

The City of Pickering Public Library Board Meeting Minutes

Held: February 25, 2021

Location: Virtual meeting
www.pickeringlibrary.ca/board

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

Absent: M. Fatema

Staff: J. Flowers – CEO, E. Bird – Director of Support Services, K. Williams – Director of Public Services, S. Yung – Manager of Community Engagement and Marketing, Brenda Gregory – Administrative Assistant

Guests: Romina Diaz, Member, Anti-Black Racism Working Group

Meeting Commencement Time: 7:03 pm

1. Public Delegations

None.

2. Approval of Agenda, Conflict of Interest Disclosure

The agenda was amended to move item 6.3 as first item of business under Staff Reports.

No interest was declared.

Motion #21.13

Moved by S. Beckett, Seconded by A. Maginley **Motion THAT** the Agenda be adopted as amended.

Carried.

3. Consent Agenda

Motion #21.14

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

Carried.

4. Ratification of In-Camera Motion

4.1 Motion #21.15

Moved by D. Sharma, Seconded by M. Anderson **Motion THAT** the Motion 21.11 from the February 16, 2021 Special Board Meeting be ratified.

Carried.

5. Ends Discussion

None.

6. Staff Reports

6.3 Anti-Black Racism Working Group

On behalf of the Board, J. Flowers welcomed Romina Diaz, representing the Anti-Black Racism Working Group (ABRWG), in attendance to provide an overview of the Group's draft Terms of Reference (TOR) document and to collect questions from Board Members to bring back to the ABRWG for discussion.

The draft TOR had been distributed to Board Members prior to this meeting. Ms. Diaz provided the Board with information about the complexities encountered as the Group drafted the TOR.

Ms. Diaz reported that the TOR was designed to outline important functions of the ABRWG and hold PPL accountable for addressing systemic roots of anti-Black racism.

In answer to a question regarding the mission of the Group and its consideration of expanding the Group definition from "Black" to "Black, Indigenous, and people of colour" ("BIPOC"), Ms. Diaz explained that the Group felt the need to expand the definition to make the group more inclusive of people who are affected by racism and oppression.

Some Board Members expressed concerns about dilution of the Group's focus if the definition was expanded. Ms. Diaz acknowledged that the Group did not discuss this concern specifically but confirmed that regardless of the definition expansion, their focus will remain on anti-Black racism and Black community members. Ms. Diaz will bring this concern back to the Group.

S. Sheehy recalled that the Group had expressed a concern on how, and when, the Group would interface with the Board. Ms. Diaz noted that the TOR indicates that the Group would report twice a year to the Board. S. Sheehy noted that if there was a need for additional meetings, the Group would be accommodated on the agenda, adding that if the Group needs additional help or assistance with work, to let the Board know and they would make themselves available.

In answer to a question regarding a paragraph about communication channels highlighted in red on the draft TOR, Ms. Diaz indicated that this highlight was intended for the Group as they were wanting to explore faster, better ways to communicating with the community.

D. Barham expressed a desire to attend one of the ABRWG meetings. It was noted that this could be possible, but the Group would have to be consulted. The staff liaison, S. Yung, would bring that question to the Group.

In closing, Ms. Diaz confirmed that she had enough information to bring back to the Group to continue their work to finalize the Group's TOR, which, when completed, will be presented at an upcoming Board meeting.

Ms. Diaz was thanked for her time and departed the meeting at 7:32 pm.

6.1 Pickering Heritage & Community Centre – Extended Library Service Proposal

E. Bird began the update by providing Members with a brief history of the PHCC plans, and the context for the extended library services being considered.

J. Flowers, with the aid of a PowerPoint, walked through the three proposed corridor areas: kids, collaborative, and quiet work. She highlighted some of the proposed ideas to make the space dynamic, attractive, and easy to operate.

J. Flowers stated that an overall increase to the budget to extend library services at PHCC would be approximately \$150,000, comprised of increased FF&E costs and a new collections line item, although noted that there could be possible savings on the construction line due to possibility of less millwork.

J. Flowers closed by indicating that this project falls into the scope of the community engagement planned for 2021 and that input from the community will be gathered to ensure the proposal addresses the needs of local residents.

In answer to a question regarding ongoing costs, J. Flowers indicated that lifecycle replacement costs are handled by the City as they monitor all facilities and put any related costs in the annual capital budget. She acknowledged that there could be additional costs for annual replacement and refreshments of collections.

In answer to a question about timelines, E. Bird stated that the current timeline is to have the tender out by June of this year with construction to begin in fall 2021. Expected completion would be by end of 2023, with opening early 2024.

Motion #21.16

Moved by M. Brenner, Seconded by D. Sharma **Motion THAT** the Board accept the recommendations of the Pickering Heritage & Community Centre – Extended Library Service Proposal Report and direct the CEO to take the necessary steps to pursue this proposal.

Carried.

6.2 Review of Update Capital and Current Budgets

J. Flowers provided one final review of the 2021 capital and current budget before they are considered by Council. There have been no changes to the capital budget since last month's presentation. In the current budget, there are some additional savings in areas such as utilities. The overall budget increase is 1.06% over 2020.

No questions or comments from the Board.

6.4 2021 Projects

J. Flowers noted that a staff workflow for 2021 projects was included in the Board package. About one half of the projects are connected to client-facing programs, services and spaces, with the remainder focused on organizational excellence.

No questions or comments from the Board.

7. Monitoring Reports – Executive Limitations

7.1 EL Assignment #3 Staff Treatment

M. Anderson confirmed that there are comprehensive policies and procedures in place and that EL #3 Staff Treatment is in compliance.

Motion #21.17

Moved by R. Coelho, Seconded by A. Maginley **Motion THAT** the Board adopt Monitoring Report Executive Limitation EL Assignment #3 Staff Treatment as presented; and **THAT** the Board adopt Policy Executive Limitation EL Assignment #3 Staff Treatment as presented, the Policy being complete, sound and effective.

Carried.

8. Board Committee Reports

8.1 Report of the Community Linkage Committee

M. Anderson reported on the feedback the Linkage Committee received from three local seniors' groups about Library services and programs during the pandemic.

8.2 Report of the Board Building Committee

D. Sharma indicated that minutes from the February 4, 2021 Board Building Committee meeting were included in the Board package. He added that as construction begins on projects, there are plans to hold more meetings and the Committee will update the Board accordingly.

9. Governance

9.1 Previous Board Meeting Evaluation Results

M. Brenner reported that the evaluation results of the previous board meeting all indicated 'satisfactory' and no negative comments received.

10. Board Policy Review

10.1 EL policy EL #9 Compensation & Benefits will be discussed at the next Board meeting. All members to review prior to the next meeting. Discussion will be led by Dianne Barham.

11. New Business

11.1 Member Community Reports

R. Coelho, and A. Maginley reported that they each attended a few segments of the OLBA Boot Camp which was part of the Ontario Library Association Conference. A. Maginley will report further next meeting as will M. Fatema.

11.2 Board Retreat

J. Flowers shared the results of post Board Retreat survey.

There was an 80% participation in the survey. Results showed that top areas of focus were high performance boards, unconscious bias, and equity and equality. Next steps will involve research by staff to determine how best to work through areas of focus identified.

Survey results also showed that the top three workplan priorities (out of 8) were ends, advocacy work, and MOUs. It was suggested that an efficient way to tackle the workplan priorities would be to form ad hoc committees. To that end, an invitation to join one of the ad hoc committees based on individual Member's interests will be sent out. Once committees are formed, they would report back to the Board with expected timelines and outcomes. Focus at this time will be on the top three identified priorities; remaining five at a later time.

J. Flowers also shared written comments received on the retreat itself. Participants rated the first half 8.5 out of 10; the second half 6.5 out of 10. She acknowledged that the latter part of retreat did not achieve the desired outcomes perhaps because of challenges with facilitating virtual discussions. She provided the Board a commitment that staff will improve on this next time a facilitated discussion is held.

Board members were pleased to see that there was agreement across the Board as to the direction to take. No further comments or questions from the Board.

11.3 OLS Board of Trustees Representative

E. Bird reported that the Southern Ontario Library Service ("SOLS") and the Ontario Library Service-North ("OLS-N") have amalgamated. There will be a new interim Board made up of representatives from SOLS and OLS-N, and Library Boards are invited to appoint an official representative to a Board Assembly.

S. Sheehy expressed her interest in being appointed, indicating that it would be helpful in increasing PPL's, and her, exposure and connection with other libraries and Boards. Board members commended S. Sheehy for coming forward. No other members expressed an interest.

Motion #21.18

Moved by M. Anderson, Seconded by R. Coelho **Motion THAT** the Board appoint S. Sheehy to represent the Pickering Public Library Board at the appropriate Ontario Library Service Board Assembly.

Carried.

11.4 Presentation to the City of Pickering Council

S. Sheehy reported that she and J. Flowers delegated at the February 22, 2021 City of Pickering Council meeting with an annual update of the PPL. The presentation went well with thoughtful questions asked by Council. She looks forward to presenting again next year.

12. Confidential Matter

None.

13. Board Meeting Self Evaluation

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 City of Pickering Public Library Board Meeting Minutes

The next Board meeting will be held on Thursday, March 25, 2021 at 7:00 pm as a virtual meeting.

Motion #21.19

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

Carried.

The meeting was adjourned at 8:26 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.