

# The City of Pickering Public Library Board Meeting Minutes

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Held: Thursday, May 27, 2021

Location: Virtual meeting  
[www.pickeringlibrary.ca/board](http://www.pickeringlibrary.ca/board)

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

Absent: Councillor I. Cumming

Staff: J. Flowers – CEO, E. Bird – Director of Support Services, Brenda Gregory – Administrative Assistant

Meeting Commencement Time: 7:07 pm

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## 1. Public Delegations

No public delegations were in attendance.

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

No interest was declared.

### **Motion #21.30**

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

Carried.

## 3. Consent Agenda

### **Motion #21.31**

Moved by D. Sharma, Seconded by R. Coelho **Motion THAT** the items on the Consent Agenda be adopted.

Carried.

## 4. Ends Discussion

None.

## 5. Staff Reports

### 5.1 Community Engagement Project

J. Flowers reported that the Library will engage with residents about the Claremont Open Access and the Outreach Vehicle projects. Engagement is slated to start mid-June and will use a new virtual engagement platform licensed by the City called Bang The Table. The City has also approved an engagement project for the City Centre development,

which will include the Library. M. Brenner added that the City Centre engagement project will be the first opportunity for residents to find out what is proposed for this project and for the City and Library to establish what residents would like to see.

In answer to a question about the City Centre engagement format J. Flowers advised that these details were still being developed but did suggest there would likely be engagement about both the overall project and the three separate facilities.

In answer to a question about the engagement for the Claremont Open Access project, J. Flowers explained that the survey will ask for postal codes so feedback received will be reviewed to ensure that information from north Pickering communities is clearly heard. Further to this project, it was asked if this project would be going ahead, regardless of input from community. J. Flowers noted that input from community is key to ensuring a successful launch and to support the community during its pilot phase.

In addressing a concern about a barrier to engagement in having to sign up on the Bang The Table engagement page on the City website, it was noted that local community groups will also be engaged for input. Councillor D. Pickles has provided contact information for the local Claremont Community Association. M. Brenner suggested that another group to reach out to would be Pickering Neighbours. S. Beckett and M. Brenner both have contact information for this group and will forward to J. Flowers.

### **5.2 Anti-Black Racism Working Group Update**

J. Flowers reported that the ABRWG has started meeting with library staff to discuss priorities and develop their workplan. C. Addo-Bekoe, Manager, People and Culture, met with the group in May and are scheduled to meet with Client Experience Managers next month.

Considering City Council approving remuneration for the City Anti-Black Racism Taskforce, J. Flowers discussed remuneration options for the Library's Working Group. A thorough and thoughtful discussion ensued.

There was concern expressed that offering remuneration or an honorarium could set a precedent for other groups and committees. It was agreed that remuneration or an honorarium should be considered a reasonable request for functional groups – such as ABRWG – who are selected for their expertise to complete specific tasks, in a specific timeframe. It was suggested that such parameters be outlined in a policy for future reference and guidance.

In answer to a question about why the proposal included payment of semi-annual amounts but not any extra remuneration for hourly work outside of meetings, it was explained that the expectation is that the workplan objectives and goals would be accomplished during the monthly meetings, without need for extra hours outside of meetings. In a question about semi-annual payments paid to any group members who may not attend all the meetings, it was explained that while the semi-annual payment schedule was designed to ease the administrative burden, it would be up to the ABRWG to determine if they want to adjust the payment based on meeting attendance.

In a question about adequate funding in the 2020 budget for remuneration this year, J. Flowers advised that there are available funds. Funds for remuneration would be included in future budgets.

S. Sheehy advised that Board approval for remuneration to the ABRWG members was not being requested at this meeting since it is difficult to assess and approve remuneration without a completed workplan. ABRWG has been asked to complete their workplan before the Board's June meeting so that the Board can review it and finalize the honorarium discussion at that time.

### **5.3 Membership Policy**

E. Bird explained that the Membership Policy included in the meeting package is a newly created policy, launched to coordinate with roll out of a new login process for public computers. It is a best practice for public libraries to have such a policy. Most of the content is not new; it is simply now gathered together in a policy statement that clients can access on the website.

In response to a question about non-resident fees being consistent with other jurisdictions, E. Bird confirmed that fees are consistent with other libraries and represent the approximate amount that a household in Pickering pays annually to support the Library.

## **6. Monitoring Reports – Executive Limitations**

### **6.1 EL #4 Staff Conduct**

R. Coelho confirmed that after meeting with J. Flowers to review the monitoring report on EL #4 Staff Conduct the policy is complete, comprehensive, and no additions are needed.

#### **Motion #21.32**

Moved by D. Sharma, Seconded by D. Barham **Motion THAT** the Board adopt Monitoring Report Executive Limitation EL #4 Staff Conduct as presented; and **THAT** the Board adopt Policy Executive Limitation EL #4 Staff Conduct as presented, the Policy being complete, sound and effective.

Carried

## **7. Board Committee Reports**

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

M. Anderson reported that committee has not met and there were no updates.

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

D. Sharma reported that the committee did not meet last month. A meeting is planned for June 1<sup>st</sup>. There was nothing further to report at this time.

### **7.3 Report of the Ends Ad Hoc Committee**

A. Maginley reported that the committee met last week. The Committee updated and reviewed the Ends document, making it more relevant and align more closely with the Strategic plan. He noted that a sixth End was added connected to inclusion and belonging, speaking to the work done in last year.

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Board Members were asked to email J. Flowers, copying A. Maginley, with comments or suggestions on the updated draft Ends document.

Next meeting for the committee will be held on June 10<sup>th</sup>, after which the committee plans to complete its work and make recommendations to the Board.

### 8. Governance

#### 8.1 PPL Board By-Laws Review

S. Sheehy reported that a copy of the by-laws with suggested changes denoted in red was sent to the Board via email prior to the meeting. The majority of the by-laws remained the same; some minor changes suggested were to allow meetings to be more inclusive, and relevant to current technology options (e.g., participating in virtual meetings).

#### **Motion #21.33**

Moved by R. Coelho, Seconded by D. Sharma **Motion THAT** the Pickering Public Library By-Laws be adopted as amended.

Carried.

### 9. Board Policy Review

9.1 EL Policy #10 Communication and Counsel to the Board will be discussed at the next Board meeting. All members to review prior to the next meeting. Discussion will be led by M. Fatema.

### 10. New Business

#### 10.1 Member Community Reports

D. Barham advised that she had questions about the Hiring Policy included in the Board package. It was noted that the policy had been approved as part of the consent agenda and, as a point of procedure, could not be pulled back now for discussion. It was suggested that concerns be forwarded to J. Flowers and, if needed, the policy will be added to the June meeting agenda for further discussion.

### 11. Confidential Matter

None.

### 12. Date of Next Meeting and Adjournment

The next Board meeting will be held on Thursday, June 17, 2021, at 7:00 pm as a virtual meeting.

#### **Motion #21.34**

Moved by M. Anderson, Seconded by R. Coelho **Motion THAT** the meeting be adjourned.  
Carried.

The meeting was adjourned at 8:56 pm.

Signature of Library CEO: \_\_\_\_\_ Date: \_\_\_\_\_

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Signature of Library Board Chair: \_\_\_\_\_ Date: \_\_\_\_\_

*Alternate formats available upon request.*

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