

## ***Edwardsburgh Cardinal Public Library Board Meeting Minutes***

December 13th, 2022

**Present:** T. East, D. Robertson, A. Barratt, H. Cameron, T. Wilson, P. Kielstra

**Regrets:** J. Cameron, M. LaSalle,

**Staff:** M-A. Gaylord, D. Gladstone, H. Mayhew, A. De Visser, S. De Visser, P. Teirney

**Special Guests:** None.

### **1. Call to order**

The Chair called the meeting to order at 5:09 pm.

### **2. Disclosure of interest – None**

### **3. Additions to agenda**

Motion by Hugh Cameron to approve the agenda, seconded by Anne Barratt.  
CARRIED

### **4. Approval of minutes from previous meeting**

Motion by Anne Barratt to accept the November 22nd, 2022 minutes as presented, seconded by Dave Robertson. CARRIED

### **5. Business arising from minutes**

Christmas Hours have been advertised at both Branches and posted on social media and our website.

### **6. Correspondence –None**

### **7. Treasurer's report**

All bills paid have been given to Township for entry and from now until the end of the year, any bills paid will go to Township for entry into system. We are starting our draft budget and will present to the Board in January.

### **8. CEO/Supervisor report attached**

Chair Tim thanked Staff for all they do and expressed the Board's appreciation for their work. Staff is very much recognized for their service and appreciated for providing exceptional service to the community through the Library operations.

### **9. Report from Municipal Council - None**

**10. Policy Review –**

**HR-09 including;**

**Working Alone Procedures**

**Inclement Weather Procedures**

Motion by Tammy Wilson to approve HR-09 with the Working Alone procedure and the Inclement Weather Procedure document added, seconded by Paula Kielstra. CARRIED

**11. New business/Community Activities**

In appreciation the Board and staff will share dinner to gather and celebrate the work of the Board and staff following this meeting.

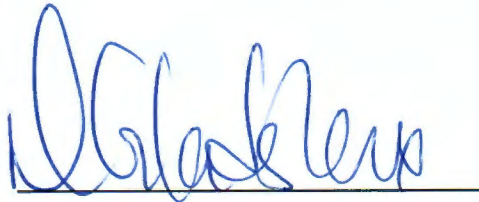
**12. Date of Next Meeting:** Tuesday January 24th, 2023 at 5pm in Cardinal

**13. Adjournment**

Moved by Anne Barratt, seconded Paula Kielstra that the meeting of the Library Board does now adjourn at 5:28 pm. CARRIED



Chair



Recording Secretary

# CEO REPORT

DECEMBER, 2022

Centennial Public School has started their visits as of November 29<sup>th</sup>. Their visits will be on Tuesday and Thursday.

At our Staff meeting on November 25<sup>th</sup> we planned our Christmas and Winter schedule as follows

## Upcoming Programs and events at the Library

- Baby and Tot Storytime will continue to March
- Lego Saturday will continue to March
- Christmas Colour Challenge – Decorate the Library available the week of November 28
- Christmas Craft – both branches – available the week of December 5<sup>th</sup>
- Christmas Storytime Monday evening Cardinal – Wednesday evening Spencerville three weeks leading to Christmas
- January 21<sup>st</sup> Pete the Cat Saturday – we will decorate and celebrate Pete the Cat
- Reading Help and Adult Drop in – Cardinal Branch TBD
- Working on TD Summer Reading Program and getting things ready – we will run a 6 week summer reading.

	November 2022 Stats			
	Cardinal	Spencerville	Total	YTD
Persons Entering	287	229	516	5258
WorkflowHolds	16	14	30	268
Email Inquires	2	1	3	57
Phone Inquires	12	15	27	520
In-person Inquires	11	13	24	154
ILL	7	3	10	151
PC Use	5	7	12	128
Wireless Use	3	2	5	36
Curbside Pick-up	1	4	5	210
Photocopying/Faxes	9	6	15	141
Programs	9	9	18	124
Program Attendance	41	28	69	717
Circulation	509	437	946	9997
Overdrive	150	119	269	591
Overdrive Users	6	7	13	202
New Users	5		5	36
New Library Cards	9	7	16	147

	November 2021 Stats		
	Cardinal	Spencerville	Total
Persons Entering	250	137	387
WorkflowHolds	16	28	44
Email Inquires	3	10	13
Phone Inquires	22	22	44
In-person Inquires	6	2	8
ILL	16	7	23
PC Use		1	1
Wireless Use	2	5	7
Curbside Pick-up	2	1	3
Photocopying/Faxes	14	11	25
Programs			0
Program Attendance			0
Circulation	613	349	962
Overdrive	290	177	467
Overdrive Users			24
New Users			2
New Library Cards	3	2	5



October 2022 Stats				
	Cardinal	Spencerville	Total	YTD
Persons Entering	307	250	557	4742
WorkflowHolds	16	11	27	238
Email Inquires	1	1	2	54
Phone Inquires	16	21	37	493
In-person Inquires	13	21	34	130
ILL	5	5	10	141
PC Use	5	4	9	116
Wireless Use	1	1	2	31
Curbside Pick-up	5	3	8	205
Photocopying/Faxes	5	2	7	126
Programs	12	8	20	106
Program Attendance	98	46	144	648
Circulation	472	411	883	9051
Overdrive	139	139	278	322
Overdrive Users			17	189
New Users			4	31
New Library Cards	8	10	18	131

October 2021 Stats			
	Cardinal	Spencerville	Total
Persons Entering	293	100	393
WorkflowHolds	11	18	29
Email Inquires		2	2
Phone Inquires	31	15	46
In-person Inquires	7	5	12
ILL	9	6	15
PC Use	2	2	4
Wireless Use	6	2	8
Curbside Pick-up	1	2	3
Photocopying/Faxes	5	0	5
Programs	2	2	4
Program Attendance	34	43	77
Circulation	598	337	935
Overdrive	309	201	510
Overdrive Users			28
New Users			2
New Library Cards	8	2	10

## Edwardsburgh Cardinal Public Library

Policy Type:	Human Resources	Policy Number:	HR - 09
Policy Title:	Health and Safety	Initial Policy Approval Date:	May 24, 2005
		Last Review/Revision Date:	May 22, 2018
		Year of next review:	2019

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The library board and CEO are committed to the establishment of a healthy and safe workplace and to the integration of health and safety practices in all areas of the workplace. The underlying principle of the policy is the responsibility of all employees in maintaining a safe workplace which is best achieved through consultation and co-operation between management and employees.

### Section 1: Legislative Requirements

1. The **Occupational Health and Safety Act (OHSA)** requires those who have any degree of control over the workplace to ensure a safe and healthy work environment.
2. The requirements of the **OHSA** apply to every worker who is being paid, regardless of the location where the work is performed. If workers work at home and are being paid or are driving and being paid en route, they are covered under the Act.
3. If a paid worker suffers a critical injury, the **OHSA** requires that the employer immediately notify the Ministry of Labour Health & Safety Contact Centre and the workplace Health and Safety representative. The employer and the employee health and safety representative (see Section 4) must prepare a written report, and forward within 48 hours to a director of the Ministry of Labour. See Appendix A.
4. The **OHSA** sets out duties with respect to workplace safety, and materials and equipment in the workplace. Section 25(2) of the **Occupational Health and Safety Act** requires employers to prepare and review at least annually a written occupational health and safety policy and develop and maintain a program to implement that policy.
5. **Ontario Regulation 297/13 Occupational Health and Safety Awareness and Training** requires a worker to complete a basic occupational health and safety awareness training program

### Section 2: Rights of the Worker

1. A worker has the following rights:
  - a) to participate in the process of identifying and resolving workplace health and safety concerns
  - b) to know about potential hazards to which he or she may be exposed

- c) to refuse work that he or she believes is hazardous to either his or her own health and safety or that of another worker

## **Health and Safety (Continued)**

- d) all other rights indicated in the *Occupational Health and Safety Act*

### **Section 3: Responsibilities**

1. The *Ontario Occupational Health and Safety Act*, R.S.O. 1990, c. O.1 (*OHS*) and its regulations impose a legal duty on employers and on supervisors for ensuring the well-being of workers under their supervision and to take reasonable measures to protect their safety.
2. The library board delegates authority to administer and direct health and safety to the CEO.
3. The CEO is responsible for:
  - a) ensuring adherence to the principles of this policy
  - b) ensuring compliance with all applicable health and safety legislation
  - c) ensuring training and procedures for effective health and safety program management, including adequate allocation of funds and resources
  - d) investigating all accidents involving personal injury and reporting incidents to proper authorities when required
  - e) addressing employees' safety concerns promptly
  - f) ensuring that health and safety infractions are addressed
4. Supervisors are responsible for :
  - a) making sure that work is done safely
  - b) ensuring employees are aware of hazards and how to protect themselves
  - c) maintaining an orderly and uncluttered work area
  - d) providing adequate training to employees in order to protect their health and safety
  - e) investigating in the presence of the employee health and safety representative, refusals to work or, in the event that he/she is not available, a fellow employee
5. Employees are responsible for:
  - a) knowing procedures to follow in the case of accidents or sudden illnesses
  - b) reporting any known hazards to their supervisors
  - c) reporting any accidents or injuries to their supervisors
  - d) understanding the hazards associated with any materials they used and all relevant safety information regarding their use
  - e) reporting any missing or defective equipment
  - f) maintaining an orderly and uncluttered work area
  - g) operating any equipment in a way that will not endanger any employee
  - h) knowing the location of the first aid kit
  - i) knowing the locations and use of the fire extinguishers as well as the location of emergency exits
  - j) participating in fire drills and other emergency evacuation procedure

### **Section 4: Health and Safety Representative**



1. The **OHSA** requires that a workplace with fewer than 20, but more than five employees, have a workplace Health and Safety Representative. In accordance with Section 8:

### **Health and Safety (Continued)**

- a) employees will appoint one health and safety representative from among the workers who does not exercise managerial functions and has powers as set out in Section 8(11) of the **OHSA**
  - b) the library board will pay the representative while carrying out his or her duties
2. The Health and Safety Representative will:
    - a) identify workplace hazards [section 8(10)]
    - b) inspect the workplace at least once a month [section 8(6)]
    - c) be consulted about workplace testing [section 8(11)]
    - d) make recommendations to the CEO [section 8(10)];
    - e) investigate work refusals [section 43(4)] and serious accidents [section 8(14)]
    - f) maintain a health and safety bulletin board which will include but not be limited to:
      - i. the most recent version of the Minister of Labour's poster, "**What You Should Know About The Ontario Employment Standards Act**",
      - ii. a copy of the **Occupational Health and Safety Act**
      - iii. copies of the following Edwardsburgh Cardinal Public Library policies: **HR-09 Health and Safety Policy**, **HR-08 Prevention of Workplace Violence Policy**, and **HR-07 Human Rights – Discrimination and Harassment**
      - iv. The Workplace Safety and Insurance Board's poster entitled "**In Case of Injury--1234**"
    - g) be trained in basic first aid by an accredited agency
    - h) maintain the first aid box which meets the requirements of the **Workplace Safety and Insurance Act Regulation 1101** See Appendix B

### **Section 5: Emergency Response Information for Employees with Disabilities**

1. In accordance with **Ontario Regulation 191/11 Integrated Accessibility Standards** the library will provide individualized workplace emergency response information for an employee who has a disability, if the disability is such that the information is necessary and the library is aware of the need for accommodation due to the employee's disability.
2. With the employee's consent the workplace emergency response information shall be provided to the person designated to provide assistance.
3. The individualized workplace emergency response information shall be reviewed when:
  - a. the employee moves to a different work location,
  - b. the employee's overall accommodation needs are reviewed and
  - c. the emergency response procedures are reviewed

### **Section 6: Working Alone**

1. Working alone describes a situation where a person is the only employee in the library, or where the employee does not have direct contact with a co-worker.
2. The library board directs the CEO to develop a plan for working alone. The plan identifies the occupational hazards, procedures for personal safety, special training, and emergency assistance in the event of an incident when working alone. In addition:



- a) all employees will be made aware of potential risks and will be trained on procedures when working alone
- b) employees will not work alone in the library without the prior consent of the CEO

## **Health and Safety (Continued)**

### **Related Documents:**

Edwardsburgh Cardinal Public Library. ***HR 07 – Human Rights- Discrimination and Harassment***

Edwardsburgh Cardinal Public Library. ***HR 08 - Prevention of Workplace Violence***

***Occupational Health and Safety Act***, R.S.O., 1990, c. O.1, Last amendment: 2007

***Ontario Regulation 191/11 Integrated Accessibilities Standards*** s. 27

***Ontario Regulation 297/13 Occupational Health and Safety Awareness and Training***

## Appendix A

### Ministry of Labour Health and Safety Contact Centre for Critical Injury

Contact: 1-877-202-0008

A critical injury:

- places life in jeopardy
- produces unconsciousness
- results in a substantial loss of blood
- involves the fracture of an arm or leg (but not a finger or toe)
- results in the amputation of an arm, leg, hand or foot (but not a finger or toe)
- involves burns to a major portion of the body, or
- causes the loss of sight in an eye

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## Appendix B

### Workplace Safety and Insurance Act Regulation 1101

1. Every employer employing more than five workers and not more than fifteen workers in any one shift at a place of employment shall provide and maintain a first aid station with a first aid box containing as a minimum,
  - a) a current edition of a standard St. John Ambulance First Aid Manual;
  - b) 1 card of safety pins; and
  - c) dressings consisting of,
    - i. 24 adhesive dressings individually wrapped,
    - ii. 12 sterile gauze pads, 3 inches square,
    - iii. 4 rolls of 2-inch gauze bandage,
    - iv. 4 rolls of 4-inch gauze bandage,
    - v. 4 sterile surgical pads suitable for pressure dressings, individually wrapped,
    - vi. 6 triangular bandages,
    - vii. 2 rolls of splint padding, and
    - viii. 1 roll-up splint. R.R.O. 1990, Reg. 1101, s. 9 (1).

2. The employer shall ensure that the first aid station is at all times in the charge of a worker who,
  - a) is the holder of a valid St. John Ambulance Standard First Aid Certificate or its equivalent; and
  - b) works in the immediate vicinity of the box. R.R.O. 1990, Reg. 1101, s. 9 (2).



## **Inclement Weather and Unscheduled Closures Policy**

### Objective and Guidelines

The purpose of this plan is to outline roles and responsibilities in situations where the Edwardsburgh Cardinal Public Library temporarily suspends or curtails operations due to an emergency situation, such as inclement weather. It may also include cases in which the Library remains in operation but some staff may experience difficulty reporting to work due to inclement weather or other emergency conditions.

The Library has a responsibility for maintaining services and therefore the application of this policy must consider both the operational obligations and requirements of the Library as well as the safety of Library staff and patrons. The Library will make every effort to maintain services despite inclement weather or other circumstances that could disrupt the normal operations of the Library.

The determination to close one or both branches of the Edwardsburgh Cardinal Public Library shall be made by the CEO or designate, except where evacuation is essential for staff and public safety or by order of police, fire officials or Township of Edwardsburgh Cardinal Manager of Parks, Recreation & Facilities

### Conditions Warranting Closure

#### a) Non-emergency closures:

- failure of heating/cooling equipment during periods of extreme weather
- lack of electrical power
- lack of computer connectivity available at staff service points for an extended period of time
- inadequate staffing levels.

#### b) Non-openings, delayed openings or early closures:

- lack of electrical power
- severe, inclement weather.

In cases of inclement weather the decision to close will be based upon:

- general conditions of roads
- availability of staff to open and operate the Library
- requests for closure by local emergency or provincial agencies
- Severe Weather Warning as issued by Environment Canada.

## Scheduling

- a) If the Library closes prior to the scheduled closing time, all employees already present at work shall be paid for the remainder of their shift.
- b) If the Library is not to be opened to the public at all, every effort shall be made to make this determination at least two hours before the scheduled opening time and to alert all scheduled staff.
- c) Employees instructed by the CEO or Library management, not to report for their scheduled shift or to leave work due to an emergency, will be compensated at their normal hourly rate for the balance of their shift.
- d) Employees who are able to work from home, and are unable to report in person for a shift or partial shift, are expected to carry out online work if available to them.
- e) If a closure continues beyond one day, staff shall be responsible for remotely accessing their work email accounts or the Library website each day for instructions as to whether the Library is open or closed.
- f) Compensation for missed time for extended closures may be referred to the Library Board.

In some cases, such as temporary power outages, the Library may be evacuated and closed temporarily to the public, however staff will be required to stay on site for up to two (2) hours until the situation is resolved or more information is available regarding the timeline of an expected resolution. If the outage is expected to continue past 3:00 PM, or if no information is available regarding an expected return of service as of 3:30 PM, the affected Library branches will be closed for the remaining regular hours of operation. In addition to the immediate evacuation of patrons, failure of electricity for more than 30 minutes in the evening will also prompt closure of the impacted branches.

## Staff Responsibilities

During periods of inclement weather, employees are expected to make every reasonable effort to report for work as scheduled. It is recognized, however, that inclement weather may cause significant transportation problems or locally hazardous conditions.

Employees are expected to give first consideration to their personal safety in evaluating their ability to commute to work. In such cases, the following protocol shall be observed:

- a) An employee may decide not to come to work or leave early at such time as information is broadcast that:



- a public road is closed by the police (due to weather) that is a main arterial route to the facility from that employee's residence
  - a major storm is imminent.
- b) In the situations outlined above the employee is expected to make an attempt to find a substitute to work their shift. If staff cannot find a replacement, they must call the Branch Supervisor or CEO. The employee will not be compensated in this situation.
- c) If school buses are not operating children's programming will be cancelled and program staff are responsible to let participants know of the cancellation.

#### Communication of Closure

- a) In cases where Library closure is determined prior to regular hours of operation, the CEO or designate will initiate communication of the closure to Library staff via email or phone.
- b) Public notice of the closure will also be posted on the Library's website and Facebook page.
- c) Employees who are scheduled to work and need to determine the Library's operational status in an emergency are encouraged to consult the above noted information sources to receive instructions concerning their work assignment and status. In the absence of any communication by phone or on the Library's website or via email, normal operations are presumed.
- d) In cases where the Library closes after some period of operation, in addition to the above, signage will be posted on the door and a message will be posted on social media and the website. Staff will inform the visiting public of the closure and ensure that they exit the Library safely and have time to arrange for transportation if necessary. Efforts will be made to inform any impacted program registrants or volunteers if possible.



## **Working Alone Policy**

Working alone describes a situation where a person is the only employee in the library, or where the employee does not have direct contact with a co-worker.

It is the preference of the CEO to have at least two employees in a building during open hours. It is acknowledged that this may not always be possible due to funding, scheduling conflicts and sick leave/time off.

- a) employees shall not work alone in the library without the prior consent of the CEO;
- b) employees shall not work alone without access to a panic button;
- c) no student or volunteer shall be allowed to work alone in the building;

It is the responsibility of the individual employee to ensure they understand the procedures in place when working alone to ensure their safety and security.

This includes:

- a) understanding how to use security panel
- b) familiarity with the use of the panic button and
- c) knowledge of the proper procedures for closing and exiting the building at closing.

Certain tasks should not be done when we are alone:

- a) moving shelving
- b) moving/ lifting heavy materials,
- c) working downstairs.

During the hours that we are open to the public, but are alone:

- a) stay where one can see/hear the entrance
- b) be sure that only the front door is unlocked
- c) make eye contact with and greet each person who comes into the building
- d) do not allow anyone behind the counter

After or before regular open hours:

- a) lock the front door behind you when you enter
- b) notify someone at home or a friend that you would be in the library alone
- c) park in a well-lit area

Call the OPP if you have any doubts; don't be concerned about appearing foolish/cowardly.

Money: All counting of money is done behind locked doors. Please do not keep large sums of cash in the building.