

## West Grey Public Library Board

**Mission Statement: The West Grey Library offers resources and services inclusive for all.**

### Agenda

December 13, 2023, 6pm

1. Call to Order
2. Approval of the Agenda  
Moved by      and seconded by      THAT the West Grey Library Board approves the agenda as presented.
3. Declarations of Interest
4. Board Training
  - 4.1. Board Self-Evaluation (to be returned to Kim by Jan 3<sup>rd</sup>)
5. Minutes of November 8, 2023  
Moved by      and seconded by      THAT the West Grey Library Board minutes of November 8, 2023, be approved as presented.
6. Business arising from the minutes
  - 6.1. Bruce County bookmobile
7. Board information package: correspondence, treasurer's report, committee reports.
  - 7.1. N/A
8. Chief Librarian's report  
Moved by      and seconded by      THAT the West Grey Library Board approves the Chief Librarian's report as presented.

## West Grey Public Library Board

**Mission Statement: The West Grey Library offers resources and services inclusive for all.**

### 9. Policy review and updates

9.1. N/A

### 10. Report on Board members' advocacy activities

### 11. Other business

11.1. Election of Board Chair in January

11.2. Budget presentation

11.3. GHPL contract

### 12. Open Discussion

### 13. Next Meeting

Wednesday January 10, 2024, 6pm to be held virtually.

### 14. Adjournment



# **Board Self-Evaluation Questionnaire**

**A tool for improving the Governance Practices**

# Board Self Evaluation Questionnaire

Questions should be answered by all board members. When completed individually the results of Sections A, B and C should be compiled, shared, and discussed by the whole board to determine an average group answer to each question and an overall section rating. Section D should be answered by board members alone but not shared with the group. Sections A, B and C should also be completed by the CEO/Chief Librarian. This questionnaire also includes Section E, which provides feedback to the Chair of the Board.

Circle the response that best reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5).

## A. How Well Has the Board Done Its Job?

Our organization operates with a strategic plan or a set of measurable goals and priorities.

1    2    3    4    5

The board's regular meeting agenda items reflects our strategic plan or priorities.

1    2    3    4    5

The board has created or reviewed, in this period, some key governance job descriptions (e.g. board chair, directors and committees)

1    2    3    4    5

The board gives direction to CEO/Chief Librarian on how to achieve the goals by setting, referring to, or revising policies.

1    2    3    4    5

The board has identified and reviewed the organization's relationship with each of its key stakeholders.

1    2    3    4    5

The board has ensured that the organization's accomplishments and challenges have been communicated to key stakeholders.

1    2    3    4    5

The board has ensured that stakeholders have received reports on how our organization has used its financial and human resources.

1    2    3    4    5

**My overall rating (add together the total of the numbers above):**

Excellent (30-24)    Satisfactory (23-19)    Poor (18-6)

Circle the response that best reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5).

## **B. How Well Has the Board Conducted Itself?**

As board members we are aware of what is expected of us.

1    2    3    4    5

The agenda of the board meetings are well planned so that we are able to get through all necessary board business.

1    2    3    4    5

It seems like most board members come to meetings prepared.

1    2    3    4    5

We receive written reports to the board in advance of our meetings.

1    2    3    4    5

All board members participate in important board discussions.

1    2    3    4    5

We do a good job encouraging and dealing with different points of view.

1    2    3    4    5

We all support the decisions we make.

1    2    3    4    5

The board assesses its composition and strengths in advance of recruiting new board members.

1    2    3    4    5

The board assumes all the responsibility for CEO/Chief Librarian recruitment and orientation.

1    2    3    4    5

The board members have some interaction with external stakeholders at board meetings or between meetings.

1    2    3    4    5

**My overall rating (add together the total of the numbers above):**

Excellent (50-40)    Satisfactory (39-25)    Poor (24-10)

Circle the response that best reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5).

## C. Board's Relationship with CEO/Chief Librarian

There is a clear understanding on most matters where the board's role ends, and the CEO's begins.

1    2    3    4    5

There is a good two-way communication between the board and the CEO.

1    2    3    4    5

The board trusts the judgement of the CEO.

1    2    3    4    5

The board provides direction to the CEO by setting and reviewing policies.

1    2    3    4    5

The board has discussed and communicated the kinds of information and level of detail it requires from the CEO.

1    2    3    4    5

The board has developed formal criteria and a process for evaluating the CEO.

1    2    3    4    5

The board, or a committee of the board, has formally evaluated the CEO within the past 12 months.

1    2    3    4    5

The board evaluates the CEO primarily on the accomplishment of the organization's strategic goals and priorities and adherence to policy.

1    2    3    4    5

The board provides feedback and shows its appreciation to the CEO on a regular basis.

1    2    3    4    5

The board ensures that the CEO is able to take advantage of professional development opportunities.

1    2    3    4    5

**My overall rating (add together the total of the numbers above):**

Excellent (40+)    Satisfactory (39-25)    Poor (24-10)

Circle the response that best reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5).

## **D. My Performance as an Individual Board Member (Don't Share)**

I am aware of what is expected of me as a board member.

1    2    3    4    5

I have a good record of meeting attendance.

1    2    3    4    5

I read the minutes, reports, and other materials in advance of our board meetings.

1    2    3    4    5

I am familiar with what is in the organization's procedural by-law and governing policies.

1    2    3    4    5

I am a good listener at board meetings.

1    2    3    4    5

I maintain the confidentiality of all board decisions.

1    2    3    4    5

When I have a different opinion than the majority, I raise it.

1    2    3    4    5

I support board decisions once they are made even if I do not agree with them.

1    2    3    4    5

I promote the work of our organization in the community whenever I have a chance to do so.

1    2    3    4    5

I stay informed about issues relevant to our mission and bring information to the attention of the board.

1    2    3    4    5

**My overall rating (add together the total of the numbers above):**

Excellent (40+)    Satisfactory (39-25)    Poor (24-10)

Circle the response that best reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5).

## E. Feedback to the Chair of the Board

The chair is well prepared for board meetings.

1  2  3  4  5

The chair helps the board stick to the agenda.

1  2  3  4  5

The chair tries hard to ensure that every board member has an opportunity to be heard.

1  2  3  4  5

The chair is skilled at managing different points of view.

1  2  3  4  5

The chair has demonstrated versatility in facilitating board discussions.

1  2  3  4  5

The chair knows how to be direct with an individual board member when their behaviour needs to be change.

1  2  3  4  5

The chair helps the board work well together.

1  2  3  4  5

The chair demonstrates good listening skills.

1  2  3  4  5

The board supports the chair.

1  2  3  4  5

The chair is effective in delegating responsibility amongst board members.

1  2  3  4  5

The chair ensures the board is aware of his/her organizational activities outside of board meetings.

1  2  3  4  5

**My overall rating (add together the total of the numbers above):**

Excellent (40+)  Satisfactory (39-25)  Poor (24-10)



## **West Grey Public Library Board Minutes**

November 8, 2023  
West Grey Public Library – Durham Branch

Present: Malcolm Beddoe, Scott Foerster, Doug Townsend, Stephen  
Townsend, Yvonne Pelletier, Samantha Mund

Absent: Geoffrey Shea

### **1. Call to Order**

The Chair called the meeting to order at 6:02 pm. Virtual format.

### **2. Agenda**

Moved by Scott Foerster and seconded by Yvonne Pelletier THAT  
the West Grey Library Board approve the agenda as presented.

Carried.

### **3. Declaration of Interest**

It is recorded that there were no declarations of pecuniary or conflict  
of interest or the general nature thereof.

### **4. Board Training**

4.1. Cut to the Chase (in binder)

### **5. Minutes of October 11, 2023**

Moved by Stephen Townsend and seconded by Samantha Mund  
THAT the West Grey Library Board minutes of September 13,  
2023, be approved as presented.

Carried.

## West Grey Public Library Board Minutes

November 8, 2023  
West Grey Public Library – Durham Branch

### 6. Business arising from the minutes.

### 7. Board information:

7.1. None.

### 8. Chief Librarian's report

#### 8.1 Boot Camp for Board

Samantha Mund and Malcolm Beddoe are interested in attending.

#### 8.2 2024 Library Board representation at 2024 Budget presentation, December 12<sup>th</sup>, 9am.

Yvonne Pelletier and Stephen Townsend will attend.

Moved by Scott Foerster and seconded by Yvonne Pelletier THAT the West Grey Library Board approves the Chief Librarian's report as presented.

Carried.

### 9. Policy reviews and updates

#### 9.1. GOV-02

Moved by Stephen Townsend and seconded by Yvonne Pelletier THAT the West Grey Library Board approve GOV-02 as revised.

Carried.

## West Grey Public Library Board Minutes

November 8, 2023  
West Grey Public Library – Durham Branch

### 9.2. GOV-10

Moved by Scott Foerster and seconded by Doug Townsend THAT the West Grey Library Board approve GOV-10 as revised.

Carried.

### 10. Report on Board members' advocacy activities.

10.1 Malcolm attended Neustadt Craft Fair booth.

### 11. Other Business.

a. No further development re: with landowner

b. A portion of DCs must be spent on books.

### 12. Open Discussion

a. Stephen seeking judges for Remembrance Day poster contest.

b. Update for next month on Bruce County bookmobile (Elmwood)

c. Fundraising: Board role

### 13. Next Meeting – December 13, 2023, 6pm start – Durham Branch

### 14. Adjournment

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Chair:

Date:

Chief Librarian/CEO Report  
DEC 13, 2023

## ADMINISTRATION

**Staff** – We wish Hilary good luck on her next adventure; her last day will be Dec 22<sup>nd</sup>.

## PROGRAMMING

Child & Youth – Kayla

The board game collection has been circulating extremely well so we purchased new board games and educational toys to increase our existing collection. Now all three branches have a varied collection available in-house.

We have had successful 'Read to a Dog' programs, where children come and read to Remy, the lovable Golden Retriever therapy dog. We now have full programs and are booking a couple months in advance.

Our Holiday Crafternoons were successful in all three branches. The kids made wreaths, advent chains, ornaments and greeting cards while chatting about the upcoming holiday festivities and listening to Christmas music.

Adult Programming – Kimm

By the end of December 2023, we will have delivered more than 350 programs to adults and have increased our community presence through attendance at fairs and presentations to local organizations. These have also boosted membership, as attendees seem to find programming appealing.

Durham Branch accounts for the vast majority of program attendees, with other branch participation hovering around 8% (Ayton just under 2%; Neu just over 6%). Program participation at all branches was 1337; when community outreach is included, including off-site programs, that number

Chief Librarian/CEO Report  
DEC 13, 2023

jumps to just over 2500. The most popular workshop series this year was our sustainability series, with Ethical Foraging topping the list. We tweaked program promotion to include flyers in all kits going out, and our feedback form has been revamped and will also include a prompt to get/renew their library cards. In 2024, program participants will be reminded of the benefits of having a library card at every program run by staff. The jigsaw contest was a hit with requests to repeat. The second trivia contest conflicted with another community event and was cancelled.

## **BUILDINGS**

The windows for Ayton have arrived and are being installed, they should be completed by the end of the week.