
The City of Pickering Public Library Board Meeting Minutes

Held: November 26, 2020
Location: Virtual meeting
<http://www.pickeringlibrary.ca/board>

Attendees: M. Anderson, Councillor M. Brenner, R. Coelho, Councillor I. Cumming, M. Fatema, A. Maginley, D. Sharma, D. Barham (arrived 7:06 pm), S. Sheehy (Chair).

Absent: S. Beckett

Staff: J. Flowers – CEO, E. Bird – Director of Support Services, K. Williams – Director of Public Services, U. Siva – Manager of Technology, S. Yung – Manager of Community Engagement and Marketing (in attendance to report on Agenda Item 6.2), Brenda Gregory – Administrative Assistant

Meeting Commencement Time: 7:03 pm

1. Public Delegations

None

2. Approval of Agenda, Conflict of Interest Disclosure

No interest was declared.

Motion #20.61

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

3. Consent Agenda

Motion #20.62

Moved by M. Anderson, Seconded by M. Brenner. **Motion** THAT the items on the Consent Agenda be adopted.
Carried

4. Board Education

4.1 Age Friendly Community Plan Update

Aided by a PowerPoint presentation, K. Williams provided an update on what has been accomplished at the Library on the Age Friendly Community Plan in 2020.

In response to a question, it was noted that human-centered design applies to both products and programs. The Library had previously used this approach in the design of the Maker

Space but is planning to use this approach with many of the Library's programs and services.

M. Brenner suggested that a discussion with the Pickering Fit and Recreation Pickering departments regarding human-centered design could be beneficial.

A question arose about City staff being trained in human-centered design as offered by IDEO. J. Flowers responded that training is free but it is a 6-week program, requiring a two hour commitment per week.

J. Flowers reiterated that practicing human-centered design is not just for libraries. Our Library is an early adopter of the IDEO program, but she expects that it will catch on with other libraries. The training ahead of the City Centre planning will be beneficial to developing the best library system possible.

5. Ends Discussion

5.1 Library Information Update

J. Flowers reported on the new programs and services launched in October.

Brainfuse's HelpNow and JobsNow programs were launched. The service features live tutoring services to support students, providing homework help, learning English, and résumé coaching.

This year saw a new Halloween program designed and implemented by the Disruptors team, using Zoom and its breakout rooms. Some staff (as ghosts) participated as observers to learn from this first prototype and the team will build on their observations.

Website stats were highlighted for the new website. Interesting to note that the highest number of users were age 65+. It was noted that we now have access to stats and analytics which are far superior to what was previously available.

The boardroom has been reimaged as "The Set," allowing staff to film, edit, and deliver pre-recorded and live-streamed programming content. A short video created by The Disruptors team was streamed for the Board members, highlighting the design and proposed usage of this new resource.

Grab and Go Kits are now available at the Central and George Ashe Libraries. These are mystery packages containing several items for clients to borrow.

Kudos given by Board members to the Library staff at the impressive show of innovation in 2020. J. Flowers confirmed Senior Leadership felt the same way; they too are impressed with staff that, despite the challenging times, still found capacity to do amazing work.

6. Staff Reports

6.1 Public Library Fundraising Landscape (verbal update)

J. Flowers, with the aid of a PowerPoint presentation, provided an update on fundraising for Canadian libraries, and some thoughts on what direction the Library could take when it comes to philanthropy.

The City Centre project is a window to position the Library as a donation recipient. She noted that there are currently limited fundraising activities in Durham Region libraries. Fundraising is not without its challenges, though; libraries are currently not top of mind for donors and we would need to decide on how to structure philanthropy.

J. Flowers stressed that it was important to keep municipal funding separate from philanthropic funds. City funds would continue to be used towards core operations and lifecycle replacements. Donor funds can be restricted (tied to spaces, programs, pilot initiatives) or unrestricted, focusing on innovations and enhancements.

J. Flowers noted that the City Centre project was very high profile and would be a good opportunity to build a donor base. Proposed next steps would be to develop a small-scale campaign in 2021 to build awareness, and internal capacity and competency for philanthropy work. A report to the Board with recommendations for a 3-year philanthropy plan will be presented by the end of 2021.

Board members expressed concerns about blurring the lines between philanthropy and the core operations paid by the City, and that fundraising would become something that you *must* do. Related to that was a concern that if raised funds were considerable, then support from City would decline. These same concerns were shared by Library staff. J. Flowers agreed that it would be important for the Library to explicitly delineate what falls under core operations funded by the City versus additional enhancements funded by philanthropy.

In answer to a question regarding the appetite of Pickering residents to donate, it was thought that this could be gauged through the small-scale initiative. It was hoped that a Library initiative could attract smaller donors, and first time (new, younger) donors which could build engagement.

In answer to another question regarding fundraising at other Durham Region libraries, specifically why Oshawa ahead of us, E. Bird advised that the Oshawa Library has a history of being funded by the McLaughlin Family.

Questions were expressed regarding the set up and maintenance of a foundation. E. Bird confirmed that the Library does have a charitable number but was unsure if it could be used for a Foundation. It was noted that a Library Foundation would require a separate Board. The 2021 report to the Board will address these questions and concerns.

6.2 Anti-Black Racism Working Group Update (verbal update)

S. Yung began by expressing her appreciation to R. Coehlo and A. Maginley for their time and work on the Community Panel. The Panel has appointed eight diverse and passionate

community volunteers, each bringing a unique set of personal and professional experiences to the table.

The first Anti-Black Racism Working Group meeting was held on November 18, 2020. It focused on getting to know each other and sharing and discussing aspirations. The Working Group was provided with a brief introduction to the library's strategic plan, learning organization principles, and the Anti-Black Racism Community Survey. The group also received an introduction to the Group's Terms of Reference (TOR) draft.

The next meeting is scheduled for December 16, 2020. The group will finalize the TOR and then focus on getting to work on priorities identified: staffing, collections, community engagement, programs/events, and staff training.

6.3 Pandemic Recovery (verbal)

J. Flowers reported that the province unveiled a new colour-coded system of restrictions. Staff have revised the framework to align with the new system.

She updated the Board on recent information from the province regarding library services if Durham moves to a lockdown. The Library would be open for curbside, returns, materials pick-up, and access to computers and photocopiers. There would be no browsing of collections nor studying in the Library.

7. Monitoring Reports – Executive Limitations

7.1 EL 7 Emergency Executive Succession

A. Maginley reported that EL #7 is straightforward, providing guidance and procedures that will be followed if the CEO is not in place. Two Directors in the organization would be able to act in place of the CEO if necessary. Small amendment made to reflect Director titles, rather than actual names. The Board members had no questions or concerns brought forward.

Motion #20.63

Moved by D. Sharma, Seconded by M. Anderson. **Motion** THAT the Board adopt Monitoring Report Executive Limitation #7 Emergency Executive Succession as presented; and THAT the Board adopt Policy Executive Limitation #7 Emergency Executive Succession as presented/amended, the Policy being complete, sound and effective.

Carried

8. Board Committee Reports

8.1 Report of the Community Linkage Committee

No meeting held.

8.2 Report of the Board Building Committee

No meeting held.

9. Governance

9.1 Previous Board Meeting Evaluation Results (verbal update)

M. Bremmer reported that there were six responses. Of the six, everybody was satisfied. There were two comments provided: 1) Board member was pleased that S. Karwowski, Director of Finance, attended the meeting; and 2) that occasionally the meeting seemed to stray off topic.

10. Board Policy Review

No Executive Limitation Policies to be discussed at the December 2020 meeting.

11. New Business

11.1 Member Community Reports (verbal update)

S. Sheehy reported that there is a woman named Dar(lene) Walker who hosts some of Pickering's unsheltered population in the library each Wednesday. On Ms. Walker's Facebook page, she is seeking donations to assist in providing meals to her clients. S. Sheehy suggested that each Board member could consider making a donation in support of Ms. Walker's work. All donations would be grouped together on behalf of the PPL Board. S. Sheehy will send a follow up email with details and asking for donations.

M. Brenner inquired about the 3D printer out on loan during the pandemic and would it be necessary to replace it. U. Siva advised that it indeed was used to manufacture face shield parts but was not removed from the Library; no replacement was required. K. Williams added that sewing machines were loaned out to Canada Sews to sew masks. Three are still out on loan. M. Brenner enquired if cost of replacements required in capital budget. E. Bird advised that this would not be required at the moment.

11.2 OLA Super Conference 2021

E. Bird reported that the 2021 OLA Super Conference is scheduled from February 3 to 6, 2021 and will be completely virtual.

On February 6th, the OLBA (Ontario Library Board Association) will run their annual Board Bootcamp.

E. Bird advised that when the meeting evaluation link is sent out, it will include link to the conference so Members can review what is planned. If any Board Members are interested in attending, they are asked to respond to E. Bird via email. She noted that registrants would have access to all sessions for up to six months after the conference.

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.

14. Date of Next meeting and Adjournment

The next Board meeting will be held on Thursday, January 28, 2021 at 7:00 pm as a virtual meeting.

Motion #20.64

Moved by M. Brenner, Seconded by I. Cumming. **Motion** THAT the meeting be adjourned.

Carried

The meeting was adjourned at 8:52 pm.

Signature of Library CEO:

Date:

Signature of Library Board Chair:

Date:

*Alternate formats available upon request.
Contact Kathy Williams at kathywilliams@pickeringlibrary.ca or 905-831-6265 ext. 6251.*