



**THE THUNDER BAY PUBLIC LIBRARY BOARD
REGULAR BOARD MEETING**

Thursday, December 12, 2019.

Waverley Resource Library – AETS Boardroom

AGENDA

We acknowledge that the City of Thunder Bay has been built on the traditional territory of Fort William First Nation, signatory to the Robinson Superior Treaty of 1850. We also recognize the contributions made to our community by the Métis people.

1. **ACKNOWLEDGEMENT & REFLECTION**

2. **CALL TO ORDER**

MOTION: THAT the Regular Meeting of the Thunder Bay Public Library Board being held on December 12, 2019 now come to order.

3. **WELCOME AND INTRODUCTIONS (Observers and Invited Guests)**

Samantha Martin-Bird – Community Hub Librarian – Indigenous Relationships TBPL
Max Haiven - Lakehead University
John DeGiacomo - Director(Anishinabek Employment & Training Services)

4. **DECLARATION OF CONFLICT OF INTEREST**

5. **CLOSED SESSION**

MOTION: That the Board move into Closed.

MOTION: That the Board move out of Closed Session.

MOTION: That the Board adopt the motions approved in Closed Session.

6. **ADDITIONS TO THE AGENDA**

7. **MINUTES**

a) Regular Board Meeting – November 14, 2019

MOTION: That the Minutes of the Regular Board Meeting held on Thursday, November 14, 2019 be adopted as amended/submitted. 3-6

8. **CONSENT ITEMS – INFORMATION**

MOTION: That the Correspondence and Reports be received for action and/or information. 7-13

9. **DECISION ITEMS**

- | | | |
|---------------------|----------------------------------|-------|
| a) Board Policy 2.1 | Intellectual Freedom | 14-15 |
| b) Board Policy 4.1 | Library Memberships/Loan Periods | 16-17 |
| c) Board Policy 4.2 | Fines | 18-20 |
| d) Board Policy 4.4 | Collection Agency | 21 |

10. **DISCUSSION/OTHER BUSINESS**

a) Recognition of Retirees 22

11. **NEXT MEETING DATE**

January 9, 2020 5:00 p.m. – AETS Boardroom (Waverley Resource Library)

12. **ADJOURNMENT**

MOTION: That the Regular meeting of the Thunder Bay Public Library Board being held on Thursday, December 12, 2019, now adjourn.



**THE THUNDER BAY PUBLIC LIBRARY BOARD
Minutes of the Regular Board Meeting**

Held on Thursday, November 14, 2019

Waverley Resource Library (AETS Boardroom)

C. Grieve
J. Duke
J. Todd
M. Mayhew-Hammond
R. Togman
T. Tuchenhagen
E. Ashe

J. Pateman, Chief Librarian / CEO
C. Braye, Director of Resources, TBPL
M. Akis (Exec Assistant, Minutes)

Regrets:

A. Foulds
M. MacLean

1. ACKNOWLEDGEMENT & REFLECTION

We acknowledge that the City of Thunder Bay has been built on the traditional territory of Fort William First Nation, signatory to the Robinson Superior Treaty of 1850. We also recognize the contributions made to our community by the Métis people.

2. CALL TO ORDER

MOTION: 019-101: That the Regular Meeting of the Thunder Bay Public Library Board being held on Thursday, November 14, 2019 now come to order at 5:03 p.m.

Moved/seconded by: J. Todd/J. Duke
CARRIED

3. **WELCOME AND INTRODUCTIONS (Observers and Invited Guests)**

C. Braye, Director of Resources

Eleanor Ashe arrived at 5:05 p.m.

4. **ADDITIONS TO THE AGENDA**

9a) Director of Resources Update regarding Bargaining and changes in Operating Hours

9b) Chief Librarian/CEO, letter provided to the Board

MOTION: 019-102: That the Agenda be approved as amended.

Moved/seconded by: R. Togman/J. Duke
CARRIED

5. **DECLARATION OF CONFLICT OF INTEREST**

There were no declarations of conflict of interest.

6. **MINUTES**

There were no additions or edits to the previous minutes.

MOTION: 019-103: That the Minutes of the Regular Board Meeting held on Thursday October 10, 2019, be adopted as submitted.

Moved/seconded by:
CARRIED

7. **CONSENT ITEMS – INFORMATION**

a) Schedule for Operating Capital Budgets for 2020

This item was provided in the Board Agenda package for information only

b) CL/CEO Evaluation

c) Annual School Board Reports

These reports were included in the package for information and an original will be shared with both Board Trustees, T. Tucker will determine if a presenter from the Library is required/available to present at the School Board meeting.

MOTION: 019-104: That the Correspondence and Reports be received for action and/or information.

Moved/seconded by: R. Togman/J. Duke
CARRIED

8. **DECISION ITEMS**

M. Mayhew-Hammond indicated that both policies had been approved by the Policy Development and Review Committee and were now ready for Board approval

- a. Board Policy 2.15 Respecting Diversity, Inclusion, Social and Economic Conditions as amended.

MOTION: 019-105: That the Board approve Board Policy 2.15 Respecting Diversity, Inclusion, Social and Economic Conditions as amended.

Moved/seconded by: R. Togman/M. Mayhew-Hammond
CARRIED

- b. Board Policy 5.1 Staff Attendance at Conferences

MOTION: 019-106: That the Board approve Board Policy 5.1 Staff Attendance at Conferences

Moved/seconded by J. Todd/J. Duke
CARRIED

- c. Budget Submission

MOTION: 019-107: That the TBPL Board approve the budget submission of a 1% increase.

Moved/seconded by M. Mayhew-Hammond/R. Togman
CARRIED

9. **DISCUSSION/OTHER BUSINESS**

a) Director of Resources

C. Braye updated the Board with information regarding the outcome of Bargaining. She also noted that some adjustments to Hours of Operation will be made in the near future, in order to best suit the public needs. C. Braye also provided the Board with necessary information regarding a request for a 1% increase in the budget which is for salary increases only

b) CL/CEO- Letter regarding service desks

The Chief Librarian/CEO distributed a letter regarding Public Service desks.

10. **CLOSED SESSION**

MOTION: THAT the Board move into Closed Session.

MOTION: THAT the Board move out of Closed Session.

MOTION: THAT the Board approve the motions passed in Closed Session

11. **NEXT MEETING DATE**

December 12 -5:00 p.m. (Waverley – AETS Boardroom)

12. **ADJOURNMENT**

That the Regular meeting of the Thunder Bay Public Library Board being held on Thursday, November 14, 2019, now adjourn at 5:34 pm.

Chief Librarian/CEO's Report for September - November

			(June-Aug)	(September – November)
Foster a Safe, Clean and Healthy Community	6	15	4	3
Challenge Institutional and Systemic Racism	6	7	6	16
Cultivate Diversity and Inclusion	12	12	16	16
Mitigate the Impact of Homelessness and Poverty	8	5	9	14
Encourage and Support Youth	8	11	13	11

	Goals
Foster a Safe, Clean and Healthy Community	<ul style="list-style-type: none"> supporting community clean ups, environmental improvements, community gardening, and street art gender neutral washrooms were completed and opened to the public at Waverley in October (BRO) Held Staying out of Hot Water event as part of Science Literacy Week with Jacob Porter, the City of Thunder Bay's Climate Adaptation Coordinator 5 people in attendance. partnered with TBDHU to offer Flu Shot Clinic on November. 5
	improving community safety through local neighborhood partnerships

		<ul style="list-style-type: none"> • (BRO) At Brodie we have put up signs in all washrooms about safe-injection site at the Nor'west Community Health Centre
<p>Challenge institutional and systemic racism</p>	<p>taking an active role in the city's Anti Racism Alliance</p>	<ul style="list-style-type: none"> • (BRO) Community Hub Librarian (CHL) and Community Hub Technician (CHT) participated in meetings to create a tool kit for the anti-racism accord members • (BRO) CHT attended (Racism) Incident Reporting Working Group meetings
	<p>Decolonizing the Library service</p>	<ul style="list-style-type: none"> • TBPL staff coordinated apparel for Orange Shirt Day • (BRO) Indigenous Advisory Council meetings • CHL and CHT (Indig) have had several meetings with RIVAL at LU to plan rematriation project
<p>∞</p>	<p>developing policies, systems, collections and programs which reflect the community we serve</p>	<ul style="list-style-type: none"> • Drag Queen Story times received over 130 participants at Waverley • TBPL staff attended the GIANTs Castle Senior's Event and interacted with 190 people • TBPL held a system wide Customer Appreciation Day on October 22 and over 360 people took part at Waverley & County Park. MJLB Branch Library hosted 323 patrons • Readers are Leaders opened for the season to great response and registration • partnering with the Department of Imaginary Affairs (real government department) to curate a collection from the Stories of Us project to be hosted by TBPL in 2020 • (BRO) NDN Book Club 2 meetings with 10 members in attendance • (BRO) In Conversation with Max Fineday 65 attendees • Superheroes and NDNs with Niigaan Sinclair 30 attendees at Brodie • (BRO) Smokii Sumac poetry reading 33 attendees

		<ul style="list-style-type: none"> • (BRO) co-hosted an event with Youth Opportunities Fund who provide grants to Black, Indigenous and People of Color (BIPOC) youth • -CHLs and GG gave the Grand Chief of NAN and Tanya Talaga a tour of the Waverley Community Hub • CHL's and some members of the Governance Group met with Police Chief, Sylvie Hauth to discuss racism and the police • CHL (Indig) took on an Indigenous intern through Roots to Harvest for one day a week
	recruiting a diverse staff which reflects the community we serve	<ul style="list-style-type: none"> • CHT (Ind) joined Ingodewizi Aboriginal Working Committee as a representative of TBPL. The Ingodewizi Aboriginal Working Committee has representatives from numerous Indigenous (and non-Indigenous) organizations who meet on a monthly basis to plan and organize special events specifically aimed at supporting Aboriginal families with young children prenatal to six (6) years old in Thunder Bay and area.
		<ul style="list-style-type: none"> • TBPL staff working on their IDI development plans • TBPL staff participated in Ryan Dowd webinars focused on various topics • CHL (Indigenous) took a week-long intensive course on Wise Practices in Indigenous leadership
	developing intercultural competence at TBPL	<ul style="list-style-type: none"> • Indigenous themes: Maker's Path, panel discussion, language gathering, graphic novel workshop, poetry reading, storytelling circle, book club, Ojibway story time • CHL (Indig) recorded a series of podcasts for Open Shelf on Indigenous Library issues. These are to be released over the next several months.
Cultivate Diversity and Inclusion	creating diverse cultural programming	

		<ul style="list-style-type: none"> • CHL (Indig) had several meetings to plan a collaboration with the Journalist for Human Rights org. Jan-Apr has about 8 events planned. JHR focuses on improving Indigenous voices in the media. • CHL (Indig) met with the Indigenous Food Circle to learn about food sovereignty - we are in talks to co-host events moving forward. • CHL (Indig) participated in the Child and Youth Expo as one of the members of the Human Library to discuss Indigenous programming
	<p>implementing the TBPL Reconciliation and Relationship Building action plan</p>	<ul style="list-style-type: none"> • (BRO) DFC Amazing Race 123 attendees • CHT (Indig) was honoured with an award at Beendigen's annual Indigenous Women's breakfast • for treaties recognition week, we highlighted Treaty books avail through TBPL on Instagram • -CHT (Ind) attended media launch of Treaties Recognition Week for the City of Thunder Bay, city staff and the public to learn about the governing treaty for the Thunder Bay area and why treaties matter to all Ontarians. • Directors and CHL (Indig) and CHT (Indig) met to discuss how TBPL can respond to the MMIWG report • Celebrated 2019 UN International Year of Indigenous Languages with fun, interactive games and activities in Anishinaabemowin for Indigenous children, youth and families: Maawandoo'itiwin Language Gathering (WAV) Auditorium 80+ attendees

	transforming stand alone libraries into multiple use community hubs	<ul style="list-style-type: none"> • TBPL hosted over 360 participants in a wide range of adult/senior events (30 events in total), led by community groups and Library staff, including book clubs, information sessions, and lectures (Wav) • (BRO) Hosted 7 adult events with 70 attendees (lectures, computer help, Ancestry classes) • TBPL hosted the 2019 Ontario Library Association Children and Youth at Brodie and supported 9 members of staff in attending
	embedding a community led library philosophy	
Mitigate the impact of Homelessness and Poverty		
	providing free resources and removing barriers to access	<ul style="list-style-type: none"> • 148 Home Service clients received a total of 1070 items (Waverley) • TBPL received 668 ILLO requests; loaned out 257 items to other libraries and borrowed 195 items for TBPL patrons • partnered with TBDHU to offer Flu Shot Clinic at Waverley on Nov. 5 • Good Food Box served (6 - CP) families Sept - Nov. • Ihelp served a large number of multicultural patrons Sept - Nov • charging stations have been added to County Park and Waverley • planning for the elimination of all overdue fines underway for implementation in January 2020 • TBPL delivered market research 1:1s and business presentations to 38 patrons • (BRO) CRA Drop-ins for homeless and low income patrons. 10 attendees • Tbay Counseling: Mindfulness & Money had 9 attendees at Waverley Community Hub

	supporting people with mental health and addictions challenges	<ul style="list-style-type: none"> • staffed a booth and provided information to 102 people on resources at Rockin' Recovery Day • Waverley and Brodie hosted the partnership with a social worker and community street nurses to provide more access to valuable social services • TBDHU held an HIV testing clinic at Waverley on Nov 22 • (BRO) staff participated in a workshop on preventing sex trafficking (largely Indigenous women who are trafficked)
Encourage and Support Youth	targeting and invigorating youth services	<ul style="list-style-type: none"> • TBPL hosted over 1800 participants in general children's/youth programming with over 50 events (Wav, CP), including events such as story times, concerts, community visits, puppet shows, anime nights, self-defense, and more • Youth Outreach Workers started holding hours at Brodie. They will be in a total of 3 times this quarter. • (BRO) Held 29 Children's events with 598 attendees (Craft days, Read Sing Play, Baby time, Preschool Storytime, author visits and other special events)
	providing meaningful volunteering opportunities	<ul style="list-style-type: none"> • TBPL is redeveloping student placement process • added a question about preferred pronouns and names to the Youth Advisory Council (YAC) application, at the request of current YAC members • over 45 youth participated in YAC activities • (BRO) 8 Readers are Leaders - 12-18 participants at every session

	being an active participant in youth inclusion initiatives	<ul style="list-style-type: none"> • TBPL participated in the ThunderCon event and interacted with 661 people • Youth Move continues to use the MJLB Community hub for their program delivery • (BRO) DFC Amazing Race had 123 attendees • (BRO) 2 Class visits to Hammarskjold Highschool • (BRO) 3 Outreach student booths geared towards students resulted in a combined total of 570 people (Maadaadizi Student Orientation, NAN Student Orientation, Campus & Community Connect at Confederation College.)
	enabling and facilitating creative and STEAM spaces	<ul style="list-style-type: none"> • TBPL provided class visits for over 75 students from local elementary and high schools (Wav) • CP partnership with Frontier College on numeracy and study programs • CP held a robotic hand construction event for youth with 10 attendees • County Park Creations hosted 72 children as they created, built and explored with construction-based toys • (BRO) Think Hub has had 660 visits as of November 26th • (BRO) Making It Count Math Workshop for Kids by Frontier College has 12 attendees • (BRO) 5 Think Hub Class Visits with a total of 115 visitors and two upcoming visits.



Policy No: 2.1 INTELLECTUAL FREEDOM

Type: General Administration

Originated: October 15, 1998

Reviewed: November 29, 2019

Amended:

Related Policies: 4.12 Social Media

Authority:

Policy Statement:

The Thunder Bay Public Library (TBPL) recognizes and values the Canadian Charter of Rights and Freedoms as the guarantor of the fundamental freedoms in Canada of conscience and religion; of thought, belief, opinion, and expression; of peaceful assembly; and of association.

TBPL supports and promotes the universal principles of intellectual freedom as defined in the Universal Declaration of Human Rights, which include the interlocking freedoms to hold opinions and to seek, receive and impart information and ideas through any media and regardless of frontiers.

In accordance with these principles, TBPL affirms that all persons in Canada have a fundamental right, subject only to the Constitution and the law, to have access to the full range of knowledge, imagination, ideas, and opinion, and to express their thoughts publicly. Only the courts may abridge free expression rights in Canada.

TBPL affirms further that libraries have a core responsibility to support, defend and promote the universal principles of intellectual freedom and privacy.

TBPL holds that libraries are a key institution in Canada for rendering expressive content accessible and affordable to all. Libraries are essential gateways for all persons living in Canada to advance themselves through literacy, lifelong learning, social engagement, and cultural enrichment.

Libraries have a core responsibility to safeguard and facilitate access to constitutionally protected expressions of knowledge, imagination, ideas, and opinion, including those which some individuals and groups consider unconventional, unpopular or unacceptable. To this end, in accordance with their mandates and professional values and standards, libraries provide, defend and promote equitable access to the widest possible variety of expressive content and resist calls for censorship and the adoption of systems that deny or restrict access to resources.

Libraries have a core responsibility to safeguard and foster free expression. To this end, libraries make available their public spaces and services to individuals and groups without discrimination.

Libraries have a core responsibility to safeguard and defend privacy in the individual's pursuit of expressive content. To this end, libraries protect the identities and activities of library users except when required by the courts to cede them.

Furthermore, in accordance with established library policies, procedures and due process, libraries resist efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Library employees, volunteers and employers as well as library governing entities have a core responsibility to uphold the principles of intellectual freedom in the performance of their respective library roles.



MEMORANDUM

TO: TBPL Board

FROM: Tina Maronese, Director of Communities

DATE: November 14, 2019

SUBJECT: 4.1 Library Memberships/Loan Periods

RECOMMENDATION

That the Thunder Bay Public Library Board approve amendments to the Library Memberships / Loan periods Policy (4.1) to include residents of Fort William First Nation

BACKGROUND

Change the wording of the first paragraph of the Policy to reflect current operating practices:

Purpose:

In order to provide the best possible service to the community, the Board will extend full borrowing privileges to anyone presenting a valid Thunder Bay Public Library Card. All residents of the City of Thunder Bay **and Fort William First Nation** are entitled to a Library membership, providing necessary identification is provided where appropriate.

Policy No: 4.1 LIBRARY MEMBERSHIPS/LOAN PERIODS



Type: Library Services Administration

Originated: October 21, 1998

Reviewed: November 29, 2019

Amended:

Related Policies:

Purpose

In order to provide the best possible service to the community, the Board will extend full borrowing privileges to anyone presenting a valid Thunder Bay Public Library Card. All residents of the City of Thunder Bay and Fort William First Nation are entitled to Library membership, and to an initial borrower's card at no cost, providing necessary identification is provided where appropriate.

The Thunder Bay Public Library issues the following types of cards:

- a. A corporate card is available to any business, school, government agency or registered society with offices located within the City of Thunder Bay. The card is intended for the specific purpose of business use, not personal use, of the library. Responsibility for the use of the card rests with the corporate body involved
- b. A temporary library card may be issued for temporary residents of the City of Thunder Bay
- c. A non-resident membership card may be issued to non-city residents
- d. Students who are not city residents do not have to pay for a Library membership card
- e. Limit cards will be issued for all those who do not offer address verification or an authorized signature at the time of registration

MEMORANDUM

TO: TBPL Board

FROM: Tina Maronese, Director of Communities

DATE: November 14, 2019

SUBJECT: Policy Revisions / Fines, Collection Agency

RECOMMENDATION

That the Thunder Bay Public Library Board approve amendments to the Library services administration fines policy (4.2) and the collection agency policy (4.4)

BACKGROUND

Effective January 2018, the Library stopped charging fines on children's materials. Effective September 4, 2018, the Library stopped charging fines on youth materials.

The rationale for eliminating fines on children's and youth materials:

- fines are a financial and perceptual barrier to borrowing - the cost of collecting fines is greater than the revenue generated
- fines are a barrier to use, particularly for those on low income
- revenue has been declining from fines due to many factors
- when fines are removed, there is an increase in circulation rates
- there is no noticeable difference in return rates at libraries that have abolished fines
- this is a trend across Canada and the US
- removing fines creates a more welcoming environment as there is no longer a need to have very difficult conversations with patrons

For the reasons stated above, Library management is recommending removing fines on all materials beginning January 2, 2020 and moving from a fines approach, to a stewardship approach in managing our materials.

These parameters would be applied, starting January 2, 2020:

- patrons will be encouraged to contribute to paying down the fines on their records, or to make a donation in lieu of paying fines
- fines on Library records and billed for replacement items on Library records prior to January 2, 2020 will not be a barrier to checking out items but this information will be retained in the patron record
- items checked out on library cards will be automatically renewed two times unless there is a hold on an item
- items will still have due dates, but if returned late, no fines will be assessed
- if items are overdue (after the maximum nine week borrowing period), patrons must return the overdue item(s) before borrowing any additional items
- items not returned and deemed long overdue will still be billed to the patron and they will be expected to return the item, pay for the item, or arrange for a replacement item by talking to staff

Policy No: 4.2 FINES



Type: Library Services Administration

Originated: April 15, 1999

Reviewed: November 29, 2019

Amended:

Related Policies:

Purpose

The mandate of the Thunder Bay Public Library Board is to ensure that the public library serves the residents of the City of Thunder Bay. It is the policy of the Thunder Bay Public Library Board not to charge user fees for Library services. In addition, the Public Libraries Act of Ontario stipulates "a board shall not make a charge for admission to a public library or for use in the Library of the Library's materials."

Misuse of Library collections may result in charges for replacement items or other provisions for replacement. Any penalties/value added charges must be balanced against supporting and retaining Library members.

In order to be fiscally responsible, a schedule of charges have been adopted by the Thunder Bay Public Library Board. The following list has been approved and may be applied at the discretion of the Chief Librarian/CEO or designate:

- lost/destroyed material
- non-resident
- photocopying, printing, fax services and scanning
- special classes/events
- meeting space rentals for individuals, for profit or commercial groups
- interloan borrowing fee assessed by the lending library
- out of city reference questions
- any other relevant charges as determined by the Board

Policy No: 4.4 COLLECTION AGENCY



Type: Library Services Administration

Originated: March 18, 1999

Reviewed: November 29, 2019

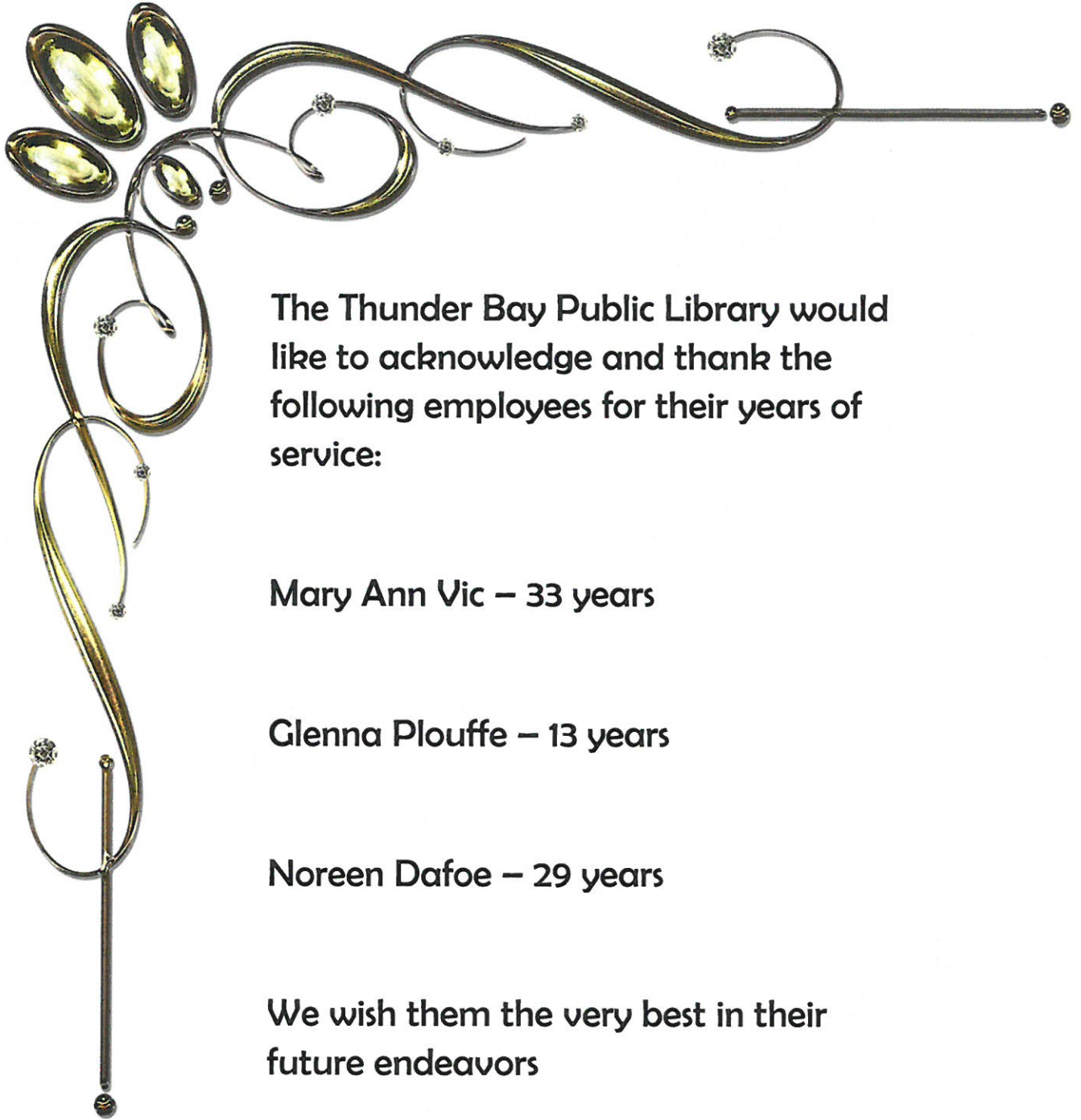
Amended:

Related Policies:

Purpose

In order to ensure the return or replacement of long-overdue materials, Thunder Bay Public Library refers an account(s) to the Collection Agency at the discretion of the Chief Librarian/CEO or designate.

Delete



The Thunder Bay Public Library would like to acknowledge and thank the following employees for their years of service:

Mary Ann Vic – 33 years

Glenna Plouffe – 13 years

Noreen Dafoe – 29 years

We wish them the very best in their future endeavors