



Lake of Bays Township Public Library Board

Connecting community and sparking ideas, lifelong learning and empowerment for all.

Policy Committee Minutes

Monday August 31, 2026

Present: Krista Wunsch, Pamela Calverley, Cathy Fairbairn

Absent: Rod McLean

Call to Order: 9:05am

Chair - Pamela Calverley Secretary - Krista Wunsch

Intent of Committee Minutes - to share with the community and track our ideas

Policy Prevention of Workplace Harassment and Discrimination

- Add Purpose
- Scope - add LOB - *in any work related event*
- Workplace Sexual Harassment - LOB examples - *jokes*
- Section 4 Responsibilities 5 a. - add LOB form
- Section 4 Responsibility 5. C. at time of hire and annually employees and volunteers and Board Members to review
- Section 4 Responsibilities - 6. Removed - as it is represented in wording from above in 5.
- Section 4 Responsibilities - 7. Insert information for procedure with Township
- Related Documents: Remove Trillium related documents and add reference to the Township Form as an appendix; add Working Alone Policy

- Appendix A keep related information from 3 and it reflects process for reporting
- Appendix A section 4 - keep information related to Complaint and Resolution Procedures
- The importance of confidentiality of complaints in section 4 - once it is resolved ensure no retaliation (restoration circle afterwards to support relationships, staggered schedule for staff, staff schedule with supervisor always present)
- Editor's Note - remove from final version
- Section 3 Number 12 from Workplace Violence Policy added to Harassment Policy

Policy of Workplace Violence

- Add Purpose
- Scope - add LOB - *in any work related event*
- Connect Township policies that connect
- G Domestic Violence separate as section 3
- Section 3 Policy Objectives and Responsibilities - page 9 LOB - history of violent behaviour needing to be disclosed
- LOB - Respect in the Workplace - reference duty to report to your supervisor threats of violence
- History of violence duty to report fits in Section 3 - 2.
- The Plan to Report can be Appendix A and if they are not embedded will separate into Appendix A and B
- Trillium's Plan - keep page 7-9
- Add contact LOB HR Section 1
- Section 3 E - use reference to Township Form
- Harassment Plan link as Appendix C
- Section 3 - Number 7 Process add Board Chair contact if CEO
- Section 3 - Number 8 add staff, volunteers and Board - remove posted in the Staff Room
- Section 3 -Number 9 CEO and HR will store securely and access and restricted documents as applicable
- Section 3 - Number 11 added to number 8 as part b
- Section 3 - Number 12 added to Harassment Policy
- Related documents to add: Working Alone, Forms as required
- Page 6 Section 2 - add volunteers
- Page 7 Working Alone - match to our Working Alone - first bullet remove
- Page 7 Working Alone - add have staff vehicle close to building as applicable
- Page 10 Section 5 -add volunteers

Workflow Plan - return to August to review

- Pamela will populate with Terms of Reference
- Committee will review next meeting

Schedule of Policies to be Reviewed

- Reviewed questions to clarify schedule shared with Committee
- Recommended to do's for a schedule for Committee reference create their own

Follow Up Work:

- Cathy F. will update edits and revisions to Committee to approve and edit
- Committee will work towards sharing with Board before next meeting
- Next meeting Committee will create our workplan
- Next meeting Committee will meet first week of October 6, 2026 6:00pm

Adjournment Next Meeting: first week of October Tuesday October 6, 2026 at 6:00pm in Dwight/via zoom