

The City of Pickering Public Library Board Meeting Minutes

Held: January 28, 2021

Location: Virtual meeting
www.pickeringlibrary.ca/board

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

Absent: M. Anderson

Staff: J. Flowers – CEO, E. Bird – Director of Support Services, K. Williams – Director of Public Services, J. Sutherland – Manager of Client Experience, U. Siva – Manager of Technology, Brenda Gregory – Administrative Assistant

Meeting Commencement Time: 7:03 pm

1. Land Acknowledgement & Board Member Introductions

2. Public Delegations

None.

3. Approval of Agenda, Conflict of Interest Disclosure

No interest was declared.

D. Sharma advised that he had a Report from the Building Committee to add to Agenda Item #11.

Motion #21.01

Moved by R. Coelho, Seconded by D. Barham **Motion THAT** the Agenda be adopted as amended.

Carried.

4. Board Elections

4.1 Nominations for Election of Chair for 2021-2022

Nomination for S. Sheehy received; no other nominations brought forward.

Motion #21.02

Moved by M. Brenner, Seconded by I. Cumming **Motion THAT** S. Sheehy be elected Chair for 2021-2022.

Carried

4.2 Nominations for Election of Vice Chair for 2021-2022

Nomination for M. Brenner received; no other nominations brought forward.

Motion #21.03

Moved by I. Cumming, Seconded by D. Sharma **Motion THAT** M. Brenner be elected Vice Chair for 2021-2022.
Carried.

4.3 Direction to Destroy Ballots

No ballots needed in the election.

4.4 Opportunity for Chair and Vice Chair to Speak

Chair S. Sheehy expressed her thanks for the vote of confidence and appreciation for being elected to a second term. Remarked that her previous term had been busy but enjoyable and is looking forward to seeing what the Board can accomplish in the next two years.

Vice Chair M. Brenner expressed his appreciation to the Board for the vote of confidence to allow him to stay on for the remainder of term. He wanted to reiterate that the intent of Councillors on the Board is to ensure stability through challenges the Library may face.

5. Appointment of Linkage Committee for 2021

5.1 Appointment of Linkage Committee Members

Motion #21.04

Moved by M. Brenner, Seconded by D. Sharma **Motion THAT** M. Anderson, S. Beckett, M. Fatema, and A. Maginley be named to the Board Linkage Committee for 2021.
Carried.

5.2 Appointment of Staff Liaison

J. Flowers confirmed that K. Williams, Pickering Public Library Director of Public Services would remain as staff liaison to the Linkage Committee.

6. Board Education

Item normally under Board Education is included under Staff Reports.

S. Sheehy advised that adjustments were made to the January Agenda regarding placement of items on the agenda. This was done to ensure that meetings adjourn on time and to allow for more governance related discussions. Besides the above adjustment, the Library Update report is now included in the Consent Agenda. These adjustments will be ongoing.

7. Consent Agenda

Motion #21.05

Moved by M. Fatema, Seconded by I. Cumming **THAT** the items on the Consent Agenda be adopted.
Carried.

8. Ends Discussion

8.1 EP 1 Global Ends Policy

J. Flowers provided an overview of the evidence supporting the First Level Ends as outlined in the EP 1 Global Ends Policy Report included in the Board package. With the

The City of Pickering Public Library Board Meeting Minutes

aid of a PowerPoint, J. Flowers provided examples of the programs and services that supported the Second Level Ends in 2020.

There were no questions or comments from Board members.

Motion #21.06

Moved by R. Coelho, Seconded by D. Barham **Motion THAT** the Board adopt Monitoring Report EP 1 Global Ends Policy as presented, and; **THAT** the Board adopt Policy EP 1 Global Ends Policy as presented, the Policy being complete, sound and effective. Carried.

8.2 2020 Stats Review

E. Bird, with the aid of a PowerPoint, provided a brief overview of the 2020 stats, highlighting a selection of KPIs (2020 vs 2019), and 2020 client incident reports.

In response to a question regarding the client banned from the Library for 6 months due to repeated non-mask compliance, E. Bird explained that the client had come into the Library wearing a mask but chose to remove once inside.

9. Staff Reports

9.1 Virtual Programming

J. Sutherland, Manager of Client Experience and U. Siva, Manager of Technology, presented an overview of virtual programming at the Library. With the aid of a PowerPoint, they introduced the Disruptors team, outlined the process behind human-centered design, and spoke of key improvements made to PPL technology and production quality. Two recently developed productions were shown: the trailer of the *Wee Listen* podcast and a prototype clip from the *Time to Get Silly* pre-school storytime show.

In answer to a question regarding promotion of virtual programming, J. Sutherland stated that they are “thinking outside the box” and reaching out to community partners who can help market the program.

In answer to a question regarding other libraries producing preschool podcasts, J. Sutherland reported that he is not aware of any other libraries offering a similar program.

In answer to a question on how to encourage interaction with the viewing audience, J. Sutherland noted that in virtual programs, it can be limited. For other registered events, registration is often kept to small groups for better interaction; for those programmed via Zoom, breakout rooms with one staff member and 2 or 3 children are often employed. Further to this, it was asked about ensuring diversity and inclusion in all virtual programs. J. Sutherland replied that they are seeking opportunities to make programs more inclusive and reflective of the community and hopes to seek advice and feedback from the Anti-Black Racism Working Group through its staff liaison, S. Yung.

Replying to a question about participation, J. Sutherland indicated that they were happy with the participation rates so far, noting though that registration is often kept small to encourage better interaction. For podcasts, there needs to be a certain amount of content to encourage listeners to tune in regularly. Having said that, first podcast episode had over 200 streams across all platforms, which was very encouraging.

A Board member commented that a short presentation on PPL's virtual programming could be included in the budget committee meeting as it would be a good way for the public to see why tax dollars are used to support the Library. J. Flowers advised that the Library is scheduled to attend the February Council meeting as a delegate and a video is being produced that will highlight all the good work being done at the Library.

In applying human-centered design for virtual programming, there was a question about take-aways or competencies that could be used when the Library returns to in-person programming. J. Sutherland indicated that it was not expected that online programming would stop and that a mix of in-person and online programming would be the way of the future. He noted that some programs might be more suitable to be pre-produced, like a podcast, while others could benefit from live streaming.

9.2 Review of Updated Capital and Current Budgets

J. Flowers, aided by a PowerPoint, reviewed the updated capital and current budgets. She noted that prior to budgets going to Council in March, Senior Leadership has been meeting with City staff but there were no substantial changes to the updated Current budget from what was presented earlier.

J. Flowers indicated that some Capital expenses deemed lower priority were deferred to the 2022 budget. New this year, departments were asked to report the key activities for 2021 that their budget would support. For the new budget book staff were also asked to provide staff counts – for last 3 years, plus proposed for 2021. Lastly, staff were asked to select our own KPIs with expectation to report on them every year as part of the budget package.

In answer to a question about further budget updates, J. Flowers confirmed that the Board would receive another update in February.

9.3 Anti-Black Racism Working Group

J. Flowers provided a verbal update on the Anti-Black Racism Working Group. The Group had two meetings towards the end of 2020 and at the end of the second meeting group members requested that J. Flowers and S. Sheehy join in the January 2021 meeting to hear some identified concerns.

The Group is still working on their Terms of Reference (TOR). In meeting with J. Flowers and S. Sheehy, the Group expressed their need for some clarity around the Group's relationship to the Board and a better understanding of how the recommendations of the Group will be actioned, noting that history shows that sometimes organizations end up shelving recommendations provided by community groups. The Group wants to feel assured that the Board hears their recommendations and there is follow through.

An additional concern raised by the Group involved compensation for members of the group due to the scope of the project. S. Sheehy explained that reviewing 5 areas of the library through the lens of anti-Black racism is a substantial project. As the Group drafts the TOR, they may consider breaking down the project into smaller parts and addressing compensation.

The City of Pickering Public Library Board Meeting Minutes

A Board member asked if there are Board members in the Working Group. J. Flowers replied that while Board members were part of the selection process, they are not members of the Working Group. A suggestion of having a Board liaison was made but it was noted that they would need to ask the Group if they are comfortable with a Board member attending the meetings. Further to this, J. Flowers reiterated that we hope to see the Group at board meetings to report on their work.

The final questions were about the minutes of the working group meetings and would they be posted publicly, as it was indicated that we would be keeping the public informed. J. Flowers remarked that the Group report would be in the Board packages which are public. This prompted a question about legislative requirements regarding working group meeting minutes and meetings being open to the public. E. Bird will investigate this issue further and report back.

10. Monitoring Reports – Executive Limitations

10.1 EL #8 Asset Protection

D. Sharma provided an overview of EL #8 Internal Monitoring Report. He noted that the evidence for Policy Element #5 indicates an inspection of the 2020 audit documents. This is a date error and should have read “inspection of the 2019 audit documents” which were just recently finalized after a pandemic-related delay.

Motion #21.07

Moved by A. Maginley, Seconded by S. Beckett **Motion THAT** the Board adopt Monitoring Report Executive Limitation #8 Asset Protection as presented; and **THAT** the Board adopt Policy Executive Limitation #8 Asset Protection as presented, the Policy being complete, sound and effective.

Carried

11. Board Committee Reports

11.1 Report of the Community Linkage Committee

K. Williams, in M. Anderson’s absence, reported on the 2021 Linkage Plan. The Plan’s intent is to focus on the current and post-pandemic needs of seniors.

Motion #21.08

Moved by A. Maginley, Seconded by M. Brenner **Motion THAT** the Board adopt the 2021 Linkage Plan as presented.

Carried.

Report of the Building Committee

D. Sharma provided a verbal update on the Building Committee. He noted that the PHCC project is moving ahead and is set to proceed as planned, subject to capital budget approval.

Councillor Brenner added that the PHCC project had already been before the Site Plan Advisory Committee and assumes that further discussion on the PHCC project will be on the next Building Committee meeting agenda. The next meeting is scheduled for Thursday, February 4, 2021.

12. Governance

12.1 Previous Board Meeting Evaluation Results

M. Brenner reported that there were five responses from the November meeting, all of which were 'satisfactory'.

12.2 Board Policy Review

EL policy #3 Staff Treatment will be discussed at the next Board meeting. All members to review prior to the next meeting. Discussion will be led by M. Anderson.

13. New Business

13.1 Member Community Reports

S. Sheehy offered her thanks to the Board for coming together to donate during the holiday season to the *Dar's Gifts from the Heart* community group. \$260 was donated which will be used towards refreshments and Tim Horton's gift cards for the group's clients.

S. Sheehy mentioned that the husband of a former Board Member had passed away recently. Condolences will be sent on behalf of the Board and the Pickering Public Library.

A reminder about the OLA conference on February 3 – 5. Three Board members have registered and a report on the Board session scheduled for the Saturday of the conference will be included in the February Board agenda.

13.2 Midterm Board Check-in Update

J. Flowers extended her thanks to the Board members who were able join her and M. Brenner or S. Sheehy for the midterm Board check-ins. J. Flowers remarked that a number of similar themes arose from the check-ins and shared some possible next steps, with a focus on the next two years. M. Brenner added that there was a strong message of the importance increased focus on governance and understanding the role of the Board Ends, and the governance model. It was agreed that a half-day Board forum to be held; J. Flowers will send email out shortly to confirm dates.

14. Confidential Matter

None

15. Board Meeting Self Evaluation

The Board Vice-Chair requested that the Board members complete the Board Meeting Self Evaluation for this meeting. He added that a clickable link to the evaluation form can always be found on the agenda.

16. Date of Next Meeting and Adjournment

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

Motion #21.09

Moved by S. Beckett, Seconded by A. Maginley **Motion THAT** the meeting be adjourned. Carried.

The City of Pickering Public Library Board Meeting Minutes

The meeting was adjourned at 9:02 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.