

- 1. Public Delegations**
 (Public attendance registration not required – refer to [By-laws pg 7](#))
- 2. Approval of Agenda** Chair MOTION
Conflict of Interest Disclosure to Approve
- 3. Presentations**
 None
- 4. Consent Agenda** Chair MOTION
to Approve

 - 4.1** Minutes of the Previous Board Meeting **Pg 1**
 – October 27, 2022
 - 4.2** Library Information Update – **Pg 6**
 November 2022
 - 4.3** KPI Stats – as of October 31, 2022 **Pg 10**
 - 4.4** Financial Review – as of November 16, **Pg 11**
 2022
- 5. Ends Discussion**

 - 5.1** End of Term Reflections / Roundtable J. Flowers
 Discussion
- 6. Staff Reports**

 - 6.1** Anti-Black Racism Working Group Verbal S. Oza
 Update Update
 - 6.2** 2024-2027 Strategic Plan Funding Verbal J. Flowers
 Update Update
- 7. Monitoring Reports – Executive Limitations**

 - 7.1** EL 07 Emergency Executive **Pg 13** S. Beckett MOTION
 Succession to Adopt
- 8. Board Committee Reports**

 - 8.1** Report of the CEO Evaluation Verbal S. Sheehy
 Committee Update
- 9. Governance**
 None

10. New Business

10.1 Member Community Reports

10.2 Canadian Urban Libraries Council (CULC) Update – Halifax Meeting Verbal Update J. Flowers

10.3 2022-2026 Library Board Recruitment Update Verbal Update J. Flowers

11. Confidential Matter

None

12. Adjournment

Chair

MOTION to Adjourn

Preliminary List of Motions

Item # Motion

2. THAT the items in the Agenda be approved by the Board as presented/amended.

4. THAT the items in the Consent Agenda be approved by the Board as presented/amended.

7.1 THAT the Board adopt Monitoring Report EL 07 Emergency Executive Succession as presented; and THAT the Board adopt Policy EL 07 Emergency Executive Succession as presented/amended, the Policy being complete, sound, and effective.

12. THAT the meeting be adjourned.

The City of Pickering Public Library Board

DRAFT Meeting Minutes

Held: Thursday, October 27, 2022

Location: Central Library Auditorium / Virtual Hybrid
www.pickeringlibrary.ca/board

Attendees: S. Sheehy (Chair); M. Anderson; S. Beckett; Councillor M. Brenner; R. Coelho; M. Fatema; A. Maginley; S. Pragg; D. Sharma

Absent: Councillor S. Butt; D. Sharma

Staff: J. Flowers – CEO/Director of Public Libraries; S. Oza – Director, Engagement & Client Experience; S. Yung – Manager of Community Engagement & Marketing; B. Gregory – Executive Assistant

Meeting Commencement Time: 7:02 pm

1. Public Delegations

No public delegations in attendance.

2. Approval of Agenda, Conflict of Interest Disclosure

No interest was declared.

Motion #22.51

Moved by R. Coelho, Seconded by S. Beckett **Motion THAT** the Agenda be adopted as presented.

Carried.

3. Presentations

3.1 Community Engagement Update

Sabrina Yung, Manager of Community Engagement & Marketing, shared an update on the Library's recent community engagement initiatives, the return of community outreach, and the existing and new partnerships.

The Board expressed deep appreciation on both the breadth and depth of staff activities.

In reference to the community feedback received about more dedicated teen spaces at George Ashe Library, it was asked if there was opportunity to access the youth room in the adjoining community centre. S. Yung advised that community feedback was focused on enhancements to the existing library space and feedback related to other spaces was not requested. She did note that the Library has partnered with the City in the past to hold programs in the youth room and suggested that this could be an option to be explored.

In answer to a proposal that the study room at George Ashe Library be utilized for meeting space since it is set up like a boardroom, S. Yung advised that this room is currently used as a much-needed quiet study room. J. Flowers added that they'll be

working to develop a functional program to help the designer work towards incorporating all the community and staff feedback and identified priorities, including meeting and quiet study space.

S. Yung departed the meeting at 7:25 pm.

4. Consent Agenda

4.1 Minutes of the Previous Board Meeting – September 22, 2022

4.2 Library Information Update – October 2022

4.3 Board-CEO Delegation (BCD) Policies 01 – 05

4.4 Governance Process (GP) Policies 01 – 11

4.5 GP 12 Monitoring and Evaluating Policy (New)

Motion #22.52

Moved by M. Fatema, Seconded by M. Anderson **Motion THAT** the items on the Consent Agenda be adopted.

Carried.

5. Ends Discussion

No Ends discussion was held.

6. Staff Reports

6.1 Anti-Black Racism Working Group (“ABRWG”) Update

S. Oza advised that the ABRWG September meeting minutes were included in the Board package. She noted that the minutes included details on the robust discussion held around reference checks for volunteers. Also discussed was an update from People & Culture on the progress on the recommendations from the ABRWG.

The October meeting was held in person, so members had a chance to tour the Central and George Ashe libraries, explore the space, observe clients, and ask questions. S. Oza reported that members were very pleased to see the current curated collections and observed that recommendations from the ABRWG were being put into practice.

In answer to a question about timelines and measuring the impact of the implementation of the recommendations from the ABRWG for People and Culture, S. Oza reported that C. Addo-Bekoe, Manager of People & Culture, is working to develop a timeline. As for measuring, this year would be the baseline for data collected and monitored in subsequent years.

In response to a suggestion that the ABRWG could work with the Anti-Black Racism Taskforce at the City, particularly in developing and monitoring impacts on HR, S. Oza advised that although there is some overlap of activities, especially recruitment, the ABRWG is focused on the Library experiences and needs. She added that the members of each group communicate with each other to identify common priorities and collaboration.

6.2 Report 04-22 Seeking Pre-Budget Approval for 2024-2027 Strategic Plan

J. Flowers explained that in order to ensure there is sufficient time to complete a thorough strategic planning exercise, the Library will request Council’s approval in January 2023 to

access the funds in the 2023 budget to complete an RFP for consulting services in advance of the Council budget meetings.

J. Flowers reported that she had spoken with S. Karwowski, Treasurer, and he had indicated his support for the intent of the request. He added that there may even be other budget items brought to the December Council meeting so suggested that Library report could also be brought to the meeting. Given this possibility, the recommendation from the report was amended to read:

“THAT the CEO prepare a Report to Council **in December 2022 or January 2023** seeking pre-budget approval to initiate the strategic planning project.”

Motion #22.53

Moved by M. Anderson, Seconded by R. Coelho **Motion THAT** the Board adopt the recommendation from Report 04-22, as amended.

Carried.

7. Monitoring Reports – Executive Limitations

7.1 EL 02 Treatment of Clients

M. Anderson reported that she met with J. Flowers to discuss the policy elements, interpretations, and evidence of compliance for EL 02 Treatment of Clients and concluded that the policy is effective and complete.

Motion #22.54

Moved by M. Anderson, Seconded by A. Maginley **Motion THAT** the Board adopt Executive Limitation 02 Treatment of Clients Monitoring Report as presented; and **THAT** the Board adopt Executive Limitation 02 Treatment of Clients Policy as presented, the Policy being complete, sound, and effective.

Carried.

8. Board Committee Reports

8.1 Report of the Policy Review Ad Hoc Committee

J. Flowers reported that all the Board-CEO Delegation (BCD) and Governance Process (GP) policies were reviewed and updated by the Policy Review Ad Hoc Committee. Copies of each with track changes were included in the September Board package for adoption.

Policies were not adopted at the September meeting as it was decided to allow for some time for the Members to review changes and comments. Members were requested to return any comments back to the Committee. Since no comments or additional edits were brought forward, the policies as provided in the September Board package will stand. Edits/track changes were accepted, and final versions were included in the package for this meeting for adoption as part of the consent agenda.

J. Flowers added that there was also a new policy – GP 12 Monitoring and Evaluating – included last month. This too was included in the consent agenda for adoption.

Lastly, J. Flowers reported that the Committee had wanted to convert the CEO Evaluation Procedure into a policy. However, given that the wording of a procedure is different from

that of a policy, the procedure as it was written did not translate well into a policy and the new policy was not presented to the Board for adoption. The procedure will be maintained as is for now, with the intent to convert to a policy early in 2023 to allow for time to update to more suitable wording.

8.2 Report of the CEO Evaluation Committee

S. Sheehy advised that the CEO Evaluation Committee – comprised of herself, A. Maginley, and M. Brenner – plan to meet to finalize the CEO evaluation and present back to J. Flowers before bringing to the Board for final approval at a Special Board meeting scheduled prior to the regular meeting on November 24, 2022. Board members will be provided the opportunity to provide feedback before the Special Board meeting. The Board was reminded that the yearly formal evaluation of the CEO is based on the Executive Limitations and Ends Policies.

9. Governance

No governance discussion was held.

10. Board Policy Review

10.1 Executive Limitations policy EL 07 Emergency Executive Succession will be discussed at the next Board meeting. All members to review prior to the next meeting. Discussion will be led by S. Beckett.

11. New Business

11.1 Member Community Reports

S. Pragg reported that she attended the Tails of Hope Awards ceremony with her daughter who was an award recipient. S. Pragg expressed her congratulations to the staff on a well-organized event that did a great job of making all the children feel very special.

S. Beckett reported that he recently had a need to use the 3D printer. With only 3D spec files at hand, he had J. Baptiste, Senior CEA- Info Tech, helped him use the 3D printer in the Maker Space to create what he needed. S. Beckett commended Maker Space staff and encouraged everyone to check out the Maker Space.

11.2 Ian Cumming Memorial Wall

J. Flowers reported that the components of the Ian Cumming Memorial Wall were coming together. The shelving is expected to arrive at the end of November, and a commemorative plaque is currently being designed. She noted that there is not a confirmed date for the memorial wall unveiling but the aim is to hold the event before the holidays.

11.3 Board Recruitment – New Term

J. Flowers advised that there were three Library Board Information Sessions planned for those interested in applying for the Library Board next term. One was held the previous evening and thanks was extended to M. Fatema for attending on behalf of the Board. A. Maginley and S. Sheehy were thanked in advance for their attendance at next week's sessions. There has been great participation and engagement in these sessions.

J. Flowers will be conducting interviews with interested applicants. Joining her for these interviews will be outgoing Board Members R. Coelho and M. Anderson.

11.4 Board Holiday Dinner

J. Flowers reported that staff had heard back from some, but not all, Board Members about a date for the Board holiday dinner. A quick poll was taken during the meeting and it was decided that dinner will be scheduled for Thursday, December 8th. A meeting request will be sent. J. Flowers advised that plans for a small Board meeting prior to the dinner have been cancelled due to the timing of the dinner.

12. Confidential Matter

None

13. Date of Next Meeting and Adjournment

The next Board meeting will be held on Thursday, November 24, 2022 at 7:00 pm as a hybrid (In-Person / Virtual) meeting.

Motion #22.55

Moved by M. Anderson, Seconded by R. Coelho **Motion THAT** the meeting be adjourned. Carried.

The meeting was adjourned at 8:05 pm.

Signature of Library CEO:

Date:

Signature of Library Board Chair:

Date

Board End: Lifelong Learning

Remembrance Day Film Screening



On November 10th, in observance of Remembrance Day, the Library screened *The Unimaginable Journey of Peter Ertel*, a documentary film about the astonishing yet sobering life of a German soldier in WWII. The viewing of this film was accompanied by Q&A with the film's producer. The 26 clients in the audience gave the film a standing ovation.

Coding Workshop with Ontario Tech

Ontario Tech University led a coding workshop for 13 children. The workshop introduced students to the fundamental elements of coding and practiced applying critical thinking and problem solving when developing code.

Investing for Teens

A financial literacy workshop for teens was facilitated by Fred Masters, President & Founder of Masters Money Management. The teens learned about investing and money management.

Indigenous Creative Arts Showcase

In collaboration with all Durham Region public libraries, the Pickering Public Library hosted the Indigenous Creative Arts Showcase. This event celebrated local Indigenous talent and featured artists, musicians, and authors. Over 250 people attended this highly successful event.

Board End: Culture of Reading

Community Book Sale

The Central Library will run a Community Book Sale on November 25 – 27. Decommissioned library books, DVDs, and CDs will be on display in the Maker Space. Clients are asked to make a “pay what you can” donation to the Library for materials they take home.

Board End: Inclusive and Welcoming Public Facilities & Virtual Spaces

Personalized Device Assistance

On Monday, November 14th, the Library launched a new service called *1-on-1 Device Assistance*. Clients will be able to book a dedicated 1-hour time slot with a staff member. The service will be offered weekly at Central each Monday and every other week at George Ashe on Wednesdays. Some of the services include:

- Set up or get assistance with a personal device such as a smart phone, e-reader, etc.
- Learn how to navigate the digital services the library offers like Libby, CloudLibrary, etc.
- Learn how to use an online software like Office 365.

Sunday Service Hours at Central Library

The Central Library restarted Sunday open hours October 16, 2022. The Library is open from 12:00 pm -5:00 pm. To date (October 16 to November 13), 1,304 clients have visited the branch on Sundays. During the comparable time period in 2019, 3,028 clients visited the branch on Sundays, meaning 2022's walk-in stats are so far 43% of 2019's stats.

	Oct 16	Oct 23	Oct 30	Nov 6	Nov 13
2022 Walk-In Stats	236	207	282	312	267

Board End: High Quality, Efficient, and Cost-Effective Library Services

Volunteer Recruitment

Every fall, the Pickering Public Library opens its intake window for volunteer positions for Children's Program Helper and Teen Advisory Group. This season, the Library received over 160 applications. The Functional Leaders for these service areas have been busy going through every submission and interviewing all the qualified applicants. They hope to welcome 15-20 new volunteers to each area.

Claremont Library Collaborative (CLC)

As part of the Claremont Refresh project, the Library has been conducting a variety of community engagement strategies with the hopes of gathering direct input from local residents. Staff have conducted passive feedback activities at the Claremont Library, hosted a seniors focus group, and facilitated an online survey. The next step is to establish the Claremont Library Collaborative (CLC)!

The CLC is currently recruiting community volunteers who live in Claremont or the surrounding areas who can make a one-year commitment to the initiative. The CLC is expected to have residents representing different ages and lived experiences and will include both Claremont Library users and non-users.

Supporting Organizational Excellence

3Cs Training

Beginning in November, all staff will begin a new, year-long training program called the *3Cs: Compassionate Client Care*. Each month, staff will be assigned one training module to complete through Niche Academy. The courses have been created by Ryan Dowd and focus on practical methods and techniques on how best to assist clients with mental health challenges and housing insecure clients, designed specifically for library staff. The first module is Homeless De-Escalation 101, and future modules include topics such as Backup, Fights, Kicked Out, and Prejudice. Staff will have the opportunity to discuss the training and participate in role playing exercises at monthly team meetings.

Emerging Leaders Program

PPL is committed to being a workplace where all staff are empowered to be leaders. To support this goal, a staff development program has been designed by members of PPL's leadership team that helps build leadership skills at all levels. The Emerging Leaders Program is a 12-month program for staff that includes in-class workshops, online modules, and coaching, as well as hands-on experience and guidance from the Leadership Team.

Overall, the program seeks to:

- enhance understanding of leadership competencies and mindsets
- provide hands-on leadership experience through participation in Library projects
- prepare potential leaders for possible future leadership opportunities

Three staff were selected to participate in the inaugural program.

OLA - Youth & Child Expo Presentation

On Monday, November 7th, Joel Sutherland, Manager of Client Experience, participated at the Ontario Library Association's Child & Youth Expo on a virtual panel entitled "Drag

Queen Storytime (DQS): How to Handle the Haters.” Two other managers from different library systems also spoke on the panel, each sharing recent experiences running DQS events and methods used to handle client complaints. The presentation was well received with approximately 50 people in attendance.

What’s New?

New Murals – Outside Central Library

The City of Pickering and the Pickering Museum Village received grant funds to support the development of several Cultural Tourism trails including the Anne and Maud Experience. The project included the creation of artwork for outdoor promotion of the program. The Library has worked with the Museum to host two banner murals (artwork attached) which will be hung on the outside south wall (facing the parking lot) of the Central Library. The murals are to be mounted late in November. For more information about the full project check the website at www.AnneAndMaud.ca

Each mural includes a QR code that directs the public to the City’s webpage to provide more context on the Anne and Maud tourism initiative and artwork (<https://www.pickering.ca/en/discovering/placemaking.aspx>). Murals also include City and Library logos, as well as a funding acknowledgement. We are excited to participate in the initiative and work with the Museum Village.





2022 KPI Statistics

to October 31, 2022

	2021	Per capita (pop: 100,000)
Total circulation	758,202	8.0
Cardholders	33,855	0.3
In-person visits	108,850	1.0
Website visits	267,796	2.7
Catalogue visits	339,464	3.4
Public Computer Use	433,144	4.3
Total Digital Learning Sessions	109,689	1.1
Number of programs	514	0.005
Program attendance	9,088	0.1
Outreach events	6	0.0001
Outreach attendance	134	0.001
Curbside Only Hours	1317	
Open Branch Hours	3906.5	

	YTD 2022	Extrapolated to full year	Per capita (pop: 100,000)
Total circulation	715,129	858,155	8.6
Cardholders	33,776	33,776	0.3
In-person visits	202,164	242,597	2.4
Website visits	544,775	653,730	6.5
Catalogue visits			
Public Computer Use	24,385	29,262	0.3
Total Digital Learning Sessions	45,996	55,195	0.6
Number of programs	475	570	0.006
Program attendance	12,703	15,244	0.2
Outreach events	50	60	0.0006
Outreach attendance	1,561	1,873	0.019
Curbside Only Hours	0	0	
Open Branch Hours	5605	6,726	

Change Year over Year
13%
0%
123%
8%
-93%
-50%
11%
68%
900%
1298%
-100%
72%

Now included with website visits

Different method of counting 2021 vs 2022. New method more accurate

Pickering Public Library - Current Budget Status
As of November 16, 2022

Revenue

	Actual	Committed	Allotted	Budget	Available	% Available	Notes
402500 Federal Grants	(\$1,095)	\$0	(\$1,095)	(\$27,600)	(\$26,505)	96.03%	2022 YCW funding expected by Year End (\$5300)
402510 Ontario Grants	(\$30,264)	\$0	(\$30,264)	(\$106,425)	(\$76,161)	71.56%	OLS Internet funding \$30,264 not budgeted
403000 Departmental User Fees (photocopying & makerspace supplies)	(\$14,075)	\$0	(\$14,075)	(\$53,000)	(\$38,925)	73.44%	
403030 Vending Machines	(\$1,464)	\$0	(\$1,464)	(\$2,500)	(\$1,036)	41.43%	
403064 Rentals - Mtg. Room/Publi	(\$568)	\$0	(\$568)	(\$3,500)	(\$2,932)	83.76%	
403120 Other User Fee Revenue (Other revenue)	(\$1,770)	\$0	(\$1,770)	(\$10,000)	(\$8,230)	82.30%	
405000 Fines & Charges (Lost materials)	(\$5,559)	\$0	(\$5,559)	(\$20,000)	(\$14,441)	72.21%	
406500 Donations	(\$3,223)	\$0	(\$3,223)	(\$25,000)	(\$21,777)	87.11%	
Revenue Totals	(\$58,020)	\$0	(\$58,020)	(\$248,025)	(\$190,005)	76.61%	Note: \$106,425 Provincial Household grant expected by Year End

Expenditures

501000 Salaries & Wages	\$2,395,214	\$0	\$2,395,214	\$3,582,424	\$1,187,210	33.14%	To Payroll 21
501010 Overtime	6560.45	\$0	6560.45	0	(\$6,560)		For September 19 & 30 - Central Library Open
501020 Employee Benefits	\$666,972	\$0	\$666,972	\$1,001,984	\$335,012	33.43%	
501025 Employee Recognition & Appreciation	(\$226)	\$0	(\$226)	\$4,135	\$4,361	105.46%	Recognition event to be held in December
501040 Uniforms	\$2,212	\$0	\$2,212	\$3,950	\$1,738	44.00%	
501100 Conferences	\$4,639	\$22	\$4,661	\$7,000	\$2,339	33.41%	
501110 Seminars & Education	\$14,920	\$0	\$14,920	\$28,600	\$13,680	47.83%	
501130 Travel	\$833	\$0	\$833	\$3,000	\$2,167	72.22%	
502000 Postage	\$321	\$0	\$321	\$1,150	\$829	72.13%	
502010 Freight, Express & Cartage	\$308	\$0	\$308	\$400	\$92	23.00%	
502020 Cellular Phones	\$13,022	\$0	\$13,022	\$12,980	(\$42)	-0.32%	Cost for Internet kits higher than budgeted
502030 Telephones & Data Services	\$16,565	\$0	\$16,565	\$23,165	\$6,600	28.49%	
502040 Internet Services	\$29,267	\$0	\$29,267	\$38,500	\$9,233	23.98%	
502050 Cable TV	\$1,180	\$0	\$1,180	\$1,425	\$245	17.22%	
502100 Advertising	\$17,459	\$126	\$17,585	\$11,800	(\$5,785)	-49.03%	Some items related to Grants included here
502130 Printing - Brochures/News Ltr	\$1,132	\$0	\$1,132	\$7,000	\$5,868	83.82%	
502210 Insurance Premium	\$24,830	\$0	\$24,830	\$24,830	\$0	0.00%	
502220 Insurance Deductible	\$0	\$0	\$0	\$2,000	\$2,000	100.00%	
502230 Consulting & Professional Fees	\$4,182	\$0	\$4,182	\$18,500	\$14,318	77.40%	
502240 Meals/Promotion/General	\$4,020	\$401	\$4,421	\$6,000	\$1,579	26.32%	
502250 Memberships	\$9,543	\$0	\$9,543	\$7,580	(\$1,963)	-25.90%	

	Actual	Committed	Allotted	Budget	Available	% Available	Notes
502260 Outside Agency Services	\$56,411	\$5,721	\$62,132	\$286,698	\$224,566	78.33%	HR chargebacks from City to be completed / committed
502340 Building Repairs & Maintenance	\$58,988	\$23,636	\$82,624	\$238,843	\$156,219	65.41%	includes costs from security contract
502370 Vehicle Repairs & Maint	\$2,405	\$0	\$2,405	\$4,000	\$1,595	39.87%	Chargeback for cleaning from City still to come
502375 Gas, Oil, Tires, Etc.	\$1,791	\$0	\$1,791	\$2,930	\$1,139	38.87%	
502380 Misc Equip Rep & Maintenance	\$34,545	\$0	\$34,545	\$41,490	\$6,945	16.74%	
502500 Stationery & Office Supplies	\$20,131	\$14,401	\$34,532	\$18,500	(\$16,032)	-86.66%	
502520 Program & Event Supplies	\$37,918	\$1,071	\$38,989	\$26,000	(\$12,989)	-49.96%	Includes costs from 2021 to be corrected and grant expenses.
502530 Committee Expenses	\$75	\$0	\$75	\$11,000	\$10,925	99.32%	Honorariums not yet entered
502540 Supplies & Tools	\$3,355	\$0	\$3,355	\$4,000	\$645	16.13%	
502541 Shop Supplies	\$4,640	\$269	\$4,909	\$4,000	(\$909)	-22.73%	
502550 Library Materials	\$264,997	\$0	\$264,997	\$319,990	\$54,993	17.19%	
502595 COVID Related Expenses	\$0	\$0	\$0	\$53,000	\$53,000	100.00%	Cleaning expenses from City - not yet billed
502600 Utilities - Water	\$11,912	\$0	\$11,912	\$18,300	\$6,388	34.91%	
502610 Utilities - Gas	\$26,116	\$0	\$26,116	\$36,185	\$10,069	27.83%	
502620 Utilities - Hydro	\$53,047	\$0	\$53,047	\$189,000	\$135,953	71.93%	
502700 Sfwr/Hdwr Maintenance Contracts	\$192,669	\$3,300	\$195,969	\$222,051	\$26,082	11.75%	
502730 Hardware Replacements	\$31,136	\$19	\$31,155	\$16,000	(\$15,155)	-94.72%	2021 expenses included to be corrected
502740 Furniture & Fixtures	\$1,175	\$7,805	\$8,980	\$5,000	(\$3,980)	-79.61%	Expenses for memorial for Councillor Cumming
502899 Misc, Miscellaneous Expense	\$0	8,168	\$8,168	\$0	(\$8,168)		PCard charges not yet assigned to an account
Total Expenditures	\$4,014,266	\$64,938	\$4,079,204	\$6,283,410	\$2,204,206	35.08%	



INTERNAL MONITORING REPORT

POLICY TYPE: Executive Limitations

POLICY TITLE: EL 07 Emergency Executive Succession

I hereby present my monitoring report on your Executive Limitations policy “Emergency Executive Succession” according to the schedule set out. I certify that the information contained in this report is true and represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise.

Signed (CEO/Director of Public Libraries)

November 17, 2022

Date

Policy Element: Header Paragraph

In order to protect the Board from sudden loss of CEO services, the CEO may not have fewer than two other executives familiar with Board and CEO issues and processes to enable either to take over with reasonable proficiency as an interim successor.

I interpret this as follows:

1. “executives”: management staff holding senior positions such as that of Director.
2. “CEO issues and processes”: those practices and issues which are the sole responsibility of the CEO.
3. “reasonable proficiency”: the ability to ensure the organization continues to function and operate at the current level.

Compliance will be demonstrated when:

All library services continue to operate efficiently during CEO absences. At least two individuals are accountable for continuing operations in the CEO’s absence.

Evidence:

Executives (the Director of Engagement and Client Experience and the Director of Support Service) can act as interim CEO in any absence of the CEO and have appropriate signing authority to discharge all duties: Board administration, City liaison, and appropriate operational decisions. Both attend Board meetings on a regular basis and have established City contacts.

As a result, during any recent temporary absences of the CEO (e.g. vacation and other absences) there have been no service interruptions at the Board, City, or operational levels.