

The Corporation of the Town of Orangeville

Report to Library Board



To: Chair and Members of the Board
From: Darla Fraser, Chief Executive Officer
Date: November 27, 2024
Report #: 24-14
Subject: Policy Review - Volunteer and Security and Emergency

Recommendation

That the Report 24-14 Policy Review - Volunteer and Security and Emergency be received; and

That the Board approve the Volunteer Policy, as presented in Appendix A; and

That the Board approve the Security and Emergency Policy as presented in Appendix B.

Purpose

The Library Board is responsible for setting and regularly reviewing library policies. These policies cover a wide range of areas, including library services, user behavior, and resource management.

Background

Volunteer Policy: Outlining the expectations and principles governing the volunteer program at the Orangeville Public Library.

Date of original motion: September 2013

Date of last review: October 28, 2020

Updated to align with the Town of Orangeville's Policy for Committees and local boards (Feb. 2023) revisions on several aspects in regard to volunteers, covering details including but not limited to insurance coverage and indemnity.

Security and Emergency Policy: Canadian Urban Library Council (CULC) has put out new information and a tool kit in response to the current social environment. CULC

explained that “Across Canada, socio-economic forces are increasing the frequency and intensity of security and safety incidents in public spaces, including libraries. Despite being a small percentage of customer interactions, these incidents significantly impact employees’ sense of safety and public perceptions of libraries as safe, welcoming and accessible spaces.”

The review of this policy was delayed as staff are working on the [toolkit](#) designed to assist libraries to understand their strengths and weaknesses and provide solutions for design to ensure the safety and security of all.

Date of original motion: September 2013

Date of last review: June 2020

This policy has been updated to remove “procedures” detailing the evacuation of the building and the working alone policy. A work plan will be developed based on the gaps and action items identified in the toolkit results.

Financial Impact

At this time there are no financial implications because of these policies, however, once results of the toolkit assessment are understood, there may be a requirement to invest in new safety and security measures. Any request for expenses outside the approved budget will be presented to the board under a separate report.

Strategic Alignment

Strategic Direction: Soar

Goal: Maintain adherence to legislated responsibilities and obligations

Prepared and respectfully submitted by,

Darla Fraser,
Chief Executive Officer