

Virtual Trustee Council Meeting

Saturday, April 18, 2020

Presenters:

Barbara Franchetto (TC 5)

Brandon Fratarcangeli (TC 3 & 4)

Anne Marie Madziak (TC 1 & 2)

Peggy Malcolm (TC 7 & 8)

Alexandra Taylor (TC 6)



Agenda

1. Welcome and Overview
2. Library and Board Operations in the Context of the COVID-19 Pandemic
 - The Legislative Framework
 - The Municipal-Board Relationship
 - Public Library Services and Staffing
 - Virtual Board Meetings
3. Resources for Board Members
4. Reports from your Peers
5. Question and Answer Period
6. Meeting Wrap-Up

Zoom Meeting Room Controls

SOLS Training

On this simple, user-friendly webinar interface, there are only 3 options: Audio Settings, Chat and Raise Hand.

Audio Settings ^



Chat



Raise Hand

Leave Meeting

The Legislative Framework

The Legislative Framework

On Tuesday, March 17th, the Government of Ontario declared an emergency under the *Emergency Management and Civil Protection Act*. As a result of this declaration and its associated orders, the following establishments were legally required to close immediately:

- All facilities providing indoor recreational programs;
- **All public libraries;**
- All private schools as defined in the *Educational Act*;
- All licensed childcare centres;
- All bars and restaurants, except for takeout food and delivery;
- All theatres including those offering live performances of music, dance, and other art forms, as well as cinemas that show movies; and concert venues.



The Legislative Framework

On Friday, March 27th, Kevin Finnerty, ADM of the Ontario Ministry of Heritage, Sport, Tourism and Culture Industries provided further information:

Message from the Assistant Deputy Minister, Kevin Finnerty:

“Following the Chief Medical officer of Health’s advice, emergency measures have required all public libraries’ physical facilities in the province of Ontario to be closed to the public.

[...] We encourage all public library boards and staff to make their community aware, through social media and e-mail, of the wide range of e-resources and other on-line services their branches provide, where available.”



Message from the Assistant Deputy Minister, Kevin Finnerty:

“Due to the need for ‘social distancing’, public library board meetings that are open to the public under the Public Libraries Act (PLA), may be held using a live video interface platform or conference call service, so long as the public may attend virtually, in real-time, and be able to ask questions. As with all library board meetings, advance notice is required and sufficient information of the topics to be considered should be made available to the public to enable them to make an informed decision as to whether or not to attend.

Also, under the PLA, any decisions related to public library staff and remuneration remain the purview of the public library board.”





The Municipal-Board Relationship

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Municipal- Board Relationship

The following is a sample Memorandum of Understanding (MOU) between the Blue Mountains Public Library Board and the Town of the Blue Mountains:

MEMORANDUM OF UNDERSTANDING BETWEEN THE BLUE MOUNTAINS PUBLIC LIBRARY BOARD AND THE TOWN OF THE BLUE MOUNTAINS

SCHEDULE "A"

HUMAN RESOURCES SUPPORT

1) Principal Understanding

- a) The Board is the sole employer of all Library and Museum employees, including the CEO.
- b) The Town's Human Resources (HR) Department will administer payroll and benefit services on behalf of the Board, per this MOU.
- c) If additional charges will be incurred by the HR Department, the CEO must sign off on the estimated charge before work is commenced. Any additional services requested will be charged through interdepartmental transfer to the Library. These interdepartmental charges will include staff time if above and beyond the basic services stated in this agreement.

2) The Town HR shall provide advice and support to the Board and/or CEO upon request. HR advice and support are non-binding, and all decisions shall continue to be made by the Board and/or CEO.

Advice shall be on procedural inquiries, and shall not be a legal opinion. The Town reserves the right to decline any requests. See Schedule I for further detail.



Public Library
Staffing
&
Services

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Public Library Staffing & Services

Staffing

- Understand the range of options available
 - Declared Emergency Leave ([link](#))
 - Layoff/Supplemental Unemployment Benefit program
 - Temporary Layoff – 13 weeks under the *Employment Standards Act*
- Collective Agreements
- Seek legal advice or advice from municipal HR staff if unsure

Public Library Staffing & Services

Programming, Library Services, and Working From Home

- Libraries have an important role to play during the pandemic: source of information, learning and entertainment.
 - E-books, e-resources, and virtual programming. Libraries have increased borrowing limits, invested more funds, and created new programming schedules.
- [Professional development](#) opportunities, administrative tasks, website work, social media
- 3D Printing of PPE; Voluntary redeployment to community organizations (e.g. food banks)
- List of [Work From Home tasks](#) for library staff
- Examples of [virtual programming](#)

Virtual Board Meetings

Virtual Board Meetings

Guidelines for holding virtual board meetings:

- All board members must be identifiable
- All board members must be able to participate in real time
- All board members have a vote and count towards quorum
- Meetings must be open to the public
- Advance notice must be given
- The public must be able to interact with board members and ask questions in real time

Reminder:

The format changes, but the rules stay the same.

Closed Meetings in Virtual Format

- The reasons for closing a meeting remain the same for virtual meetings:

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;
- g) a matter in respect of which a board or committee of a board may hold a closed meeting under another Act.

Public Libraries Act, Section 16.1(4)

Resources

SOLS and OLS – North have developed a number of resources to help support public libraries during the pandemic:

- Updates to the [Governance HUB](#)
- [Professional Resources](#) on pertinent topics
- Blog posts on the [SOLS blog](#)

Updates to the Governance HUB

- New documents have been added to the Governance HUB to support library boards during the pandemic:
 - [9 Tips for Board Decision Making During COVID-19](#)
 - [Public Library Board Meetings and Remote Participation](#)



www.librarygovernance.ca

New Professional Resources

COVID-19: Resources for Public Libraries

Includes:

- Informational resources from the federal and provincial government and WHO
- Communications from public libraries
- Response plans
- Media articles and social media updates

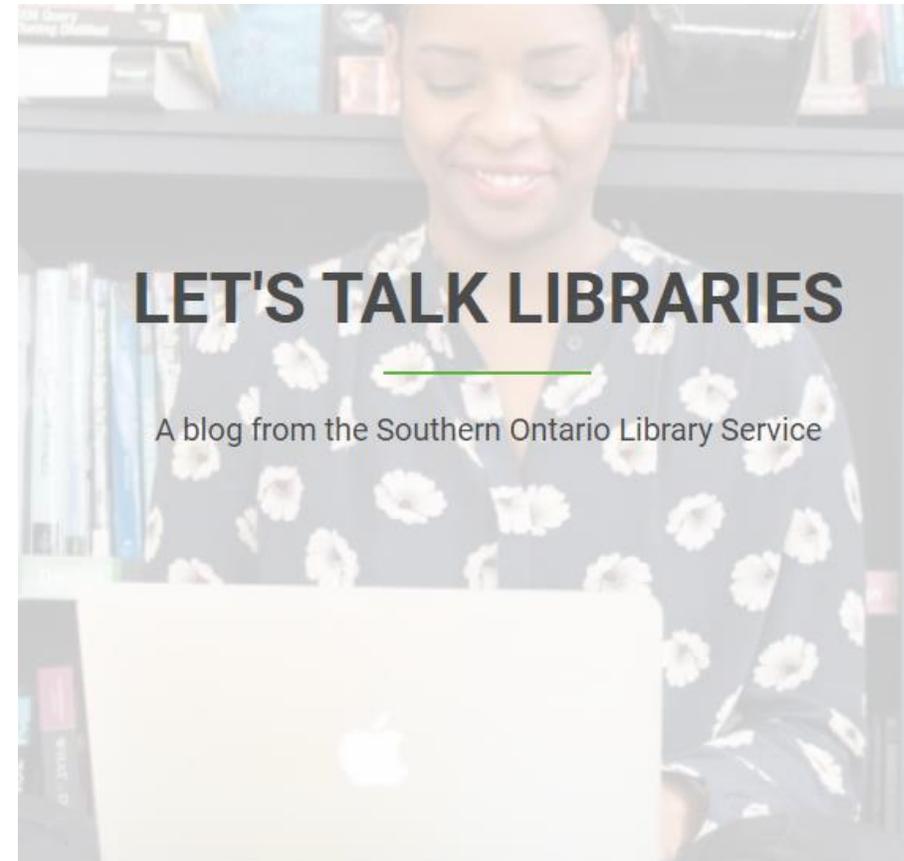
Programming, Staffing and Well-Being During the COVID-19 Pandemic

Includes:

- Examples of digital library services and programming
- Resources to support stress mental health and well-being
- Examples of work-from-home tasks and professional
- Professional development opportunities

Follow the SOLS Blog!

- Follow the SOLS blog for posts on relevant topics, including:
 - ✓ Digital and virtual programming
 - ✓ Professional development for staff
 - ✓ Virtual meetings
 - ✓ Coping with a changing environment



www.sols.org/blog



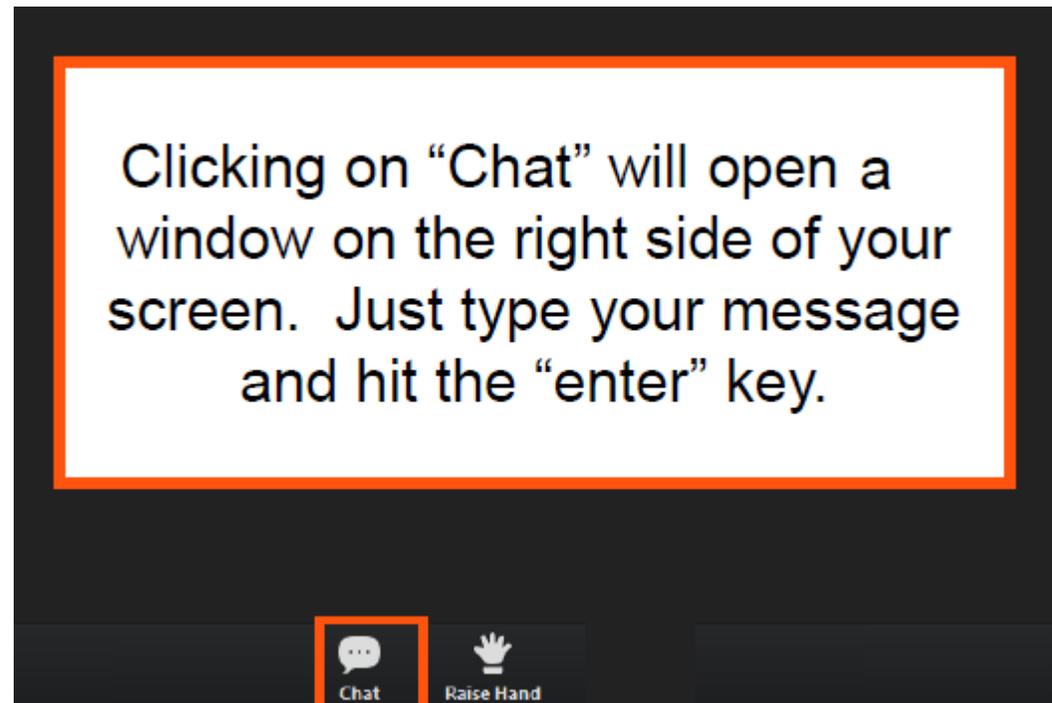
Reports from your Peers

Three board members will summarize the current situation in their library:

- Margaret MacDonald
Stormont, Dundas & Glengarry Public Library
- Fred Gladding
Brant County Public Library
- Jack Groothuis
Stratford Public Library

Question & Answer Period

- Type your questions in the chat box
- Make sure to send your message to “All panelists and attendees” to ensure that everyone can see your message



Contact Us

Southern Ontario Library Service (SOLS)

- Consultation, training and development for public library boards and staff
- www.sols.org
- consulting@sols.org

Ontario Library Boards' Association (OLBA)

- Mentoring, consultation and communication at the regional and individual board level
- <http://www.accessola.org/>
- Visit the OLBA website to contact Council members

Federation of Ontario Public Libraries (FOPL)

- Advocacy for public libraries in Ontario
- www.fopl.ca
- sabram@fopl.ca