

1. Public Delegations

(Public attendance registration not required – refer to [By-laws pgs 6-7](#))

**2. Approval of Agenda
Conflict of Interest Disclosure**

Chair

MOTION
to Approve

3. Presentations

- 3.1** S. Douglas-Murray, Director, Community Services, City of Pickering
Community Services Update

4. Consent Agenda

Chair

MOTION
to Approve

- 4.1** Confidential Minutes of the Closed
Session – January 27, 2022 Board
Meeting [Provided under separate
cover] **Pg 1**

- 4.2** Confidential Minutes of the Special
Board Meeting – February 10, 2022
[Provided under separate cover] **Pg 7**

- 4.3** Minutes of the Regular Board Meeting
– February 24, 2022 **Pg 8**

- 4.4** Minutes of the Building Committee
Meeting – March 10, 2022 **Pg 13**

- 4.5** Library Information Update – March
2022 **Pg 15**

- 4.6** 2021 Q4 Financial Review (Interim) **Pg 18**

- 4.7** 2020 Audited Financial Statements
[provided under separate cover]

- 4.8** 2021 Security Review **Pg 21**

5. Correspondence

- 5.1** F. Lamanna, Clerk/Deputy CAO
The Township of Brock
March 8, 2022
Re: Support Public Libraries –
Equitable Access to Digital Content

Pg 23

Chair

MOTION
to Receive
for
Information

6. Ends Discussion

None

7. Staff Reports

- | | | | |
|-----|--|---------------|-------------|
| 7.1 | Anti-Black Racism Working Group Update [Minutes of the March 9, 2022 ABRWG meeting attached – Pg 29] | Verbal Update | J. Flowers |
| 7.2 | Impact of Pandemic Restrictions Easing | Verbal Update | K. Williams |

8. Monitoring Reports – Executive Limitations

- | | | | | |
|-----|-------------------------------|--------------|-----------|-----------------|
| 8.1 | EL 09 Compensation & Benefits | Pg 32 | R. Coelho | MOTION to Adopt |
|-----|-------------------------------|--------------|-----------|-----------------|

9. Board Committee Reports

- | | | | |
|-----|--|---------------|-----------|
| 9.1 | Report of the Board Building Committee | Verbal Update | D. Sharma |
| 9.2 | Report of the MOU Ad Hoc Committee | Verbal Update | R. Coelho |

10. Governance

None

11. Board Policy Review

- 11.1 The following EL Policy will be discussed at the next Board meeting. All members to review prior to the next meeting.
[EL 01 General Executive Constraint](#) M. Fatemah

12. New Business

- | | | | |
|------|--------------------------------------|---------------|------------|
| 12.1 | Member Community Reports | | |
| 12.2 | Board Resignation | Verbal Update | S. Sheehy |
| 12.3 | Board Vacancy Information Session | Verbal Update | S. Sheehy |
| 12.4 | Support for Ukraine | Verbal Update | J. Flowers |
| 12.5 | Format of Future 2022 Board Meetings | | S. Sheehy |

13. Confidential Matter

None

14. Adjournment

Chair	MOTION to Adjourn
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Next Meeting:

To be Held: April 28, 2022, 7:00 pm
 Location: To be determined

Preliminary List of Motions

Item # Motion

- 2.** THAT the items in the Agenda be approved as presented/amended.
- 4.** THAT the items in the Consent Agenda be approved as presented/amended.
- 5.1** THAT the letter received from the F. Lamanna, Clerk/Deputy CAO, The Township of Brock dated March 8, 2022 regarding Support Public Libraries – Equitable Access to Digital Content be received for information.
- 8.1** THAT the Board adopt Monitoring Report EL 09 Compensation & Benefits as presented; and THAT the Board adopt Policy EL 09 Compensation & Benefits as presented/amended, the Policy being complete, sound, and effective.
- 14.** THAT the meeting be adjourned.

The City of Pickering Public Library Board

DRAFT 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 Adebiyi, 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.

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

The City of Pickering Public Library Board

DRAFT Public Special Meeting Minutes

Held: February 10, 2022

Location: Virtual meeting

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

Absent: M. Anderson, D. Barham, S. Beckett

Meeting Commencement Time: 7:10 pm

1. Disclosure of Interest

No interest declared.

Motion #22.10

Moved by D. Sharma, Seconded by R. Coelho 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 personnel matters about an identifiable individual.

Carried.

2. Confidential Matters

2.1 CEO Evaluation

This meeting was a continuation of the in-camera session held at the start of the January 27, 2022 Regular Board Meeting and was closed to the public and library staff. A detailed discussion period ensued. Refer to the in-camera minutes. [City Clerk has custody and control of the In Camera minutes.]

Motion #22.12

Moved by D. Sharma Seconded by A. Maginley Motion **THAT** the Board rise from the closed session of the Special Meeting of the Pickering Public Library Board.

Carried.

3. Adjournment

Motion #22.13

Moved by M. Brenner Seconded by D. Sharma Motion **THAT** the meeting be adjourned.

Carried.

The meeting was adjourned at 8:40 pm.

Signature of Library Board Chair:

Date:

The City of Pickering Public Library Board

DRAFT 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 Claremont 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

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:

The City of Pickering Public Library Board Building Committee

DRAFT Meeting Minutes

A Building Projects folder is in SharePoint "Documents"

<https://pickeringpl.sharepoint.com/:f:/r/sites/LibraryBoard2/Shared%20Documents/Building%20Projects?csf=1&web=1&e=kE0b3h>

Held: Thursday, March 10, 2022

Location: Virtual

Committee Attendees: Councillor M. Brenner, D. Sharma (Chair)

Absent: S. Beckett, Councillor S. Butt

Board Visitors:

Visitors:

Staff: J. Flowers – CEO/Director of Public Libraries, B. Gregory – Executive Assistant
(notetaker)

Meeting Commencement Time: 6:35 pm

1. Debrief of the Pickering City Centre Project Design Presentation held on February 28, 2022

D. Sharma noted that having had an opportunity to review the City Centre Library designs many times and the floor-by-floor presentations by the architects, it was interesting to hear the post-presentation questions that came up from the Councillors and the public.

D. Sharma mentioned that in answering a question raised about the energy-saving aspects of the project, the architects did not provide a more comprehensive view of considered energy-saving options or components. He wasn't sure if there was a report from the consultants which outlined the energy saving components for the buildings. M. Brenner had similar questions about performance standards regarding energy savings; he advised that he would look for that information and pass it along.

J. Flowers noted that she was pleased to see a broader range of colours used for the furniture shown in the renderings. She also mentioned decisions regarding furniture, fixtures, and equipment (FF&E) would be made closer to the opening date to ensure product availability. She also noted that FF&E selections would be informed by consultation with the community.

In answer to a question about the need for a book drop off in the underground garage, J. Flowers mentioned that the automated materials handling system would be easy to access next

to the client elevators on the ground level. There will also be short term parking outside of main doors to allow a quick stop to return items next to the ground floor entrance.

M. Brenner shared his thoughts on the anticipated timelines of the project and noted that it would likely come down to the timing of the financing. He added that once Council approves the tender, the plan for debt financing, and the management contract, the project will go ahead. M. Brenner offered to update the PPL Board on results from budget meetings.

J. Flowers expressed her gratitude to the committee for their commitment to their project over the years and highlighted that the building's designs incorporate input from the community, Board, stakeholders, and library staff. Everyone was comfortable with the designs, adding that the library presentation by the architects seemed much more thorough than the others. This was attributed to all the feedback and input provided.

Next meeting not yet scheduled.
The meeting was adjourned at 7:10 pm.

Board End: Lifelong Learning

Technology Workshops

Last month, library staff hosted 14 participants in a “Coding: Intro to JavaScript” workshop. Participants learned the basics of creating simple JavaScript code and syntax by creating a simple calculator app and a photo carousel. Staff also hosted 13 participants in the “Editing Photos with Photoshop” workshop where clients learned how to crop photos, correct colours, and repair rips and tears on very old photographs.

Board End: Inclusive and Welcoming Public Facilities & Virtual Spaces

Maker Space Update

On April 11th, the library will expand the hours of operation for the Maker Space. Clients will now be able to book appointments Monday to Friday with 4-hour blocks offered each day.

Board End: High Quality, Efficient, and Cost-Effective Library Services

Pickering/Ajax Science Fair



On Saturday, March 5th, staff from Pickering and Ajax Public Libraries hosted 18 participants in the Pickering/Ajax Science Fair. Some of the science projects included LEGO tower stability in earthquakes, vegetable potato clock, and wastewater to hydrogen conversion. All participants received a goodie bag and a certificate in honour of their pursuit of scientific knowledge and research. Here’s our first prize winner (Katelyn R) who won gold in the primary division for her “Can Static Electricity Light Up a Light Bulb” project!

UTSC Bio-On-The-Go Workshops

Over the last 4 years, the Pickering Public Library has hosted students from the University of Toronto’s Scarborough’s Biology department to present their Bio-On-The-Go workshops to a diverse array of attendees. This partnership allows the students to present the final projects of their course as workshops for library clients. This year, the library hosted 2 groups, one on March 14th for Teens focused on Sexual Health and another on March 30th for Seniors focused on Gut Healthy and Diet.

Board End: Supporting Financial, Physical, Social, and Mental Well-Being

Carea Community Health Centre – On-Site Outreach

Carea returned to the Library for the first time since the pandemic began. Their health promotion outreach team spent two afternoons at the Central Library and at the George Ashe Library, helping clients book vaccine appointments, and offering COVID-19 wrap-around supports and resources. They also brought free COVID-19 rapid test kits to give away to clients. Over 100 tests were distributed!

Rapid Tests and Masks from Red Cross

The Canadian Red Cross has approved the Library's application to receive COVID-19 rapid test kits and KN95 masks to be distributed for free to staff and clients. Delivery is expected by the end of March and plans have been made to effectively distribute these items at the Central Library.

Tax Clinics

The Library is hosting a virtual Tax Clinic on April 2nd. Clients will be able to come into the Library to use a library workstation to meet virtually with a volunteer through the Community Volunteer Income Tax Program (CVITP). There are currently four volunteers assisting with the program who will be able to offer a total of 24 appointments to support clients with low-income. 20 of the appointments have already been booked, and it is anticipated that the remaining spots will fill up quickly, as the Tax Clinic is always a popular program.

Pop-up Vaccine Clinics

Durham Public Health will be offering two Covid-19 Immunization Clinics at the Library. The clinics will take place in the Central Library auditorium on Friday, March 25th from 2:30-6:00 pm and in the George Ashe Library quiet study room on Saturday, March 26th from 1:00-4:30 pm. Pfizer, Moderna, and Pediatric Pfizer vaccines will be available.

Board End: Championing Inclusion and Belonging

Black History Trivia – Teens

As part of Black History Month, teens participated in a trivia event about Black history and its significance in Canadian history. The five participants were awarded book prizes written by authors who identify as Black.

Anti-Black Racism Working Group (ABRWG)

We are excited to share that the ABRWG Community Panel, with the input of the ABRWG Chair, Stephen, have appointed 5 new community members to the ABRWG. All five selected volunteers accepted and attended their first meeting on March 9th. The new volunteer members are:

- Marsha Hinds-Layne
- Romina Diaz
- Shaibu Gariba
- Titi Katibi
- Teronie Donaldson

The Library and the ABRWG are grateful to members of the Community Panel for their time and commitment to the interviews.

Anti-Islamophobia & Countering Cyberhate Workshop

On March 15th, the Library partnered with The Canadian Council of Muslim Women (CCMW) for a powerful, virtual anti-racism workshop on anti-Islamophobia and countering cyberhate. The event was shared with libraries across Ontario, and 58 clients attended the event.

Supporting Organizational Excellence

HR Support

As part of the merger between the Library's HR team with the City of Pickering's HR department – which was paused due to the pandemic – a new staffing model has been implemented that will see a change to the HR Associate role assigned to the Library. Previously, the HR Associate was a generalist accountable for broad range of tasks in all the HR subject areas. Going forward, this position will be part of a team of other HR Associates at the City – each with an area of specialty – who will work with the Library on ongoing recruitment and other HR matters (benefits, OMERS, WSIB, etc.). The Manager of People and Culture position will remain unchanged and will continue to be strongly connected to the Library's leadership team.

Extended Hours

The Library is continuing to extend open hours across the system as we return to our pre-pandemic service levels. Beginning the week of April 11th, George Ashe Library will be open until 9:00 pm (instead of the current closing time of 7:00 pm), Monday to Friday, and Claremont Library will open on Thursdays from 2:00 pm to 6:00 pm.

Library Board Information Session

On March 9th, three candidates interested in the vacant position on the Library Board attended a virtual information session. CEO, Jackie Flowers, delivered a presentation on the responsibilities of a Library Board and the role of Board members. Chair, Sarah Sheehy, shared her personal experience on the Board and along with Vice-Chair Councillor Maurice Brenner, answered questions from the candidates. Applications to join the Board are due March 18th.

Pickering Public Library - Financial Update - 2021						
	2021	2021	2021	2021	2021	Comments
	Approved	Actuals*	Committed	Variance		
Salaries & Wages	3,367,282	2,939,310		427,972		
Overtime	0	2,768		-2,768		
Employee Benefits	904,694	831,672		73,022		
Employee Recognition	3,000	1,997		1,003		
Conferences	3,500	3,695		-195		
Uniforms	2,300	1,117	1,897	-714		
Travel	4,000	305		3,695		
Postage	3,300	548		2,752		
Freight, Express & Cartage	1,000	107	54	839		
Cellular Phones	19,238	13,245		5,993		
Telephones & Data	63,090	50,048		13,042		
Internet Services	0	4,979		-4,979		Budgeted in Telephones & Data above
Cable TV	0	119		-119		Budgeted in Telephones & Data above
Advertising	10,000	4,962	8,508	-3,470		
Seminars & Education	29,400	28,375	552	474		
Purchased Printing	5,000	4,510	312	178		
Insurance Premium	24,830	24,830		0		
Ins. Deductible	2,000	-		2,000		
Consulting & Professional	20,500	5,141	719	14,641		
Meals/Promotion/General	7,000	3,213	412	3,375		
Memberships	7,500	7,019		481		
Outside Agency Serv	298,034	68,867		229,167		City still to charge back HR salaries
Build Repairs & Mtce	277,746	52,360	2,929	222,457		City still to charge back cleaning costs
Vehicle - Repairs & Maintenance	2,000	1,839		161		
Misc Equip Repairs	39,250	44,485		-5,235		
Software/Hardware Maintenance Contr	217,650	182,479	4,529	30,643		
Stationery & Office Supplies	19,000	17,634	1,854	-488		
Circulation supplies	5,000	1,134		3,866		
Library Materials	309,990	312,980	762	-3,753		Books+ Express grant expenses
Program Supplies	26,750	15,760	10,186	804		
Utilities - Water	18,300	9,928		8,372		
Utilities - Gas	34,461	31,057		3,404		
Utilities - Hydro	189,000	133,853		55,147		
Gas, Oil & Tires etc	2,132	1,463		669		

December 31, 2020 financial statements of City of
Pickering Public Library Board provided under
separate cover.

2021 Security Review

Public Incident Reports (No. 822 - 865)	
Type of Incident	Number of Incidents
Child Unattended/Missing Person	1
Theft/Missing	10
Client to Client Rowdiness, Physical	1
Client First Aid Treatment/Injury	6
Damage to Property/Equipment	
Client to Client Rowdiness, Non-Physical	
Client to Client Verbal Harassment	3
Client to Client Threat	
Client Indecency/Obscene Behavior	1
Client Mental Health Issue	4
Client Drug/Alcohol//Marijuana	2
Client to Client Sexual Harassment	
Graffiti	
Misuse/Malfunction of property/equipment	20
Client to Staff Rudeness	3
Client to Staff Verbal Harassment	4
Client to Staff Sexual Harassment	
Client to Staff Threat	
Client to Staff Workplace Violence Non-Physical	5
Client to Staff Workplace Violence Physical	
Client Disruptive Behavior – Excessive noise	
Client General Complaint	12
Request for Support (Non-Library Related)	
Returning Banned Client	6
Pests	
Police Looking for Someone	1
Manager – Client Recovery Conversation	1
TOTAL	80

Employee Incident Reports	
Type of Incident	Number of Incidents
Minor First Aid	8
Staff Allergic Reaction	
Staff Sprains/Strains	
Staff Domestic Violence	
Client to Staff Harassment Physical	
Client to Staff Sexual Harassment	
Client to Staff Harassment Non-Physical	
Staff Slips/Trips/Falls	
Staff Critical Injuries	
Staff Fatalities	
Staff to Staff Verbal Harassment	
Staff to Staff Sexual Harassment	
Staff to Staff Workplace Violence Non-Physical	
Staff to Staff Workplace Violence Physical	

Staff Requiring Medical Attention/911	
Near Miss	
WSIB Lost Time Claims (see HR)	1
Mental Health Related (if openly identified by Employee)	
TOTAL	9

NOTE: Although some incidents fit into more than one category, each incident is only counted once in the category it “best” fits to avoid inflating the statistics. Also, the incident is recorded based on the form that was used (PIR vs EIR).

Public Incident Reports – January 1st – December 31st

There were 80 Public Incident Reports filled out by Library staff between January – December 31, 2021. The number of incidents were down compared to pre-pandemic times due to less overall visits. Public service managers continue to provide guidance on health and safety and how to handle public incidents. However, training that relied on outside agencies, such as first aid, mental health and de-escalation training had to be put on hiatus during the pandemic. This training will resume in 2022.

We experienced a series of video games thefts. These games had been removed from cases during the pandemic so that clients could do self checkout. This practice helped reduced material handling and close client contact during the height of the pandemic. In 2022, we are re-casing our most popular and new games.

There were sixteen power outages at the George Ashe Library in this period. In comparison, there was only two outages at the Central Library and Claremont Library.

The largest number of negative interactions with clients was around mask wearing. Some clients made their objections to wearing a mask clear but did comply. Unfortunately, a few clients verbally harassed staff or made staff feel that physical violence would be imminent if they didn’t distance themselves from the client. Alcohol and mental health issues were factors. One client who was banned, had to be removed by the police on four occasions. This client was known to the police and he has been banned in many other locations in the community. The police speculate that the client is unable to remember that he is banned.

During this period, a new “Exclusion of Use of Library Services and Spaces” procedure was introduced. It gave in-charge staff the authority to ban a client for one week if they were asked to leave the Library on repeat occasions for problematic behaviour such as arguing with or yelling at Library staff. At the same time, emphasis has been placed on public service managers to have conversations with these clients when they return in hopes of “recovering” the client. When a client has returned and is calm, this might be an opportunity to turn a negative situation around, especially if a mental health issue is involved. We also set a clear expectation that clients who have been banned for an extended period must have a conversation with the Manager of Client Experience or the CEO (or designate). Again, the focus on a successful return to the Library.



The Corporation of
The Township of Brock
1 Cameron St. E., P.O. Box 10
Cannington, ON L0E 1E0
705-432-2355

March 8, 2022

Honourable Lisa MacLeod, Ontario Minister of Heritage, Sport, Tourism, and
Culture Industries
Hearst Block, 9th Floor
Toronto, ON M7A 2A1

Sent via email: Lisa.macleodco@pc.ola.org

Re: Support Public Libraries - Equitable Access to Digital Content

Please be advised that the Council of the Township of Brock adopted the following resolution at their meeting held on February 28, 2022 in support of the resolution adopted by the Brock Township Public Library Board, a copy of which is enclosed:

Resolution C-2022-042

Moved: Councillor Schummer
Seconded: Councillor Pettingill

WHEREAS the Township of Brock recognizes the important role that libraries play in our community, and the literacy programs they provide are integral to developing proficient readers; and

WHEREAS the Township of Brock recognizes that digital literacy programs run by libraries help ensure citizens can contribute to our digital world; and

WHEREAS vulnerable demographic groups, including seniors, low income families, youth, and new Canadians rely on access to libraries as an important tool for their participation in the community; and

WHEREAS purchasing models of eContent for public libraries are restrictive in comparison to physical item purchasing, prices for eContent are exponentially higher than physical materials, but lending models do not provide additional benefits in line with premium prices; and

WHEREAS libraries must be in a position to offer eContent to their users as part of their service offering to their community, particularly given the rapid pace of digitization educational and cultural materials; and

WHEREAS Brock Township Public Library is committed to providing barrier-free access to learning and leisure materials to Brock residents through means that meet their changing needs;

BE IT THEREFORE RESOLVED THAT Council supports Canadian libraries in their efforts to increase access to eContent for users; and

If this information is required in an accessible format,
please contact the Township at 705-432-2355.

THAT Council calls on the Provincial and Federal governments to investigate the barriers faced by libraries in acquiring eContent, and develop a solution that increases access and fair pricing for eContent; and

THAT Council direct staff to forward this motion to the appropriate Provincial and Federal ministers, all Durham Region Library Boards, all Durham Region municipalities, and Durham Region.

CARRIED

Should you have any questions or concerns please do not hesitate to contact the undersigned.

Yours truly,

THE TOWNSHIP OF BROCK



Fernando Lamanna
Clerk/Deputy CAO

FL:dh

Encl.

Cc Jamie Schmale, MP, Haliburton-Kawartha Lakes-Brock - jamie.schmale@parl.gc.ca
Laurie Scott, MPP, Haliburton-Kawartha Lakes-Brock - laurie.scottco@pc.ola.org
CEO, Francis Newman, Oshawa Public Library Board - opladmin@oshawalibrary.on.ca.
CEO, Linda Kent, Clarington Public Library - lkent@clarington-library.on.ca
CEO, Rhonda Jessup, Whitby Public Library - admin@whitbylibrary.ca
Chief Librarian, Sarah Vaisler, Ajax Public Library - libraryinfo@ajaxlibrary.ca,
CEO, Jackie Flowers, Pickering Public Library - jackieflowers@pickeringlibrary.ca
CEO, Amy Caughlin, Scugog Public Library - acaughlin@scugoglibrary.ca.
CEO, Amanda Ferraro, Uxbridge Public Library - aferraro@uxbridge.ca
Nicole Cooper, Clerk, Town of Ajax - clerks@ajax.ca
June Gallagher, Clerk, Municipality of Clarington - clerks@clarington.net
Mary Medeiros, Clerk, City of Oshawa - service@oshawa.ca
Susan Cassel, Clerk, City of Pickering - clerks@pickering.ca
Becky Jamieson, Clerk, Township of Scugog - mail@scugog.ca
Debbie Leroux, Clerk, Township of Uxbridge – dleroux@uxbridge.on.ca
Chris Harris, Clerk, Town of Whitby - clerks@whitby.ca
Cheryl Bandel, Acting Clerk, Region of Durham - clerks@durham.ca



February 18, 2022

Dear Township of Brock Council Members,

The Brock Township Public Library Board respectfully asks for your support in the efforts of public libraries across the country to address the ongoing issues that restrict equitable access to digital content.

On February 8, 2022, the Brock Library Board passed the following resolution:

Resolution # 2022-02-5

Moved by: Walter Schummer

Seconded by: Alicia Hogan

THAT the BTPL Board direct the Interim CEO to send a letter to Brock Township Council asking for their support in reducing the cost of eContent for public libraries by writing to Hon. Lisa MacLeod, Ministry of Heritage, Sport, Tourism and Culture.

In recognition of the ever increasing reliance on digital media as well as the library's responsibility to offer high quality materials in all formats required by our community, this advocacy campaign urges our government representatives to investigate and address fair and equitable availability and pricing of eContent.

Canadian public libraries face an increasing struggle to offer digital publications due to the prohibitive costs and restrictive licensing models set out by multinational publishing companies. These companies continue to limit access to digital publications by restricting Canadian public libraries' access to a number of best-selling titles including some prominent Canadian and Indigenous works.

Libraries lend digital materials just like physical books – on a one-license-to-one user basis. The pricing of these materials significantly challenges our purchasing budgets and precludes us from purchasing multiple digital copies resulting in extremely long wait lists for our library users. By way of example, Canadian author Louise Penny's book *The Madness of Crowds* is available to libraries for \$14.15 as a soft cover, \$50.00 as a hardcover and \$32.00 in talking book CD format. A digital copy of this title in talking book format is \$95.00 and ebook format is \$75.00. Both of these digital versions are only available under a metered access model meaning the title can be checked out electronically 52 times or for 2 years – whichever happens first, at which point the licence expires. A paper edition in a public library setting would be expected to last more than 4 years at a substantially lower cost.

These challenges greatly hamper the core mandate of public libraries to provide equitable access to information in all formats to all citizens. It is increasingly important for libraries to assist people with participating fully and meaningfully in our digital world. Additionally, for many who struggle with affordability, including seniors, lower income families, youth and new Canadians, public libraries provide access to information they may not otherwise be able to obtain.

The Brock Township Public Library Board is asking municipal leaders, Members of Parliament and Federal Election 2023 candidates to recognize that libraries serve important demographic groups by providing access to materials that allow them to learn and grow, and to help us advocate for solutions to the barriers that Canadian libraries continue to face in accessing digital publications.

We respectfully ask you to consider sending a letter to the Hon. Lisa MacLeod, Ministry of Heritage, Sport, Tourism and Culture Industries and copy other key provincial and federal ministers and candidates requesting active investigation of the barriers faced by public libraries in acquiring eContent and development of a solution that increases access and fair pricing.

If you require any further information please contact me at 705-426-9283 ext. 25 or lorimitchell@brocklibraries.ca.

Sincerely,



Lori Mitchell

Brock Township Public Library, Interim CEO



TOWN OF AJAX
65 Harwood Avenue South
Ajax ON L1S 3S9 www.ajax.ca

Hon. Lisa MacLeod
Ministry of Heritage, Sport, Tourism and Culture Industries
Unit 222/3
250B Greenbank Rd.
Nepean, ON K2H 8X4
Lisa.macleodco@pc.ola.org

Sent by E-Mail

January 27, 2022

Re: Reducing Cost of eContent for Public Libraries

The following resolution was passed by Ajax Town Council at its meeting held January 24, 2022:

WHEREAS the Town of Ajax recognizes the important role that libraries play in our community, and the literacy programs they provide are integral to developing proficient readers;

WHEREAS the Town of Ajax recognizes that digital literacy programs run by libraries help ensure citizens can contribute to our digital world;

WHEREAS vulnerable demographic groups, including seniors, low income families, youth, and new Canadians rely on access to libraries as an important tool for their participation in the community;

AND WHEREAS purchasing models of eContent for public libraries are restrictive in comparison to physical item purchasing, prices for eContent are exponentially higher than physical materials, but lending models do not provide additional benefits in line with premium prices;

AND WHEREAS libraries must be in a position to offer eContent to their users as part of their service offering to their community, particularly given the rapid pace of digitization of educational and cultural materials;

AND WHEREAS Ajax Public Library is committed to providing barrier-free access to learning and leisure materials to Ajax residents through means that meet their changing needs;

NOW THEREFORE BE IT RESOLVED THAT:

1. Ajax Council supports Canadian libraries in their efforts to increase access to eContent for users;

2. Ajax Council calls on the provincial and federal governments to investigate the barriers faced by libraries in acquiring eContent, and develop a solution that increases access and fair pricing for eContent; and
3. This motion be sent to the appropriate provincial and federal ministers, and all Durham Region Library Boards.

If you require further information please contact me at 905-619-2529 ext. 3342 or alexander.harras@ajax.ca.

Sincerely,



Alexander Harras
Manager of Legislative Services/Deputy Clerk

Copy: Regional Councillor S. Lee
Mayor Collier
Hon. Peter Bethlenfalvy, Minister of Finance
Hon. Mark Holland, Leader of the Government in the House of Commons
Hon. Dominic LeBlanc, Minister of Intergovernmental Affairs, Infrastructure and Communities
Hon. François-Philippe Champagne, Minister of Innovation, Science and Industry
Hon. Pablo Rodriguez, Minister of Canadian Heritage
The Canadian Urban Libraries Council
Durham Region Public Libraries
Federation of Ontario Public Libraries
Ontario Library Services
Ontario Library Association

Meeting Minutes – DRAFT

Anti-Black Racism Working Group

Wednesday, March 9, 2022, 6:30 pm

Online – Zoom Web Call

Attendees: Stephen Linton (Chair), Nicole Facey (Notetaker), Charmain Brown, Bernadette Hood-Caesar, Shaibu Gariba, Titi Katibi, Teronie Donaldson, Marsha Hinds-Layne, Romina Diaz

Library Staff: Sabrina Yung, Jackie Flowers

Absent: Samantha Adebiyi

1. Land Acknowledgement & ABRWG Ancestral Acknowledgement
 - A short discussion for new members regarding the ancestral acknowledgement and its creation by the ABWRG.
 - Sabrina will share a copy to all members.
 - Since January 2022 both messages are read at the beginning of each meeting.
2. Conflict of Interest Declaration (Standing Agenda Item)
 - Romina Diaz advised she is taking part in Pickering Library's 5-minute film fest and may support library events as a guest speaker in the future. As discussed, this is not currently a conflict of interest, however the group noted, should an ABRWG matter present a conflict of interest for Romina in this regard in the future, she will abstain from participating in any decision making/voting involved.
3. Welcome Message by Jackie Flowers
 - Welcome from the staff team and library board.
 - Introduction of new and current members.
 - Sabrina noted that an on-boarding meeting will take place for all new members. Details to be emailed.
4. Review of February meeting minutes
 - Defer February meeting minutes approval to next meeting to allow new members time to read and review the last meeting minutes. Will seek feedback and approval at the April meeting.
5. UN: International Decade for People of African Descent – 2015-2024
 - Review the proclamation statement.
 - A brief discussion on specific requests in the proclamation.
 - Application process for the City of Pickering can be viewed online: <https://www.pickering.ca/en/city-hall/proclamations.aspx>.
 - Draft of proclamation has been shared via email with the ABWRG group.

- Time sensitivity with regards to this request needs to be considered.
- Stephen (Chair) put forth a proposal to create a sub-committee to move forward with this proclamation.
- Discussion of a possible partnership with the Pickering Anti-Racism Task Force to create the proclamation for the city for added impact.
- Concerns addressed to ensure that it is not a performative event but it is tied to a sustainable action that will continue in the future.
- **Question:** What events or themes can we acknowledge and create to go hand in hand with the UN proclamation?
- Member comment (Charmain Brown): I offer that perhaps the proclamation is done with the task force as a collaborative, overriding thinking for the City and that will be the umbrella for the work that we are doing as it relates to the library specific. We do this in random with our working plan starting with the collection
- Pickering Library Collections team will be visiting with the ABWRG in April.
- To be addressed with Collections Team: How can the library do better from an anti-Black racism lens when it comes to the collection?
- A sub-committee will consist of Stephen, Marsha, Teronie, & Romina.
- The sub-committee will decide on the date of the next discussion with the ABWRG group. Stephen will advise for placement on future agenda

6. Diversity, Equity & Inclusion Officer Proposal

- Due to not having sufficient time to discuss today, the group agreed to defer the discussions until a later date. Sabrina will look at the work plan for an opportunity and advise.

7. 2021 Recommendations

- Recommendations are currently accounted for on the staff performance plans, for staff on teams that have actionable items. This means that as part of staff performance reviews, those with accountabilities to support the implementation of the recommendations, will be evaluated for their contributions to the moving the desired deliverables forward.
- The leadership team is working on a conversation guide regarding the recommendations to ensure shared understanding for the recommendations.
- Every staff team will review community feedback from the survey to have a refresher and context regarding the recommendations and the 2022 Work Plan.

8. Amendment Proposal

- Sabrina tabled for consideration, an amendment to the ABRWG Terms of Reference (TOR) with regards to ABWRG members being allowed to maintain active membership if they are moving out of Pickering. Sabrina suggests for consideration, allowing members to remain a part of the group for the remainder of the calendar year, if they report a change in address that makes them no longer a current resident in Pickering.
- Group reached consensus and the amendment has been supported to allow continued membership.
- Sabrina will update the TOR and send a revised copy to all.

9. Vice Chair Vacancy

- Tabled discussion to be held regarding Vice Chair vacancy.
- Sabrina invites all members to consider taking on the role of Vice Chair.
- At the April meeting, we will open the space for folks to nominate themselves or others. As was done in the past, the group members will determine a new Vice Chair by consensus.

10. Youth Sub-Committee Update (Standing Agenda Item)

- Updates provided by Stephen and moved to sub-committee discussion.
- Teronie Donaldson has requested to be a member of subcommittee.
- There were no objections.
- Stephen to provide Teronie with the necessary details for upcoming meetings.

INTERNAL MONITORING REPORT

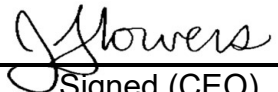
POLICY TYPE:

Executive Limitations

POLICY TITLE:

EL 9 Compensation and Benefits

I hereby present my monitoring report on your Executive Limitations policy "Compensation and Benefits" according to the schedule set out. I certify that the information contained in this report is true and represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise.



Signed (CEO)

March 17, 2022

Date

Policy Element: Header Paragraph

With respect to employment, compensation and benefits to employees, consultants, contract workers and volunteers, the CEO shall not cause or allow jeopardy to fiscal integrity or public image.

I interpret this as follows:

1. "employment": any service performed for or on behalf of the PPL.
2. "compensation and benefits": all forms of remuneration and monetary reward, both direct (wages) and indirect: paid vacations and other leave allowances; services such as Employee Assistance Program; and incentive programs such as service awards.
3. "employees": anyone who is employed by the Pickering Public Library on a full or part time basis.
4. "consultants": businesses hired to perform services for which the Library does not retain its own staff.
5. "contract workers": those individuals hired on a temporary basis, based on the Collective Agreement (CA) Articles 2.04 & 2.07
6. "volunteers": those who perform a service for the Library without pay
7. "jeopardy": danger or risk
8. "fiscal integrity": anything which conforms with standard accounting principles, the Purchasing Policy, or any other professional or municipal practice
9. "public image": the manner in which the Library is viewed by the community at large.

Compliance will be demonstrated when:

With regard to employment, there are no issues of financial mismanagement or lack of foresight; and the community views the Library as an organization with integrity.

Evidence Available:

- Review of the 2020 audited financial statements shows that there are no issues of financial mismanagement.
- Review of Council minutes, social media comments, and client feedback show that there is no negative publicity about the Library's employment practices. It is important to note, however, that the 2021 recommendations from the Anti-Black Racism Working Group stated that: "Greater transparency in the job posting process is needed, to increase exposure and opportunities for more diverse applicants."

Policy Element #1

Accordingly, the CEO shall not:

- Change the CEO's own compensation and benefits.

I interpret this as follows:

"compensation and benefits": all forms of remuneration and monetary reward, both direct (wages) and indirect: paid vacations and other leave allowances; services such as Employee and Family Assistance Program; and incentive programs such as service awards.

Compliance will be demonstrated when:

The CEO compensation level and benefits remain as described in the relevant policies and documents on salaries, benefits and related programs.

Evidence Available:

- Confirmed with the Manager, People & Culture that the CEO's compensation remains in the assigned management pay band for the role.

Policy Element #2

Establish current compensation and benefits that deviate materially from the local, regional or professional market for the skills employed.

I interpret this as follows:

1. "deviate materially": differs in a substantial manner, either by over- or under-rewarding employees.
2. "local": City of Pickering.
3. "regional": Durham region area.
4. "professional market": employment norms for professions represented in the Library.

Compliance will be demonstrated when:

Comparisons with municipal, regional and professional markets indicate no significant unjustifiable deviation, and the Library is able to attract and retain qualified candidates for positions.

Evidence Available:

- Review of emails from managers with hiring recommendation demonstrates that over the past year, the Library has successfully attracted 10 new external hires and 16 internal hires, all of whom are well-qualified, experienced, and high-functioning employees.

Policy Element #3

Create compensation obligations over a longer term than revenues can safely be projected:

I interpret this as follows:

“longer term”: various planning horizons as defined by the City.

Compliance will be demonstrated when:

Library’s salaries budget is accommodated within existing revenue.

Evidence Available:

- The current budget does not indicate any significant increase in the salary line which cannot be met within budgeted and expected future revenues; and the Collective Agreement includes a layoff provision (Article 17) should there be an unexpected decline in that revenue.

Policy Element #4

Establish or change benefits so as to cause unpredictable or inequitable situations which:

a) Incur unfunded liabilities

I interpret this as follows:

“unfunded liabilities”: those items for which the Library may be financially liable at some point in the future, without sufficient allocation of funds.

Compliance will be demonstrated when:

The only unfunded liabilities are those defined by the auditor such as future retirement allowances/benefits. Staff vacation is predictable and generally taken during the year that vacation has been earned. Vacation is carried over into the following year only in exceptional circumstances and with the permission of the CEO.

Evidence Available:

- Review of 2020 Audited Financial Statements, in which all unfunded liabilities are accounted for. To date, these are all attributable to existing benefits, namely the potential for staff who retire early with full OMERS pensions to continue to receive benefits to age 65.
- Article 20.02 (d) of the Collective Agreement prohibits carry forward of vacation credits except with the CEO’s permission. Such permission is given only in exceptional circumstances beyond the employee’s control. For the end of 2021, the CEO has approved 66.5 hours of vacation carry forward which arose primarily from pandemic-related circumstances that restricted staff’s ability to take their full vacation allotment.

b) Provide less than some basic level of benefits to all employees

I interpret this as follows:

“basic level of benefits”: all staff are covered by the requirements of the *Employment Standards Act* (ESA) as a minimum; and that the benefit packages provided by the Library apply to all permanent union and non-union staff.

Compliance will be demonstrated when:

All permanent staff are eligible for benefits and all employees are given the benefits outlined in the Employment Standards Act.

Evidence Available:

- All permanent full-time staff are given a group benefits package paid 100% by the employer. All permanent part-time staff are offered a group benefits package with a 50% co-payment of dental and health benefit premiums. All staff of the library (including taskforce and casual employees) and their families are able to access personal counselling and support services through our Employee and Family Assistance Program.
- There are no documented significant complaints about the failure to offer the benefit plans described above, nor are there any non-compliance with ESA provisions.

c) Treat the CEO differently from other key employees.

I interpret this as follows:

1. "treat differently": receive a different compensation package from any others.
2. "key employees": management group peers.

Compliance will be demonstrated when:

The CEO is offered a compensation package which aligns with the pay grid assigned to management staff.

Evidence Available:

- The CEO position is clearly defined in the management pay scale.
- The CEO is part of the management group of employees for group benefits purposes, and during active employment, has no additional benefits which are not also available to Pickering library peers in this group.
- As of 2018, and as approved by the Board, the CEO role does receive a post-employment benefits enhancement that differs from other library management staff but matches the CEO's peers at the City. It is the same post-employment benefits enhancement that is received by senior management counterparts at the City.