

ADDENDUM

MAY 16, 2019

Uxbridge Public Library Board Meeting

REPORTS TO COMMITTEE

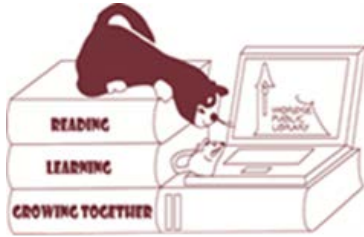
5.1 FINANCE COMMITTEE

- a) Report: 04/19 Amanda Ferraro, Director of Community Services & Interim Library CEO. SUBJECT: Building Assessment Feasibility Study Report

5.2 GOVERNANCE AND HR COMMITTEE

- a) Report: Agnes Croxford SUBJECT: Summary on Regional Workshop on Governance Best Practices

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REPORT

LIBRARY BOARD

TO: Uxbridge Public Library Board

FROM: Amanda Ferraro, Director of Community Services & Interim Library CEO

DATE: May 16, 2019

REPORT: 04/19 **FILE NO.**

SUBJECT: Building Assessment Feasibility Study Report

BACKGROUND:

The purpose of the proposed assessment is to identify and prioritize concerns and present options for protection and remediation as part of a 15 – year plan for the Uxbridge Public Library.

The Building Condition Assessment will include:

- Structural Assessment
- Life Safety, Building Code and Accessibility
- Mechanical, Plumbing, Electrical and Fire Protection
- Provide Class D cost estimates for each of the study areas.

DISCUSSION:

Phase one: Three (3) Companies were contacted to provide quotes. The companies below were recommended for their previous work with heritage building. The quotes below include sub consultants specializing in the related areas as outlined.

1. Tacoma Engineers	Proposed fee.....	\$16,500 + HST
2. ERA Architects Inc.	Proposed fee.....	\$17,000 + HST
3. Read Jones Christoffersen Ltd.	Proposed fee.....	\$17,000 + HST

Items not included:

- Rental and operation of lift (if required) to assess the existing building
- Designated Substance Survey (DSS)
- Design of temporary construction such as shoring, forming and bracing
- Materials testing and inspection (soil, concrete, grout, welding, steel, etc.)
- As-built drawings

Disbursements:

- Plotting, printing, courier and travel costs will be invoiced in addition to the above noted fees at cost + 10 %.

Phase two: additional Scope of work not quoted

- An evaluation of our proposed expansion will be added to the scope of work once the initial assessment is completed.

Budget

- \$30,000 was budgeted for Phase one and Phase two.
 - \$21,000, funded from savings in our 2019 Operating budget.
 - \$9,000 Capital Budget funded from Development Charges and specifically linked to Phase two.

RECOMMENDATION

1. THAT Report 04/19 be received for information;
2. AND THAT the Library Board direct staff to move forward with Phase one: the Feasibility assessment and accept Tacoma Engineers proposal for \$16,500 plus HST.
3. AND THAT the Library Board direct staff to obtain a quote for Phase two.

Respectfully Submitted by:



Amanda Ferraro
Director of Community Services & Interim Library CEO

Board Governance - Best Practices - May 5, 2019

Submitted by Agnes Croxford

Dave, Dwight, Amanda and I attended this workshop at the Richmond Hill Central Library, presented by SOLS

The entire workshop was very practical with some group activities that allowed us to practice some of the tips we were given as well as network with Board members from other municipalities. My group included both large and smaller municipalities (with Uxbridge being the smallest) which provided a good range of examples and approaches. I found the case studies really useful and, overall, it was an excellent session for me as a new Board member.

We quickly reviewed "10 Things You Need to Know as a New Board Member" - the same information is included in our binders.

There was special emphasis on:

- **Role of the Board** - governance - and role of the CEO - operations - and the importance of a good working relationship between the two.
- **Agendas** - Importance of creating an agenda that monitors what is happening operationally and looks to the future, as well as ensuring that the meeting stays on topic and on time.
The Chair and CEO should work together on the agenda, and may choose to have an annual meeting plan. There was a group exercise in putting together an agenda.
- **Policies** - The four stages of policy evaluation and renewal were discussed:
 - Policy review
 - Policy formulation
 - Policy adoption
 - Policy implementation
- **Advocacy**
 - have an elevator pitch ready for politicians, funders, members of the public
 - The Ontario Library Boards Association (https://www.accessola.org/web/OLA/OLBA/About_OLBA/OLA/OLBA/About_OLBA.aspx) & Federation of Ontario Public Libraries (<http://fopl.ca>) are good resources in this regard
- **Evaluation - the Board should be evaluating its own performance based on**
 - CEO feedback to the Board
 - Board evaluation of itself as a whole using a checklist of good governance practices, and accomplishments
 - Self-evaluation by individual Board Members
 - Identifying any training needs
- **Performance Measures for the Library**
 - Need both quantitative and qualitative measures

- Good examples of measuring community impact can be found online: **Valuing Northern Libraries Kit** (<https://libraryresearchnetwork.org/ols-north-releases-the-valuing-northern-libraries-toolkit/>) and, the **BRIDGE Project** (from Toronto Public Libraries <https://www.torontopubliclibrary.ca/bridgetoolkit/>)

There are many resources on the Governance Hub (<https://www2.librarygovernance.ca/gov-hub>) which should be one of the first steps in any research or assistance we may need. SOLS staff are always available for consultation as well.