

Present:**Absent with Notice:** Julie Girard**1. Approval of Agenda****2. Board Feedback**

a.

3. Consent Agenda

a. Approval of Minutes of February 18, 2020 meeting

b. Items for Information

i. Correspondence

i. Thank you to Rotary Daybreak for Desk

ii. Letter about Minister's Award Submissions

ii. Other

i. 2019 Infographic Generated by Annual Report

ii. March Program Calendar

c. Reports

i. Librarian's Report

ii. Nicole's Program Report February 2020

iii. Program Overview to February 29, 2020

iv. Library Stats February 2020

4. Items for Decision

a. Library Closure for June 1, 2020, for Professional Development Day for staff

b. Purchasing computer desks for downstairs (including quote for said computer desks)

c. Financial Review

d. Irving Room Use Waiver

e. Personnel Policy Revisions

f. Business Continuity Plan *draft will be presented and discussed at meeting***5. Items for Discussion**

a. Correspondence Regarding COVID-19

6. AdjournmentNext regular Board meeting: **April 21, 2020** at 5:15 PM

Present: Elizabeth Luck (Chair), Renee Greer, Robyn Gray (Director), Katherine Schwaiger, Julie Girard, Krista Larocque, Susanna Bruneau, Kelly Higgins (Technology Programmer), Shannon Stolee (Adult Programmer)

Absent with Notice: Agnes Hoveland, Trevor Miller

Absent without Notice:

1. Approval of Agenda – Motion 09/20 M/S/C K. Larocque/S. Bruneau. Passed.

2. Board Feedback

a. E. Luck

- i. Camrose Public Library came second for highest number of readers in Read for 15 (Bashaw won)
- ii. Be Your Own Valentine was successful, with about 150 people in attendance
- iii. There was an article on free feminine hygiene products in the Camrose Booster
- iv. In the Camrose Booster, there have also been articles about physical literacy items over the past few weeks
- v. Freedom to Read Week is coming up February 23-29
- vi. Pride Week coincides with Freedom to Read Week, and we're hosting an art show at the library February 27

b. S. Bruneau – As someone who uses the library often as a patron, the library is doing great at running enjoyable programs such as Books and Bounces

3. Programmer Presentations

- a. S. Stolee presented N. Bannick's report on children's and family programs from last year and their success and upcoming programs for this year.
- b. K. Higgins provided an overview of her role at the library and some of her accomplishments from this past year, and goals for the upcoming year in both programming and collection development.
- c. S. Stolee presented an overview of her role at the library and some of her accomplishments from this past year, and upcoming programs and initiatives.

4. Consent Agenda - Motion 10/20 M/S/C J. Girard/K. Larocque. Passed.

- a. Approval of Minutes of January 21, 2020 meeting
- b. Items for Information
 - i. Fellowship of CPL Meeting Minutes January 22, 2020
 - ii. Volunteer Brochure
 - iii. Volunteer Application Form
 - iv. Dungeons & Dragons Volunteer Role Description

- v. Life Cycle Pilot Volunteer Role Description
- vi. Outreach Delivery Volunteer Role Description
- vii. Photographer Volunteer Role Description
- viii. Poster Delivery Volunteer Role Description
- ix. Sewing/Knitting/Crochet Instructor Volunteer Role Description
- x. Snacks in the Stacks Volunteer Role Description
- xi. Timeslips Volunteer Role Description
- c. Reports
 - i. Librarian's Report
 - ii. Nicole's Program Report January 2020
 - iii. Program Overview to January 31, 2020
 - iv. Library Stats January 2020

5. Items for Decision

- a. Annual Report 2019 – **Motion 11/20 M/S/C** S. Bruneau/K. Larocque. Passed.
- b. Alberta Library Conference Attendance – K. Schwaiger will attend this year.
- c. Job Description Revision:
 - i. Original Programmer Job Description (For Reference)
 - ii. Adult Programmer
 - iii. Children's Programmer
 - iv. Technology Programmer
- d. Policy Revision:
 - i. Personnel Policy – further revision needed, Policy Committee will meet to amend policy and seek research from other HR professionals.
- e. Further financial discussion regarding budget * *not included in package*. **Motion 12/20** to accept draft budget, **M/S/C** R.Greer/J. Girard. Passed.

6. Adjournment – 6:32pm.

Next regular Board meeting: **March 17, 2020** at 5:15 PM

February 20, 2020

To the Rotary Club of Camrose Daybreak,

On behalf of the Board and Staff of Camrose Public Library, please accept our sincere thanks for providing us with a \$1500 donation, which will be used to purchase a new computer desk! We are so grateful to be the recipient of such generosity.

We had approximately 7700 children and teenagers come to the library in 2019, and many of these children and teens use our downstairs computers to play games together every day after school. The library has 21 public computers for patrons to use, and these computers were in use for 18,206 hours in 2019. While most of our computers are housed on extremely sturdy computer desks, we have four desks in the children's area that desperately need to be replaced. This \$1500 contribution will pay for one of these desks, and will enable us to replace all four of these desks with more sturdy ones without straining the library's own budget.

At Camrose Public Library, we pride ourselves on playing an important role in our community in countless ways. We offer a wide variety of reading materials, run several programs daily for a wide variety of patrons, and provide the citizens of Camrose with a community hub that they can treat as their home away from home. The children and teenagers that come here every day know that this is a place they can foster friendships, develop literacy skills, and feel safe and respected.

Again, thank you. The Rotary Club of Camrose Daybreak does so much meaningful work through their support of local organizations, global organizations, and through the numerous other ways that they come together as a team. Camrose Public Library is honoured to be a recipient of this generosity.

Sincerely,

Elizabeth Luck, Chair, Camrose Public Library Board

cc. Camrose Public Library Board



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Edmonton - South West*

AR99291

February 20, 2020

Ms. Elizabeth Luck
Chairperson
City of Camrose Library Board
c/o Camrose Public Library
4710 - 50 Avenue
Camrose AB T4V 0R8

Dear Ms. Luck,

I am pleased to announce the call for nominations for the annual Minister's Awards for Excellence in Public Library Service. These awards formally recognize exemplary services at public libraries and promote knowledge-sharing within Alberta's library community.

Nominations are now open, and the submission deadline is March 13, 2020. Nomination forms and additional details will be available at www.albertalibraries.ca. Winners will be notified by early April 2020 and announced at the Alberta Library Conference in Jasper from April 23-26, 2020.

Due to the timing of the provincial election last spring, we did not present any awards at the 2019 Alberta Library Conference. If you applied for a 2019 award, your nomination will be automatically considered for a 2020 award.

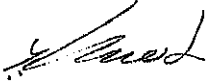
I would like to again recognize the 2018 award recipients: the City of Camrose Library Board for their Snacks in the Stacks program; the Town of Carstairs Library Board for their Annual Parenting Fair; the Town of Morinville Library Board for their Indigenous Canada Learning Circle (also the YOU Libraries Award Winner); and Parkland County Library Board for their WiFi Hotspots.

Thank you for your work in ensuring public libraries are recognized as an integral part of vibrant communities across Alberta. I look forward to hearing and celebrating your stories.

.../2

If you have any questions regarding the awards program, please contact
Diana Davidson, Director, Public Library Services Branch, at diana.davidson@gov.ab.ca.

Yours very truly,



Kaycee Madu
Minister

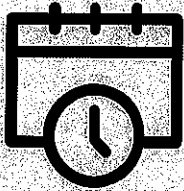
cc: Ms. Jackie Lovely, MLA
Camrose

Ms. Robyn Gray, Library Manager
Camrose Public Library

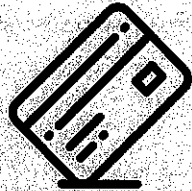


Camrose Public Library

Annual Report 2019



The library had **2,900** open hours in 2019!



5,138 people have a card at our library



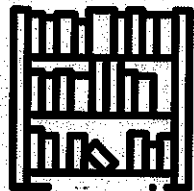
122,408 people walked through our doors last year



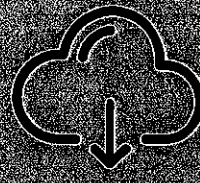
In addition to **87,140** website visits



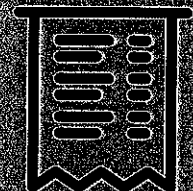
The library added **6,738** new items last year



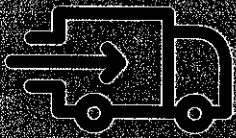
Bringing the total collection to **50,344**



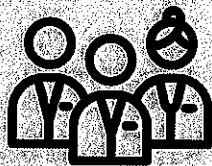
There were **8,155** downloads of e-Content



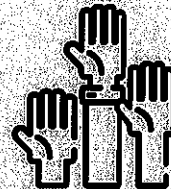
Contributing to a total of **144,517** checkouts!



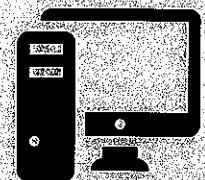
We lent our items to libraries outside of our system **21,904** times



Our service is delivered by **24** dedicated staff



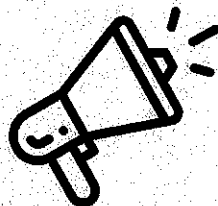
And **58** amazing volunteers



The library has **21** public computers



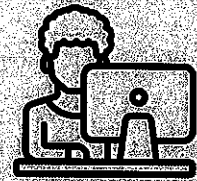
And brought in **36,386** items upon patron request



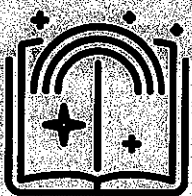
The library participated in **39** promotional events



Where **9,710** people heard our message



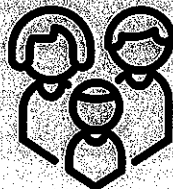
They were in use for a total of **18,206.00** hours!



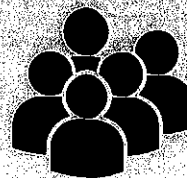
We offered **125** programs for kids



427 for adults and seniors



And **779** for families



27,214 people attended in total!



There were also **106,553** connections to our Wi-Fi

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 3:00 Sunday Storytime	2 1:00 Got Ukulele? 3:00 Spanish Conversation Circle 3:30 Reading Tails with Booker and Dylan 3:45 Something Cool After School	3 10 Books & Bounces 11 Tales for 2s & 3s 2 Concept Corner 3:45 Something Cool After School	4 3:30 D & D 3:45 Something Cool After School 6:00 French Conversation Circle 7:00 Bedtime Storytime	5 10:30 Tech Tutor Classes 11:00 Tales for Twos and Threes 12:00 Yarns 3:45 Something Cool After School 6:00 Dementia Project Launch 7:00 Dementia author series: Mryl Coulter	6 3:45 Something Cool After School	7 1:00 Build a Board Game
8 3:00 Sunday Storytime	9 1:00 Got Ukulele? 3:00 Spanish Conversation Circle 3:30 Reading Tails with Booker and Dylan 3:45 Something Cool After School	10 10 Books & Bounces 11 Tales for 2s & 3s 11:00 Make and Take 1:00 Make and Take 2 Concept Corner 3:45 Something Cool After School	11 3:30 D & D 3:45 Something Cool After School 6:00 French Conversation Circle 7:00 Bedtime Storytime	12 10:30 Tech Tutor Classes 11:00 Tales for Twos and Threes 12:00 Yarns 3:45 Something Cool After School 5:00 Tax Filing Clinic	13 1:00 Homeschool Hangout 3:45 Something Cool After School 6:00 Community Kitchen	14 1:00 Build a Board Game

- Families and Intergenerational
- Children and Teens
- Adults

Ongoing All Month

- One on One Tech Tutoring
- Post-it Note Book Club

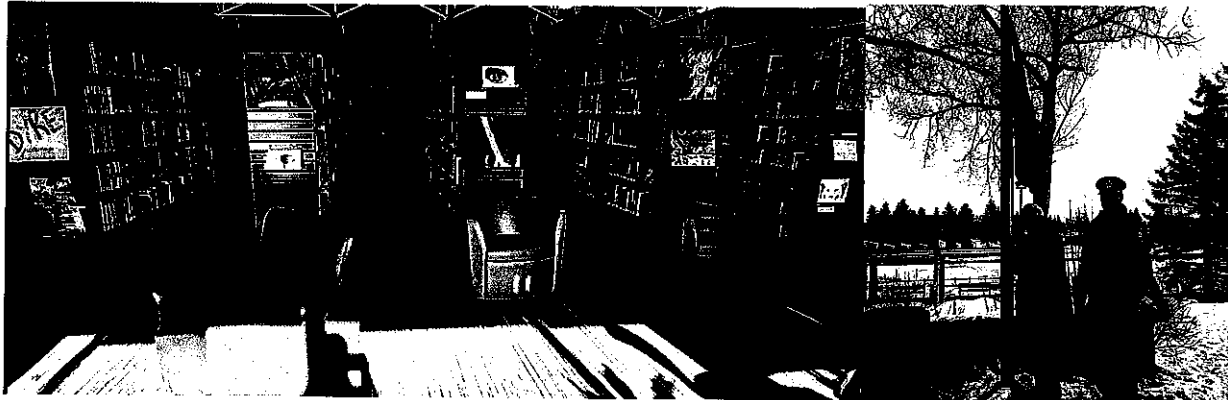
For more information and program descriptions, visit: cpl.prl.ab.ca/events

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
15 3:00 Sunday Storytime	16 1:00 Got Ukulele? 3:00 Spanish Conversation Circle 3:30 Reading Tails with Booker and Dylan 3:45 Something Cool After School 6:30 Adult Craft Night	17 10:00 Books and Bounces 11:00 Tales for Twos and Threes 2:00 Concept Corner 3:45 Something Cool After School	18 2:00 Book Lovers' Book Club 3:30 D & D 3:45 Something Cool After School 5:30 Emotional Eating 6:00 French Conversation Circle 7:00 Bedtime Storytime	19 11:00 Tales for Twos and Threes 12:00 Yarns 3:45 Something Cool After School	20 3:45 Something Cool After School 6:00 Community Kitchen	21 1:00 Tech Talks with Tyler
22 3:00 Sunday Storytime 1:00 Makerspace: Boomerang Bags 1:00 Tech Talks with Tyler	23 1:00 Got Ukulele? 1:00 Tech Talks with Tyler 3:00 Spanish Conversation Circle 3:30 Reading Tails with Booker and Dylan 3:45 Something Cool After School	24 10:00 Books & Bounces 11:00 Tales for 2s & 3s 2:00 Concept Corner 3:45 Something Cool After School	25 3:30 D & D 3:45 Something Cool After School 5:30 Emotional Eating 6:00 French Conversation Circle 7:00 Bedtime Storytime	26 11:00 Tales for Twos and Threes 12:00 Yarns 3:45 Something Cool After School 6:30 The Plot Matures book club	27 1:00 Homeschool Hangout 3:45 Something Cool After School 6:00 Community Kitchen	28
29 3:00 Sunday Storytime	30 1:00 Got Ukulele? 3:00 Spanish Conversation Circle 3:30 Reading Tails with Booker and Dylan 3:45 Something Cool After School	31 10:00 Books & Bounces 11:00 Tales for 2s & 3s 2:00 Concept Corner 3:45 Something Cool After School				



Materials and cupcakes from the Dementia Project Launch!

Augustana's Career Fair



Queer Like Me Art Show

Mayor Mayer raising the Pride flag!

Freedom to Read Week/Pride/Pink Shirt Day

The Library celebrated Freedom to Read Week and Pride Week at the end of February, and celebrated Pink Shirt Day on February 26. I attended the city's Pride flag-raising ceremony at the Bill Fowler Centre. The Pride committee has mentioned perhaps making the library's Pride flag raising a bit of an event next year, whereas in past years Nicole just raises the flag sometime on the Monday. We hosted a button bonanza here at the library for Freedom to Read Week, and Nicole went to Augustana during the week with a library display featuring LGBTQ+ materials. We once again facilitated the 'Queer Like Me' Art Show with a launch on February 27; this year's art show contained a lot more art, with not all of it being 'queer-themed', and it was great to have lots of material to look at throughout the library!

Upcoming Presentations

Camrose Public Library is going to be well-represented at this year's Alberta Library Conference! Former summer students Sarah Bean and Elliot Harder will

be presenting about outdoor outreach based on their experience with the book bike; former summer student Jennifer McDevitt will be presenting on climate change action within libraries; former staff member Carley Angelstad is presenting on community-based participatory research; CPL programmers Shannon Stolee and Kelly Higgins are presenting on supporting reproductive health; and former employee Lisa Cumming will be talking about providing services to short-term patrons. It is exciting that staff from Camrose are having such an impact on the wider library community!

Dementia Project Launch

The library was provided with an Alberta Health Services grant to provide services for patrons and community members living with dementia. On March 5, we hosted a Project Launch complete with words of welcome from Mayor Mayer, MP Kurek, and Colleen Schalm from Parkland, and Shannon walked everyone through some of the initiatives we are pursuing this year. She has already bought some amazing materials, and had them at this launch for people to look at. She has begun a project newsletter, so please let us know if you would like to receive said newsletter! After the launch, we hosted the first of our Dementia Author Series speakers, Myrl Coulter. The evening was a huge success, and we are extremely lucky to have innovative programmers like Shannon on our team.

Other Events

Shannon and Kelly attended the Career Fair at Augustana on February 26, and Shannon attended a French language showcase on March 9. I attended a Parkland Libraries Committee meeting on March 9, and thoroughly enjoyed the Human Resources session that was held that afternoon in Lacombe. A quick reminder that if you ever have ideas for events or programs you would like to see at the library, or community events you think the library should be present at, please let me know!

Financial Review

Thanks to the terrific work of Cheryl, the draft of our 2019 financial review is all ready to go, and can be potentially approved and signed at this March meeting. Like the Annual Report, this is one of the requirements of qualifying for the Provincial Operating Grant.

Summer Employment Grants

The applications for our 4 full-time summer student positions have just closed, and we will begin conducting interviews with candidates right away. We have extended the deadline for the Intergenerational Programmer position until April 5 – it is a part-time role that we hope will attract people passionate about conducting outreach to patrons of all ages throughout the summer and into the fall.

Camrose Public Library
Programming Report
February 2020

CPL Service Responses and Applicable Programs

Social Engagement: Developing Relationships and Ending Isolation

- Regular in-house programs: **353 people**
- Boomerang Bags Sewing Bee: **20 people**
- Be Your Own Valentine: **150 people**
- Programs facilitated by outside groups: **94 people**

Total for service response 1: 617 participants

Connect to the Online World: Public Internet Access

- Ongoing in-house programs: **50 participants**

Total for service response 2: 50 participants

Satisfy Curiosity: Lifelong Learning

- Ongoing Outreach: **60 people**
- Ongoing in-house programs: **295 people**
- Augustana Job Fair: **85 people**
- Breaking Loneliness film events: **45 people**
- CSL Class: **25 people**
- Build Your Own Board game Workshops: **16 people**
- Canva for Non-Profits: **6 people**
- Pride Week Queer Sexual Health presentation with AHS: **9 people**
- Community Kitchen: **11 people**
- Freedom to Read Week programs: **29 people**
- Programs facilitated by outside organizations: **209 people**

Total for service response 3: 790 participants

Visit a Welcoming Place: Physical and Virtual Spaces

- Snacks in the Stacks: **720 people**
- Pride Week Resource Fair at Augustana: **120 people**
- Pride Week Art Show Reception: **11 people**
- Programs facilitated by outside organizations: **6 people**

Total for service response 4: 857 participants

Total program participation for February 2020: 2314 people

	January		February	
	Programs	Patrons	Programs	Patrons
Adult	47	391	51	821
Family	63	1114	80	1362
Children	9	119	6	50
Teens	9	67	10	81
Advocacy	7	3257	0	0
Total	135	4948	147	2314

Outreach	15	142	14	310
In House	120	4806	133	2004
Total	135	4948	147	2314

Advocacy	7	3257	0	0
Service Respc	128	1691	147	2314
Total	135	4948	147	2314

Submitted by Nicole Bannick
March 6, 2020

Camrose Public Library
 Adult Programs
 January 1 to February 29, 2020

Outreach	Program	Attendance
Book Deliveries to Care Facilities	9	106
Plot Matures Book Club	2	14
Alzheimers Outreach	1	4
Breaking Loneliness Film	2	45
Pride Week @ Augustana	1	120
Augustana Job Fair	1	85
	16	374

In House	Program	Attendance
Book Club	2	8
Spanish Circle	7	56
Yarns	9	36
Ukulele	7	99
French Circle	6	31
Make and Take Cards	4	25
Craft Night	2	24
Tech Tutor Class	7	57
Bullet Journaling	1	13
Tech Talks with Tyler	3	24
CSL Class	2	50
BYOV	1	150
Boomerang Bags Sewing Bee	1	20
Boardgame Workshop	2	16
Canva for Non-Profits	1	6
	55	615

Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses	18	223
	18	223

Total	89	1212
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Camrose Public Library
 Family Programs
 January 1 to February 29, 2020

Outreach	Program	Attendance
	0	0

In House	Program	Attendance
Books & Bounces (infants)	7	113
Tales for Twos and Threes	13	199
Bedtime Stories with Feena	5	19
Something Cool After School	36	359
Super Sundays	4	25
Concept Corner (3-5 years)	4	27
Snacks in the Stacks	36	1385
Tech Help	17	34
Feena's School Groups	4	58
Read for 15	1	3122
Family Literacy Day	1	40
Pride Week Art Show Reception	1	11
Pride Week Health Talk	1	9
Community Kithcesn	1	11
Freedom to Read Week programs	2	29
	133	5441

Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses	11	157
	11	157

Total	144	5598
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Camrose Public Library
 Children's Programs (5-12 years)
 January 1 to February 29, 2020

Outreach	Program	Attendance
Family Literacy Day at schools	4	78
	4	78

In House	Program	Attendance
Reading Tails	6	46
School Tours	6	135
	12	181

Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses	5	45
	5	45

Monthly Total	21	304
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Camrose Public Library
 Teen Programs
 January 1 to February 29, 2020

Outreach	Program	Attendance
	0	0

In House	Program	Attendance
D&D Club	10	80
Open Book Society	1	4
	11	84

Outside Groups	Program	Attendance
Space Provided for Community Groups and Businesses	8	64
	8	64

Total	19	148
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Camrose Public Library
Total Programs
January 1 to February 29, 2020

Outreach Programs	20	452
In-house Programs	211	6321
Outside Groups	42	489
YTD	273	7262

Submitted by Nicole Bannick
5-Mar-20

Camrose Public Library
Monthly Stats
Feb 2020

Circulation	Feb 2020	Feb 2019	2020 YTD	2019 YTD	Under/ Over 2019	% Chg. Over 2019
Adult Material	6533	6392	13863	13961	-98	-1%
Young Adult Material	383	434	688	887	-199	-22%
Juvenile Material	4341	3561	8577	7447	1130	15%
TAL Items Borrowed	131	116	277	297	-20	-7%
TAL Items Sent	49	32	89	62	27	44%
Total	11437	10535	23494	22654	840	4%

Econtent	Feb 2020	Feb 2019	2020 YTD	2019 YTD	Under/Over 2019	% Chg. Over 2019
Cloud Library	437	402	1027	838	189	23%
Hoopla	n/a	172	0	355	-355	-100%
RBDigital AB	266	273	605	586	19	3%
RBDigital Magazines	173	319	369	609	-240	-39%
Total	876	1166	2001	2388	-387	-16%

Circulation by Residence	Feb 2020	Feb 2019	2020 YTD	2019 YTD	Under/Over 2019	% Chg. Over 2019
City of Camrose	8741	7927	17743	17179	564	3%
County of Camrose	2175	2124	4548	4436	112	3%
Outside City/County	43	275	376	632	-256	-41%
ME	47	187	231	394	-163	-41%
Total	11006	10513	22898	22641	257	1%

Reference	Feb 2020	Feb 2019	2020 YTD	2019 YTD	Under/Over 2019	% Chg. Over 2019
By Phone	1033	1454	1972	2930	-958	-33%
By Person	3791	3687	7484	7351	133	2%
Email/Social Media	1587	1759	3017	3705	-688	-19%
Total	6411	6900	12473	13986	-1513	-11%

Miscellaneous	Feb 2020	Feb 2019	2020 YTD	2019 YTD	Under/Over 2019	% Chg. Over 2019
Visitors	7390	8977	18675	18856	-181	-1%
WiFi Users	8712	7179	16278	15688	590	4%
Internet Users	1437	1402	2874	3020	-146	-5%
Exams	38	41	62	70	-8	-11%
Total	17577	17599	37889	37634	255	1%

Selection of Service Responses

1. Social Engagement: Developing Relationships and Ending Isolation
2. Connect to the Online World: Public Internet Access
3. Satisfy Curiosity: Lifelong Learning
4. Visit a Welcoming Place: Physical and Virtual Spaces

Programs	Feb 2020		2020 YTD		Participants		2017 Total	2016 Total
	Sessions	Participants	Sessions	Participants	2019 YTD	2018 YTD		
1	54	617	103	1018	1268	2071	note: annual total program participation	
2	12	50	27	115	1543	456		
3	60	790	105	1344	805	725		
4	21	857	40	1528	979	10		
Libray Advocacy	0	0	7	3257	3888	7017		
Total	147	2314	282	7262	8483	10,279	35408	25492

Item for Decision A: Proposed Professional Development Session for CPL Staff

Ideal Date: Monday, June 1. Since it's a Monday, there are minimal programs that would have to be cancelled versus other days of the week. Van run days are Tuesdays and Fridays so it wouldn't interfere with that. And since it's in the summer, it would enable the 2020 summer students to attend and gain the skills that are being put forward to the rest of the staff. Ideally, the session will take place from 9am to 4pm.

Marston House Learning Solutions, principal Katherine Brooks,
<https://www.marstonhouselearningsolutions.com/>

I have spoken with Kathie over the phone, and she will be customizing a course that truly meets CPL's needs. The focus of this learning opportunity will be teaching staff how to interact with patrons in a way that will prevent potential problems from escalating, how to use key phrases in conversations, and how to be aware of one's own body language and how it can potentially come across to others. There will be a few library-specific scenarios that staff will work through, such as when a patron becomes angry and confrontational to staff regarding high noise levels in the library. Kathie has worked with other libraries in the past, including EPL, and I first saw her present at the Parkland Regional Library Conference in 2019.

Here are a few descriptions from the website's course catalogue that reflect some of what she will be teaching our group:

Non-violent Crisis Intervention

A program which starts by teaching participants to identify the stages of a crisis. They will then build the skills required to intervene in disruptive incidents in a way that prevents escalation and provides for the Care, Welfare Safety and Security of all who are involved in a crisis situation.

Tactical Communication

Customer service is about human interaction and solving problems. Often this is in very stressful situations with people who are, in general, becoming angrier and more challenging.

Through 'Tactical Communication' employees will learn to effectively read situations and defuse them BEFORE they escalate into unmanageable verbal abuse or violent physical altercations. If managers want to increase their competitive edge, they must build a workforce that can provide superior customer service in the most difficult of circumstances, and is inspired to do so consistently.

Loveday on Libraries
1864378 Alberta Ltd.

PO BOX 60048
Strathmore, Alberta
T1P 0C2

Contact: Chris Loveday
587.582.3444

chris@lovedayonlibraries.com

QUOTE#: R11520_080119

Date:1/15/2020

Revision to original grant quote

GST#815497987RT0001

Quote for:

Camrose Public Library
4710 50th Avenue
Camrose, Alberta
T4V 0R8

Contact: Nicole Bannick

Number: 780.672.4214

Email: nicole@prl.ab.ca

Ship to:

Site

Item #	Product Code	Product Description	Qty	Unit Price	TOTAL
1	NS-Table Lam: match	Matching Comp.Tables w/ skirting- SQ edge 36" W x 28" D x 29" H English Oak on Maple	4	\$1,325.00	\$5,300.00

Product Total \$5,300.00

G.I.K freight n/c \$0.00

Install \$500.00

GST 5% \$290.00

TOTAL \$6,090.00

Install completed by **lovedayonlibraries**

Order fulfilled in TWO payments. First 50% installment at time of order to initiate order.

Balance due at time of scheduling install.

Thank you Nicole for working with us to create this solution for the Camrose Library.

lovedayonlibraries

Item for Decision B: Use of funds to purchase four computer desks

Please see the Computer Desk Quote for four desks that has been included in this board package. These desks are desperately needed, as four of the computer desks downstairs are falling apart. These new tables are a very sturdy make that will last for a long time. The downstairs computer stations are heavily used by children and teens that play computer games and socialize every day after school.

The Library applied for a grant through the Rotary Club of Camrose Daybreak to help pay for at least one of these four desks. The Club generously has provided \$1500 to pay for a desk. We still have \$4015 left of the Battle River Community Foundation Grant from 2019 (the other half was spent on adding battery power to the Book Bike), and I propose that we use this \$4015 to put towards the desks. That leaves \$575 left to pay for the desks, and this amount would be used from the library's general budget.

Item for Decision C: Financial Review

An email with the 2019 Draft Financial Statement, along with the 2019 Audit Highlights, was sent to all members of the Camrose Public Library Board on Wednesday, March 4. It was requested that if there were any questions regarding this draft, they be submitted to the Library Director by March 10. A copy of the 2019 Draft Financial Statement is also available at the Board Meeting on March 17.

The suggested motion to be put forward is that the Camrose Public Library Board approve the 2019 Financial Statement.

Camrose Public Library Room Rental Agreement

In consideration for the services of Camrose Public Library, its activity leaders, officers, agents, and volunteers, I, on behalf of myself, my personal representatives, assigns, heirs, and next of kin:

ACKNOWLEDGE, agree, and represent that I understand and am aware that myself and the other users of this space are doing so at our own risk.

I FURTHER UNDERSTAND that any potential injuries that take place in this space are a Common and Ordinary Occurrence and I have made a voluntary choice for myself to Accept and Assume All Risks of Injury or Death that might be associated with or result from the use of this space and any activities that happen during my Usage of this Space.

To the fullest extent allowed by law, I AGREE to Release from Liability, and to Indemnify and Hold Harmless Camrose Public Library from any and all liability on account of, or in any way resulting from, personal injuries, death or property damage in any way connected with this Activity and Use of Space.

I further Agree Not to Make a Claim or Sue for Injuries or Damages Relating to This Activity, other than as a result of Camrose Public Library's gross negligence. I understand and agree that this Agreement is intended to be as broad and inclusive as is permitted by law, and if any portion is held invalid, the balance shall continue in full legal force and effect. I agree that no oral representations, statements or inducements apart from this Agreement have been made.

Name: _____

Signature: _____ Date: _____

Personnel Policy (the only parts included are ones that I had suggested edits for at this meeting)

Statutory Declared Holidays

The Library Board ~~acknowledges~~~~deems~~ certain days as Statutory Declared Holidays during which the Library will be closed.

The following days are recognized as Statutory Declared Holidays:

- | | |
|----------------|-----------------------|
| New Year's Day | Labour Day |
| Family Day | Thanksgiving Day |
| Good Friday | Remembrance Day |
| Victoria Day | Christmas Day |
| Canada Day | Boxing Day |

~~August Civic Holiday~~

(Or any other day proclaimed as a holiday by the Federal, Provincial, or Municipal Governments.)

If a Statutory Declared Holiday falls on an employee's regularly scheduled day of work, the employee will be paid her basic rate of pay.

- a) If a Statutory Declared Holiday falls on a **part time** employee's regularly scheduled day off, no pay or lieu time will be given.
- b) If a Statutory Declared Holiday(s) falls on a **full time** employee's regularly scheduled day off, then the following working day or days shall be deemed the Statutory Declared Holiday.

If a ~~Statutory Declared~~ Holiday falls on a normal working day when an employee is off on vacation, the employee will be entitled to a mutually agreed upon day in lieu.

Additional Holiday closures will be decided annually.

Vacation

The Library Board recognizes the importance of vacation entitlements to its permanent employees.

All **hourly paid library employees** shall bank vacation pay to be drawn upon when their vacation is scheduled. Vacation pay will be earned as in the following chart:

Commented [RG1]: Potential additional sentences: *If an employer agrees to designate additional general holidays for their employees, all employment standards rules related to general holiday pay still apply for these additional holidays. Employees should confirm this and any pay entitlements with their employer.*

1- 2 years	5% of hours worked
3 – 9 years	6% of hours worked
10 – 19 years	8.3% of hours worked
20 or more years	10.5% of hours worked

For all hourly paid library employees, the following shows the number of weeks's annual vacation they are entitled to ("vacation time" equating the same weekly hours that they usually work):

1 – 2 years	Two (2) weeks
3 – 9 years	Three (3) weeks
10 – 19 years	Four (4) weeks
20 or more years	Five (5) weeks

Within hourly paid library employees' first year of employment, they can withdraw the amount of accrued vacation pay that they have accumulated in their months of earned vacation pay. For example, an employee beginning in January and wanting to take vacation in November can draw on 10 months worth of accumulated vacation pay. However, if they choose to do this, they will have less vacation pay to draw from in the following year.

The **Director** shall normally receive annual vacation time in accordance with years of employment, with each "year" beginning on the anniversary of their starting month:

1- 2 years	Three (3) weeks
3 – 9 years	Four (4) weeks
10 – 19 years	Five (5) weeks
20 or more years	Six (6) weeks

Other **salaried employees** shall normally receive annual vacation time in accordance with years of employment, with each "year" beginning on the anniversary of their starting month:

1- 2 years	Two (2) weeks
3 – 9 years	Three (3) weeks
10 – 19 years	Four (4) weeks
20 or more years	Five (5) weeks

A vacation schedule will be posted each year, with vacation dates based on: employee requested dates; whether an employee is salary or wage; whether the staff member received their ideal vacation days in the previous year; seniority; maintaining necessary coverage; and approval by direct supervisor. The absolute minimum staff members that must be present at the library in order for it to be open is 3.

All wage employees will give To provide the library with enough time to provide shift coverage for potential absences, all wage employees will provide six weeks' three weeks' written notice for vacation requests. If an employee provides less than six weeks' notice, this will affect their chances of receiving approval if alternative shift

coverage is not found to cover their hours. -Vacation time will be granted based on maintaining necessary coverage. The management team will do her utmost to grant vacation leave as requested, however, employees should remain flexible and should have alternate dates of vacation should the leave not be granted. And while programmers, the Manager, and the Director do not have regularly scheduled hours on the desk, they may be called upon to provide this coverage in the event of other employees' absence. 'Prime vacation time' requests are defined as the months of July and August as well as December 1st to January 15th. If some staff have to be denied vacation time especially during prime vacation time, they will receive preference for receiving that time off the following year.

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All paid vacation time must be taken within twelve (12) months from the time that the vacation was earned, except where prior approval has been granted in writing by the employer. Total deferred vacation shall not exceed 10 vacation days and must be used in the next twelve months or be forfeited.

Employees are normally entitled to receive their vacations in an unbroken period, unless they are requesting time during 'prime vacation time' dates which includes July, August, and December 1st to January 15th. If their request is during this prime time, they are limited to a 2-week maximum request during those periods, and any additional time during prime time will be permitted at the discretion of management and subject to availability, agreed upon in advance with the Director. Employees are encouraged to take their vacation time throughout the year, instead of all at the end of the year. If an employee wishes to take vacation time at the end of the calendar year, they must be prepared for the possibility of not being approved for this time based on the need for coverage at the library.

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Employees who begin employment between the 1st day of the month up to and including the 15th of the month will be entitled to vacation accrual for that month. Employees who begin employment between the 16th of the month up to and including the last day of the month are not entitled to vacation accrual for the month.

Termination of employment between the 1st day of the month up to and including the 15th of the said month does not entitle the employee to vacation accrual for that month. Termination of employment between the 16th of the month up to and including the last day of the month does entitle the employee to vacation accrual for that month.

Break in service: More than 90 days leave of absence without pay is considered to be a break in service and the employee will start their vacation accrual entitlement from the beginning of her return to work. The only exception would be if the employee is off on STD/LTD (Short Term Disability/Long Term Disability). Upon the return of the STD/LTD employee, she will continue to accrue vacation at her previous entitlement rate. An employee on STD/LTD will cease accruing vacation once she has reached 60 days of sick leave

Performance Appraisals

The performance evaluation system is an on-going process designed to enhance performance and establish and maintain positive communication.

- All employees will participate in the performance evaluation system process. Coaching may occur throughout the year.
- The Director will be evaluated annually by the Library Board, or Board designate(s).
- All other employees will be formally evaluated annually by their immediate supervisor.

Performance evaluations do not include grid movements and do not suggest that pay increases automatically occur. If grid movement is recommended by an employee's immediate supervisor, it occurs on the anniversary date of that employee.

Normally the written performance evaluations will be performed at the end of an employee's probationary period and are due on the employee's anniversary date thereafter. An employee or supervisor may request an evaluation at any time.

The Director's Performance Evaluation shall be completed by the Personnel Committee of the Board. The Director and Manager are responsible for completing Performance Evaluations for all other staff members that they directly supervise. The supervisor and employee will collaborate to complete the evaluation form, and the completed evaluation form shall then be placed in the employee's personnel file.

Upon request to her supervisor, an employee may access her personnel file in accordance with FOIP guidelines.

Staff Ethics and Relations with the Public

Camrose Public Library aims to treat staff members and patrons courteously at all times. We take seriously any threatening, abusive, or violent behavior against any staff or patrons. Abuse of any kind will not be tolerated. Violation of this policy may result in disciplinary action or termination of Library privileges and patronage.

- 1) Staff members are expected to regard one another as valued colleagues and treat one another with respect at all times.
- 2) Staff members shall be expected to regard each member of the library's public as a valued library patron.
- 3) Members of the public shall be treated with courtesy and consideration.
- 4) Staff will use de-escalation techniques and safety procedures when dealing with difficult and challenging interactions.

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Camrose Public Library is committed to an abuse-free work environment, characterized by respect and tolerance. Please see the *Workplace Violence Harassment and other Unacceptable Behaviour* Policy for more information.

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Employee Conduct and Disciplinary Action

All employees are expected to adhere to the standards laid out by the Camrose Public Library's policies and procedures. Employees are responsible for familiarizing themselves with said policies and procedures, as posted on the library website (<https://cpl.prlab.ca/about-us/policies>) and found within the library building. **The Library Director and Manager** are responsible for providing each employee with a copy of an

Employee Handbook, and having each employee sign and submit a form confirming that they have read and understood said Handbook. Please refer any questions regarding policies and procedures to your immediate supervisor, to ensure conduct is appropriate as outlined in these documents.

The Director has the full authority and responsibility to discipline or dismiss any employee for just cause, or alternatively without cause when providing sufficient notice and pay in accordance with the employee's length of service. Employees will be subject to disciplinary action for inappropriate conduct or unsatisfactory work performance. Progressive discipline with the aim of being corrective will be utilized, except in extreme cases. All measures taken in the progressive disciplinary process shall be documented, including verbal warnings.

Progressive discipline steps:

1. Verbal warning with an agreed upon time frame to sit down to discuss.
2. First written warning that includes a reasonable time frame to correct the problem.
3. A second written warning that includes a reasonable time frame to correct the problem.
4. Dismissal.

All disciplinary documentation will be immediately copied to the employee and a signed copy acknowledging receipt will be placed in the employee's personnel file.

Terminations will be administered in accordance with the guidelines established by Alberta Employment Standards. These Employment Standards may be accessed electronically at the Government of Alberta website.

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. Where there are perceived performance problems, a progressive form of discipline from minor to severe is recommended. Each notice or warning will be recorded clearly indicating the potential consequences should the undesirable behaviour continue or recur.

Terminations

Termination for Just Cause

Termination for "just cause" may include, but shall not be limited to, conduct or any act of an employee prejudicial or injurious to the library, its interests, its reputation or its operation. Such causes may include:

- Serious criminal code violation such as drug abuse,
- Serious infraction of the FOIP Regulations.
- Unreliability and/or dishonesty.
- Mistreatment of library patrons or fellow employee,

- Poor job performance or work habits,
- Inappropriate or unapproved use of library funds,
- Unexplained absences.

An employee dismissed for "just cause" will forfeit any special privileges or benefits and will only receive wages and vacation pay due by Employment Standards.

An employee may be dismissed for just cause without notice or pay in lieu of notice. An employee should be advised in writing of all reasons for dismissal.

An employee must receive all monies owing at the time of dismissal. An employee must receive a completed Record of Employment.

Footage from Camrose Public Library's security cameras may be considered when determining whether criminal activity has been committed either by a patron or staff member.

Library Volunteers

The library supports the concept of volunteerism, recognizes the important role that volunteers can play and encourages their activities. The energy, expertise, and commitment of volunteers help the library offer more services to patrons.

Volunteers need to provide both a Police Information Check and Intervention Records Check to the Director of the Library. Applicants with a criminal record will be considered on a case-by-case basis between the management team and the Board, to determine the suitability of volunteer status.

Robyn Gray

From: Robyn Gray
Sent: Thursday, March 12, 2020 12:49 PM
To: Camrose Public Staff
Subject: COVID - 19 Updates

Hello Everyone,

With all of the COVID – 19 talk going around, I wanted to send out an email with a few precautionary steps that should be conducted in the library at this time. It is important to remain calm, but there are certain ways we can adjust how we do business to protect ourselves and our patrons as the situation progresses. I am staying in touch with the City and monitoring Alberta Health Services for updates and am also keeping the Board informed for what potential measures may need to be taken.

Here is what we have distributed on the library's social media:

We appreciate and understand that people are worried about COVID-19, and would like to reassure our patrons that Camrose Public Library is taking every possible precaution to protect the public.

The library will remain open unless Alberta Health Services tells us to close. We expect ill staff members to self-quarantine, and encourage our patrons to avoid coming to the library if they are sick.

To protect yourself and others, please wash your hands, cough and sneeze into a sleeve instead of your hand, avoid touching your face, and wash hands often.

Camrose Public Library Board

**CAMROSE
PUBLIC LIBRARY**

In addition to the tips mentioned above, here are some more things to keep in mind:

Sanitize your hands frequently, especially after each patron interaction and whenever you have touched books. If it is possible to wipe down books or other materials that multiple patrons use, please do so. If you have any spare time while at the desk, make sanitizing, cleaning, and wiping down surfaces a priority – especially the computer stations and especially other surfaces where people sometimes eat. Encourage patrons to wipe down their computer workstations with Lysol wipes and apply hand sanitizer after they have used the computer. Mona has placed the Lysol and hand sanitizer near the edge of the desk where it's highly visible to patrons. Please keep an eye on these supplies, and be sure to let Diane or Cheryl know if you think we are running low on stock.

Please stay home if you are feeling sick. Try to give Cheryl and I as much notice as possible, but don't 'tough it out' by coming to work if you're not feeling well. Also, Alberta Health Services advises that if at any point you are home and suspect you have the coronavirus, call Health Link 811

(<https://www.albertahealthservices.ca/assets/healthinfo/link/index.html>) to receive instructions on being tested, instead of visiting a medical centre right away, to prevent it from spreading even further.

We are going to be promoting our 'Holds in a Hurry' program to patrons so that if they want their holds but don't want to be in the building with lots of other people, they have that option. Also, during this time keep in mind the 'mail-to' option for patrons so that we can send them items via mail instead of making them come to the physical library. In addition, use this as an opportunity to point out our e-resources to patrons so that they know about all the virtual magazines, e-books, and audiobooks they can access if they ever are in a quarantine situation or want to avoid being in public spaces. As the situation escalates, we may look at pausing some of our physical library offerings because of the heightened potential for germs from patron to patron, but for now continue to sanitize those items as they come and go from the library.

We have a poster in the bathrooms now that encourage thorough hand washing. Encourage patrons to wash their hands or use hand sanitizer before and after every program that they attend. And encourage program participants to stay home if they are not feeling well.

We will be staying in touch with partner organizations in case they feel cancelling any programs (either in-house or as outreach) is necessary – especially any programs that would influence high-risk patrons like young children or seniors. It is also advised that Snacks in the Stacks start to be based more around individually packaged foods instead of communal ones so that less people come in contact with each item.

Here are a few reliable sources to direct patrons to if they want to have the latest information:

- World Health Organization (<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>)
- Centers for Disease Control and Prevention (<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>)
- Government of Alberta (https://www.alberta.ca/coronavirus-info-for-albertans.aspx?utm_source=google&utm_medium=sem&utm_campaign=Covid19&utm_term=CMO&utm_content=v5&gclid=CjwKCAjwmKLzBRBeEiwACCVihkbdxLKd8NpeZEfof6hzGZc-AfCiogd3xG_9FwqawtkQOY1zaXdXcRoC3WQQAvD_BwE#p22780s1)
- Government of Canada (<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>)

If you think of any other steps for keeping ourselves and our patrons safe and healthy, please share them. I'll be sure to keep everyone posted if other measures need to be taken.

Thanks so much!

Robyn Gray, MLIS

Director, Camrose Public Library

p. (780) 672-4214 fb. [CamroseLibrary](#) t. [camroselibrary](#) in. [camrosebookbike](#)