

Type of Decision									
Meeting Date	Friday, January 21, 2011				Report Date	Tuesday, January 18, 2011			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	x	Information Only			Type of Meeting	X	Open		Closed
REPORT TITLE									
Security for Library Report #21/01/11/1202									

Subject: A proposal for security monitoring for the library and its volunteers.

RECOMMENDATION: That security is increased in the library due to value of equipment and safety of volunteers working on their own.

**WHEREAS** the Library Board members perceive the security of persons and materials within the Library to be inadequate;

**AND WHEREAS** the library now contains a variety of electronic devices and other valuables;

**AND WHEREAS** volunteers occasionally work alone and are concerned with safety;

**AND WHEREAS** some peace of mind and added security may be purchased for a little over \$1,000;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to purchase updated security systems for the Municipal Library.

#### BACKGROUND/EXECUTIVE SUMMARY:

There is concern from volunteers and members of the library board about the safety of volunteers and equipment within the Library.

The Security Company has quoted us on two separate systems. The first is activated by the individual and triggers a response from the monitoring company and an alarm. The second is triggered by the outer door being opened and motion and would include a keypad to disarm the device when someone enters the library.

#### Options/Considerations:

1. Costs of false alarms; there is a Township policy to pay staff who have to respond to an alarm outside work hours. Is Council willing to pay for all calls?
  - a. With the number of volunteers there is a likelihood of increased false alarms. Is the library board willing to pay for those that are initiated by their volunteers/members?

2. Contact list in the case of false alarms. Currently the Reeve is the main contact followed by Ruth and myself, mainly due to proximity to the office. Would a library board member or employee who lives closer to the facility be willing to respond if the call is from the library? (The monitoring company will be able to identify source of call.)
3. If security is such a large issue, should we not consider changes to the current practise of letting people into the library during the day? People always use the library unsupervised. Office staff let the public in – we do not monitor them.
4. Is there a more cost effective solution?

Financial Considerations/Budget Impact: Monthly monitoring will be included in our current package. Additional cost for the individual monitor would be \$425 plus HST. Additional equipment – motion sensor, door contact and keypad would total \$585.

Call outs for monitoring are currently \$25 - \$40 per hour depending on the day and time.

Policy Impact: None

Others Consulted: Robert Watt, the Security Company

Approved and Recommended by the Clerk

Melinda Reith,  
Municipal Clerk

*Melinda Reith*