

# The City of Pickering Public Library Board Meeting Minutes

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Held: Thursday, November 25, 2021

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

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

Absent: S. Beckett, M. Fatema

Guests: George Buckles – Principal, Thelma Sakamoto – Principal, twopointO partners inc.

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: 7:07 pm

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## 1. Public Delegations

None.

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

No interest was declared.

### Motion #21.62

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

Carried.

## 3. Board Education

### 3.1 City Centre Design Presentation

J. Flowers began the presentation by introducing G. Buckles and T. Sakamoto, Principals with twopointO partners inc., in attendance to support the presentation.

J. Flowers shared the latest version of the Library building design plans. Reviewing the plans floor by floor, J. Flowers highlighted the unique features and changes made to design since the plans were last presented to the Board. It was noted that many of these changes were made as a result of community engagement and meetings with staff.

A question-and-answer period ensued between Board members and G. Buckles, T. Sakamoto, and J. Flowers, regarding:

- The feature staircase and the new building code coming in 2022 requiring use of handrails on stairways exceeding 1.1 metres in width. Two proposed designs were shared with Board members. The recommendation was made to forward plans to the Accessibility Advisory Committee for their feedback;

## The City of Pickering Public Library Board Meeting Minutes

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- “The River” – a conveyor belt in floor to move materials – was not structurally or financially feasible so will not be included in design;
- The book sorter and whether it accepts all items and if it could be a noise issue for staff working in the area;
- The family washroom, specifically the privacy of the nursing room and accessibility needs in the toilet area; and
- The 2<sup>nd</sup> floor and 4<sup>th</sup> floor washrooms and confirming they are designed to be accessible and assigned as gender neutral.

G. Buckles and T. Sakamoto departed the meeting at 8:25 pm.

### 4. Consent Agenda

- 4.1 Minutes of the Previous Board Meeting – October 28, 2021
- 4.2 Minutes of the MOU Ad Hoc Committee Meeting – November 17, 2021
- 4.3 MOU Ad Hoc Committee Terms of Reference – November 17, 2021
- 4.4 Library Information Update – November 2021
- 4.5 Financial Update as of November 10, 2021

#### Motion #21.63

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

Carried.

### 5. Ends Discussion

None.

### 6. Staff Reports

#### 6.1 Anti-Black Racism Working Group Update

J. Flowers updated the Board on the recent activities of the Anti-Black Racism Working Group (“ABRWG”). She explained that the Group has just completed a list of recommendations for staff related to recruitment, staff training, and client experience. It was noted that the survey results were driving these recommendations, highlighting where improvements can be made. The Group has also started the 2022 ABRWG Work Plan.

A small youth committee, who will look at how the library can improve in the area of surveillance and security experienced by BIPOC youth while in the Library has been formed. Staff have already met with this group and will continue to engage the group in 2022.

The ABRWG Chair, Romina Diaz, has resigned due to new work commitments and a move out of Pickering. The Group will continue under the guidance of the Vice-Chair. The Group plans to discuss their recruitment process at their December meeting; recruitment for open positions will happen in early 2022.

## 6.2 Library on Wheels Project Update

J. Flowers updated the Board on the Library on Wheels project current online and in-person community engagement activities and the estimated timeline for the project. The goal is a September 2022 launch – a conservative guess to allow for current supply chain issues being experienced due to the pandemic. In answer to a question regarding the type of vehicle, J. Flowers indicated that the RFP was for a Mercedes-Benz Sprinter van.

## 7. Monitoring Reports – Executive Limitations

### 7.1 EL #7 Emergency Executive Succession

M. Anderson advised the Board that she met with J. Flowers, who confirmed her understanding of the process of executive succession. When asked about the rare and unlikely situation that the CEO, Director of Support Services, and Director of Public Services all became unavailable, J. Flowers indicated that she was confident the leadership team could step in. M. Anderson expressed her confidence that the Library is in compliance with this policy.

### Motion #21.64

Moved by D. Sharma, Seconded by A. Maginley **Motion THAT** the Board adopt Monitoring Report Executive Limitation EL #7 Emergency Executive Succession as presented; and **THAT** the Board adopt Policy Executive Limitation EL #7 Emergency Executive Succession as presented, the Policy being complete, sound and effective. Carried.

## 8. Board Committee Reports

### 8.1 Report of the Board Building Committee

None. See item 11.3 for details on plans for a December Committee meeting.

### 8.2 Report of the MOU Ad Hoc Committee

R. Coelho was introduced as the Chair of this new committee. R. Coelho reported that the inaugural meeting of this committee was held on November 17, 2021. The terms of reference were established, and both the meeting minutes and the Terms of Reference are included in the consent agenda. Future meetings will be held once per month, for the next 3 to 4 months, after which the committee will be disbanded.

## 9. Governance

None.

## 10. Board Policy Review

**10.1** Executive Limitations policy **EL #8 Asset Protection** will be discussed at the January 27, 2022 Board meeting. All members to review prior to this meeting. Discussion will be led by D. Barham.

## 11. New Business

### 11.1 Member Community Reports

No reports given.

### 11.2 Councillor Ian Cumming Memorial

The Board discussed possible memorial suggestions for remembering Councillor I. Cumming in the Library space. M. Brenner indicated that whatever the Board decides, it should be through the lens of I. Cumming as a PPL Board member, not a Member of

Council, as the City will be planning for that. It was also suggested that consideration be given to a memorial that could be moved to the City Centre Library. He also suggested that the PPL Board look to creating a naming rights policy for these circumstances. The memorial ideas will be reviewed and presented to the Board at the January meeting.

On a related noted, M. Brenner asked about a Member of Council taking the empty Library Board seat. J. Flowers advised that she had spoken with the City Clerk and, because there were other committees that Councillor Cumming served on, whomever would be appointed to take over the empty Council seat would also include appointment to these committees. J. Flowers suggested that M. Brenner follow up with the City Clerk.

### 11.3 December 16, 2021 Meeting Plans

S. Sheehy reminded the Board that the December Board meeting is generally a brief Board meeting, followed by an opportunity for Board members to get together. It was decided that an in-person meeting will be planned, followed by dinner at a local restaurant. Details will be forwarded along to Board members when known.

The opportunity for Board members to review the City Centre designs with the architect was offered. Due to the anticipated length of the presentation, and in the interest of keeping the December Board meeting brief, it was decided to schedule a Building Committee Meeting for this purpose. The meeting will be open to all Board members. Once a date is determined, an invitation will be sent.

### 11.4 2022 Board Meeting Format

J. Flowers advised that the results of the survey to determine preference amongst Board members for 2022 Board meeting format showed a continued preference for virtual meetings. It was decided that it was not necessary to plan for all of 2022; meetings will be held virtually for the first quarter and in March, that decision will be revisited.

### 11.5 Other

M. Brenner congratulated the City of Pickering who partnered with the Rotary Club of Pickering, Honouring Indigenous Peoples, and the Pickering Public Library for the informative and engaging virtual community screening of the Aboriginal Peoples Television Network's "First Contact" followed by a panel discussion with Indigenous Elders, Alice Williams and Anne Taylor. It was noted that this was a live streamed event but, at the request of the panel, was not filmed. However, the "First Contact" series is available online through TVO and APTN; a link will be sent to the Board members should they wish to view.

D. Sharma had a question about employee recognition, specifically what PPL does to formally recognize employees. Further comments were noted about recognition efforts from the point of view of the Board. J. Flowers will arrange for a presentation on this topic to be included as a Board Education item at the January Board meeting.

## 12. Confidential Matter

None.

## 13. Date of Next Meeting and Adjournment

The next **regular** Board meeting will be held on Thursday, January 27, 2022 at 7:00 pm as a virtual meeting.

**The City of Pickering Public Library Board Meeting Minutes**

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**Motion #21.65**

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

The meeting was adjourned at 9:16 pm.

Signature of Library CEO:

Date:

Signature of Library Board Chair:

Date