

The City of Pickering Public Library Board Meeting Minutes

Held: Thursday, February 24, 2022

Location: Virtual meeting
www.pickeringlibrary.ca/board

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

Absent: D. Barham, M. Fatema

Staff: J. Flowers – CEO/Director of Public Libraries, E. Bird – Director of Support Services, K. Williams – Director of Public Services, C. Addo-Bekoe, Manager of People & Culture, B. Gregory – Executive Assistant

Meeting Commencement Time: 7:04 pm

1. Public Delegations

None.

2. Approval of Agenda, Conflict of Interest Disclosure

No interest was declared.

Motion #22.14

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

Carried.

3. Consent Agenda

3.1 Minutes of the Board Building Committee Meeting – December 7, 2021

3.4 Library Information Update – February 2022

Items 3.2 and 3.3 were removed from the Consent Agenda. (The confidential minutes from the January 27, 2022 Regular Board Meeting and the February 10, 2022 Special Board Meeting were not provided to the Board Members prior to the meeting and will be added to the March Board package.)

Motion #22.15

Moved by D. Sharma, Seconded by M. Brenner **Motion THAT** the items on the Consent Agenda be approved, as amended.

Carried.

4. Ratification of In-Camera Motion

4.1 Motion 22.11 – February 10, 2022 Special Board Meeting

Motion #22.16

Moved by M. Brenner, Seconded by S. Butt **Motion THAT** the Board ratify Motion 22.11 passed in-camera at the Special Board Meeting held on February 10, 2022.

5. Ends Discussion

None.

6. Staff Reports

6.1 Employee Recognition

C. Addo-Bekoe, Manager of People & Culture, provided an overview of employee recognition at PPL. Presentation included past and present recognition initiatives such as formal recognition, “in-time” recognition, retirements, service awards, and the annual celebration event.

In answer to a question about families attending the annual celebration event, C. Addo-Bekoe advised that the event was planned for staff only.

In answer to a question about the Values Wall of Fame being posted on the PPL website, C. Addo-Bekoe confirmed that it is posted to the PPL intranet (SharePoint) site and offered to send a link to the Board Members if they were interested in viewing.

Lastly, in answer to a question about recognizing long serving employees, C. Addo-Bekoe indicated that retirees were invited to the annual celebration event, and monetary gifts were given. She added that departments usually organize a farewell event that could include a card or gift from the department. As a related activity, J. Flowers has begun the practice of sending emails to all staff when recognizing staff achievements, promotions, and departures.

6.2 Report 01-22 ILS Database Account Maintenance 2022

E. Bird presented the first database account maintenance report based on the recommendations of Report 05-21 presented at the October 28, 2021 Board meeting.

E. Bird explained that account balances were expunged at the end of 2021 based on criteria outlined in Report 05-21. In answer to a question about the length of time since this process had last been completed, E. Bird noted that the lack of an ongoing annual process resulted in significant amounts being expunged in this first year. Going forward, maintenance will occur on an annual basis and a report will be submitted to the Board with the total amount expunged.

6.3 Anti-Black Racism Working Group Update

J. Flowers highlighted some of the discussion items and updates from the minutes of the last ABRWG meeting which were included in the package. To allow the Board to become familiar with the activities of the ABRWG, J. Flowers noted that the most recent set of the ABRWG minutes would be included in the Board package going forward. J. Flowers advised that she would be happy to answer any questions arising from these minutes or, if unable to provide an answer, will bring the questions forward to S. Yung, staff liaison for the ABRWG.

With regards to the recruitment of new members, it was noted that the need for new members was largely due to members no longer eligible to volunteer usually because they moved out of Pickering. In reply to a concern expressed by Councillors Brenner and Butt about why people moving out of the area, J. Flowers advised that this was not investigated as part of a wider trend.

In answer to a question about the Black History Month events and if they were initiated by the Library or ABRWG, J. Flowers indicated that programs were initiated and run by PPL staff or community partners, adding that the ABRWG will be looking at programs and events in 2022 and there maybe ideas that come out of that review for next year.

R. Coelho enquired about the concern raised in item 6 of the ABRWG minutes regarding the Board making a motion to accept the 2021 Recommendations and 2022 Work Plan and what would happen if the Board had not accepted the documents. J. Flowers specified that the motion was to accept – not approve – the recommendations and work plan; the presentation by the ABRWG Chair at the Board meeting provided the opportunity for direct communication between the Board and the ABRWG. She added that the intent is for an arm's length relationship between the Board and the ABRWG and the Group has autonomy over their work plan, with S. Yung in place to ensure that plans are feasible, and that the Group has access to the information and context needed to make recommendations appropriate for the library.

6.4 2022 Budget Update

J. Flowers provided an overview of the draft budget document scheduled to go before Council on March 17 and 18. She noted that there were some minor changes to the document since last presented to the Board in the fall of 2021.

In answer to a question regarding the cost of the Clarendon washroom upgrades being shared with the community, J. Flowers noted that the library is applying for a grant to cover these costs. J. Flowers added that if the Library was not successful in obtaining the grant, the costs would be requested in next year's budget.

In answer to a question regarding any changes to the budget to reflect increased costs due to Ontario reopening post-pandemic, J. Flowers indicated that forecasting for Covid-related costs was completed. These costs will be tracked in a separate account.

Monitoring Reports – Executive Limitations

6.5 EL 03 Staff Treatment

S. Beckett reported that he met with J. Flowers to discuss the EL 03 Staff Treatment policy and monitoring report. He indicated his satisfaction that both were suitably discharged.

Motion #22.17

Moved by S. Beckett, Seconded by D. Sharma **Motion THAT** the Board adopt Executive Limitation 03 Staff Treatment Monitoring Report as presented; and **THAT** the Board adopt Executive Limitation Policy 03 Staff Treatment as presented, the Policy being complete, sound, and effective.
Carried.

7. Board Committee Reports

7.1 Report of the Board Building Committee

D. Sharma reported that no committee meeting had been held. Next meeting is planned for March 10, 2022 at which an update on the City Centre project will be provided.

It was noted that a Special Council Meeting was scheduled for Monday, February 28, 2022. The purpose of meeting was to provide Members of Council and the public the opportunity to hear from the architects regarding the entire City Centre project. Meeting is for educational purposes only and no decisions will be made. J. Flowers to send the link to Board Members should they wish to virtually attend the meeting. The meeting will also be recorded and can be viewed later on the City's YouTube channel.

7.2 Report of the MOU Ad Hoc Committee

R. Coelho reported that no feedback was received on the draft MOU documents included in the meeting package. She attributed this to all the hard work done on this file by J. Flowers and E. Bird.

A draft is being finalized and will be brought forward to the City's CAO and each of the City departments for review and feedback. Once all feedback has been collected, document will go before Council. The intent is to have it ready for presentation to the current Council.

8. Governance

None.

9. Board Policy Review

9.1 Executive Limitation Policy 09 Compensation & Benefits will be discussed at the next Board meeting. All members to review prior to the next meeting. Discussion will be led by R. Coelho.

10. New Business

10.1 Member Community Reports

M. Anderson reported that she will be a judge in the upcoming Science Fair being held at the Library.

R. Coelho reported that she attended the 5MFF event celebrating Black History Month and found it to be a very interesting and informative event.

S. Sheehy reported that a new board member will be recruited and has been discussing with J. Flowers plans for holding an open house for anyone interested in joining the Board. Session will be held on March 9, 2022; if any Board members are available to attend, they are asked to let J. Flowers know.

D. Sharma raised the Russian invasion of Ukraine. He wondered how the Library can provide support to our local Ukrainian community. S. Sheehy suggested a statement of solidarity could be used. It was decided to table this to the March meeting.

10.2 Board Committee – CEO Annual Evaluation

S. Sheehy advised that it has been decided to strike a CEO Evaluation Committee. Committee would include the Chair, Vice-Chair, and one other Board Member. Tasks

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would include a mid-year check-in with the CEO on progress towards targets and, towards end of year, the committee would meet to collect feedback from Board members and prepare the final evaluation for presentation to the CEO for signature and Board for approval. Board Members interested in joining this committee were asked to send an email to S. Sheehy.

10.3 Format of Board Meetings

S. Sheehy reminded Board Members that before Christmas a survey was distributed to Board Members about the format of meetings in 2022. Given the results, it was determined to hold meetings virtually for first quarter, then revisit.

Another survey to determine the preference for meeting formats for April and onwards has been created. Discussion was held about the meeting format plans for Council and other Library Boards, and what PPL Board By-laws state regarding meeting formats. E. Bird confirmed that the PPL By-Laws allow for Board Members to join in any format as long as it permits two-way communication. There was also some concern that if Board was to meet in-person, where would meetings be held considering the boardroom is currently being used for other purposes.

Board Members were asked to complete the survey so that all concerns and questions could be discussed at the March meeting. A Copy of the survey link was posted to the meeting chat; and B. Gregory will send out the link via email.

On a related note, a question was asked about the Library's opening requirements, specifically vaccine passports, capacity limits, and masks mandates, due to the lifting of public health measures on March 1, 2022. J. Flowers advised that the City, and the Library, will continue to follow government guidelines and use of telework agreements. It was requested that at the March meeting information be provided to evaluate client and staff reactions once public health measures are lifted.

11. Confidential Matter

None.

12. Date of Next Meeting and Adjournment

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

Motion #22.18

Moved by R. Coelho, Seconded by A. Maginley **Motion THAT** the meeting be adjourned.
Carried.

The meeting was adjourned at 8:38 pm.

Signature of Library CEO:

Date:

Signature of Library Board Chair:

Date: