

# The City of Pickering Public Library Board Meeting Minutes

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Held: June 17, 2021

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

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

Absent: D. Barham, S. Beckett

Staff: J. Flowers – CEO, E. Bird – Director of Support Services, K. Williams – Director of Public Services, D. Mirams – Manager of Community Branches, S. Yung – Manager of Community Engagement and Marketing, E. Knox – Client Experience Specialist-Youth Programming, Brenda Gregory – Executive Assistant

Meeting Commencement Time: 7:06 pm

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## 1. Land Acknowledgement

S. Sheehy read the Land Acknowledgement Statement.

## 2. Public Delegations

There were no delegations.

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

No interest was declared.

### **Motion #21.35**

Moved by D. Sharma, Seconded by A. Maginley **Motion THAT** the Agenda be adopted as presented.

Carried.

## 4. Consent Agenda

### **4.3 Minutes of the Ad Hoc Ends Committee Meeting – May 20, 2021**

Error noted in 2<sup>nd</sup> bullet point under item 2. Corrected to read: “A. Maginley will provide a short report at the **June** Board meeting.”

### **4.6 Hiring Policy**

Removed from the consent agenda. Will be added to the September 23, 2021 Board meeting agenda.

**Motion #21.36**

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

Carried.

**5. Ends Discussion**

None.

**6. Staff Reports**

**6.1 Update on 2021 TD Summer Reading Club (SRC) and TGIS**

J. Flowers introduced D. Mirams (attending on behalf of B. Harron) and E. Knox, in attendance to speak about the TD Summer Reading Club and TGIS programs.

The background for each of the reading programs was given, followed by an update on plans for 2021. An overview and demonstration of a new product, Beanstack, that will be used to facilitate these two summer reading programs was provided.

In answer to a question regarding whether only library books would be counted in the program, E. Knox noted that the ultimate goal of these programs is to encourage any and all reading; it is not mandatory that books be borrowed from the Library, but it is encouraged.

The Board expressed their appreciation for the efforts made in bringing these programs to children and teens readers. D. Mirams and E. Knox departed the meeting at 7:40 pm.

**6.2 Anti-Black Racism Working Group Work Plan and Update**

S. Yung, staff liaison for the Anti-Black Racism Working Group ('ABRWG'), was in attendance to provide an overview of the ABRWG Work Plan, which captures the areas of focus and deliverables for each of the remaining 2021 ABRWG meetings.

**Motion #21.37**

Moved by D. Sharma, Seconded by M. Anderson **Motion THAT** the Board accept the Anti-Black Racism Working Group Work Plan as presented.

Carried.

J. Flowers noted that the last ABRWG meeting focused on completing their Work Plan, therefore the task of determining and finalizing the criteria for an honorarium was moved to the July ABRWG meeting.

Details and implications of an honorarium were discussed. It was clarified that the honorarium would be paid semi-annually, retroactive to January 2021 to honour the committee's work in 2021. First payment would be made once criteria are finalized. It was noted that granting an honorarium for the ABRWG would not necessarily require a similar approach for any other working groups; the Board will consider this matter in future when it arises.

**Motion #21.38**

Moved by M. Brenner, Seconded by I. Cumming **Motion** to approve an honorarium for 2021 for members of the PPL Anti-Black Racism Working Group. The honorarium will be limited to \$400 per 6 months for members who participate fully and would be reduced for members who are not able to participate fully. The Board directs that the criteria for partial and full participation be finalized between the Working Group and the CEO.  
Carried.

**6.3 Overdue Fines Update**

J. Flowers spoke to a report on overdue fines that was included in the Board package. The report was for information and a decision was not currently required. Further discussion will be undertaken at the September 2021 Board meeting as part of the 2022 operating budget process.

In answer to a question about being aware of any libraries that have gone fine free but reversed this decision later, J. Flowers replied that she was not aware of any but will investigate and report back in September.

It was noted that the steps for fine free implementation detailed in the report – which are included when communication is sent to clients with overdue materials – appeared to be the same as currently being practiced. E. Bird confirmed that there was no notable difference in the process however the timelines would be shortened.

The Board recalled receiving a summary report at a previous meeting that included metrics related to overdue materials and suggested an updated version of the summary report would be helpful. J. Flowers agreed and advised it would be updated and included in the September Board meeting package to help inform the budget discussions.

In answer to a question about why libraries were moving towards a fine free model, J. Flowers advised that this movement is connected to equity, in the interest of reducing barriers and providing more equitable library service. In a related question about why some libraries have only gone fine free for children and teens if equity is the driving force, J. Flowers explained that some libraries start with a partial approach for budgetary reasons.

**7. Monitoring Reports – Executive Limitations**

**7.1 EL #10 Communication and Counsel to the Board**

M. Fatema reported that she met with J. Flowers. She advised that all required activities have been completed, and that in her opinion the policy is complete and comprehensive.

**Motion #21.39**

Moved by M. Fatema, Seconded by D. Sharma **Motion THAT** the Board adopt Monitoring Report Executive Limitation #10 Communication and Counsel to the Board as presented; and **THAT** the Board adopt Policy Executive Limitation #10 Communication and Counsel to the Board as presented, the Policy being complete, sound and effective.

Carried

## 8. Board Committee Reports

### 8.1 Report of the Community Linkage Committee

The committee will resume as K. Williams has returned to work. K. Williams noted that she will be in touch with the committee members to develop a work plan for the summer. An update will be presented in September.

### 8.2 Report of the Board Building Committee

D. Sharma reported that the committee met on June 1, the minutes of which were included in the consent agenda.

Of note was the discussion held at the committee meeting on the need for the committee to develop a Pickering Public Library Facilities Master Plan. As this was outside the original mandate of the Building Committee, the committee recommended that the Board be asked to expand the mandate of the committee to include reviewing building related matters and passing on recommendations to the full Board as appropriate. This recommendation was approved by the Board with the adoption of the consent agenda (item 4.4).

### 8.3 Report of the Ends Ad Hoc Committee

A. Maginley reported that at the last committee meeting they reviewed and updated the draft Performance Measures and Targets associated with the second level Ends. A draft of the Ends document with updated performance measures and targets was sent separately to all Board members for their feedback before the meeting.

A. Maginley reviewed the updates with the Board, noting that the final version incorporated the feedback received from Board members.

In answer to a question regarding when the Ends will next be reviewed, S. Sheehy replied that targets would be reviewed annually as part of the CEO performance review. Additionally, the Global Ends Policy is reviewed annually.

The Board expressed their thanks to the Committee for the work completed and to A. Maginley for chairing the Committee. As the tasks of the Committee are now complete, the Ends Ad Hoc Committee is disbanded.

#### **Motion #21.40**

Moved by A. Maginley, Seconded by M. Brenner **Motion THAT** the Board accept the recommendations of the Report from the Ends Ad Hoc Committee as presented.  
Carried.

## 9. Board Policy Review

9.1 EL policies #5 Financial Planning and #6 Financial Conditions & Activities will be discussed at the next Board meeting. All members to review prior to the next meeting. As policies are related, discussion on both policies will be led by A. Maginley.

## 10. New Business

### 10.1 Member Community Reports

There were no member community reports.

**11. Confidential Matter**

None.

**12. Date of Next Meeting and Adjournment**

The next Board meeting will be held on Thursday, September 23, 2021, at 7:00 pm as a virtual meeting.

**Motion #21.41**

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

The meeting was adjourned at 8:39 pm.

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

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

*Alternate formats available upon request.*

Contact Kathy Williams at [kathywilliams@pickeringlibrary.ca](mailto:kathywilliams@pickeringlibrary.ca) or 905-831-6265, ext. 6251.