



# CEO Networking Meetings

Spring 2022

**Stronger libraries. Stronger communities.**

# Agenda

1. Welcome and Introductions
2. Updates from the Ontario Library Service
3. Ministry Updates
4. News from Partners
5. Roundtable Discussion

# Ontario Library Service Updates

# Upcoming Training

- WiFi Internet Hotspot Lending Programs
  - Thursday, May 12
- Managing in a Unionized Environment
  - Part 1: An overview of unions; Tuesday, May 24
  - Part 2: Competencies and Strategies; Tuesday, May 31
- Avoiding Legal Pitfalls in the Hiring Process
  - Thursday, May 26
- 2SLGBTQ+ Customer Service Workshop and Terms 101
  - Wednesday, June 1
- Indigenous Plants: Seasons of Medicines
  - Wednesday, June 8
- First Nation Communities READ: Author Interviews
  - Wednesday, June 15



View the [Spring Training Bulletin](#) for descriptions and registration links

# Trillium Public Library Sample Policies

The Ontario Library Service creates and maintains sample policies for use by public libraries in Ontario. All policies are available in French and in English.

## Updated sample policies:

- Human Resources Management (HR-01)  
- to include electronic monitoring
- Children in the Library (OP-10)
- Teens in the Library (OP-11)
- Circulation (OP-12)
- Local History (OP-13)
- Information Services (OP-14)
- Library and Political Elections (OP-16)

## New sample policies:

- Disconnecting from Work (HR-13)

# Reminder: Elections

- The Municipal Elections Act requires local boards to establish rules for the use of board resources during the campaign period
- Clause 88.18 of the Ontario Municipal Elections Act, 1996 reads:

## *Use of municipal, board resources*

*Before May 1 in the year of a regular election, municipalities and local boards shall establish rules and procedures with respect to the use of municipal or board resources, as the case may be, during the election campaign period.*

If you wish to write this in the form of a policy, the Ontario Library Service has sample policies. Policy OP-16, The Library and Political Elections, includes sample rules and procedures.

# Reminder: Disconnect From Work

The Ontario Working for Workers Act – Bill 27 received Royal Assent on December 2, 2021:

- Employers will now have to think carefully before reaching out to employees outside of work hours
- Employees will have the legal right to disconnect from work outside of their usual working hours

Policy implications:

- Organizations with 25 or more employees are required to have a written policy related to disconnecting from work
- Public libraries have until June 2, 2022 to create and approve this policy
- All versions of this policy have to be retained for three years after it is replaced

A Trillium Public Library sample policy, HR-13 Disconnecting From Work, has been created for use by public libraries.

# Reminder: Electronic Monitoring

The Ontario Working for Workers Act – Bill 27 requires employers that employ 25 or more employees to have a written policy on electronic monitoring. Employers have until October 11, 2022 to have a written policy in place.

The policy must state whether the employer electronically monitors employees. If the employer does, the policy must include:

- A description of how, and in what circumstances, the employer may electronically monitor employees
- The purposes for which the employer may use the information obtained through electronic monitoring
- The date it was prepared and the date any changes were made to the policy

The Trillium Public Library sample policy, HR-01 Human Resources Management, has been updated to cover electronic monitoring.

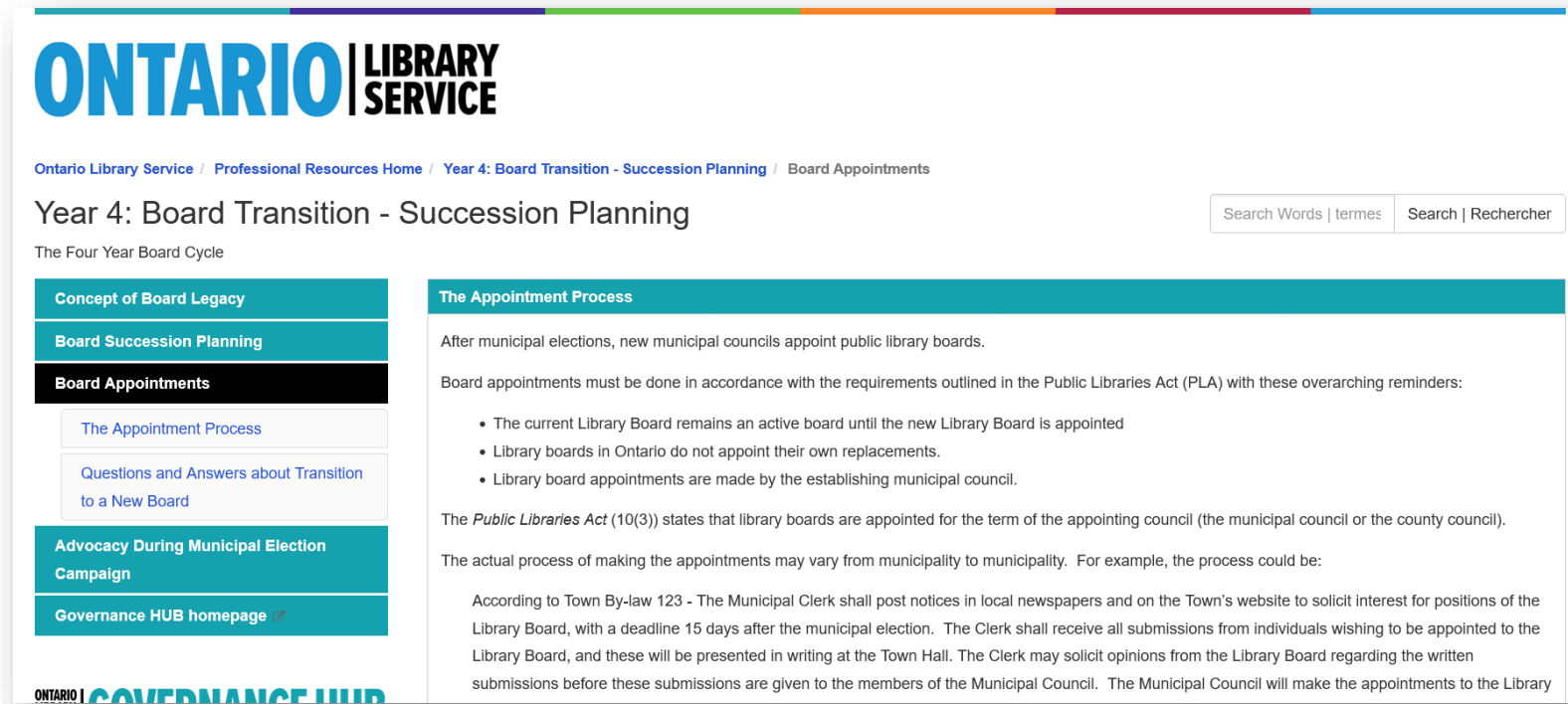


# Reminder: Board Appointments

With respect to appointments to the library board, there are four key points to remember:

1. Library boards in Ontario do not appoint their own replacements
2. Appointments are made by municipal or county council
3. Current board members must apply to be re-appointed
4. Current board members sit on the board until the next board is appointed

# Governance HUB: Board Appointment Resources



The screenshot displays the Ontario Library Service Governance HUB website. At the top, the logo for Ontario Library Service is visible. Below it, a breadcrumb trail reads: Ontario Library Service / Professional Resources Home / Year 4: Board Transition - Succession Planning / Board Appointments. The main heading is "Year 4: Board Transition - Succession Planning", with a sub-heading "The Four Year Board Cycle". A search bar is located on the right. On the left, a sidebar contains a list of navigation links: "Concept of Board Legacy", "Board Succession Planning", "Board Appointments" (highlighted), "The Appointment Process" (highlighted), "Questions and Answers about Transition to a New Board", "Advocacy During Municipal Election Campaign", and "Governance HUB homepage". The main content area is titled "The Appointment Process" and contains the following text: "After municipal elections, new municipal councils appoint public library boards. Board appointments must be done in accordance with the requirements outlined in the Public Libraries Act (PLA) with these overarching reminders: • The current Library Board remains an active board until the new Library Board is appointed • Library boards in Ontario do not appoint their own replacements. • Library board appointments are made by the establishing municipal council. The *Public Libraries Act* (10(3)) states that library boards are appointed for the term of the appointing council (the municipal council or the county council). The actual process of making the appointments may vary from municipality to municipality. For example, the process could be: According to Town By-law 123 - The Municipal Clerk shall post notices in local newspapers and on the Town's website to solicit interest for positions of the Library Board, with a deadline 15 days after the municipal election. The Clerk shall receive all submissions from individuals wishing to be appointed to the Library Board, and these will be presented in writing at the Town Hall. The Clerk may solicit opinions from the Library Board regarding the written submissions before these submissions are given to the members of the Municipal Council. The Municipal Council will make the appointments to the Library Board."

For a full description of the Board Appointment process, visit the Governance HUB: [Board Transition – Succession Planning](#)

# Resources: Governance

Year 4 of the [Governance HUB](#) focuses on Board Legacy and Transition Readiness. Year 4 resources have been updated to include:

- Revised information on board legacy and legacy documents
- Revised information on board appointments
- New [recorded webinars](#)
  - Board Transition: Planning Your Board's Legacy
  - Board Transition: Succession Planning for Public Libraries
  - The Role of the Board Chair

# Upcoming Meetings

- Informal Library Chats
  - June 16 at 10am
- Fall Board Assembly Meetings
  - September 13-17, 2022
- Fall CEO Networking Meetings
  - November 1-4, 2022
- First Nations Public Libraries Tea & Chats
  - Weekly on Wednesday at 10 am

May, 2022

By Year By Month By Week Today Jump to month

May 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 1:00PM CEO Networking: 2,500-4,999 1:00PM CEO Networking: 40,000-74,999 3:00PM Digital Archive Ontario 101: A ...	4 1:00PM CEO Networking: 5,000-9,999 1:00PM CEO Networking: 75,000-149,999 ...	5 10:00AM Homeschool in the Library: Sup ... 1:00PM CEO Networking: Under 10,000-1 ... 1:00PM CEO Networking: Under 2,500 A	6	7
8	9	10 1:00PM CEO Networking: 20,000-39,999 1:00PM CEO Networking: Under 2,500 B	11 1:00PM CEO Networking: 150,000+ 1:00PM Réunion de réseautage francoph ...	12 10:00AM Wireless Internet Hotspot Lend ...	13	14
15	16 9:00AM PSHSA: Health and Safety for ...	17	18	19	20	21
22	23	24 10:00AM Managing in a Unionized Enviro ...	25	26 10:00AM Avoiding Legal Pitfalls in the ...	27	28

Visit [www.olservice.ca/networking-meetings](http://www.olservice.ca/networking-meetings) to see all upcoming scheduled meetings.

# Coming Soon: OLS Virtual Conference

The 2022 OLS Virtual Conference will be taking place the **week of September 19, 2022** – exact date to be announced.

Stay tuned for more information!

# **Updates from the Ministry of Heritage, Sport, Tourism and Culture Industries (MHSTCI)**

# Updates from the Ministry of Heritage, Sport, Tourism and Culture Industries (MHSTCI)

- Annual Survey of Public Libraries
  - Submission deadline was April 30, 2022
  - Statistics to be posted later in 2022
- Provincial Operating Grants (PLOG/PE/FNSS)
  - Targeted launch: September 2022
- Ministry website currently undergoing updates

# Updates from Partners



# Update from the Ontario Library Association



**The Ontario Provincial Election is  
this June 2022**

**Help advocate for libraries**

**1**

Meet with  
Candidates or  
Campaign Staff

**2**

Write or email a  
letter / survey to  
local Candidates

**3**

Engage through  
social media

**4**

Ask key questions at  
town hall meetings  
and all-candidates  
debates

Learn more: [accessola.com/elections-toolkit](https://accessola.com/elections-toolkit)



The Federation of Ontario Public Libraries (FOPL) represents Ontario's public libraries.

[www.fopl.ca](http://www.fopl.ca)

## Contact

Dina Stevens, MLIS

Executive Director

[dinastevens@fopl.ca](mailto:dinastevens@fopl.ca)

## Ongoing Projects & Initiatives

1

### Ontario is Going to the Polls

The Ontario Provincial Election is a critical opportunity for the library sector to capture the attention of political parties and candidates & secure their support to address the critical gaps that continue to confront Ontario's libraries and the many individuals and families across the province that depend on them. You can help advocate for libraries!

2

### Budget Submission

We have had encouraging conversations with the Minister of Finance's office this month. After our initial budget submission in February, we met with the MOF's policy advisor, Eric Gallo-Miscevich, who requested a follow up meeting with FOPL and OLA to further discuss our priorities and budget asks.

3

### Municipal Outreach and Education

There is increasing concern in the sector regarding misinformed municipal partners and the potential impacts this may have. As a result, FOPL will focus our efforts in 2022 and 2023 on educating incoming and new municipal councilors. Ensuring that our municipal partners understand the unique role of the Public Libraries Act, the relationship between the Board, CEO and council and the important role libraries play in our communities is the first step to battling a rising trend we are seeing across the province.

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# Legislation & Training Checklist

# Legislation & Training Checklist

- OLS has created a [checklist](#) to help track legislation and training requirements that apply to new employees and board members
- The checklist outlines requirements under the following pieces of legislation:
  - Employment Standards Act (ESA), including the Working for Workers Act
  - Workplace Safety and Insurance Act
  - Accessibility for Ontarians with Disabilities Act (AODA)
  - Occupational Health and Safety Act (OHSA)
  - Workplace Hazardous Materials Information System (WHMIS)
  - Municipal Act
  - Municipal Elections Act

# Legislation & Training Checklist

- The checklist includes a series of legislative or training requirements, and allows you to confirm whether you are meeting those requirements
- Each requirement is accompanied by further details and links (as applicable)

Occupational Health and Safety Act (OHSA)		
<input type="checkbox"/>	<b>A <a href="#">health and safety at work poster</a> is posted in the workplace</b> (all library branches must have their own poster)	<i>All workplaces covered by the Occupational Health and Safety Act (OHSA) must put up a health and safety at work poster</i>
<input type="checkbox"/>	<b>A copy of the Occupational Health and Safety Act (OHSA) is posted in the workplace</b> (all library branches must have their own copies of the OHSA)	<i>All workplaces covered by the Occupational Health and Safety Act (OHSA) must put up a copy of the Occupational Health and Safety Act (OHSA)</i>

# Roundtable Discussion

# Roundtable Discussion

- You are invited to share issues and concerns related to your library and ask questions/seek input and advice from your peers.
- This is a great opportunity to learn from others and share best practices.
- Pandemic Recovery Plans.

# Evaluation

Please complete this short evaluation form regarding the CEO Networking meetings offered by the Ontario Library Service:

<https://www.surveymonkey.com/r/CEONetworkingSpring2022>





**Thank you!**

**[consulting@olservice.ca](mailto:consulting@olservice.ca)**

**Stronger libraries. Stronger communities.**