES IT		0.00	0.00	0.00
Total Expense			61,818.38	0.00	0.00
Dept Excess Revenue Over (Under) Expenditures			(54,708.06)	0.00	0.00
Category Excess Revenue Over (Under) Expenditures			(54,708.06)	0.00	0.00

General Ledger
Annual Department Budget vs. Actual Comparison Report
Fiscal Year Ending: DEC 31,2022 - From Period 1 To Period 2 Ending FEB 28,2022

Account	Description	Previous Year Total	Current Year To Date Actual	Budget	Total Budget
REPORT SUMMARY					
01-7410	LIBRARY		7,110.32	0.00	0.00
Fund 01 Total Revenue			7,110.32	0.00	0.00
01-7410	LIBRARY		61,818.38	0.00	0.00
Fund 01 Total Expenditure			61,818.38	0.00	0.00
Fund 01 Excess Revenue Over (Under) Expenditures			(54,708.06)	0.00	0.00
Report Total Revenue			7,110.32	0.00	0.00
Report Total Expenditure			61,818.38	0.00	0.00
Report Excess Revenue Over (Under) Expenditures			(54,708.06)	0.00	0.00

General Ledger

Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2022 - From Period 1 To Period 2 Ending FEB 28,2022

Account	Description	Previous Year Total	Current Year To Date Actual	Budget	Total Budget
Fund: 01 GENERAL FUND					
Category: 7???					
7500 ADULT LEARNING					
Revenue					
01-7500-4160	ONTARIO SPECIFIC GRANTS		21,310.00	0.00	0.00
01-7500-4210	FEES/SERVICE CHARGES		0.00	0.00	0.00
01-7500-4505	DONATIONS		0.00	0.00	0.00
01-7500-4535	FUNDRAISING		0.00	0.00	0.00
01-7500-4550	OTHER REVENUE - STRATFORD		0.00	0.00	0.00
01-7500-4561	CONTRIBUTIONS FROM CAPITAL		0.00	0.00	0.00
01-7500-4562	CONTRIBUTION FROM RESERVE		0.00	0.00	0.00
Total Revenue			21,310.00	0.00	0.00
Expense					
01-7500-5005	FULL TIME WAGES		0.00	0.00	0.00
01-7500-5006	OVERTIME		0.00	0.00	0.00
01-7500-5010	PART TIME WAGES		15,110.28	0.00	0.00
01-7500-5012	LITERACY - ACCRUED WAGES		0.00	0.00	0.00
01-7500-5015	CPP/EI		1,115.54	0.00	0.00
01-7500-5016	GROUP BENEFITS		736.05	0.00	0.00
01-7500-5017	EHT		294.65	0.00	0.00
01-7500-5018	WSIB		332.35	0.00	0.00
01-7500-5019	OMERS		768.84	0.00	0.00
01-7500-5100	OFFICE SUPPLIES		646.44	0.00	0.00
01-7500-5105	OFFICE EQUIPMENT		0.00	0.00	0.00
01-7500-5110	TRAVEL/MILEAGE		63.03	0.00	0.00
01-7500-5120	MEMBERSHIPS		67.54	0.00	0.00
01-7500-5130	PROFESSIONAL DEVELOPMENT		0.00	0.00	0.00
01-7500-5155	ADVERTISING		0.00	0.00	0.00
01-7500-5169	COMMUNICATIONS MOBILE		0.00	0.00	0.00
01-7500-5170	COMMUNICATIONS		0.00	0.00	0.00
01-7500-5260	TRAINING		0.00	0.00	0.00
01-7500-5262	LEARNER TRAINING SUPPORT		0.00	0.00	0.00
01-7500-5263	EMPLOYMENT TRACK EXPRESS		0.00	0.00	0.00
01-7500-5302	HYDRO		0.00	0.00	0.00
01-7500-5305	JANITORIAL SUPPLIES		0.00	0.00	0.00
01-7500-5610	PROGRAM EXPENSES		0.00	0.00	0.00
01-7500-5700	BOOK PURCHASES		0.00	0.00	0.00
01-7500-5990	MATERIALS & SUPPLIES		0.00	0.00	0.00
01-7500-6200	AUDIT FEES		0.00	0.00	0.00
01-7500-6990	CONTRACTED SERVICES		0.00	0.00	0.00
01-7500-7001	AMORTIZATION EXPENSE		0.00	0.00	0.00
01-7500-7210	EQUIPMENT RENTAL		0.00	0.00	0.00
01-7500-7300	RENT		0.00	0.00	0.00
01-7500-8510	TRANSFER TO CAPITAL		0.00	0.00	0.00
01-7500-8520	TRANSFER TO RESERVE		0.00	0.00	0.00
01-7500-8993	INTERNAL CHARGES IT		0.00	0.00	0.00
Total Expense			19,134.72	0.00	0.00
Dept Excess Revenue Over (Under) Expenditures			2,175.28	0.00	0.00
Category Excess Revenue Over (Under) Expenditures			2,175.28	0.00	0.00

General Ledger

Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2022 - From Period 1 To Period 2 Ending FEB 28,2022

Account	Description	Previous Year Total	Current Year To Date Actual	Budget	Total Budget
REPORT SUMMARY					
01-7500	ADULT LEARNING		21,310.00	0.00	0.00
Fund 01 Total Revenue			21,310.00	0.00	0.00
01-7500	ADULT LEARNING		19,134.72	0.00	0.00
Fund 01 Total Expenditure			19,134.72	0.00	0.00
Fund 01 Excess Revenue Over (Under) Expenditures			2,175.28	0.00	0.00
Report Total Revenue			21,310.00	0.00	0.00
Report Total Expenditure			19,134.72	0.00	0.00
Report Excess Revenue Over (Under) Expenditures			2,175.28	0.00	0.00

St. Marys Public Library Board – Self Assessment Results

The results of the eight completed surveys are below.

1. Meeting Evaluation Form

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

Board Evaluation Items	Rating
Section A – Legal and Regulatory Considerations	
1. The legal responsibilities of the organization, including provincial and municipal laws are well understood and the organization is in compliance.	Dissatisfied - 1 Neutral - 1 Satisfied - 4 Very Satisfied - 2
2. The Board / Trustees are committed to being accountable for the results of the organization.	Neutral - 2 Satisfied - 3 Very Satisfied - 3
3. Effective processes exist to ensure the Board and its Trustees fulfil their fiduciary responsibilities.	Neutral - 1 Satisfied - 4 Very Satisfied - 3
4. The Board ensures it properly reviews the organization's by-law regularly.	Dissatisfied - 2 Neutral - 2 Satisfied - 3 Very Satisfied - 1
5. The Board is compliant with its use of in-camera meetings (without the public, the CEO and / or any members of management).	Neutral - 1 Satisfied - 2 Very Satisfied - 5
Section B - Direction Setting	
6. The Board plays an appropriate role in establishing and/or updating the organization's vision, mission, and values.	Neutral - 3 Satisfied - 1 Very Satisfied - 4
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.	Neutral - 3 Satisfied - 2 Very Satisfied - 3
8. The Board has implemented appropriate techniques to ensure the vision, mission, and vision are understood by and integrated into the actions of employees.	Unsure of question – 1 Neutral - 2 Satisfied - 2 Very Satisfied - 3

9. The Board adopts appropriate policies governing ethics and behaviour, and ensures these are effectively communicated, applied and results monitored.	Satisfied - 4 Very Satisfied - 4
10. The Board has adopted and properly applies comprehensive conflict of interest and code of conduct policies for itself and the organization.	Neutral - 2 Satisfied - 2 Very Satisfied - 4
11. The Board ensures the management team is responsive to developing issues for the organization.	No answer - 1 Neutral - 1 Satisfied - 4 Very Satisfied - 2
Section C - Financial Oversight	
12. The Board reviews and approves the financial plans of the organization prior to their implementation.	Neutral - 1 Satisfied - 3 Very Satisfied - 4
13. The Board obtains all the financial and other information it requires to understand and assess the condition and performance of the organization.	Neutral - 1 Satisfied - 2 Very Satisfied - 5
14. The Board is diligent in verifying the integrity of the organization's internal financial controls and management information systems.	Neutral - 1 Satisfied - 3 Very Satisfied - 4
15. The Trustees are sufficiently financially literate to effectively discharge their financial oversight responsibilities.	Neutral - 2 Satisfied - 4 Very Satisfied - 2
Section D - Performance Management	
16. The Board approves the annual objectives of the organization, regularly evaluates actual performance, and takes appropriate action as warranted.	Neutral - 3 Satisfied - 4 Very Satisfied - 1
17. The Board uses an appropriately broad range of indicators to measure various aspects of the organization's performance.	Dissatisfied - 1 Neutral - 4 Satisfied - 1 Very Satisfied - 2
18. The Board does a good job of evaluating the performance of the CEO by measuring results against objectives.	Neutral - 1 Satisfied - 5 Very Satisfied - 2
19. The Board provides regular feedback to the CEO concerning performance, and opportunities for improvement and development.	Neutral - 1 Satisfied - 5 Very Satisfied - 2
20. The Board effectively links CEO performance to compensation in a manner consistent with established policies.	Satisfied - 6 Very Satisfied - 2
21. The performance assessment process for the Board as a whole is effective and promotes continuous improvement.	Dissatisfied - 1 Neutral - 3 Satisfied - 2, Very Satisfied - 2

22. The Board addresses shortcomings in its performance or that of management expeditiously.	Dissatisfied - 1 Neutral - 5 Satisfied - 1 Very Satisfied - 5
Section E - Risks and Opportunities Management	
23. The Board has adopted an appropriate risk management framework and process.	Dissatisfied - 2 Neutral - 3 Satisfied - 2 Very Satisfied - 1
24. The Board systematically assesses the management of principal internal and external risks.	Dissatisfied - 2 Neutral - 4 Satisfied - 1 Very Satisfied - 1
25. The organization has an effective risk mitigation program.	Dissatisfied - 2 Neutral - 4 Very Satisfied - 1 N/A - 1
26. The Board systematically assesses the identification and management of key opportunities.	Dissatisfied - 2 Neutral - 3 Satisfied - 1 Very Satisfied - 2
Section F - Succession Planning	
27. The Board or its Committees have an appropriate and effective role in succession planning for the CEO.	Dissatisfied - 1 Neutral - 4 Satisfied - 1 Very Satisfied - 2
28. The Board or its Committees have an appropriate and effective role in succession planning for the Chair of the Board.	Dissatisfied - 1 Neutral - 4 Satisfied - 2 Very Satisfied - 1
29. The Board or its Committees have an appropriate and effective role in succession planning for the Trustees.	Dissatisfied - 2 Neutral - 5 Very Satisfied - 1
30. The orientation process for new Trustees adequately prepares them to fulfill their responsibilities.	Dissatisfied - 1 Neutral - 2 Satisfied - 4 N/A - 1
31. The Board has an effective ongoing education program for the Trustees.	Dissatisfied - 1 Neutral - 4 Satisfied - 2 Very Satisfied - 1
32. The Board plays an appropriate role in the succession planning process for senior management (other than the CEO).	Neutral - 5 Very Satisfied - 1 N/A - 2

33. The organization has an emergency contingency plan for the succession of the corporation's Officers.	Dissatisfied - 3 Neutral - 3 Satisfied - 1 Very Satisfied - 1
Section G - Stakeholder Communications	
34. The Board / Chair have adequate opportunities for effective communication with the Town / Council.	Neutral - 1 Satisfied - 5 Very Satisfied - 2
35. The Board ensures a comprehensive and candid annual report is provided to the Town / Council.	Neutral - 2 Satisfied - 2 Very Satisfied - 4
36. The Board has identified its key stakeholders or stakeholder groups and has defined communication strategies for each.	Neutral - 3 Satisfied - 2 Very Satisfied - 3
37. The Board and Management are clear on the communications tactics to be used in various circumstances and have identified the prime spokesperson(s).	Neutral - 2 Satisfied - 3 Very Satisfied - 3
38. The Trustees are clear on their role, if any, in communicating on behalf of the corporation.	Neutral - 2 Satisfied - 6
Section H - Roles and Responsibilities	
39. The Trustees demonstrate a clear understanding of, and respect for the respective roles of the Board and the CEO / Management.	Neutral - 2 Satisfied - 4 Very Satisfied - 2
40. The Board has specifically delegated authority levels, in writing, to the CEO.	Very Dissatisfied - 1 Neutral - 3 Satisfied - 3 Very Satisfied - 1
41. The Board thinks and acts independently of, and is not unduly influenced by, management.	Satisfied - 4 Very Satisfied - 4
42. The Board generally excels in providing strategic leadership to the organization.	Neutral - 4 Satisfied - 2 Very Satisfied - 2
43. The Board addresses all of its responsibilities in an organized manner.	No answer - 1 Neutral - 1 Satisfied - 5 Very Satisfied - 1
44. The roles and responsibilities of the Chair, Trustees, and Ad hoc working groups are well documented and understood.	No Answer - 1 Neutral - 1 Satisfied - 5 Very Satisfied - 1

Section I - Structure and Composition	
45. The size of the Board is appropriate for its mandate.	No Answer - 1 Neutral - 1 Satisfied - 4 Very Satisfied - 2
46. The composition of the Board provides for an effective mix of representation, expertise, and experience.	No Answer - 1 Satisfied - 6 Very Satisfied - 1
47. Trustees appointments allow for effective continuity of the Board.	No Answer - 1 Neutral - 1 Satisfied - 5 Very Satisfied - 1
Section J - Culture and Protocol	
48. The relationship between the Board and the CEO is appropriate and effective.	No Answer - 1 Satisfied - 4 Very Satisfied - 4
49. There is a high level of trust and respect among the Trustees.	No Answer - 1 Neutral - 1 Satisfied - 3 Very Satisfied - 3
50. There is a high level of trust and respect between the Trustees and Senior Management.	No Answer - 1 Neutral - 2 Satisfied - 2 Very Satisfied - 3
51. The Trustees have adequate opportunities to influence the structure and content of Board meeting agendas.	No Answer - 1 Neutral - 1 Satisfied - 4 Very Satisfied - 2
52. The length of Board meetings is appropriate.	No Answer - 1 Satisfied - 5 Very Satisfied - 2
53. Meetings are well attended and achieving quorum is not an issue.	No Answer - 1 Satisfied - 5 Very Satisfied - 2
54. Board meeting agendas are well structured and address an appropriate range of issues for consideration.	No Answer - 1 Satisfied - 4 Very Satisfied - 3
55. The amount and type of information received for Board meetings is appropriate, timely, and properly focuses discussion and decision-making.	No Answer - 1 Satisfied - 4 Very Satisfied - 3
56. Trustees arrive at Board meetings well prepared by having read the materials and are ready to address the issues on the agenda.	No Answer - 1 Satisfied - 5 Very Satisfied - 2

57. The Chair does an effective job of planning and running meetings and leading the Board.	No Answer - 1 Satisfied - 5 Very Satisfied - 2
58. Management is candid and direct in responding to questions.	No Answer - 1 Satisfied - 3 Very Satisfied - 4
59. Management responds to Trustee requests for information in a reasonable time frame.	No Answer - 1 Satisfied - 4 Very Satisfied - 3
60. The Board's culture promotes candid communications and rigorous decision-making.	Satisfied - 5 Very Satisfied - 3
61. All Trustees are appropriately involved in Board discussions.	Neutral - 1 Satisfied - 6 Very Satisfied - 1
62. The reporting of Committee work to the Board is done in an appropriate and effective manner.	Satisfied - 5 Very Satisfied - 3
63. The Board is effective in following through on agenda items from previous meetings.	Satisfied - 5 Very Satisfied - 3
64. The Board speaks with one voice after a vote is taken.	Neutral - 1 Satisfied - 3 Very Satisfied - 4
65. The Trustees are able to effectively discharge their fiduciary duties to the OPL regardless of other positions they might hold.	Satisfied - 3 Very Satisfied - 5
66. The minutes of Board meetings adequately capture all relevant issues, discussion, and decisions.	Satisfied - 5 Very Satisfied - 3
Section K - Overall Rating	
67. What is your overall rating of the effectiveness of the Board?	Satisfied - 7 Very Satisfied - 1

St. Marys Public Library Board – Self Assessment Results

2. 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.	7	1	I have many obligation and conflicts unfortunately.
I am prepared for all meetings.	8		
I read all documents and reports prior to voting on issues.	8		Most.
I respect and support all Board decisions even if I do not agree with those decisions.	8		
I use my individual abilities and skills to enhance the board's overall performance.	8		
I understand that I have an obligation to act in the best interests of the library at all time.	8		I have a strong skillset in event planning and management/branding that is lost to the pandemic.
I freely offer my opinions during any deliberations.	8		Sometimes.
I welcome and consider the opinions and perspectives of others.	7	1	I often have a set perspective entering into a meeting, and I need to take alternative perspectives seriously prior to the meeting.
I do not attempt to exert individual authority over the CEO or staff.	8		

I do not attempt to represent the board without being authorized to do so.	8	
I respect the confidential nature of items discussed in camera.	8	
I understand the requirements of the Public Libraries Act and accompanying Regulation.	5 3	<p>Read Library Act.</p> <p>I would like the Act to be discussed at the beginning of each year's meeting.</p> <p>Should do a review.</p> <p>I could improve in this area. A regular Review on my own would help.</p> <p>Most of them.</p>
I support the Board chair in promoting effective meetings.	8	
I have a clear understanding of my role.	8	Most things. After many meetings being on the Board, I understand.
I am careful to focus only on board issues and leave the running of the library to the CEO.	8	
I can provide feedback in discussion in a constructive manner.	8	
I am a strong advocate of the best possible library service.	8	
I am committed to the library's mission.	8	
I support the library in a variety of ways (e.g., attend events)	7 1	<p>Try to attend more events.</p> <p>Limited availability in time/commitment required.</p>

I understand the library's financial issues and implications.	8	Most of them.
I am aware of the programs, services, and events of my library.	8	<p>The staff do a great job of putting articles in local paper and telling people things going on at the Library.</p> <p>I should do a better investigation.</p> <p>Beside being aware at the Board level, I also follow the library on Instagram for updates.</p> <p>I learnt more about this being on the Board.</p>