

# The City of Pickering Public Library Board Meeting Minutes

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Held: Thursday, March 24, 2022

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

Attendees: M. Anderson, S. Beckett, Councillor M. Brenner, Councillor S. Butt, R. Coelho, M. Fatema (arrived 7:40 pm), A. Maginley, D. Sharma, S. Sheehy (Chair)

Absent: D. Barham

Guests: S. Douglas-Murray, Director, Community Services, City of Pickering

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

Meeting Commencement Time: 7:06 pm

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## 1. Public Delegations

There were no public delegations.

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

No interest was declared.

S. Sheehy advised that there would be some additional items under New Business to be discussed; added as items 12.6 to 12.10 under New Business.

### Motion #22.19

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

Carried.

## 3. Presentations

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

J. Flowers introduced S. Douglas-Murray, Director, Community Services with the City of Pickering. S. Douglas-Murray opened with a summary of her personal background, followed by an overview of the Community Services department. S. Douglas-Murray highlighted the five streams of the Community Services department (programming, administration, aquatics and recreation programming, facility maintenance, and cultural services) and the Community Services 2022 workplan.

In answer to a question regarding the “overlapping” of programs mentioned, S. Douglas-Murray clarified that in many instances there is an overlap of the audiences that the Community Services and the Library serve, and the intent is for both departments to work together to ensure all residents are engaged and served in the best way possible.

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In answer to a request on the status of the Pickering Heritage Community Centre (PHCC) project in Greenwood, S. Douglas-Murray advised that the building design is completed, pending Council direction to proceed. She added that budget and finance concerns regarding this project would best be discussed with the City Treasurer. This topic was also raised in New Business Item 12.9.

S. Douglas-Murray departed the meeting at 7:37 pm.

### 4. Consent Agenda

- 4.1 Confidential Minutes of the Closed Session – January 27, 2022 Board Meeting
- 4.2 Confidential Minutes of the Special Board Meeting – February 10, 2022
- 4.3 Minutes of the Regular Board Meeting – February 24, 2022
- 4.4 Minutes of the Building Committee Meeting – March 10, 2022
- 4.5 Library Information Update – March 2022
- 4.6 2021 Q4 Financial Review (Interim)
- 4.7 2020 Audited Financial Statements
- 4.8 2021 Security Review

#### Motion #22.20

Moved by D. Sharma, Seconded by M. Anderson **Motion THAT** the items on the Consent Agenda be adopted.  
Carried.

### 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

#### Motion #22.21

Moved by M. Brenner, Seconded by S. Butt **Motion THAT** the letter received from 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.  
Carried.

#### Motion #22.22

Moved by M. Brenner, Seconded by R. Coelho **Motion THAT** the letter received from F. Lamanna, Clerk/Deputy CAO, The Township of Brock dated March 8, 2022 regarding Support Public Libraries – Equitable Access to Digital Content be endorsed.  
Carried.

### 6. Ends Discussion

No Ends items were discussed.

### 7. Staff Reports

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

J. Flowers noted that the draft minutes from the ABRWG March 9, 2022 meeting were included in the Board package, adding that she was able to attend this meeting and meet the newest members. J. Flowers advised that the ABRWG recommendations as outlined in their 2021 Recommendations document will be rolled out to staff starting in April.

## 7.2 Impact of Pandemic Restrictions Easing

K. Williams provided an update on the impact of pandemic restrictions easing which included reinstatement of staff telework agreements, the impact of the lifting of mask mandates in indoor settings, changes to front-of-house and staff spaces, capacity limits, resumption of in-person events, increased Maker Space hours and equipment offerings, and increased hours at George Ashe and Claremont Libraries.

In answer to a question about the sewing machines loaned out during the pandemic, K. Williams advised that of the three sewing machines loaned out, only one was returned. When the equipment was loaned out in spring 2020, the Library was aware of risk that the equipment may not be returned. She added that new and enhanced sewing machines were recently purchased and are currently available for in-library use in the Maker Space.

In answer to a question about a larger than usual turnover of staff mentioned by K. Williams in her report, K. Williams replied that this seems to be in line with what employers across industries are seeing today. She noted that the Library has not had difficulty filling positions.

## 8. Monitoring Reports – Executive Limitations

### 8.1 EL 09 Compensation & Benefits

R. Coelho reported that she met with J. Flowers to discuss the EL 09 Compensation & Benefits policy and monitoring report. She indicated that this policy meets the Library's needs, and evidence reflects the changing times.

#### **Motion #22.23**

Moved by R Coelho, Seconded by A. Maginley **Motion THAT** the Board adopt Executive Limitation EL 09 Compensation & Benefits Monitoring Report as presented; and **THAT** the Board adopt Executive Limitation EL 09 Compensation & Benefits Policy as presented, the Policy being complete, sound, and effective.  
Carried.

## 9. Board Committee Reports

### 9.1 Report of the Board Building Committee

D. Sharma reported that the Board Building Committee meet on March 10, 2022. Meeting minutes were included in the Board package.

D. Sharma reported that at the March 11, 2022 In-Camera Council meeting, it was decided that the City Centre project be put on pause pending review of the finances. M. Brenner elaborated on the context behind this decision.

D. Sharma indicated that the Board Building Committee's mandate may now be complete, signaling the end of the committee. It was decided that with other things to discuss, such as PHCC, and to ensure that the Board stay at the forefront of any building activities, the Board Building Committee will continue as an ongoing subcommittee of the Board. Thanks was extended to everyone who has put in their time and effort into this Committee to date.

**9.2 Report of the MOU Ad Hoc Committee**

R. Coelho advised that there were no updates; most recent updates were provided at the last Board meeting.

**10. Governance**

No governance items were discussed.

**11. Board Policy Review**

**11.1** Executive Limitations policy **EL 01 General Executive Constraint** will be discussed at the next Board meeting. All members to review prior to the next meeting. Discussion will be led A. Maginley.

**12. New Business**

**12.1 Member Community Reports**

M. Anderson was pleased to have been a judge at the recent Science Fair noted in the Board report. She reported that this was a well-organized and inspiring event.

**12.2 Board Resignation**

S. Sheehy advised that Board Member D. Barham has resigned from the Board effective April 1, 2022.

**12.3 Board Vacancy Information Session**

S. Sheehy reported that she and J. Flowers hosted an information session for residents interested in filling the Board vacancy due to D. Barham's resignation. A similar session is planned for later this year in anticipation of a new Board being appointed following this year's municipal election.

**12.4 Support for Ukraine**

As a follow up to a question raised at last month's meeting J. Flowers reported on some of the activities the Library has initiated to provide the community with context for the conflict with Russia.

**12.5 Format of Future 2022 Board Meetings**

J. Flowers reported that from the results of the survey completed by Board Members to determine the preferred format of future Board meetings, a hybrid meeting format would be tested in April. The meeting will take place in the Central Library auditorium, which has cameras in place to accommodate those joining virtually. Any questions regarding logistics can be directed to J. Flowers.

**12.6 Vaccination Policy**

In consideration of the updated provincial guidelines, J. Flowers reported that there will not be any formal changes to the vaccination policy for the time being but did note that the requirement for unvaccinated staff to do regular testing is suspended until further notice.

**12.7 Community Celebration**

J. Flowers advised that a community celebration event, highlighting the removal of late fees is being planned, pending approval of the budget by Council. She shared some preliminary ideas for this event tentatively planned for May or June of this year.

In answer to a question about the removal of fees possibly disincentivizing clients to return materials on time, J. Flowers reported that a study done during the pandemic (when fees had been waived) revealed that there was no difference in the time taken to return materials compared to when fees were in place. She added that updated procedure states that when items are more than 3-weeks past due, clients will be charged as if materials are lost. This will create an incentive for clients to return materials in a timely manner and, once materials are returned, the lost materials charges will be reversed.

### **12.8 Community Partnerships**

M. Brenner and S. Butt shared with the Board that as Councillors they have seen a recent increase in requests from community associations to provide resources/packages for their communities. With information about the library being included in these packages, it was noted that this was a great opportunity to build community partnerships and to build awareness of all that we do at the library.

In a related note, M. Brenner reported that he, along with S. Butt, attended the recent ribbon cutting at Amica Pickering. In touring the facility and speaking with representatives there, he suggested that there could be partnership opportunities between Amica and the Library available. J. Flowers advised that S. Yung, Manager of Community Engagement & Marketing, has been in conversation for the past few months with the Care Coordinator at Amica. Partnership opportunities are being explored and there is hope that a strong relationship with Amica will be built in the coming months once the facility has opened.

J. Flowers thanked the Councillors and the Board for their ongoing support and desire to explore and build meaningful community partnerships.

### **12.9 Pickering Heritage Community Centre (PHCC) Project**

Picking up on question asked of S. Douglas-Murray during her presentation, M. Brenner wanted to reiterate he, and S. Butt, feel very strongly that as an approved, and budgeted item, discussion on proceeding with the PHCC project needs to be brought back to the forefront. He expressed concern that delays in proceeding with this project could possibly result in losing the grant funding already received. He noted that this is a very important project as it could serve the currently underserved north Brock Road community. M. Brenner advised that if any follow up was required after the budget passed at the next Council meeting, it will be added to the April Library Board agenda.

### **12.10K. Williams Retirement**

S. Sheehy advised the Board that this was K. Williams last Board meeting before her retirement. Appreciation was extended to K. Williams for her leadership, work on the Linkages committee, and making community connections, and for the support she provided to the Board over the years.

### **13. Confidential Matter**

No confidential matters were discussed.

### **14. Date of Next Meeting and Adjournment**

The next Board meeting will be held on Thursday, April 28 at 7:00 pm as a hybrid meeting.

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**Motion #22.24**

Moved by R. Coelho, Seconded by D. Sharma **Motion THAT** the meeting be adjourned.  
Carried.

The meeting was adjourned at 8:56 pm.

Signature of Library CEO:

Date:

Signature of Library Board Chair:

Date