

Email Received on: January 22, 2024:

Dear Ms. M. Elliott and Members of the **Library Board of the Clarington Public Library**:

I am writing on behalf of the Probus Club of Clarington. As you may be aware, this social club, of approximately 216 retirees, has a history of regular use of the Library's formerly free spaces for both committee meetings and social activities. The club's Management Committee has appreciated the support that the Library's staff has provided the club in the past.

In fact, the support that the Library has given in the past would appear to mesh nicely with one of the objectives from your recent strategic plan:

"We want to build the reputation of the CLMA as a highly-valued community partner by:

- Building relationships with local groups and committees

However the application of the Library's *Use of Space Policy* is contrary to using Library resources to build good relationships.

Our club of seniors, a community which historically is one of active library users, understands the need for the Library to charge fees for the use of its spaces.

The process that we do not understand, and do not support, is the practice that organizations, such as ours, are required to supply an insurance certificate indemnifying the Library and the municipality from liability, **each and every time** a space is booked. Why is this necessary? Our Club pays for its insurance annually and is insured under the umbrella of Probus Canada. Probus is not some fly by night organization whereby our insurance is going to lapse because Probus has gone 'out of business'.

There is no reason why a reputable organization such as our club could not provide a certificate of indemnity once for the period of coverage that would cover all room rentals during the covered time frame. Having to obtain an statement of indemnity each and every time we want to book a space is a waste of time for our members, who are all volunteers and for our insurance broker. The permit, which can be issued electronically, can be kept on file at the Library and can be referenced by staff as needed.

In fact, I contacted the insurance broker who manages our file and asked about the Library's process. I was advised that this is the first time that the broker has been asked to provide different certificates for any organization that uses a space on a regular basis.

I know from other personal and professional experiences that this process is not necessary. We do not understand why the Library has instituted these unnecessary barriers to

participation. In fact, the process we are suggesting, which appears to be normal business practice, is not precluded in the Library's own *Policy*.

As well, I note that there is a line in the *Policy* about which I have a question - GUIDELINES FOR MEETING ROOMS - Meeting Rooms - 1. A booking fee may be charged according to the size of the room and its facilities (Appendix A). I note the use of the term 'may' which would appear to indicate that the Library has discretion in its decision to charge a fee for the use of its spaces. My question is.....when is this discretion exercised?

Our club would very much like to continue to consider the Library as a community partner. However, this onerous application of your *Policy* precludes our use. We would appreciate a response that adequately explains the decisions that have been made and the actions that have been taken.

Thank you

Donna Bright, Interest Group Coordinator
Probus Club of Clarington

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Further Correspondence:

Email Received On: January 30, 2024

Hi Meghan

Thank you very much for your helpful response.

A large black rectangular redaction box covering the signature area of the email.

We appreciate the clarification regarding the certificate of indemnity and look forward to a long, fruitful partnership with the Library.

cheers

Donna Bright

Good afternoon Donna,

Thank you for your email regarding the need to provide an insurance certificate for each booking as per CLMA's Use of Space policy. For your convenience, we are happy to

retain a certificate of indemnity on file for the Probus Club to eliminate the need for repetitive submissions.

The certificate will need to be renewed annually (as per our own insurance).

Please let me know if you have any additional questions or require further assistance.

Enjoy your afternoon,

Megan