

2019-2022 Library Board Legacy Document

PREAMBLE

This legacy document has been created by the current Library Board (2019 – 2022) to provide a record of what has been accomplished over our term as well as our assessment of the challenges ahead for the incoming Board. Our focus has been on governance-related items rather than operational items. This document includes input from all Board members and the CEO, Jamie Anderson.

A smooth transition to the new Board (2023 – 2026) will depend on the CEO, returning Board members and library staff. Our hope is that this document will assist in that transition.

STRENGTHS

The Covid-19 pandemic impacted the entire library system, as it did most organizations and governments. One impact was branch closures beginning in March 2019 with many staff required to work from home. Under the capable leadership of our CEO, the system switched to a different delivery system with curbside pickup of books and other material for patrons in all locations.

At the same time, an expanded online service demonstrated that the library is more than simply books. Examples include Full STEAM Ahead toys, take-home packs for crafts and activities, book bundles assembled by staff, Cognitive Kits to support the skills and abilities of people living with dementia.

The CEO and his staff are to be commended for their untiring efforts during the unexpected challenges and constant changes caused by the pandemic.

The Board continued to meet on a regular basis making use of Zoom technology. Although personal contact was lost, members had the opportunity to attend and carry on the business of the Board.

MAJOR ACHIEVEMENTS

- The Board identified the process for the proper and independent use of our Reserve Fund. This enables the library to take on special projects without the need to add to our Budget. (Council continues to require zero-increase budgets throughout the City of Kawartha Lakes.)
- In 2018, three vacancies on the Board created by retirement and illness required the selection and training of new members. The recruitment process was improved and clarified. After a lengthy interview process coordinated by the CEO and Board Chair, three new members joined the Board in early 2021. The result is an improved Board, whose members step up to take on projects and to act as a team facing the challenges ahead.
- The dream of a new library for Bobcaygeon has finally been realized with an opening date scheduled for fall 2022. Three successive Boards have been involved in the planning for this branch relocation.
- A new position was created to assist the CEO: Manager of Public Services. A job description was developed and funding was made possible by the ongoing Library surplus. After an in-house selection process, Marieke Junkin began work in her new position in 2021.
- The Board developed a job description for the CEO as well as a formal annual review process for the incumbent.
- A self-evaluation process was designed and implemented for the Board and will continue every 2 years. This will assist the Board members in determining improvements that can be made to our processes and training.
- Community partnerships have been developed with many groups including:
 - ✓ Alzheimer's Society – a kit for Caregivers
 - ✓ Humane Society – story time sessions
 - ✓ Food Source – cooking with kids
 - ✓ City of Kawartha Lakes Parks & Recreation – frisbee golf kits
 - ✓ Kawartha Settlers' Village
- The requirement to review Library Board Policies was fulfilled throughout the four years (see attached schedule).
- Board members attended training sessions and conferences provided by the OLA and OLS.
- Oversaw the development of a new 3-year (2023-2025) Strategic Plan for the Library.

RECOMMENDATIONS FOR NEXT BOARD

- Establish a Policy Sub-committee made up of three or four members who would meet every quarter to review policies and make suggestions for changes. Policies would then be presented to the full Board for approval.
- Review and implement ideas provided by the Board self-evaluation including ongoing training for members.
- Strive for diversity in the recruitment process for new members of the Board.
- Return to 10 meetings per year.
- Rotate the location of Board Meetings between Lindsay, Fenelon Falls and Bobcaygeon.
- Provide as part of the meeting process an informal get-together beforehand for educational and social purposes.
- Review on an ongoing basis the new Strategic Plan (to be completed December 2022).
- Continue to expand community partnerships.
- Continue to develop relationships with Council members.
- Complete a system-wide services review.
- Investigate ways to increase library revenues.

Respectfully Submitted by:

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