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# The City of Pickering Public Library Board Meeting Minutes

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Held: Thursday October 22, 2020

Location: Virtual meeting  
<http://www.picnet.org/libraryboard>

Attendees: M. Anderson, Councillor M. Brenner, R. Coelho, Councillor I. Cumming, M. Fatema, A. Maginley, D. Sharma, S. Beckett, D. Barham, S. Sheehy (Chair).

Absent:

Staff: J. Flowers – CEO, E. Bird – Director of Support Services, K. Williams – Director of Public Services, U. Siva – Manager of Technology, R. Coutinho – Administrative Services Assistant

Meeting Commencement Time: 7:01 pm

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## 1. Public Delegations

None

## 2. Approval of Agenda, Conflict of Interest Disclosure

No interest was declared.

### Motion #20.54

Moved by M. Anderson, Seconded by D. Sharma. **Motion** THAT the Agenda be adopted as presented.  
Carried.

## 3. Consent Agenda

Several corrections were requested to the September Board minutes.

### Motion #20.55

Moved by D. Sharma, Seconded by S. Beckett. **Motion** THAT the items on the Consent Agenda be adopted as amended.  
Carried.

## 4. Board Education

### 4.1 Library Budget

S. Karwowski, Director of Finance and Treasurer for the City of Pickering, reported to the Board that the Library has a good relationship with the City's Finance department. He explained where and how Development Charges (fees that the builder pays to the municipality for new construction) are collected and applied. Development Charges (DCs) are collected so that new construction developments are not a burden to existing taxpayers.

DC funds will be directed towards the City Centre project, the Pickering Heritage and Community Centre and the Seaton libraries. Currently, the DC Study is being updated to add the Library's proposed outreach vehicle project.

In response to a question from the Board, S. Karwowski said that The City Centre project would be partially funded by DCs but was also expected to be funded by other revenue sources. Operating costs would be funded by the taxpayer.

S. Karwowski shared that the 2021 Budget is expected to be challenging because of the uncertainty surrounding the pandemic.

### **5. Ends Discussion**

#### **5.1 Library Information Update**

J. Flowers reported that since the last meeting, two large library events had taken place: Makerfest & the 5 Minute Film Festival ("5MFF"). These events took place virtually for the first time and showcased the improved digital capabilities that our staff have developed over the last few months.

The new website will officially launch on October 28<sup>th</sup>. The new website URL is [www.pickeringlibrary.ca](http://www.pickeringlibrary.ca).

The weeding project is well underway at the Central Library. Staff have been analyzing the collection to make deliberate decisions. The weeded titles are sent to Better World Books to be sold, bringing in a small amount of revenue for the library. Weeding the collection makes shelves easier to browse, more appealing and in non-pandemic times, would be expected to result in increased circulation. The weeding project will also ensure that the library is in a good position to move the best collections to the new City Centre Library.

The Wednesday box lunch meetings for the housing insecure at the Central Library are going well with 6 participants attending each week.

J. Flowers reported that 30 staff have participated in the Anti-Black racism training. Another 35 staff are scheduled to take this training in November.

#### **5.2 Quarterly Performance Metrics**

E. Bird reviewed the Quarterly performance metrics as distributed. She noted various trends and changes related to the services the Library is able to offer during the pandemic. In response to a question, E. Bird confirmed that the number of new catalogue users refers to clients creating new accounts in the Library catalogue.

## 6. Staff Reports

### 6.1 Update on Land Acknowledgement

J. Flowers reported that the City of Pickering adopted a new Land Acknowledgement at the City Council meeting on September 28, 2020. She asked that the Board adopt the same Land Acknowledgement for the Library.

In response to a question, J. Flowers commented that it may be appropriate to display the new Land Acknowledgement in a prominent place at all the Library locations and would follow up with City staff about this idea.

In response to another question, J. Flowers noted that the reference to Turtle Island in the Library's first Land Acknowledgement statement referenced to a creation story that is prominent in many Indigenous cultures.

#### **Motion #20.56**

Moved by D. Sharma, Seconded by M. Brenner. **Motion** THAT the Board adopt the Land Acknowledgement as presented.

Carried.

### 6.2 Budget Memo

J. Flowers discussed the Budget memo which includes information about the Library's draft Current and Capital budgets for 2021. The budget assumes that the impacts of the pandemic will continue into 2021. It is expected that demand for service will increase over the course of the next year.

The 2021 Current budget has an increase of 1.82% from the previous year. Cleaning costs and digital collection expenses have been increased to respond to the requirements of the pandemic. There is a reduction in salaries due to gapping in staffing positions and a reduction in the taskforce and the casual budgets. A reserve of \$100,000 is budgeted for the payment of the debt component of the City Centre Library project.

In the Capital budget, the outreach vehicle budget may decrease if some of the funds for this project are available from DCs. The Capital budget also reflects ongoing computer replacement at the Central library, the laptop charging and loaning station, hardware for extended service at Claremont, upgrades to servers and replacement furniture for Claremont and George Ashe branches.

The extended service at Claremont project may be eligible for grant funding (related to COVID renovation projects for social distancing). J. Flowers will propose it if a grant opportunity is available.

In response to a question, J. Flowers reported that the existing furniture at George Ashe and Claremont was still in useable shape. She also hoped to complete a community consultation next year to see if the current layout at George Ashe meets the ongoing and future needs of clients. It was suggested that the staff consider postponing the request for furniture replacement at George Ashe and Claremont into 2022. J. Flowers will discuss this with the Treasurer.

In response to another question, E. Bird noted that there was a cycle for computer replacement and that not all computers would be replaced at one time. Another question was posed about the laptop charging and loaning project. J. Flowers responded that it was intended as a pilot for the new City Centre Library.

There was discussion around the marketing and IT functions at the Library. It was agreed that the City IT and Corporate Communications staff were a great resource and were consulted as needed by the Library teams.

### **Motion #20.57**

Moved by M. Fatema, Seconded by R. Coelho. **Motion** THAT the Board adopt the Draft 2021 Capital and Current Budget Estimates in principle, to enable the CEO to continue the budget process on behalf of the Board.

Carried.

### **6.3 Anti-Black Racism Working Group (Verbal update)**

J. Flowers reported that nine individuals had expressed interest in being part of the Library's Anti-Black Racism Working Group. The individuals come from diverse groups and are high-caliber applicants. A. Maginley and R. Coelho had agreed to join the interview panel. The panel will be holding interviews with the applicants shortly to finalize the Working Group membership. The first Working Group meeting is scheduled for mid-November.

### **6.4 Pandemic Recovery (Verbal Update)**

J. Flowers reported that the Library is experiencing an increase in traffic, but traffic is still moderate compared to pre-pandemic times. On an hourly basis, 35 people enter the Central library, 15 people enter George Ashe and 3 people enter Claremont. Saturday is one of the quieter days, so it appears there is no immediate demand for Sunday opening.

The statistics show that for every three people entering the library to browse the collection or borrow items, there is one person who comes to study or use the computers. The Library will re-advertise the curbside pickup option to the public in November since it is currently not well-utilized.

## **7. Monitoring Reports**

### **7.1 EL #2 Treatment of Clients**

M. Fatema reported that she had met with J. Flowers and that the policy and report were clear, and she found the content satisfactory.

### **Motion #20.58**

Moved by D. Barham, Seconded by A. Maginley. **Motion** THAT the Board adopt Monitoring Report Executive Limitation EL#2 Treatment of Clients as presented and; THAT the Board adopt Policy Executive Limitation EL#2 Treatment of Clients as presented, the Policy being complete, sound and effective.

Carried.

## **7.2 EL #9 Compensation and Benefits**

R. Coelho reported that she had met with J. Flowers and that the policy and report were satisfactory.

### **Motion #20.59**

Moved by R. Coelho, Seconded by M. Anderson. **Motion** THAT the Board adopt Monitoring Report Executive Limitation EL#9 Compensation and Benefits as presented and; THAT the Board adopt Policy Executive Limitation EL#9 Compensation and Benefits as presented, the Policy being complete, sound and effective.

Carried.

## **8. Board Committee Reports**

### **8.1 Report of the Community Linkage Committee**

No meetings held.

### **8.2 Report of the Board Building Committee**

No meetings held.

## **9. Governance**

### **9.1 Previous Board Meeting Self Evaluation**

M. Brenner reported that there had been five evaluations submitted for the September meeting. Four were positive and one listed some areas that need improvement.

## **10. Board Policy Review for next meeting**

Note: The following Executive Limitation policy will be discussed at the next Board meeting. All members to review prior to the meeting. The Board member listed will review any evidence they feel is necessary and lead the discussion at the meeting.

EL #7 Emergency Executive Succession

A. Maginley

## **11. New Business**

### **11.1 Member Community Reports (Verbal Update)**

R. Coelho reported that she volunteers with Girls Inc. who are holding a virtual auction event as a fundraiser on November 6<sup>th</sup>. The event is called the Power of the Purse.

M. Brenner thanked U. Siva and K. Williams for their ongoing support of the Ajax-Pickering Caremongers group. He reported that the group is planning a community dialogue about what is needed in the 2<sup>nd</sup> wave of COVID. Pickering Public Library will provide the platform for that discussion.

### **11.2 Board Training – Anti-Black Racism (Verbal update)**

It was decided that the Board will hold an Anti-Black racism virtual training at the scheduled December meeting. This training will be a 3-hour training. The trainer who provided training to City and Library staff will be engaged to provide the Board training.

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Gratitude was expressed to A. Maginley who had suggested two trainers for this topic. These trainers will be considered for future training sessions.

### 12. Confidential Matter

None

### 13. Board Meeting Self Evaluation (Complete Online)

The Board Chair requested that the Board members complete the Board Meeting Self Evaluation for this meeting online.

### 14. Date of Next meeting and Adjournment

The next Board meeting will be held on Thursday November 26, 2020 at 7 pm as a virtual meeting.

#### **Motion #20.60**

Moved by D. Sharma, Seconded by A. Maginley. **Motion** THAT the meeting be adjourned.

Carried

The meeting was adjourned at 9:16 pm.

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Signature of Library CEO:

Date:

Signature of Library Board Chair:

Date:

*Alternate formats available upon request. Contact Kathy Williams at [kathyw@picnet.org](mailto:kathyw@picnet.org) or 905-831-6265 ext. 6251.*