

# The City of Pickering Public Library Board Meeting Minutes

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Held: Thursday, September 23, 2021

Location: Virtual meeting

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

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

Absent: R. Coelho, D. Sharma

Staff: J. Flowers – CEO/Director of Public Libraries, E. Bird – Director of Support Services, K. Williams – Director of Public Services, Brenda Gregory – Executive Assistant

Meeting Commencement Time: 7:02 pm

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## 1. Approval of Agenda | Conflict of Interest Disclosure

Item #3 (Approval of Agenda/Conflict of Interest Disclosure) was moved to first item on agenda, to accommodate in-camera portion of meeting.

No disclosure of interest declared.

### **Motion #21.42**

Moved by M. Anderson, Seconded by M. Fatema **Motion THAT** the Agenda be adopted as amended.

Carried.

## 2. In-Camera Matters

### **Motion #21.43**

Moved by S. Beckett, Seconded by I. Cumming **Motion THAT** the Board move into closed session in accordance with the provisions of Section 16.1(4) of the *Ontario Libraries Act* and Section 2.9 of the Pickering Public Library Board By-laws, in that the matters to be discussed related to:

- d) Labour relations or employee negotiations

### 3. Public Delegations

None.

### 4. Consent Agenda

- 4.1 Minutes of the Ends ad hoc Committee – June 10, 2021
- 4.2 Minutes of the Previous Board Meeting – June 17, 2021
- 4.3 Library Information Update – September 2021
- 4.4 Anti-Black Racism Working Group Terms of Reference (Updated with Honorarium)
- 4.5 KPI Statistics Q1/Q2 2021
- 4.6 Financial Update as of June 30, 2021

#### **Motion #21.46**

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

Carried.

### 5. Ends Discussion

#### **5.1 2022 Budget Estimates**

E. Bird provided an overview of 2022 capital budget and a 4-year forecast. A separate capital budget overview for the proposed Seaton library was also provided.

E. Bird continued with an overview of the 2022 operating budget, highlighting budget items with planned increase/decrease from 2021 budget, revenue changes, and reserves. It was noted that we are still awaiting draft budgets from the City regarding utility, building maintenance, and insurance costs.

Next steps will be to submit the draft budget to the City, and preparation of the budget memo which will be included in the October Board meeting package.

In answer to a question about the cost of the Seaton Library design, E. Bird advised that this is the number that City Finance provided, noting that this number may include more than the design as it is a joint facility with the City and would likely be refined as we move closer to design phase. M. Brenner cautioned the Board that there is a good possibility the Seaton Library may be deferred as the City reexamines their capital infrastructure priorities in light of the pandemic and DC revenues, adding that numbers given by the City will be a moving target, as will the timelines.

In answer to a question about the budget including a line for vehicle repair and maintenance but no line for actual vehicle, E. Bird confirmed that while the outreach vehicle would be considered the property of PPL, for budgeting purposes all vehicles for all departments are consolidated within the City budget.

### 6. Staff Reports

#### **6.1 Report 03-21 2021 Budget Update**

J. Flowers advised that due to an oversight, the Board had not approved a motion to adopt the Council-approved budget (approved in March 2021). It was noted that the

approved budget was not materially different from the draft budget that the Board adopted in principle in October 2020.

**Motion #21.47**

Moved by M. Anderson, Seconded by A. Maginley **Motion THAT** the Board approve the 2021 Current & Capital Budget that was approved by The City of Pickering Council on March 22, 2021.

Carried.

**6.2 Telework Policy**

J. Flowers shared details of the new staff Telework Policy to come into effect October 12, 2021. This policy is similar to the policy developed by City counterparts.

**6.3 Fines and Fees**

As a continuation of written reports provided in earlier meetings, J. Flowers offered a verbal report on outcomes from fine-free libraries, the impact to PPL revenues, and statistics around cardholders.

In a follow up to a question at the June meeting regarding knowledge of libraries going fine-free then reversing that decision, J. Flowers found in her research that the Windsor Public Library went to a fine-free model about ten years ago but reversed the decision within two years in order to achieve a balanced budget.

In answer to a question about fees charged for lost or damaged books, J. Flowers advised that, in these cases, replacement fees will remain in place.

Appreciation was given to everyone for their feedback and contributions towards this discussion. Next steps, if 2022 Operating Budget approved, will be to launch a “Welcome Back” campaign in Q1 2022 once Council approves the 2022 budget. The Board expressed their enthusiasm for this campaign and the possibility of increasing card membership.

**Motion #21.48**

Moved by M. Brenner, Seconded by M. Fatema **Motion THAT** the Board direct staff to permanently eliminate all overdue fines and remove any income that would have been expected in the 2022 and future budgets.

Carried.

**6.4 City Centre Community Consultation**

J. Flowers provided an overview on the City Centre community engagement activities that occurred over the summer, focusing on the commonly heard positive feedback received, the top concerns about the design, and leading ideas suggested by the community.

J. Flowers also reviewed the financials related to the operating costs, technology, and equipment needs. These numbers are being reviewed by a cost consultant hired by the City. There has not been any response from the City with regards to the numbers

provided but it was noted that every effort has been made to ensure the budget is as complete as possible.

Endorsement from the Board for the financials was not asked for. The budget will allow for flexibility as to what options to include and the Board will be updated as the project progresses.

## **6.5 Claremont Extended Access**

E. Bird provided an update on the Claremont Extended Access project, specifically concerns expressed by City facilities staff regarding the lack of access to the public washrooms and risks associated with a staffless library. It has been suggested by City staff that an additional \$100,000 would be required in the capital budget to address these concerns if the service is implemented permanently.

In order to assess the viability of the Extended Access service, the planned pilot will have a library staff person on site during open hours, but not working front of house. This modification to the pilot will lower the risk level and lessen the concerns expressed by City staff. After the pilot concludes, a recommendation will be made as to whether to proceed with the largest infrastructure changes needed to make the Extended Access service permanent.

A suggestion from the Board was made, proposing the Library could use City facilities security staff – rather than library staff – to be onsite. This suggestion will be investigated.

In answer to a question about the hours the extended access would be operating, it was clarified that the Extended Access service was never intended to be 24/7; the Claremont Library would be open the same hours that closely match the Central Library.

In answer to a concern about what was communicated to the Claremont residents regarding the open hours, it was confirmed that this was always communicated as a pilot project.

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

### **7.1 EL #5 Financial Planning**

A. Maginley advised that he met with J. Flowers to discuss both EL #5 and EL #6. He noted that both are very straightforward.

With regards to EL #5, A. Maginley pointed out that the error in not approving the 2021 budget in a timely manner was addressed in the report, noting that lack of approval in a timely manner was not through the fault of the CEO.

#### **Motion #21.49**

Moved by A. Maginley, Seconded by M. Anderson **Motion THAT** the Board adopt Monitoring Report Executive Limitation EL #5 Financial Planning as presented; and **THAT** the Board adopt Policy Executive Limitation EL #5 Financial Planning as presented, the Policy being complete, sound and effective.

Carried.

## 7.2 EL #6 Financial Condition

A. Maginley noted that the audit schedule is a little behind schedule, due to Covid-19. He also highlighted that the adoption of the new financial system, SAP, will allow for more accurate financial controls, although there may be some growing pains learning the new system.

### **Motion #21.50**

Moved by A. Maginley, Seconded by M. Brenner **Motion THAT** the Board adopt Monitoring Report Executive Limitation EL #6 Financial Condition as presented; and **THAT** the Board adopt Policy Executive Limitation EL #6 Financial Condition as presented, the Policy being complete, sound and effective.

Carried.

## 8. Board Committee Reports

### 8.1 Report of the Community Linkage Committee

M. Anderson provided highlights from recently held meetings with the Welcome Centre and Durham Unemployment Centre representatives.

With regards to the future of the Linkage Committee, it has been recommended to pause activities until end of year with recommendations brought forward in 2022.

### 8.2 Report of the Board Building Committee

No report provided.

### 8.3 Report of the City of Pickering MOU Ad Hoc Committee

J. Flowers reported plans to initiate and conclude the MOU ad hoc committee this year. Two Board members – D. Sharma and D. Barham – will be participating in this committee and J. Flowers will reach out to R. Coelho seeking her interest in also participation.

## 9. Governance

### 9.1 A10 Hiring Policy

A10 Hiring Policy was updated in consideration of two concerns brought forward by D. Barham. Updates were noted in red on policy included in board package. Thanks was given to D. Barham for provided her professional HR expertise in the review of this policy.

### **Motion #21.51**

Moved by D. Barham, Seconded by A. Maginley **Motion THAT** the Board approve A10 Hiring Policy as amended.

Carried.

## 10. Board Policy Review

10.1 EL policy **EL #2 Treatment of Clients** will be discussed at the next Board meeting. All members to review prior to the next meeting. Discussion will be led by D. Sharma.

## 11. New Business

**11.1 Member Community Reports**

J. Flowers shared a letter received from the Pickering Caribbean Canadian Cultural Association (PCCCA). PCCCA is applying for a Trillium Grant to use for technology for black youth. As this aligns with the Library’s mission, M. Brenner suggested that a letter of endorsement for support of the grant application be written.

**Motion #21.52**

Moved by M. Brenner, Seconded by M. Fatema **Motion THAT** the Board direct the CEO to send a letter of endorsement on behalf of the Library and the Board.

Carried.

**12. Confidential Matter**

None.

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

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

**Motion #21.53**

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

Carried.

The meeting was adjourned at 9:15 pm.

Signature of Library CEO:

Date:

Signature of Library Board Chair:

Date: