



London Public Library Board Meeting - Public Session Agenda

June 19, 2025 5:30pm - 8:00pm EDT

5:30pm

1. **Apologies**

2. **Disclosures of Interest**

3. **Changes to and Adoption of Agenda(s)**

4. **Report on Matters from Confidential Session**

5. **Approval of Minutes**



[2025 May 22 DRAFT Public Session Board Board Meeting Minutes.pdf](#)

6. **Business Arising from the Minutes**

7. **Consent Items**

a. **Draft Agenda - Sept. 18, 2025 Board Meeting Public Session**



[2025 Sept 18 LPL Board Meeting Public Session DRAFT Agenda.pdf](#)

b. **Staff Activity and Community Impact Report**



[2025 June 19 LPL Board Meeting - Staff Activity and Community Impact Report.pdf](#)

8. **Reports from Committees, Members and Staff Requiring Board Action**

a. **Policy Review**

i. **Procurement Policy - Deferral Extension**



[2025 June 19 LPL Board Meeting - Procurement Policy Revision Deferral.pdf](#)

ii. **Video Surveillance**



9. Updates from Other Boards and Commissions

a. Historic Sites Committee

i. London Cricket Club Plaque



2025 Jun 19 LPL Board Meeting - HSC Recommendation - London Cricket Club Plaque.pdf

10. Inquiries and Other Business

a. Upcoming Board Tour Dates

b. Office 365 Email Migration Update

11. Adjournment to Confidential Session

Whereas matters of discussion fall under the Municipal Act s. 239.2 j,k, and Public Libraries Act s. 16.1.4 a, c, d, therefore be it resolved the Board will meet in camera.

12. Meeting Adjournment

END
8:00pm

REGULAR BOARD MEETING
May 22, 2025
PUBLIC SESSION MEETING MINUTES

A regular meeting of the London Public Library Board was held on the above date at 5:30 p.m. in the Central Public Library Friends of the Library Boardroom with the following present:

From the Board: B. Allison (virtual), S. Desserud, Z. Hashmi, B. Gibson, H. Jack, J. McCall
Mayor J. Morgan (virtual), Councillor S. Trosow (virtual).

Absent: S. Collyer

From Management: C. Abraham, C. Ashby, M. Ciccone, N. Collister, L. Gaur, B. Holme, J. Macdonald, A. O'Sullivan, E. Sutter

Guests: J. Lewis (Jalna Branch Supervisor), T. Harriott (KPMG), K. DenBok (KPMG), C. Walker (LPL contracted staff)

Minutes Taken by: J. Hodgins

5:30pm - B. Gibson called the meeting to order

1. Introduction

- a. B. Gibson welcomed C. Walker, Fund Development and Special Projects (LPL contract staff). C. Walker introduced herself and shared her focus on fundraising for the Sherwood Branch and the Reading Garden renovations. M. Ciccone reported that the Rotary Club of London has agreed to fund the purchase of outdoor musical instruments for the Reading Garden.

5:32pm – H. Jack joined the meeting.

5:34pm - J. Morgan joined the meeting (virtual); C, Walker left the meeting.

2. Apologies

None

3. Disclosure of Interest

None

4. Changes to And Adoption of Agenda(s)

MOTION: To approve the agenda as presented.

MOVED by: S. Desserud

SECONDED by: J. McCall

CARRIED

5. Approval of Minutes

- a. April 24, 2025

MOTION: To approve the April 24, 2025 Public Session Meeting Minutes as presented.

MOVED by: S. Desserud

SECONDED by: S. Trosow

CARRIED

6. Business Arising From the Minutes

None

7. Consent Items

- a. Draft Agenda – June 19, 2025
- b. May 2025 Staff Activity and Community Impact Report

MOTION: To receive consent items as presented.

MOVED by: S. Desserud

SECONDED by: Z. Hashmi

CARRIED

8. Delegations and Presentations

- aJalna Branch Presentation

- i. J. Lewis, Branch Supervisor

J. Lewis left the meeting.

9. Reports from Committees, Members and Staff Requiring Board Action

- a. 2024 Audit
 - i. T. Harriott and K. DenBok (KPMG) presented audit highlights, reporting no concerns, corrections or adjustments were needed.

MOTION: To approve the 2024 Audited Financial Statements.

MOVED by: H. Jacks

SECONDED by: S. Desserud

CARRIED

- b. Financial Update through March 2025
 - i. L. Guar presented an financial update as of March 31, 2025

MOTION: To receive the Financial Update as presented.

MOVED by: Z. Hashmi

SECONDED by: H. Jacks

CARRIED

- c. 2025 Q1 Statistics
 - i. A. O'Sullivan presented 2025 Q1 statistics noting that program attendance and sessions are not included at this time due to issues with data collection. It

was also noted that the drop in in-person visits is due to the closure of Sherwood Branch for renovations.

MOTION: To receive the Q1 Statistics report as presented.

MOVED by: Z. Hashmi

SECONDED by: S. Desserud

CARRIED

d. Volunteer Program Policy Review

- i. M. Ciccone noted no significant changes to the policy.

MOTION: To approve the revisions to the Volunteer Program Policy.

MOVED by: J. McCall

SECONDED by: H. Jacks

CARRIED

e. Overdrive Loans and Holds

- i. A. O'Sullivan gave notice of and rationale for upcoming changes to the number of holds and loans patrons will be able to have. The depth and breadth of LPL collections will improve due to more purchasing diversification. These changes go into effect June 3, 2025 and will be shared publicly on the website.

f. Security System Upgrade Change of Vendor

- i. J. Macdonald presented the rationale for the change of vendor.

MOTION: To approve the change of vendor for the remainder of the upgrade of site security systems as recommended.

MOVED by: J. McCall

SECONDED by: H. Jacks

CARRIED

10. Updates from Other Boards and Commissions

a. Historic Sites Committee

- i. Z. Hashmi reported on projects which the committee is working on (Wonderland Gardens and Cricket Club) and requested on behalf of the committee for the appointment of W. Crouch as a member of the Historic Sites Committee.

MOTION: To approve the appointment of W. Crouch to the Historic Sites Committee.

MOVED by: B. Allison

SECONDED by: S. Desserud

CARRIED

b. Friends of LPL

- i. S. Desserud reported that the committee will be hosting a 'Speaking with Friends' event on May 24, 2025 featuring local author Jim Freedman.

c. Committees of the Board

- i. H. Jacks reported that both the Financial Oversight Committee and the Property and Facilities Oversight Committee had met in May and will

report more on their discussions during the Confidential Session of tonight's meeting.

11. Inquiries and other Business

- a. Branch Tours: Dates were confirmed, and invitations will be sent shortly.
- b. Reminder to Board Members to connect with IT for migration to Microsoft 365.

12. Adjournment to Confidential Session

- a. Whereas LPL matters of discussion fall under the Municipal Act s. 239.2 j,k, and Public Libraries Act s. 16.1.4 a, c, d, therefore be it resolved the board will meet in camera.

MOTION: To adjourn to the Confidential Session of the meeting.

MOVED by: Z. Hashmi

SECONDED by: S. Desserud

CARRIED at 6:14pm

7:50pm – meeting returned from confidential session

13. Meeting Adjournment

MOTION: To adjourn the meeting.

MOVED by: H. Jacks

SECONDED by: S. Desserud

CARRIED at 7:50pm.

Signature (Chair)

Signature (Secretary)



London Public Library Board Meeting - Public Session Agenda

September 18, 2025 5:30pm - 8:00pm EDT

Friends of LPL Boardroom

5:30pm

- 1. Apologies**
- 2. Disclosures of Interest**
- 3. Changes to and Adoption of Agenda(s)**
- 4. Report on Matters from Confidential Session**
- 5. Approval of Minutes**
- 6. Business Arising from the Minutes**
- 7. Consent Items**
 - a. Draft Agenda - October 24, 2025**
 - b. Staff Activity and Community Impact Report**
- 8. Delegations and Presentations**
 - a. Sherwood Branch**
- 9. Reports from Committees, Members and Staff Requiring Board Action**
 - a. Policy Review:**
 - i. Lease of LPL Property to Non-LPL Entities**
 - ii. Lending Services**
 - b. 2025 Q2 Statistics**

c. **Financial Update through August 2025**

10. **Updates from Other Boards and Commissions**

11. **Inquiries and Other Business**

12. **Adjournment to Confidential Session**

13. **Meeting Adjournment**

END
8:00pm

Staff Activity and Community Impact Report

June 19, 2025, Board Meeting

Events, Programs, and Services of Note

Cherryhill Mall Seniors Fair

Staff attended this Seniors Fair and spoke with 165 attendees about Visiting Library Service, digital resources, adult programs and getting help using technology.

Fanshawe Dragon Boat Festival

This event was held at Fanshawe Conservation Area on June 7, with close to 1,000 people attending. Around 140 people visited our booth to learn about the Library and its programs.

Gathering on the Green

Staff attended this annual event on Saturday, June 7 in Wortley Village. They spoke to 775 attendees, over double last year's effort. Many attendees were interested in summer programs and reading clubs/challenges.

Girls in Aviation

Staff attended this event on June 3rd at the London Airport to help grade 6-8 girls learn about careers in aviation and related fields. The team talked to over 800 students, teachers and other community partners about summer programs and technology for teens.

Join the Club

On May 24th, the Library Commons at Central hosted 29 clubs and 160 attendees looking to learn about them. Club representatives love the opportunity to build their membership as well as network with other groups.

Science Rendezvous

Science Rendezvous at Western University on May 10 was the largest event we have attended so far this year, with an attendance of 3700!

Stem to Stern

This event was held at the Rowing Club at Fanshawe Conservation Area on June 4th. 500 grade 7-8 students from around the city came to race boats they had built in class. We distributed over 200 summer flyers to interested students and had strong engagement at our booth.

Touch A Truck

The Optimist Club of London-Fanshawe sponsored this event on June 7th at Northridge Public School. It offered the opportunity to have meaningful conversations with 165 attendees, with several families suggesting the Library Outreach van was their favourite.

Womb to Walking Trade Show

Staff attended this first-year event which focused on early parenting. Held at the Western Fair District Agriplex on May 30th, staff interacted with approximately 500 individuals. 99 Baby's Book Bags were distributed while staff shared the importance of reading, singing and talking to babies face to face.

Western University Staff Health & Wellness Fair

This fair was held on May 14 and was an excellent opportunity to connect with Western employees.

In the Media

Recent news stories published by LPL:

- Summer READ: Stopping the Summer Slide: How one-on-one reading support changes the way children learn to read.
- Borrowing and Hold Limits Changing on OverDrive and Libby: New limits reflect rising costs and growing demand for digital materials.
- From Hobby to Hustle: *Nourhan Ali's creative journey with a little help from her friends at the Library*

The Library It List on CBC London Morning (segment airs every 3 weeks):

- CBC London Morning: Support for Mental Wellness at LPL

In The Community

LPL Makes a Difference for Families at Ronald McDonald House

At our monthly outreach visit to Ronald McDonald House on May 10, staff visited with two families whose children were receiving treatment at LHSC. After her child had been playing for a little while, one of the mothers said: "You have no idea how crucial it is for someone like you to come in and offer this."

Patron response to changes to Overdrive borrowing and holds limits for eBooks and eAudiobooks

“Thank you for your info on new hold and borrow rules. I support your decision on capping holds and borrows. Too often I find that all my holds come at the same already inconvenient time, and I just can’t read or listen when the opportunity comes. This doesn’t seem predictable, but it certainly limits the opportunities for others to borrow. As well, I am pleased the library can support a wider variety of authors, print and digital, because bestsellers aren’t eating up library resources.

I wanted to tell you what a fantastic job LPL is doing. My sister in BC has a much more limited selection and long wait times. Friends I talk to about books are envious about London’s partnerships with other libraries as it extends our choices and builds robustness in the system. Many Londoners don’t know this exists.

I have also found, to my surprise and delight, that items with months long hold lists on Libby are sitting on London shelves.

I appreciate all you do. Thrilled to see Milton added to our possibilities.”

“Thank you for the outstanding explanation re: borrowing on Libby in the June newsletter. I had no idea the cost involved in electronic borrowing. When in doubt, I’m going back to borrowing my beloved paper copies from the library. I hope so many benefit from the knowledge we’ve gained from this outstanding explanation.”

“This is the clearest communication I’ve seen from any large organization in a long time - especially for a change that could be seen as negative. By the end, I didn’t have a single unanswered question. Not surprised it came from lpl.ca”

“The library has always been my best friend, but never more than now. My eyesight has deteriorated till I am unable to read books, so my app with Libby and my iPad to the rescue. I’m grateful for this amazing service and find that I have an endless supply of good reading and wonder whatever I would do without “Libby “. And I thank my library friend. “

Upcoming Events and Programs

Bricks and Brews at Storm Stayed – June 24th

Unleash your creativity while enjoying a cold craft brew! Join us for a fun, relaxing evening of building with LEGO at Storm Stayed Brewing Company—bring your own bricks or play with sets provided by the Library. Whether you are a seasoned builder or just looking for a nostalgic fun time, this is the perfect opportunity to connect, create, and unwind.

Storybook Gardens Friday Night Festival

Staff are excited to once again be taking part in the festival starting June 27th! Every Friday night features a new theme and focuses on diversity and engagement.

REPORT TO LIBRARY BOARD

JUNE 19, 2025

SUBJECT: Deferral of Policy Review: Procurement Policy

PURPOSE: For Approval

PREPARED BY: Michael Ciccone - CEO

PRESENTED BY: Michael Ciccone - CEO

RECOMMENDATION

It is recommended that the Library Board approve the deferral of the policy review for the Library's Procurement of Goods and Services Policy until the City of London's Procurement Policy is approved by City Council.

BACKGROUND

The current Policy strongly aligns with the City of London's Procurement Policy and revisions in our policy should reflect those of the City. The revised City policy is expected to be presented to Council soon.

NEXT STEPS

Upon approval, staff will reschedule the review after Council approval of the City's Procurement Policy.

REPORT TO THE LIBRARY BOARD

June 19, 2025

SUBJECT: Video Surveillance Camera Policy
PURPOSE: For Approval
PREPARED BY: Senior Team
PRESENTED BY: Michael Ciccone – CEO & Chief Librarian

RECOMMENDATION

It is recommended that the Library Board approve revised Video Surveillance Camera Policy.

BACKGROUND

The purpose of the Video Surveillance Cameras Policy is:

- To Govern London Public Library's (Library) management of Video Surveillance Cameras (VSCs),
- Ensure that the Library recognizes and balances the security benefits with an individual's right to privacy, and
- Ensure that use is in accordance with privacy legislation and the Library's *Access to Information and Protection of Privacy Policy*.

The current policy, a list of significant changes, and the revised policy are appended.

NEXT STEPS

This policy will be reviewed again in four (4) years (June 2029) as part of the Library's policy review process.

CURRENT POLICY

PURPOSE:

London Public Library (Library) endeavours to provide a safe and secure environment for the enjoyment of members of the public, Employees, Volunteers and anyone having business with the Library.

The safety and security of persons and library property is protected using a variety of means, including video surveillance cameras (VSC), as a part of its overall strategy to achieve this objective.

The purpose of this policy is to:

- Govern the Library's management of VSCs;
- Ensure that the Library recognizes and balances the security benefits with an individual's right to privacy, and
- Ensure that the use is in accordance with privacy legislation and the Library's *Access to Information and Protection of Privacy Policy*.

SCOPE:

This policy applies to all Library-owned VSC installations in all locations of the Library and does not apply to:

- VSC owned and installed by community partners in shared spaces;
- Cameras owned and installed in common-area spaces in buildings where the Library leases space, and
- Personal cameras, cellphone cameras, or other image-recording devices used by patrons as covered by the Library's *Photography/Videography/Filming Policy*.

DEFINITIONS:

Employee: a person who is employed by the Library and includes all Employees, including Page and Casual staff.

Incident Report: a report prepared by Employees or Security personnel that details an incident involving the public on Library property.

MFIPPA: Municipal Freedom of Information and Protection of Privacy Act.

Security: the service provider that is contracted to provide security services to the Library.

Library Video Surveillance Camera (VSC): a Library-owned stationary or rotating camera attached to a recording device that provides a visual record.

Volunteer: a person who voluntarily extends his or her services to actively support the Library, and who does so without remuneration.

POLICY STATEMENT:

The Library uses a variety of means to safeguard Employees, Volunteers, patrons and property by:

- Facilitating a safe and secure environment;
- Discouraging inappropriate and unlawful behavior of individuals on Library premises, and
- Supporting appropriate responses to incidents of inappropriate or unlawful behavior.

Given the challenges of an open public environment, the Library often uses video surveillance, where deemed necessary, recognizing the need to balance the security benefits with the privacy rights of an individual. This policy and accompanying procedures will adhere to MFIPPA.

VSCs increase the effectiveness of investigations of incidents and the Library will aid law enforcement through the provision of recordings when requested.

VSCs will only be used for security and safety purposes. They will not be used to monitor Employee or Volunteer performance unless the recording is identified as being related to a potential security, insurance or liability risk, potential breach of a municipal bylaw and/or potential commission of a Provincial or criminal offence.

VSCs may be permitted to be viewable in “real time” by Employees only as authorized by the CEO, and either the Director of Public Service or Director of Information Technology, to ensure patron safety and well-being in public spaces not regularly monitored by Employees, or Employee safety in non-public areas not regularly frequented (e.g. stairwells, elevators, parking lots, loading docks).

VSCs and the recordings generated by this equipment are the property of the Library and it retains custody and control of both.

SPECIFIC DIRECTIVES:

1. Installation

a. Factors for Consideration Pre-Installation

- i. The use of VSCs shall be justified on the basis of verifiable and consistent reports of safety concerns;
- ii. A VSC shall augment other measures of deterrence or detection, and

- iii. An assessment of privacy implications of VSC use shall be conducted prior to installation to minimize privacy intrusion to the extent practicable.

b. Design and Installation Parameters

- i. VSCs may operate at any time in a 24-hour period, either continuously or with motion sensor activation;
- ii. Only authorized personnel may operate VSC systems or adjust VSC positioning;
- iii. VSCs shall not monitor the inside of areas where the public and Employees have a higher expectation of privacy, i.e. washrooms, change rooms, Employee break rooms;
- iv. VSC supporting equipment shall be located in a controlled access area, and access by authorized personnel will require credentials, and
- v. Every reasonable attempt will be made by authorized personnel to ensure designated “real-time only” monitors are not viewable by the public and/or unauthorized Employees.

c. Notice of VSC Use

- i. The public shall be notified through clearly visible signage that surveillance is or may be in operation before entering a surveilled area; and
- ii. Notification on signage shall identify the Library contact person and method(s) of contact who can answer questions about the surveillance.

2. VSC Recordings

- a. The Library’s use, retention, and disclosure of VSC recordings shall comply with MFIPPA and all other relevant federal and provincial legislation related to personal privacy.
- b. Recordings are retained for thirty (30) days. Archiving of recordings beyond thirty (30) days, where there are reasonable grounds that the data will be required for a specific investigation and/or follow-up to corroborate an Incident Report must be approved by the CEO & Chief Librarian (CEO) or designate. When recordings have been viewed for law enforcement or

public safety purposes, they will be retained for two (2) years unless otherwise compelled by law. The Library will take all reasonable efforts to ensure the safe and secure disposal of recordings not required beyond thirty (30) days.

- c. All recordings shall be clearly identified (labelled) with date, time, location of origin and stored securely.
- d. A log shall be maintained by Library Administration documenting activities relating to video surveillance, including access, use, and storage of recordings. This log will remain in a safe and secure location in the Administration Offices. Security personnel will also maintain a log to document viewing of recordings by law enforcement personnel. The Supervisor, Security will maintain a separate log to document requests by law enforcement personnel. Both Security logs will be provided to Administration on a monthly basis and maintained in the Library Administration log. Only authorized personnel may access logs.

3. Access/Review /Disclosure of Recordings

- a. Any review of VSC recordings shall be undertaken for Library-authorized purposes and not on behalf of an inquiring member of the public or Employee.
- b. Access to VSC recordings is limited to authorized Employees and Security personnel, who shall only access such recordings during the course of their regular duties. Authorized Employees include:
 - i. Designated members of Library Administration;
 - ii. Security Personnel at the Central Library;
 - iii. Staff Member(s) in Charge; and
 - iv. Employees or Volunteers who may be requested to view recordings for identification purposes.
 - v. The Library's Information Technology (IT) department is responsible for the maintenance of the VSC system, ensuring that the system functions as designed, and/or troubleshooting any issues that arise. IT Employees will generally not review the content of any recording other than in an ancillary manner which is unavoidable in the course of maintenance and troubleshooting. In the absence of the

Supervisor, Security, IT personnel will create a digital copy for law enforcement personnel when directed by Library Administration.

- c. Access to VSC recordings by a member of the public must be requested in accordance with the requirements of MFIPPA and authorized through the CEO or designate.
- d. Access to VSC recordings by law enforcement agencies will be provided in accordance with MFIPPA requirements and the Library's *Access to Information and Protection of Privacy Policy* and procedures. When recordings are viewed for law enforcement or investigative reasons, it shall be undertaken by an authorized person, in a private, controlled area that is not accessible to other Employees and/or Library patrons.
- e. Authorized Employees and Security personnel are required to sign confidentiality agreements specific to surveillance and this policy.
- f. Any unauthorized access and/or disclosure (privacy breach) shall be immediately reported to the CEO, who, following confirmation, will notify the Information and Privacy Commission of Ontario (IPC) and Library Board, investigate and mitigate.

4. Auditing and Evaluation

The Library will conduct an annual audit to evaluate the need for video surveillance, its use and compliance with legislation and Library policies and procedures.

5. Training

This policy and related training, including obligations under the MFIPPA, shall be incorporated into Employee and Security Personnel training programs for those authorized to have access to VSC equipment and/or recordings. Refresher training programs addressing obligations under the MFIPPA and/or this policy shall be conducted as needed.

INQUIRIES:

Director, Information Technology Services

CEO & Chief Librarian

SUMMARY OF SIGNIFICANT CHANGES

Definitions

Removed language in the Purpose and Policy Statement that was redundant or not directly related.

General cosmetic updates to the language and format of the document.

REVISED POLICY

PURPOSE

- To Govern London Public Library's (Library) management of Video Surveillance Cameras (VSCs),
- Ensure that the Library recognizes and balances the security benefits with an individual's right to privacy, and
- Ensure that use is in accordance with privacy legislation and the Library's *Access to Information and Protection of Privacy Policy*.

SCOPE

This policy applies to all Library-owned VSC installations in all locations of the Library and does not apply to:

- VSCs owned and installed by community partners in shared or common-area spaces in buildings where the Library leases or shares space, or
- Personal cameras, cellphone cameras, or other image-recording devices used by patrons as covered by the Library's *Photography/Videography/Filming Policy*.

DEFINITIONS

- **Employee:** means a person who is employed by the Library and includes all Employees, including Page and Casual staff.
- **Incident Report:** means a report prepared by Employees or Security personnel that details an incident involving the public on Library property.
- **Library Video Surveillance Camera (VSC):** means a Library-owned stationary or rotating camera attached to a recording device that provides a visual record.
- **MFIPPA:** means the Municipal Freedom of Information and Protection of Privacy Act.
- **Security:** means the service provider that is contracted to provide security services to the Library.
- **Volunteer:** means a person who voluntarily extends his or her services to actively support the Library, and who does so without remuneration.

POLICY STATEMENT

Given the challenges of an open public environment, the Library uses VSCs where deemed necessary, recognizing the need to balance security benefits with individual privacy rights. This policy and accompanying procedures will adhere to MFIPPA.

- VSCs increase the effectiveness of investigations of incidents and the Library will aid law enforcement through the provision of recordings when requested.
- VSCs will only be used for security and safety purposes. They will not be used to monitor Employee or Volunteer performance unless the recording is identified as being related to a potential security, insurance or liability risk, potential breach of a municipal bylaw and/or potential commission of a provincial or criminal offence.
- VSCs may be permitted to be viewable in “real time” by Employees only as authorized by the CEO, and either the Director of Public Service or Director of Information Technology, to ensure patron safety and well-being in public spaces not regularly monitored by Employees, or Employee safety in non-public areas not regularly frequented (e.g. stairwells, elevators, parking lots, loading docks).
- VSCs and the recordings generated by this equipment are the property of the Library and it retains custody and control of both.

SPECIFIC DIRECTIVES

2. Installation

a. Factors for Consideration Pre-Installation

- iii. The use of VSCs shall be justified based on verifiable and consistent reports of safety concerns.
- iv. A VSC shall augment other measures of deterrence or detection.
- v. An assessment of privacy implications of VSC use shall be conducted prior to installation to minimize privacy intrusion to the extent practicable.

d. Design and Installation Parameters

- i. VSCs may operate at any time in a 24-hour period, either continuously or with motion sensor activation.
- ii. Only authorized personnel may operate VSC systems or adjust VSC positioning.
- iii. VSCs shall not monitor the inside of areas where patrons and Employees have a higher expectation of privacy, e.g. washrooms, change rooms, Employee break rooms.
- iv. VSC supporting equipment shall be located in a controlled access area, and access by authorized personnel will require credentials.
- v. Every reasonable attempt will be made by authorized personnel to ensure designated “real-time only” monitors are not viewable by the public and/or unauthorized Employees.

e. Notice of VSC Use

- i. The public shall be notified through clearly visible signage that surveillance is or may be in operation before entering a surveilled area.
- ii. The signage shall identify the Library contact person and method(s) of contact who can answer questions about the surveillance.

3. VSC Recordings

- e. The Library's use, retention, and disclosure of VSC recordings shall comply with MFIPPA and all other relevant federal and provincial legislation related to personal privacy.
- f. Recordings are retained for thirty (30) days. Archiving of recordings beyond thirty (30) days, where there are reasonable grounds that the data will be required for a specific investigation and/or follow-up to corroborate a Library-generated Incident Report, must be approved by the CEO & Chief Librarian (CEO) or designate. When recordings have been viewed for law enforcement or public safety purposes, they will be retained for two (2) years unless otherwise compelled by law. The Library will make all reasonable efforts to ensure the safe and secure disposal of recordings not required beyond thirty (30) days.
- g. All recordings shall be clearly identified (labelled) with date, time, location of origin and stored securely.
- h. A log shall be maintained by Library Administration, documenting activities relating to video surveillance, including access, use, and storage of recordings. This log will remain in a safe and secure location in the administrative offices. Security personnel will also maintain a log to document viewing of recordings by law enforcement personnel. The Supervisor, Security will maintain a separate log to document requests by law enforcement personnel. Both Security logs will be provided to Administration monthly and maintained in the Library Administration log. Only authorized personnel may access logs.

4. Access/Review /Disclosure of Recordings

- g. Any review of VSC recordings shall be undertaken for Library-authorized purposes and not on behalf of an inquiring member of the public or Employee.
- h. Access to VSC recordings is limited to authorized Employees and Security personnel during the course of their regular duties. Authorized Employees include:

- vi. Designated members of Library Administration;
 - vii. Security Personnel at the Central Library;
 - viii. Staff Member(s) in Charge; and
 - ix. Employees or Volunteers who may be requested to view recordings for identification purposes.
 - x. The Library's Information Technology (IT) department is responsible for the maintenance of the VSC system, ensuring that the system functions as designed, and/or troubleshooting any issues that arise. IT Employees will generally not review the content of any recording other than in an ancillary manner, which is unavoidable during maintenance and troubleshooting. In the absence of the Supervisor, Security, IT personnel will create a digital copy for law enforcement personnel when directed.
- i. Access to VSC recordings by a member of the public must be requested in accordance with the requirements of MFIPPA and authorized through the CEO or designate.
 - j. Access to VSC recordings by law enforcement agencies will be provided in accordance with MFIPPA requirements and the Library's *Access to Information and Protection of Privacy Policy* and procedures. When recordings are viewed for law enforcement or investigative reasons, it shall be undertaken by an authorized person, in a private, controlled area that is not accessible to other Employees and/or Library patrons.
 - k. Authorized Employees and Security personnel are required to sign confidentiality agreements specific to surveillance and this policy.
 - l. Any unauthorized access and/or disclosure (privacy breach) shall be immediately reported to the CEO, who, following confirmation, will notify the Information and Privacy Commission of Ontario (IPC) and Library Board, investigate and mitigate.

5. Auditing and Evaluation

The Library will periodically conduct an audit to evaluate the need for video surveillance, its use, and compliance with legislation and Library policies and procedures.

6. Training

This policy and related training, including obligations under the MFIPPA, shall be incorporated into Employee and Security Personnel training programs for those authorized to have access to VSC equipment and/or recordings. Refresher training programs addressing obligations under the MFIPPA and/or this policy shall be conducted as needed.

INQUIRIES:

Director, Information Technology Services
CEO & Chief Librarian

REPORT TO THE BOARD

JUNE 19, 2025

SUBJECT: Plaque to Recognize London Cricket Club

PURPOSE: For Approval

PREPARED BY: Historic Sites Committee (HSC)

PRESENTED BY: Zeba Hashmi, Library Board & HSC Member

RECOMMENDATION

It is recommended that the Library Board approve the recommendation of the Historic Sites Committee to install a plaque commemorating the London Cricket Club.

BACKGROUND

The Historic Sites Committee of the London Public Library Board identifies and marks historic buildings, places, and people of local significance.

Since 1970, the Historic Sites Committee has erected plaques commemorating buildings and sites of historical and architectural merit in London to inform Londoners and visitors about the city's history.

The Committee consulted with current members of the Cricket Club's Board.

The inscription on the plaque will read as follows:

"The game of cricket was introduced to London in 1835 when Henry Becher brought the first cricket set to the city from England. Formed in 1856, the London Cricket Club (LCC) located its first cricket pitch in the southwest corner of military grounds, later designated as "Victoria Park" by the Governor General in 1874. The LCC joined the Ontario Cricket Association in 1889 and hosted notable matches throughout its history, including a 1967 game against the Marylebone Cricket Club and a 1977 match against the Lord's Taverners at Fanshawe Park. The LCC formed a partnership with the West Indian Cricket Club in 1987. The Club moved between various locations until 2017, when the City of London built a new pitch at the North London Athletic Fields. This has been LCC's primary playing ground since then, along with Northridge Fields, where the club also plays matches and trains regularly.

Erected by the London Public Library Board, *date*."

NEXT STEPS

Upon approval, the Historic Sites Committee and Library Administration will confirm the exact location of the plaque on the property, arrange for casting and installation of the plaque and plan and coordinate the unveiling.