

COUNTY OF PRINCE EDWARD  
PUBLIC LIBRARY BOARD – GOVERNANCE COMMITTEE

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A meeting of the Committee was held on Thursday, November 17, 2016, at 5 pm at the Picton Branch.

The following Board Members were present:

John Ambrose  
Lenny Epstein  
Devon A. Jones  
Lynda Parks Sahadat

Regrets:

Staff Present:

Barbara Sweet, CEO  
Tracy Daley, Office Manager

**1. Call to Order**

The meeting was called to order at 5 pm by the Chair, Lynda Parks Sahadat.

**2. Disclosure of Pecuniary Interest and the General Nature Thereof**

There were no disclosures of pecuniary interest at this time.

**3. Minutes**

**3.1 Minutes of Thursday, October 20, 2016**

Moved By: Devon A. Jones  
Seconded By: John Ambrose

**THAT The Governance Committee accept THE MINUTES as circulated from the meeting of October 20, 2016.**

**CARRIED**

### **3.2 Minutes of Wednesday, October 26, 2016**

Moved By: Devon A. Jones  
Seconded By: John Ambrose

**THAT The Governance Committee accept THE MINUTES as circulated from the meeting of October 26, 2016.**

**CARRIED**

### **4. Business Arising from the Minutes**

Moved By: Lenny Epstein  
Seconded By: John Ambrose

**THAT The Governance Committee accept the recommendation of the CEO and the Chair to engage Lynn Burkart to develop a simpler job evaluation tool that would better serve the Library and provide clarity for the staff, the Board and the CEO. The budgeted cost of \$6,000 to \$7,000 would be divided between the 2016 and 2017 budget years and would include the new simpler tool, a review of the job descriptions and comparators, a new survey being completed by the staff, and professional, unbiased scoring of the surveys.**

**And FURTHER THAT The Governance Committee recommend this pay equity maintenance project to The Board.**

**CARRIED**

### **5. New Business**

#### **5.1 Policy HR 200 210 – Prevention of Workplace Violence and Discrimination and Harassment (policies amalgamated November 2015)**

- ✓ September 2016 the Government of Ontario implemented another workplace harassment prevention measure under Bill 132: Sexual Violence and Harassment Action Plan Act. Employers will need to ensure that the harassment program includes a reporting mechanism and training on the procedures.
- ✓ Chair attending Trust Council to investigate committee's questions of the policy recommendations and report back

**6. Next Meeting Date**

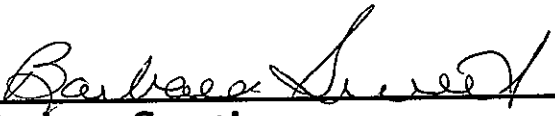
**6.1 Governance Committee**

✓ Thursday, December 15, 2016, 5 pm, Picton Branch

**7. Adjourn**

**THAT this meeting now adjourn at 5:54 pm.**

  
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**Lynda Parks Sahadat,**  
**Committee Chair**

  
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**Barbara Sweet**  
**CEO**