

The City of Pickering Public Library Board Meeting Minutes

Held: January 27, 2022

Location: Virtual meeting
www.pickeringlibrary.ca/board

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

Absent: M. Fatema

Staff: J. Flowers – CEO/Director of Public Libraries, E. Bird – Director of Support Services, K. Williams – Director of Public Services, S. Yung, Manager of Community Engagement & Marketing, B. Gregory – Executive Assistant

Meeting Commencement Time: 7:05 pm

1. Approval of Agenda, Conflict of Interest Disclosure

No interest was declared.

Motion #22.01

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

Carried.

Motion #22.02

Moved by D. Sharma, Seconded by M. Brenner **Motion THAT** The Board move into a 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 personnel matters about an identifiable individual.

Carried.

2. In Camera Matter

2.1 CEO Evaluation

This portion of the meeting was closed to the public. Refer to the confidential In-Camera meeting minutes for further information. [City Clerk has custody and control of the In Camera minutes.]

Motion #22.03

Moved by S. Beckett, Seconded by D. Sharma **Motion THAT** The Board rise from the closed session.

Carried.

S. Sheehy advised that during the closed portion of the meeting, the Board discussed the CEO evaluation. No decision was made, and the CEO evaluation was tabled for further discussion.

Regular meeting resumed 7:48 pm.

3. Indigenous Land Acknowledgement Statement

S. Sheehy read the Indigenous Land Acknowledgement Statement.

4. Public Delegations

See item 6.1 below. No other members of the public in attendance.

5. Consent Agenda

5.1 Minutes of the Previous Board Meeting – November 25, 2021

5.2 Library Information Update – January 2022

5.3 Minutes of the Anti-Black Racism Working Group Meeting – January 12, 2022

5.4 2022 Annual Board Calendar

5.5 2021 KPI Statistics

Motion #22.04

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

Carried.

6. Presentation

6.1 Stephen Linton, Chair

Anti-Black Racism Working Group

Re: ABRWG 2021 Recommendations & 2022 Work Plan

Stephen Linton, Chair of the Anti-Black Racism Working Group (“ABRWG”) was in attendance to present the Board with the ABRWG 2021 Recommendations and the ABRWG 2022 Work Plan. Also in attendance was ABRWG members Charmain Brown and Samantha Adebisi, and S. Yung, Staff Liaison for the ABRWG.

Mr. Linton began his presentation with the reading of the ABRWG Ancestral Land Acknowledgement. He proceeded to provide the Board with an overview and the intent behind the recommendations and work plan.

In answer to a concern expressed about ensuring equitable representation from all Black communities, S. Yung advised that there are minimum eligibility requirements to participate in the working group and there are additional opportunities to voluntarily share identity details during the expression of interest process, adding that the Community Panel guides the interview process for new members and ultimately can only connect with as diverse as a group that comes forward. It was noted that the group, as currently formed, is very open to evolving and is on a learning journey to diversify the group. They have talked about missing voices at the table and parts of the community that are not being heard. If needed, a subcommittee would be struck to address this issue. For example, a youth subcommittee has been created to generate input from local youth. S. Linton added that at the meetings, group members have spoken about lived experiences and shared best practices and learning.

In answer to a question regarding how many new members are being sought out for the working group, S. Yung advised that the group is looking for three to five more members.

Currently the group has five members but should include eight to ten members, as per their Terms of Reference.

In answer to a question regarding the timelines, S. Linton noted that the timelines are outlined in the documents and were decided upon based on time-sensitive opportunities, to ensure accountability, and that deliverables would be relevant. S. Yung added that some of the recommendations have accountability placeholders, and the group will be working towards determining these additional timelines and action items.

The Board expressed concern regarding the actionable goals and measures of success regarding the enhancement of the PPL's new hire interviewing process as outlined in the 2021 Recommendations. It was suggested that such goals and actions could create an inequity in applicants, favouring applicants that have had benefit of EDI training. C. Brown clarified that intent behind these actionable goals was to ensure that applicants have some sort of vocabulary around the issues and can articulate it through lived experiences, not simply having participated in EDI training. S. Linton added that such measures do not mean applicants have to be from a racialized community or of a certain age and are in place to ensure that staff serving our community can apply an empathetic lens.

In answer to a question about how to move forward working with the municipality and Pickering as a whole, S. Yung indicated that these are preliminary steps built into the work plan for this year. Recommendations arose from direct meetings with People & Culture and Client Experience staff and engagement continues to ensure that the conversation is not stuck in a silo. S. Yung cited the recommendations around the next security guard RFP as an example of bridging into a bigger picture with the City of Pickering; as well, the group is working with the broader Durham community and other Durham libraries so that the learning and sharing of best practices continues.

In reply to a question about baseline EDI scores and measure at PPL, S. Yung advised that this was part of the conversations at the group but as race-based data is not currently collected at PPL, the group chose different attainable measures of success.

The Board expressed their gratitude for the commitment and work done this year by the Anti-Black Racism Working Group.

Motion #22.05

Moved by D. Sharma, Seconded by R. Coelho **Motion THAT** accept the Anti-Black Racism Working Group 2021 Recommendations & 2022 Work Plan as presented.
Carried.

7. Correspondence

7.1 S. Cassel, City Clerk

City of Pickering

Re: Direction as per Minutes of the Meeting of City Council Held on December 13, 2021

Motion #22.06

Moved by S. Sheehy, Seconded by D. Sharma **Motion THAT** correspondence from Susan Cassel, City Clerk, City of Pickering, dated December 17, 2021 regarding Direction

as per Minutes of the Meeting of City Council held on December 13, 2021 be received for information by the Board.

Carried.

8. Ends Discussion

8.1 EP 1 Global Ends

J. Flowers provided an overview of the highlights and activities from 2021 related to the secondary Board Ends.

In answer to a question about the continuation of the phone calls to seniors' project, J. Flowers stated that the relationship between the library and clients was very important. Feedback from the seniors was very positive and while a similar campaign is not likely this year, PPL is working on a project this year to create customer service standards based on establishing connections with clients.

Motion #22.07

Moved by S. Sheehy, Seconded by D. Sharma **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.

9. Staff Reports

9.1 2022 Staff Work Plan

J. Flowers provided a verbal update on the staff 2022 work plan developed by the leadership team. The work plan was developed in alignment with the Board Ends and a few projects that aligned with each of the Board Ends were highlighted.

10. Monitoring Reports – Executive Limitations

10.1 EL 8 Asset Protection

D. Barham reported that she met with J. Flowers to discuss the EL 8 Asset Protection policy and monitoring report. They spoke of the importance of the CEO protecting the library's assets and ensuring there is no unnecessary risk. After reviewing, D. Barham reported that she feels confident that the policy is in good standing and that good care of PPL assets is being taken.

Motion #22.08

Moved by D. Barham, Seconded by R. Coelho **Motion THAT** the Board adopt Executive Limitation 8 Asset Protection Monitoring Report as presented; and **THAT** the Board adopt Executive Limitation 8 Asset Protection Policy as presented, the Policy being complete, sound and effective.

Carried.

11. Board Committee Reports

11.1 Report of the Community Linkage Committee

No report was provided as this committee is still on hiatus. K. Williams noted that she would be retiring in April and that fact combined with the ongoing challenges in connecting with the community during the pandemic, the committee will remain in hiatus at this time. It is expected that the committee will reconvene later this year.

11.2 Report of the Board Building Committee

D. Sharma reported that the Committee met in December for a presentation by the architects of the City Centre project which was open to all Board members. He remarked that it was a very detailed presentation, proceeding floor by floor and included answers to questions from Board members. Minutes for this committee meeting will be included in the February Board meeting package.

In answer to a question about the results of the City Centre library plans discussion with the Accessibility Advisory Committee, J. Flowers reported that there were comments and concerns received related to the feature staircase banister which were taken back to the architect. No resolution has been received yet as the architects are still actively working on designs.

It was suggested that the Building committee meet towards the end of February to receive an update on the progress of the project and to share further details.

11.3 Report of the MOU ad hoc Committee

R. Coelho began by thanking J. Flowers and E. Bird for all their hard work on the MOU documents and then proceeded to providing an overview of the general agreement and the five schedules.

If Board members have any comments about the documents, they are asked to submit those comments to J. Flowers by February 9, 2022. The committee will then meet to review and finalize the draft MOU. The documents will then be submitted to the CAO for her review.

M. Brenner thanked the committee for their work. He commented that it would be likely that the document would be reviewed by the city solicitor to ensure that the City's interests are protected and enquired about the library doing the same through their own lawyer.

12. Governance

None.

13. Board Policy Review

13.1 EL 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 S. Beckett.

14. New Business

14.1 Member Community Reports

S. Butt, as Ward 3 Councillor, reported that Claremont community members have expressed some concerns to him with the library services in their community and wondered what we can be done to improve services considering the new, younger community moving in and need for programs for seniors and children. J. Flowers replied that it was important to get staff and community talking and the upcoming Claremont Library Extended Access pilot was a good opportunity to do some engagement and hear more about the community needs. Engagement will be planned for the spring of this year.

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E. Bird agreed that this was a realistic timeline and works with the Extended Access project timelines. J. Flowers and E. Bird will liaise with S. Butt.

Related to the above, M. Brenner reminded the Board that in the past, Board meetings were moved to different branches to encourage engagement of local community groups physically located in library catchment areas and suggested this be considered for future meeting planning. J. Flowers will take suggestion and discuss with the library team on a future plan.

D. Sharma enquired about the request made at the November 2021 Board meeting to have an update about employee recognition at PPL. J. Flowers advised that the Library's Manager of People and Culture will attend the February 2022 meeting to provide an update.

14.2 Councillor Ian Cumming Memorial

E. Bird spoke to a memorial in the library for Councillor Cumming. Noting that Councillor Cumming was a big fan of the popular new fiction collection, it was proposed that the old acrylic book display in the lobby at Central be removed and replaced with attractive, well-lit new shelving. A plaque would be installed beside the shelving dedicating the area to Councillor Cumming. Timelines to be determined but once installed, the Board and family of Councillor Cumming will be invited to join in the unveiling.

In a question about moving the memorial to the new library space, E. Bird reported that there was no specific plan to do so but it would be considered as part of the planning for the City Centre Library.

15. Confidential Matter

None

16. Date of Next Meeting and Adjournment

The next Board meeting will be held on Thursday, February 24, 2022 at 7:00 pm as a virtual meeting.

Motion #22.09

Moved by M. Brenner, Seconded by D. Barham **Motion THAT** the meeting be adjourned.
Carried.

The meeting was adjourned at 9:31 pm.

Signature of Library CEO:

Date:

Signature of Library Board Chair:

Date