

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. Introduction of New Board Member

Chair

4. Presentations
4.1 Collections Update

Verbal
Update

R. Courtney

5. Consent Agenda

Chair

**MOTION
to Approve**
5.1 Minutes of the Previous Board Meeting
– March 24, 2022

Pg 1
5.2 Minutes of the CEO Evaluation
Committee Meeting – April 6, 2022

Pg 7
5.3 Library Information Update – April
2022

Pg 8
5.4 2022 Q1 Stats Review

Pg 12
5.5 2022 Q1 Financial Review

Pg 13
5.6 P22 Use of Library Resources During
an Election Campaign Policy

Pg 14
6. Ends Discussion

None

7. Staff Reports
7.1 Anti-Black Racism Working Group
Update [Draft Minutes of the April 13,
2022 ABRWG meeting attached - **Pg
22**]

Verbal
Update

J. Flowers

7.2 2022 Capital and Current Budgets

Pg 27

E. Bird

**MOTION
to Approve**
8. Monitoring Reports – Executive Limitations
8.1 EL 01 General Executive Constraint

Pg 37

A Maginley

**MOTION
to Adopt**

9. Board Committee Reports

- | | | | |
|------------|--|---------------|-----------|
| 9.1 | Report of the MOU Ad Hoc Committee | Verbal Update | R. Coelho |
| 9.2 | Report of the CEO Evaluation Committee | Verbal Update | S. Sheehy |

10. Governance

- | | | | | |
|-------------|----------------------------|---------------|------------|-----------------|
| 10.1 | Annual Board By-law Review | Pg 40 | J. Flowers | Motion to Adopt |
| 10.2 | Governance Policies Review | Verbal Update | E. Bird | |

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 04 Staff Conduct | | M. Fatema |

12. New Business

- | | | | |
|-------------|---------------------------|---------------|------------|
| 12.1 | Member Community Reports | | |
| 12.2 | Advocacy Ad Hoc Committee | Verbal Update | J. Flowers |

13. Confidential Matter

None

14. Adjournment

Chair	MOTION to Adjourn
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Next Meeting:

To be Held:	Thursday, May 26, 2022
Location:	To be determined

Preliminary List of Motions

Item # Motion

- 2.** THAT the items in the Agenda be approved by the Board as presented/amended.
- 5.** THAT the items in the Consent Agenda be approved by the Board as presented/amended.
- 7.2** THAT the Board approve the 2022 Current & Capital Budgets that was approved by The City of Pickering Council on March 28, 2022.
- 8.1** THAT the Board adopt Monitoring Report EL 01 General Executive Constraint as presented; and, THAT the Board adopt Policy EL 01 General Executive Constraint as presented/amended, the Policy being complete, sound, and effective.
- 10.1** THAT the Board adopt the Pickering Public Library By-laws as amended.
- 14.** THAT the meeting be adjourned.

The City of Pickering Public Library Board

DRAFT Meeting Minutes

Held: Thursday, March 24, 2022

Location: Virtual meeting
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

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.

The City of Pickering Public Library Board Meeting Minutes

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.

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

The City of Pickering Public Library Board CEO Evaluation Committee

DRAFT Meeting Minutes

Held: April 6, 2022

Location: Virtual meeting

Attendees: Councillor M. Brenner, A. Maginley, S. Sheehy

Absent:

Staff: J. Flowers – CEO/Director of Public Libraries

Meeting Commencement Time: 5:05 pm

1. Review of draft CEO evaluation metrics for 2022

J. Flowers reviewed the draft annual evaluation document based on the board ends noting where metrics had been updated since the prior year. The greatest number of new metrics were added under the secondary end: Residents will have access to library services that champion inclusion and belonging.

A. Maginley suggested an additional metric related to optional staff training opportunities on inclusion, diversity, equity, and Indigenous ways of knowing which was added.

2. Review of proposed annual process related to the CEO evaluation

J. Flowers reviewed the draft timeline for activities related to the annual CEO evaluation. S. Sheehy identified that there are different timelines in the final year of the Board term because the term ends in November. J. Flowers confirmed that the process document will be emailed to the Board ahead of the April meeting.

3. Establishing a Terms of Reference for the Committee

J. Flowers proposed to draft a Terms of Reference for the Committee and send it to the members ahead of the April Board meeting.

The meeting was adjourned at 5:35 pm.

Board End: Lifelong Learning

Take & Make: Importance of Pollinators

In celebration of Earth Month, the Library partnered with the City of Pickering's Sustainability Department, Durham Master Gardeners and the Toronto and Region Conservation Authority to facilitate a program for 25 children about the importance of pollinators. After the presentation, children used recycled items found at home to make their own pollinator craft.



March Break

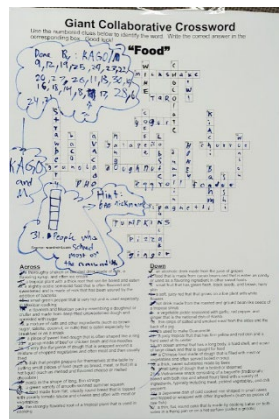
This was a busy March Break at the Library with 10 programs run over 5 days and 200+ children in attendance! The range of virtual children's programming included partnerships with the Toronto Zoo, Pickering Firefighter Services, and Pickering Animal Services. The virtual program with the Toronto Zoo virtual program had 70 children attend.

Photography Basics

The “Photography Basics” virtual event delivered information on composition techniques and basic photography fundamentals to the 17 participants in attendance. Engagement was very high with many questions from participants.

Board End: Culture of Reading

Giant Collaborative Word Puzzles



Throughout March, Library staff posted giant collaborative word searches and crossword puzzles across the Library branches to promote a culture of reading and support community wellbeing. Clients have enjoyed these passive activities, completing 14 puzzles during the month. One client regularly visited the George Ashe Library with his son to complete the puzzles; the father appreciated the large-format puzzle and planned to visit the Maker Space to learn

how to print his own! Staff also spotted a couple of teens waiting patiently for staff to post a new crossword in the teen area. As soon as the puzzle was posted the teens immediately set to work completing it.

Battle of the Books!

The annual Battle of the Books! event had 568 students from 40 schools across Durham Region participate. Nearly 90 students from Pickering participated, reading over 1,140 books!



William Dunbar competed at Junior Regionals, against Ajax, Whitby, Oshawa, Clarington & Uxbridge, and received **5th** place! They also competed at Senior Regionals and received **4th** place (1 point behind 3rd place)!

The events were livestreamed for family and friends to watch.

Board End: Inclusive and Welcoming Public Facilities & Virtual Spaces

Changes at Central

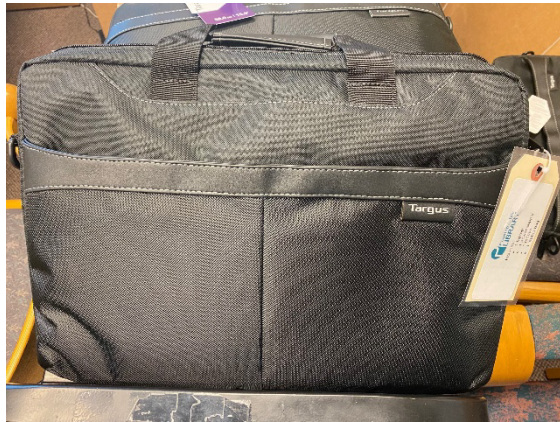
The public areas at the Central Library continue to be cleaned up and rearranged, all with the goal of creating welcoming and functional spaces for clients. Some recent highlights include clearing out the auditorium (just in time for the return of in-person events and partner programs/meetings), adding additional individual and small group study spaces on the second floor, repositioning the staff desk in a central location on the main floor (with better sightlines both for staff and clients), and increased seating and tables along the south-facing windows onto Esplanade Road.

Open Hours and Maker Space Equipment

As the client traffic continues to increase, more service hours have been added at George Ashe and in the Maker Space. Starting April 11th, George Ashe Library's closing time for weekdays has been changed from 7pm to 9pm. Central's Maker Space is now open 1pm – 5pm Monday to Friday except for Wednesdays, when it's open 3pm – 7pm. We have also added 3 new equipment offerings as part of our Maker Space re-opening plan: clients are now able to use the 3D printers, sound booth and the graphic tablet along with our existing 6 equipment offerings.

Loanable Laptops

The Library is excited to launch a new loanable laptop service at Central & George Ashe. There is a total of 16 new Dell laptops that will be available for clients to borrow while in the library (10 at Central & 6 at GAL). Clients will not be allowed to take laptops out of the library but are an alternative to using the in-library desktop computers. When not in use, the laptops will be secured and charged in the laptop lending cabinet and available on a first come first serve basis. Clients wishing to borrow a laptop will be required to sign a waiver; the laptops will be issued in a laptop bag with a mouse and power card.

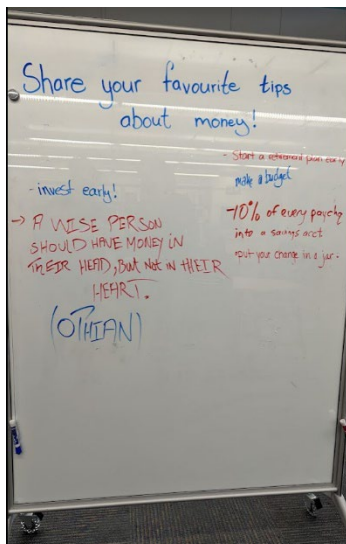


Board End: Supporting Financial, Physical, Social, and Mental Well-Being

Community Volunteer Income Tax Program (CVITP)

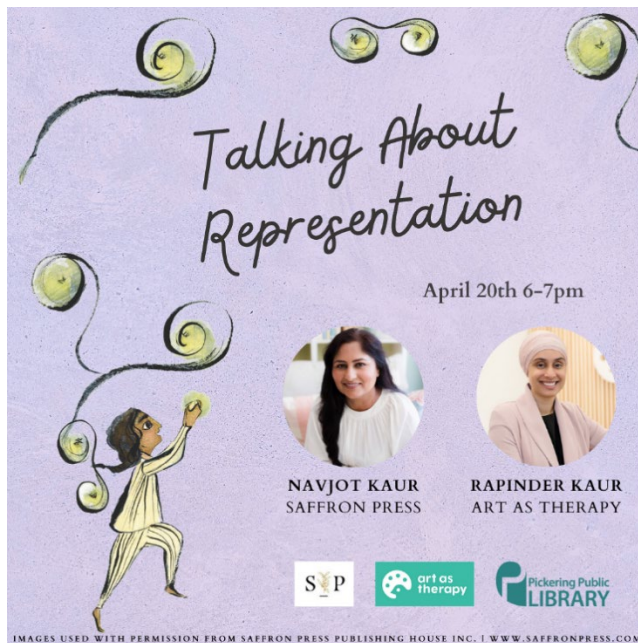
On April 2nd, the Library hosted the annual Tax Clinic. This year's modified clinic virtually connected with 15 clients using library workstations to CVITP volunteers. Cumulatively, volunteers were able to identify \$23,256 in refunds, credits, and incentives to clients filing their 2021 taxes.

Financial Literacy Displays



Throughout April, library displays have highlighted financial literacy themes. One of the displays provided information on maximizing tax benefits, while another display asked clients to use a library whiteboard to share their favourite tips relating to money.

Board End: Championing Inclusion and Belonging



Sikh Heritage Month Event: Diversity in Children's Books

On Wednesday, April 20th, the Library invited two Canadian-Sikh visionaries, Navjot Kaur, author and founder of Saffron Press, and Rapinder Kaur, art therapist, registered psychotherapist, and founder of Art As Therapy to discuss the impact of diversity in children's books. The virtual event welcomed 11 clients for an informative and lively discussion about representation.

What's Ahead

Maker Fest – Saturday, June 4

This year's event will be focused on giving old technology and recyclables new purpose. The all-day, all-ages event will highlight the Library's Maker Space and will be presented both virtually and in-person in the Central Library's auditorium, with pre-recorded videos, live demonstrations, and presentations by community partners.

<https://pickeringlibrary.ca/makerfest/>

Pickering Public Library 2022 KPI Statistics - Q1 First Quarter

	2021	Per capita (pop: 100,000)
Total circulation	758,202	8.00
Cardholders	33,855	0.34
In-person visits	108,850	1.00
Website visits	267,796	2.68
Catalogue visits	339,464	3.39
Public Computer Use*	433,144	4.33
Total Digital Learning Sessions**	109,689	1.10
Number of programs	514	0.005
Program attendance	9,088	0.12
Outreach events	6	0.0001
Outreach attendance	134	0.001
Curbside Only Hours	1,317	
Open Branch Hours	3,907	

YTD 2022	Extrapolated to full year	Per capita (pop: 100,000)
202,521	810,084	8.10
33,773	33,773	0.34
40,852	163,408	1.63
69,073	276,292	2.76
86,495	345,980	3.46
5,376	21,504	0.22
16,174	64,696	0.65
94	376	0.004
1,623	6,492	0.06
2	8	0.0001
41	164	0.002
0	0	
1,555	6,220	

*Note: New measurement process implemented in 2022 is more accurate than figures reported in 2021.

**Note: Decrease caused by elimination of at home access to Ancestry.com database. Now only available in-library.

**Pickering Public Library - Current Budget Status
as of April 19, 2022**

Accounts	Spent	Committed	Allotted	Budget	Remaining	% Remaining
501000 Salaries & Wages	\$797,626	\$0	\$797,626	\$3,528,635	\$2,731,009	77.40%
501020 Employee Benefits	\$214,323	\$0	\$214,323	\$991,230	\$776,907	78.38%
501025 Employee Recognition & Appreciation	\$0	\$0	\$0	\$4,135	\$4,135	100.00%
501040 Uniforms	\$545	\$0	\$545	\$3,950	\$3,405	86.20%
501100 Conferences	\$1,888	\$22	\$1,910	\$7,000	\$5,090	72.72%
501110 Seminars & Education	\$4,075	\$0	\$4,075	\$28,600	\$24,525	85.75%
501130 Travel	\$0	\$0	\$0	\$3,000	\$3,000	100.00%
502000 Postage	\$0	\$0	\$0	\$1,150	\$1,150	100.00%
502010 Freight, Express & Cartage	\$103	\$0	\$103	\$400	\$297	74.25%
502020 Cellular Phones	\$4,369	\$0	\$4,369	\$12,980	\$8,611	66.34%
502030 Telephones & Data Services	\$1,171	\$0	\$1,171	\$23,165	\$21,994	94.95%
502040 Internet Services	\$10,948	\$0	\$10,948	\$38,500	\$27,552	71.56%
502050 Cable TV	\$297	\$0	\$297	\$1,425	\$1,128	79.14%
502100 Advertising	\$6,742	\$0	\$6,742	\$11,800	\$5,058	42.87%
502130 Printing - Brochures/News Ltr	\$0	\$0	\$0	\$7,000	\$7,000	100.00%
502210 Insurance Premium	\$0	\$0	\$0	\$24,830	\$24,830	100.00%
502220 Insurance Deductible	\$0	\$0	\$0	\$2,000	\$2,000	100.00%
502230 Consulting & Professional Fees	\$2,002	\$0	\$2,002	\$18,500	\$16,498	89.18%
502240 Meals/Promotion/General	\$156	\$0	\$156	\$6,000	\$5,844	97.40%
502250 Memberships	\$872	\$0	\$872	\$7,580	\$6,708	88.50%
502260 Outside Agency Services	\$5,910	\$59,090	\$65,000	\$286,698	\$221,698	77.33%
502340 Building Repairs & Maintenance	\$12,956	\$25,280	\$38,236	\$238,843	\$200,607	83.99%
502360 Lighting Repair & Maintenance	\$127	\$0	\$127	\$0	-\$127	
502370 Vehicle Repairs & Maint	\$67	\$0	\$67	\$4,000	\$3,933	98.32%
502375 Gas, Oil, Tires, Etc.	\$196	\$0	\$196	\$2,930	\$2,734	93.30%
502380 Misc Equip Rep & Maintenance	\$9,964	\$0	\$9,964	\$41,490	\$31,526	75.98%
502500 Stationery & Office Supplies	\$2,768	\$602	\$3,370	\$18,500	\$15,130	81.78%
502520 Program & Event Supplies	\$5,699	\$1,759	\$7,458	\$26,000	\$18,542	71.31%
502530 Committee Expenses	\$0	\$0	\$0	\$11,000	\$11,000	100.00%
502540 Supplies & Tools	\$867	\$0	\$867	\$4,000	\$3,133	78.31%
502541 Shop Supplies	\$2,990	\$269	\$3,258	\$4,000	\$742	18.55%
502550 Library Materials	\$117,708	\$0	\$117,708	\$319,990	\$202,282	63.21%
502595 COVID Related Expenses	\$0	\$0	\$0	\$53,000	\$53,000	100.00%
502600 Utilities - Water	\$1,620	\$0	\$1,620	\$18,300	\$16,680	91.15%
502610 Utilities - Gas	\$18,075	\$0	\$18,075	\$36,185	\$18,110	50.05%
502620 Utilities - Hydro	\$7,619	\$0	\$7,619	\$189,000	\$181,381	95.97%
502700 Sfwr/Hdwr Maintenance Contracts	\$80,801	\$2,337	\$83,138	\$222,051	\$138,913	62.56%
502720 System & Software Upgrade	\$40	\$0	\$40	\$0	-\$40	
502730 Hardware Replacements	\$2,650	\$18,771	\$21,421	\$16,000	-\$5,421	-33.88%
502740 Furniture & Fixtures	\$0	\$0	\$0	\$5,000	\$5,000	100.00%
502899 Misc, Miscellaneous Expense	\$0	\$6,932	\$6,932	\$0	-\$6,932	
508036 Trsf to Library Building Reserve	\$0	\$0	\$0	\$100,000	\$100,000	100.00%
Revenue						
402500 Federal Grants	-\$1,020	\$0	-\$1,020	-\$27,600	-\$26,580	96.30%
402510 Ontario Grants	-\$30,264	\$0	-\$30,264	-\$106,425	-\$76,161	71.56%
403000 Departmental User Fees	\$0	\$0	\$0	-\$53,000	-\$53,000	100.00%
403030 Vending Machines	-\$211	\$0	-\$211	-\$2,500	-\$2,289	91.56%
403064 Rentals - Mtg. Room/Publi	\$0	\$0	\$0	-\$3,500	-\$3,500	100.00%
403120 Other User Fee Revenue	-\$308	\$0	-\$308	-\$10,000	-\$9,692	96.92%
405000 Fines & Charges	-\$1,950	\$0	-\$1,950	-\$20,000	-\$18,050	90.25%
406500 Donations	-\$284	\$0	-\$284	-\$25,000	-\$24,716	98.86%

		Pages: 8
Date Originated:		Review Frequency: Before May 1 in the year of a municipal election
Last Approved:	April 26, 2018 by Board Motion #32.18	Last Reviewed: April 2022
Approved by Board Motion (#):		Date Approved:
Point of Contact: Elaine Bird, Director of Support Services		

Use of Library Resources During an Election Campaign

Policy Statement

This policy enables the Pickering Public Library to balance the need for freedom of expression and information sharing with its responsibility to ensure that no candidate, registered third-party advertiser, or political party is provided with an unfair advantage. This policy sets out provisions for the use of Library facilities, infrastructure, and resources during an election campaign period by Board members and candidates. This helps to preserve the public trust and maintains the neutrality of the Pickering Public Library during election campaigns and to ensure that the Pickering Public Library complies with the *Municipal Elections Act, 1996*.

Application

This policy applies to:

1. Pickering Public Library Board members and candidates, including City Councillors, registered third-party advertisers, and political parties during an election campaign period;
2. Employees and volunteers of the Pickering Public Library and their dealings with candidates, including City Councillors, third-party advertisers, and political parties during an election campaign period; and,
3. Municipal (including school board), provincial, and federal elections or by-elections.

References in the policy with respect to political parties refer to provincial and federal elections or by-elections and do not apply to the City of Pickering's municipal elections or by-elections.

This policy recognizes that Members of Council are holders of their office until the end of the term and supports them in continuing to fulfill their responsibilities as Members of Council, despite their candidacy in an election. This policy also recognizes that the Pickering Public Library Board continues to meet and conduct business during an election campaign period. Nothing in this policy shall prohibit members of the Pickering Public Library Board from performing their duties or precludes a Member of Council from performing their duty as an elected official, nor inhibits them from representing the interests of their constituents.

Underlying Principle

The Library's mission is to "provide equitable access to the resources and ideas that inspire lifelong learning and well-being." In keeping with this, the Library seeks to engage and encourage discussion in civic and social issues in a manner that is fair and equitable to all those seeking elected office.

This policy aligns with City of Pickering Procedure (ADM-170-001) Use of Corporate Resources for Election Purposes.

Policy Principles

1. Library Board

- 1.1.** Citizen Board Members of the Pickering Public Library Board must inform the Chief Executive Officer if they register to run for office in an election. Citizen Board Members should also contact the City Clerk's Office immediately and abide by City policies which affect Citizen Board Members running for office.
- 1.2.** Councillor Board Members must inform the Chief Executive Officer if they are running to become an MP or MPP.
- 1.3.** Library Board Members may engage in political activity, including endorsing or opposing a candidate, political party, or a particular response to a referendum question, but not in a manner that would lead a member of the public to infer that they are acting in their capacity as a Library Board Member or on behalf of the Pickering Public Library

2. Library Facilities in an Election Campaign Period

- 2.1.** Campaigning, distribution or display of campaign material or an Election Sign will not be permitted at any Library facility, Library event or Library meeting (exception: All Candidates Meetings).

- 2.2. Candidates, registered third-party advertisers, or political parties in an election cannot use the facilities, equipment, supplies, programs, and services (including online services, social media, and email), staff, or other resources of the Library for any election campaign or campaign-related activities (except for facilities rented in accordance with the Room Bookings by External Groups Policy).
- 2.3. All Candidate Meetings may be held at Library facilities provided that all candidates for an office are invited to attend such meetings. A candidate cannot be featured or promoted in association with any other library program or event. The Library may charge a nominal fee for use of the facility.
- 2.4. Candidates, registered third-party advertisers, or political parties may not distribute campaign materials on or in library facilities or at library events, but are permitted to distribute campaign materials on public right of way sidewalks, and during all candidate meetings.
- 2.5. Candidates, registered third-party advertisers, or political parties cannot undertake campaign-related activities on Library property (except for facilities rented in accordance with the Room Bookings for External Groups Policy). Consistent with the Display of Promotional Materials in the Library Policy, the Library does not permit the display and distribution of materials primarily political in nature (including election campaign materials) on library property.
- 2.6. Informal media scrums may be permitted in the public or common areas of library facilities provided that Library staff on-site has provided verbal approval. The activity may not disrupt regular library business. If the media scrum is disrupting library services, library staff may ask the participants to find an alternative location. Informal media scrums may not include apparatus, mechanisms, or devices for the amplification of the human voice or any sounds.

3. Access to Library Resources during an Election Campaign Period

- 3.1. The Library's logo, or other intellectual property may not be printed, posted, or distributed on any election-related campaign materials or included on any election-related website.
- 3.2. Candidates may not post photographs online of themselves with Library employees wearing Pickering Public Library staff-identifiers (examples include staff uniform, name tag).
- 3.3. Photographic or video materials that have been created by library employees or with library resources may not be used for any election purpose or in campaign materials.

- 3.4.** Websites or social media that are funded by the Library may not include any campaign materials, make reference to and identify any individual as a candidate, registered third-party advertiser, or political party or profile any slogan or symbol associated with a candidate, registered third-party advertiser, or political party.

4. Access to Library Information during an Election Campaign Period

- 4.1.** Information provided to one candidate, registered third-party advertiser, or political party that is of a general nature and may provide valuable guidance to all others will be provided to all candidates or political parties.
- 4.2.** Requests by a candidate, registered third-party advertiser, or political party for personal meetings with the CEO or PPL Directors, as well as requests for tours of library facilities may not always be accommodated due to resource and time constraints. If a meeting or a tour is organized, the Library will organize a similar meeting or tour for any other candidate, registered third-party advertiser, or political party, upon request.
- 4.3.** Library databases (i.e., database with client information) may not be used by any candidate, registered third-party advertiser, or political party.

5. Attending Library Events during an Election Campaign Period

- 5.1.** Candidates, registered third-party advertisers or political parties are permitted to attend library events, or events held at library facilities, in either their capacity as elected representatives or as private citizens, but may not campaign while in attendance. No election campaign signs may be posted, and no campaign materials may be disseminated at Library events.
- 5.2.** Elected officials are permitted to attend library-organized events or events held on library facilities and act as ceremonial participants in their capacity as elected officials, including speaking at the event and partaking in ceremonial activities. In provincial or federal elections, once the writ is issued, MPPs and MPs, with the exception of Ministers of the Crown, are no longer elected officials and therefore should not be invited to attend library events.

6. Staff and Volunteer Participation in Election Campaigns

- 6.1.** Library staff are expected to preserve the public trust and confidence in the Library. With respect to elections, staff are expected to promote the principles of transparency, impartiality, respect, and accountability as noted in 6.2 to 6.6 below.
- 6.2.** Staff engaged in political activities must take care to separate those personal activities from their official positions. Staff may participate in political activity at the federal, provincial, and municipal levels providing that such activity does not take place during work hours or utilize Library assets, resources, or property. Notices,

posters, or similar material in support of a particular Candidate or political party are not to be displayed or distributed by staff on Library property.

- 6.3.** Staff shall not canvass or actively work in support of a Candidate or political party during normal working hours unless they are away from work on a leave of absence without pay, maternity/parental leave, lieu time, flex day, or vacation leave.
- 6.4.** Staff shall not canvass or actively work in support of a Candidate or political party while wearing a uniform, badge, logo, or any other item identifying them as Pickering Public Library staff, or using a vehicle owned or leased by the Library.
- 6.5.** Staff who are relatives of any Member of Council or Candidate shall not be assigned to work as an Election Official, or work on any part of the election process.
- 6.6.** Staff are advised to be especially mindful of public perception during municipal elections, and to ensure that their activities neither conflict with, nor adversely affect, their duties as Library staff. Moreover, staff have a responsibility to ensure that public resources are not used for campaigning by any person.

7. Restrictions to Services Provided to Members of Council beginning August 1 of an Election Year

- 7.1.** Members of Council may also be candidates in a municipal election. Accordingly, after August 1 in the municipal election year, the Library will discontinue the following activities, irrespective of whether they are seeking election in the new term or not:
 - All forms of political advertising or communication, such as City Councillor newsletters, will not be placed in the Library during the election campaign period.
 - All forms of advertising and communication, including publications and social media accounts, that are operated or distributed by the Library will not reference the name or image of a Member of Council.

8. Promoting Elections

- 8.1.** Nothing in this policy prohibits the Pickering Public Library from promoting awareness of or providing information about upcoming elections as long as no particular candidate, registered third-party advertiser, or political party is promoted, supported or opposed. This includes promoting awareness of activities or events in which all candidates in an election are invited to attend.
- 8.2.** The Library may arrange all candidate events at the provincial or federal level. All candidates must be invited to attend.

Definitions

"All Candidates Meeting" – a public meeting held to provide an opportunity for all Candidates to explain their election platform and to answer questions from the audience.

"Campaigning" – any activity by or on behalf of a candidate, registered third-party advertiser, political party or question on a ballot meant to elicit support during the election campaign period. Campaigning does not include the appearance of elected officials, other candidates, or registered third-party advertisers at an event in their personal capacity without the display of any signage or graphic that identifies the individual as a candidate or registered third-party advertiser(s) and without the solicitation of votes.

"Campaign Materials" – any materials used to solicit votes for a candidate or question on the ballot in an election campaign period, including, but not limited to, literature, banners, posters, pictures, buttons, clothing, or other paraphernalia. Campaign materials include but are not limited to, materials in all media, such as print, displays, electronic, radio or television and online sources, including websites or social media.

"Candidate" – a person who has filed a Nomination to run in a municipal, school board, provincial, federal election or by-election, or anyone acting on their behalf. Where referred to herein, the term Candidate shall also mean a registered third-party advertiser or a person or group supporting or opposing a question on a ballot.

"Clerk" – the City Clerk for The Corporation of the City of Pickering, or their designate.

"Elected Official" – an individual elected to the House of Commons, the Legislative Assembly of Ontario, Pickering City Council, or a school board.

"Election" – an election or by-election at the municipal (including school board), provincial and federal level of government, or the submission of a question or by-law to the electors.

"Election Campaign Period" – the official campaign period of an election:

- For a municipal or school board election the Campaign Period begins on the first prescribed day for the filing of nominations by Candidates and the first prescribed day for the filing of a registration by a third-party advertiser in accordance with the *Municipal Elections Act* and ends at 11:59 p.m. on voting day.
- For a provincial or federal election, the election campaign period commences the day the writ for the election is issued and ends at 11:59 p.m. on voting day.
- For a question on the ballot, the period commences the day Council passes a by-law to put a question on a ballot to the electorate and ends at 11:59 p.m. on voting day.

- For a by-election, the period commences the first day for the filing of nominations in accordance with the *Municipal Elections Act* and ends at 11:59 p.m. on voting day.

"Election Sign" – any sign that is intended to influence individuals to vote for or against any Candidate or any question on a ballot, including but not limited to, an Election Sign as defined in the City's Election Sign By-law. Election Sign also includes election material such as buttons, t-shirts, hats, pens, stationary, calendars, fridge magnets, car magnets/car wraps, or any other materials used to promote or oppose a Candidate.

"Library Resources" – includes but is not limited to library employees and volunteers, library events/programs, library services (including online events/programs and services such as online and social media channels), library facilities, library information, library equipment and supplies, library funds, and library infrastructure. These are further defined as follows:

- "Library employees" – all exempt and non-union employees, members of the bargaining unit and volunteers that are supporting the Library.
- "Library events/programs" – events funded or organized by the Pickering Public Library, including events that may be jointly organized with community organizations and/or with external sponsors. Library events do not include events and meetings organized by third parties, which are not considered library events for the purpose of this policy.
- "Library facilities" – any facility that is managed by the Pickering Public Library. Library facilities do not include public rights-of-way such as sidewalks, roads and boulevards, laneways or facilities rented in accordance with the Room Booking for External Groups Policy.
- "Library information" – any information in the custody and control of the Library, including databases that may be the repository of names, contact information, business records, financial information and other identifiers compiled and used by library employees to conduct Library business. An example of a library database is the Library client database.
- "Library infrastructure" – any physical or technology systems that support the operation of library programs and services, including but not limited to, vehicles, computer network, and email system, wireless equipment, computer hardware, software and peripherals, internet and intranet. Excludes public rights-of-way including sidewalks, roads, laneways and boulevards.

"Media Event" – an event such as a press conference or photo opportunity to which the media is invited and the purpose of which is to promote, support or oppose a candidate, registered third-party advertiser, a political party, or a position on a question on a ballot. Features of a Media Event can include but are not limited to, the issuing of a media advisory stating date, time and location of briefing/press conference, use of backdrops, podiums or public address systems, the distribution of media releases, media kits, display of signage or other materials to

promote, support or oppose a candidate, registered third-party advertiser, or a position on a question on a ballot.

"Media Scrum" – an unplanned encounter between a candidate, a registered third-party advertiser, their staff, or with media.

"Member of Council" – the Mayor and Members of Council for the Corporation of the City of Pickering.

"Political Party" – political parties for provincial and federal elections that are registered under the *Ontario Election Finances Act* or in the registry of parties referred to in section 374 of the *Canada Elections Act*. Under the current legislative framework, political parties cannot participate in the City's municipal elections or by-elections.

"Question on a Ballot" – any question or by-law submitted by the electors by Council, a school board, an elected local board, or the Minister of Municipal Affairs under the Act.

"Registered Third-Party Advertiser" – in relation to a municipal election, an individual, corporation, or trade union that is registered with the City Clerk, as per section 88.6 of the Act, whose purpose is to promote, support or oppose a candidate for office, or an issue on a question on a ballot, and is not under the direction of a candidate.

"Third-Party Advertisement" – an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting, or opposing a candidate for office, or an issue on a question on a ballot, and is not under the direction of a candidate.

For further information please contact: Elaine Bird, Director of Support Services, Pickering Public Library at 905-831-6265 ext. 6231 or email elainebird@pickeringlibrary.ca.

Meeting Minutes - DRAFT

Anti-Black Racism Working Group

Wednesday, April 13, 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 (7:30), Romina Diaz, Samantha Adebisi,

Library Staff: Sabrina Yung, Chris Moore, Elaine Bird, Rebecca Courtney

Absent: --

1. Land Acknowledgement and Ancestral Acknowledgement

Land acknowledgement by Sabrina and Ancestral Acknowledgement by Stephen (Chair)

2. Conflict of Interest Declaration (Standing Agenda Item)

- No conflicts of interest declared.

3. Review of last meeting minutes

- Deferred.

4. Introduction of Pickering Public Library Collections

- Welcome to Rebecca, Elaine, and Chris, joining the group this evening to share a presentation of the library's collections. This is the start of the ABRWG's focus on PPL collections.
- The library's Support Services team consists of Elaine Bird (Director of Support Services), Chris Moore, (newly hired, Manager of IT and Collection), Rebecca Courtney (Assistant Manager of Collections), Carolyn von Hasselbach (CES Collections), Debbie Pogue (Senior Support Services Associate), and Jamie Bristow (CEA Support Services).
- There are some vacancies on the team, as well as a leave of absence.

The Support Services team has completed a number of learning and development training opportunities, including:

1. Diversity Audit Course
2. Webinars promoting new materials representing diverse viewpoints/stories
3. Black Caucus of ALA conference: Creating Racially Equitable Collections
4. Equity in Action course (upcoming training)
5. Readings, research, webinars.

- Most of this training has been completed by Carolyn and Rebecca as they are the selectors for the collections, and any library wide training would include the rest of the team.
- Carolyn also sits on the PPL internal Inclusion Committee.
- Rebecca shared a little on the history of collections and cataloguing in North America for public libraries, so that the ABRWG can understand the system that the Pickering library works with in serving the community.
- When it comes to purchasing materials for the collections, the Library predominantly works with the 'big five publishers', most commonly known for working with public libraries across Canada. There are other publishers that the library has access to, can and does draw from.
- **ABRWG Member Question:** How is the library improving its work with the publishers in terms of representation? Rebecca, "There is an increase in what the five publishing companies are making available in line with the community, and from a selection standpoint while we used to be limited to what was available, now there is a more diverse selection to choose from." There are more publishers beyond the big five that we can also source from, to increase diverse options.
- **Cataloguing system and the practices the library relies on to identify materials:**
The Dewey Decimal System, the Library of Congress Classification and Subject Heading: These systems are a product of the time period in which they were established. In present day terms, we acknowledge that there are problematic aspects. More conversation is growing in present day, on this topic. Some vendors are increasingly looking at the classification systems with a DEI lens and exploring ways to improve.
- **Collection policies used to guide Library practices:** There are two policies. The Local Author/Creator Policy and the Resource Development Policy. These policies are reviewed annually and internally and are available to the public on the library website. We refer to and pull from public library governing bodies that when we develop our policies. For example, we look to the Canadian Federation of Libraries Associations and Ontario Libraries Services
- **Collections processes:**
 1. **Selection, acquisition, and cataloguing:** The selectors work with different vendors to determine what is purchase for the collections. For physical and digital collections, the Library uses a request for purchase (RFP) to establish the list of vendors that we purchase from. The RFP process presents an opportunity for the Library to convey the library's needs and requests, and can help identify which vendors can best meets those needs and requests. Physical collection is from Canadian vendors and Digital Collections mostly from the USA. In terms of diversity, equity and inclusion, there is more work to be done in terms of exploring vendor practices.
 2. **Budgeting:** There are two streams, one for physical collections (everything sitting on selves) and one of for digital collections (online and loanable equipment/kits). A review of the budget occurs annually, and considerations are based on different factors including:

1. **Stats and usage:** What we spent on the previous year and the measurable performance outcomes.
2. **Trends:** including readings and information use like online learning tools. As well as trends in leisure reading content.
3. **Prediction** for the year ahead. Example exploring themed bag pack for children.
4. **Trends in community demographics** and projection for the near future.

ABRWG Member Question: On working with clients using a digital world, does the library budget plan on supporting this? Rebecca, "Library is shifting with it". As trends show that people are shifting to more online resources, our budget has shifted to a large digital collections budget to meet those changing user trends.

ABRWG Member Question: How useful is the demographic data? Rebecca, "It's a number but we do not know if it tells the full story, and it's hard to tell what it means in isolation. Speaking with the community is helpful." The library does pay attention to demographic data as it pertains to age for example. In Pickering we have a large 55+ population and a lot of young families, so we have a large collection dedicated to those age groups for that reason.

ABRWG Member Question: Could surveys be implemented after library check out or in the email receipt people can get from checking out items? Rebecca, "I love that idea. One of the projects this year is to try a survey link on the front of our curated picture book collection. We hope to gather feedback from clients using this collection and to explore the volume of feedback we may get from using that method of surveying."

ABRWG Member Question: Seeing that you're understaffed, do you use volunteers to help your team? Sabrina, "The Library has not used volunteers for collections work in the past, as there are Union/Collective Agreement implications that would need to be considered and discussed before any volunteers can be utilized for collections related tasks."

3. **Working with vendors:** We outsource some selection to our vendors. They act as our go between for publishers/content creators and producers to provide resources that the community needs. For some digital platforms we do not have access to decision-making on the content and are not able to add items to those collections.
 - The library provides to vendors decision-making parameters (e.g, 'best sellers', 'major blockbuster movies').
 - The vendors also offer automatic release plans (ARPs). ARPs automatically provide popular materials under selected categories (predetermined by the library) for physical collections and some eBooks and audiobooks.
 - **ABRWG Member Question:** How do you come up with the number of copies to purchase for the different collections? Rebecca, "It is based on author grade (based on publisher sales data)." It's also based on what's popular and the anticipate demand from the community (based on reader trends demonstrated in similar categories previously).

- **ABRWG Member Question:** How do less popular titles gain representation if the chosen vendors are focusing mostly on popular material? Rebecca, “A challenge that selectors face, is the time it takes to more actively track the less popular titles” and research the title/author to determine if there is community demand/interest. This is a challenge across diversity, equity, inclusion topics that need considerable research and learning as part of that selection process.
 - **ABRWG Member Comment:** On the customer side for example, black youth not really seeing the collection they want and maybe they would not check it out.
 - **ABRWG Member Question:** Do you coordinate in your purchasing with different Durham libraries? Rebecca, “We do not coordinate with other libraries, and there is not a current process for that”. Each library also is assigned a municipal specific budget, so the spending is determined by municipal use, which is not consistent across the Region.
 - **ABRWG Member Question:** Do you have access to purchase more books from the vendors that are more Canadian based? Most of our physical collections are purchased from Canadian vendors, which carry Canadian publishers and authors. When selectors are independently choosing titles, outside of the ARP process, staff use a more manual consideration process. Rebecca, “Selections outside of the ARPs are guided by the Resource Development Policy, statistics and trends, requests from the community and collection development resources.
4. **Noteworthy selection issue:** Adding items to collection from independent publishers/self-published authors/local authors: Library rely on reviews/collection development resources to guide collections decision-making and when these things are not available it makes it difficult for us to make those selections. Also, it takes a lot of time to read through potential materials to assess whether it meets the collection’s criteria. As this is time consuming and requires various contextual considerations, it can be difficult to make that selection decision quickly.
 5. **After selecting the titles for purchase, we work with our vendors to catalogue and process everything on our shelves.** Catalogue record is inputted onto the Integrated Library System (ILS), which informs users (staff and clients) where they go on the shelves and makes each item visible in the catalogue (which can be viewed in person or on the website). Labeling is required for each item and reflects the collection name, author name, item barcode and Dewey number. Items are also given security tags and at times so other identifying labels. This labelling is now mostly done by our vendor. Some exceptions apply and may require staff to manually label and enter the material information into the system.

Due to time: ABRWG members have all agreed to have Rebecca and Elaine return to the next meeting to continue the presentation. Group will also try to cover remaining agenda items below at the May meeting.

5. **UN International Decade for People of African Descent Proclamation**
 - Follow up discussion deferred.
6. **Pickering Residency Requirement – Terms of Reference Addition/Amendment Follow Up**
 - Review and approval of updates deferred.
7. **Determining Vice-Chair**

ACTION: Group to prepare for nomination and voting at May meeting.

 - Nomination deferred.
8. **Youth Subcommittee Update**
 - Update deferred.
9. **Other Business:**
 - No additional items tabled for discussion.

Revised

City of Pickering
2022
Draft Capital Budget

Library Summary

Run Date: Feb 26, 2022

	2021 Approved Budget	2022 Draft Budget
Expenditures		
Furniture & Fixtures		35,000
Hardware Replacements	112,000	37,000
Book Collection Material	305,000	295,000
Accessibility	300,000	60,000
Prof/Consult Fees -Seaton	25,000	
Building Related	6,302,600	30,000
Total Expenditures	7,044,600	457,000
Financing		
Federal Grants	(908,200)	
Prov Grant		(60,000)
Paid from Property Taxes	(417,000)	(397,000)
RF DC - Library	(5,700,865)	
RF - Seaton Land Grp FIA	(18,535)	
Total Financing	(7,044,600)	(457,000)

**City of Pickering
2022 Draft Capital Budget
Projects Listing**

5800 Library

Run Date: Feb 26, 2022

		2022
Project Name		Project
		Budget
5800 Library		
5800.2201	Collection Materials	295,000
5800.2202	Accessible Public Washroom (Claremont Library)	60,000
5800.2204	George Ashe Library Computers Upgrade	20,000
5800.2205	Improvements to Claremont Library Public Service Space	35,000
5800.2206	Library Server Replacement	17,000
5800.2209	Create Virtual Programming space at Central Library	30,000
Total		457,000

City of Pickering
2022
Draft Capital Budget
For Council Consideration

5800 Library

Run Date: Feb 27, 2022

	Funding	Expense
5800.2201 Collection Materials		
2823 Paid from Property Taxes	(295,000)	
6179 Book Collection Material		295,000
Collection Materials include: Books, movies, audiobooks and other types of physical materials along with their processing and packaging. Current collection includes approx. 140,000 items - 7% of collection replaced with new material each year. Assumes the addition of approx. 9,800 items at \$30 each.		
Total 5800.2201 Collection Materials	(295,000)	295,000
5800.2202 Accessible Public Washroom (Claremont Library)		
1623 Prov Grant	(60,000)	
Inclusive Communities Grant 2022 – 2023		
6183 Accessibility		60,000
Converting the current staff washroom at the Claremont Library into a public washroom with accessibility features. Subject to receiving the Inclusive Communities Grant.		
Total 5800.2202 Accessible Public Washroom (Claremont Library)	(60,000)	60,000
5800.2204 George Ashe Library Computers Upgrade		
2823 Paid from Property Taxes	(20,000)	
6175 Hardware Replacements		20,000
Replacement of public and staff computers at the George Ashe Library that are older than 5 years with new equipment.		
Total 5800.2204 George Ashe Library Computers Upgrade	(20,000)	20,000
5800.2205 Improvements to Claremont Library Public Service Space		
2823 Paid from Property Taxes	(35,000)	
6173 Furniture & Fixtures		35,000
Replace furniture and equipment at Claremont Library (furniture is all at least 20 years old) in order to provide improved client experience for Extended Hours service.		
Total 5800.2205 Improvements to Claremont Library Public Service	(35,000)	35,000
5800.2206 Library Server Replacement		
2823 Paid from Property Taxes	(17,000)	
6175 Hardware Replacements		17,000
The Library currently has 5 servers. One will be replaced this year.		
Total 5800.2206 Library Server Replacement	(17,000)	17,000
5800.2209 Create Virtual Programming space at Central Library		

City of Pickering
2022
Draft Capital Budget
For Council Consideration

5800 Library

Run Date: Feb 26, 2022

	Funding	Expense
2823 Paid from Property Taxes	(30,000)	
6500 Building Related		30,000
Build space for staff to produce virtual programming, could also be used by the public when not in use by staff		
Total 5800.2209 Create Virtual Programming space at Central Libr	(30,000)	30,000
Total 5800 Library	(457,000)	457,000

**City of Pickering
2022
Draft Capital Budget**

5801 Seaton Regional Library

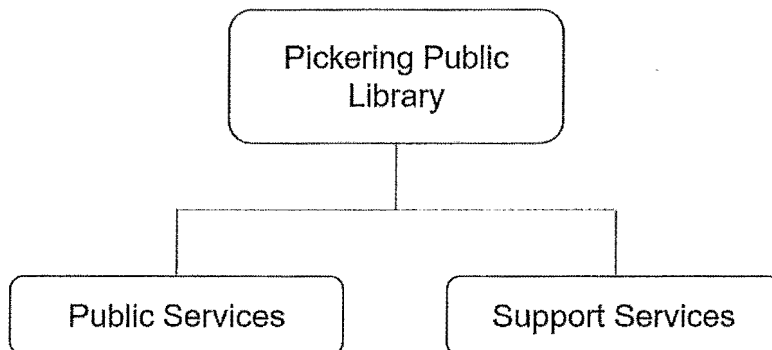
Run Date: Feb 26, 2022

	2021 Approved Budget	2022 Draft Budget
Expenditures		
Prof/Consult Fees -Seaton	25,000	
Total Expenditures	25,000	
Financing		
RF DC - Library	(6,465)	
RF - Seaton Land Grp FIA	(18,535)	
Total Financing	(25,000)	

Pickering Public Library

Overview

The Pickering Public Library is responsible for ensuring that all Pickering residents have equitable access to the resources, information, and ideas that will enrich their civic, educational, career, and personal lives.



The Pickering Public Library offers access to free spaces, programs, collections and other services that support the following ends:

- Residents will be supported in their lifelong learning needs at all ages and stages.
- Residents will be enriched by a culture of reading.
- Residents will have access to inclusive, accessible and welcoming public facilities and virtual spaces where the entire community can read, work, connect, collaborate, create, play, learn, or simply be.
- Residents will have access to library services that are high quality, efficient, and cost-effective, developed with community input and awareness.
- Residents will have access to library services that support their financial, physical, social, and mental well-being.
- Residents will have access to library services that champion inclusion, diversity and belonging.

Key Activities for 2022

- Launch outreach van with mobile Maker Space to serve new and underserved communities
- Refresh Claremont Library branch and pilot Extended Access service
- Develop and action recommendations provided by the Pickering Public Library Anti-Black Racism Working Group

- Establish permanent video production space for use by community and staff
- Engage community on improvement projects for Claremont Library and George Ashe Library
- Develop hybrid programming model to allow for broadcasting live, in-person programs
- Develop recommended programs and schematic concepts for new Seaton Community Library
- Pilot social worker in library locations to build connections and provide referrals to broader community services

Financial Information

Staffing Summary (Full & Regular Part-Time)

	2018	Approved Current Term			Draft		
		2019	2020	2021	2022 Add	2022 Delete	Total
Full Time	38	37	36	37	4	(2)	39
Reg. Part-Time	<u>26</u>	<u>25</u>	<u>24</u>	<u>22</u>	<u>0</u>	<u>(2)</u>	<u>20</u>
Total	64	63	60	59	4	(4)	59

The Library added a full-time Assistant Manager (InfoTech) and two full-time Senior Client Experience Associate positions. These new positions will enable increased leadership of public service staff and branch operations and enhanced client experience. Funding for these new full-time positions comes from the elimination of one full-time Operations Coordinator position, one full-time Client Experience Associate Technology position and two part-time Senior Client Experience Associate positions. The Library also added an Executive Assistant role that was formerly part of the staffing complement.

Year-Over-Year (Net Cost) Budget Changes

	2021 Budget	2022 Draft Budget	Year/Year Increase	
			(\$)	(%)
Libraries	\$5,876,597	\$6,070,842	\$194,245	3.31%
Total (Net Cost)	<u>\$5,876,597</u>	<u>\$6,070,842</u>	<u>\$194,245</u>	<u>3.31%</u>

Explanation of Significant Budget Changes

Expenditures – Increases/ (Decreases)

Overall, the Library's expenses increased by 3.85% (\$230,345) from the previous year. This change was driven by the following:

- ⬆ \$247,889 in salaries and benefits resulting from scheduled annual increases, Executive Assistant role, grant-dependent summer student positions and restoring positions post-pandemic.
- ⬇ \$42,000 in hardware replacement because of one-time laptop purchases in prior year.
- ⬆ \$14,000 in building repairs and maintenance for thorough cleaning of branches.
- ⬆ \$10,000 to support increased use of digital collections and online learning platforms by library clients.

Revenues/Transfer from Reserves – (Increases)/ Decreases

- ⬆ \$27,000 in anticipated grants to fund summer student positions
- ⬆ \$9,500 in miscellaneous revenue

Library 2020 & 2021 Performance Indicators/Statistics

Performance Indicators/Statistics	2020	2021
Total materials borrowed	496,445	758,202
Website visits	246,397	267,796
In-person visits	145,497	121,216
Active cardholders	37,583	33,855
Public Computer Use*	624,637	433,144
Total digital learning sessions	108,298	108,099
Program attendance	5,720	9,088
Number of programs	483	514

*Comparison year over year not possible due to change in measurement tool

**City of Pickering
2022
Draft Current Budget**

Library

Run Date: 3/1/22 5:28 PM

Account Descriptions	2020 Approved Budget	2021 Approved Budget	INC./DEC.	2022 Draft Budget	% CHGE. 2021
Expenditures					
Salaries & Wages	3,461,809	3,367,282	161,353	3,528,635	4.79%
Employer Contributions	914,436	904,694	86,536	991,230	9.57%
Employee Recognition & Appreciation	3,000	3,000	1,135	4,135	37.83%
Conferences	6,500	3,500	3,500	7,000	100.00%
Uniforms	2,300	2,300	1,650	3,950	71.74%
Travel	6,000	4,000	(1,000)	3,000	(25.00%)
Postage	3,800	3,300	(2,150)	1,150	(65.15%)
Freight, Express & Cartage	1,000	1,000	(600)	400	(60.00%)
Cellular Phones	11,000	19,238	(6,258)	12,980	(32.53%)
Telephones	57,276	63,090	(39,925)	23,165	(63.28%)
Internet	0	0	38,500	38,500	0.00%
Cable	0	0	1,425	1,425	0.00%
Advertising	14,000	10,000	1,800	11,800	18.00%
Seminars & Education	16,900	29,400	(800)	28,600	(2.72%)
Purch Prntng/Broch/News Ltr	9,000	5,000	2,000	7,000	40.00%
Insurance Premium	24,345	24,830	0	24,830	0.00%
Ins. Deductible	2,000	2,000	0	2,000	0.00%
Consulting & Professional	31,850	20,500	(2,000)	18,500	(9.76%)
Recpt, Prom & Sp Events	9,000	7,000	(1,000)	6,000	(14.29%)
Memberships	7,500	7,500	80	7,580	1.07%
Outside Agency Serv	274,760	298,034	(11,336)	286,698	(3.80%)
Build Repairs & Mtce	260,389	277,746	(38,903)	238,843	(14.01%)
Veh - Repairs & Maintenance	2,000	2,000	2,000	4,000	100.00%
Misc Equip Repairs	43,250	39,250	2,240	41,490	5.71%
Software/Hardware Maintenance Con	187,841	217,650	4,401	222,051	2.02%
Stationery & Office Supplies	19,000	19,000	(500)	18,500	(2.63%)
Catalogue Processing Supp	5,000	5,000	(1,000)	4,000	(20.00%)
Lib Materials	273,290	309,990	10,000	319,990	3.23%
Program Supplies	35,750	26,750	(750)	26,000	(2.80%)
Committee Expenses	0	0	11,000	11,000	0.00%
Utilities - Water	17,940	18,300	0	18,300	0.00%
Utilities - Gas	34,461	34,461	1,724	36,185	5.00%
Utilities - Hydro	189,000	189,000	0	189,000	0.00%
Gas, Oil Tires	2,132	2,132	798	2,930	37.43%
Supplies & Tools	3,500	3,500	500	4,000	14.29%

**City of Pickering
2022
Draft Current Budget**

Library

Run Date: 3/1/22 5:28 PM

Account Descriptions	2020 Approved Budget	2021 Approved Budget	INC./DEC.	2022 Draft Budget	% CHGE. 2021
Minor Furniture & Fixtures	5,000	10,000	(5,000)	5,000	(50.00%)
Hardware Replacements	46,075	58,075	(42,075)	16,000	(72.45%)
COVID Related Expenditures	0	0	53,000	53,000	0.00%
Total Expenditures	5,981,104	5,988,522	230,345	6,218,867	3.85%
Revenues					
Fines - Library Matls.	(80,000)	(20,000)	0	(20,000)	0.00%
Misc. - Photocopies Lib.	(52,000)	(52,000)	(1,000)	(53,000)	1.92%
Donations	(16,000)	(25,000)	0	(25,000)	0.00%
Federal Grant	0	0	(27,600)	(27,600)	0.00%
Ont. Specific Grants	(106,425)	(106,425)	0	(106,425)	0.00%
Vending Machines	(2,500)	(2,500)	0	(2,500)	0.00%
Rentals - Mtg. Room/Public	(8,000)	0	(3,500)	(3,500)	0.00%
Other Misc Revenue	(6,000)	(6,000)	(4,000)	(10,000)	66.67%
Total Revenues	(270,925)	(211,925)	(36,100)	(248,025)	17.03%
Transfers to/from Reserves & R.F.					
Transfer to/(from) Reserve	63,000	100,000	0	100,000	0.00%
Total Transfers	63,000	100,000	0	100,000	0.00%
Net	5,773,179	5,876,597	194,245	6,070,842	3.31%

INTERNAL MONITORING REPORT

POLICY TYPE: Executive Limitations

POLICY TITLE: EL 01 General Executive Constraint

I hereby present my monitoring report on The City of Pickering Public Library Board's Executive Limitations policy for "General Executive Constraint" 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)

April 21, 2022
Date

Policy Element: Header Paragraph

The CEO will not cause or allow any practices, activities, decisions, or organizational circumstances that are unlawful, imprudent or in violation of:

I interpret this as follows:

1. "practices, activities, decisions, or organizational circumstances": all tools and activities that library staff use to accomplish the objectives of the Library. These include policies, procedures, and library initiatives.
2. "imprudent": foolish, irresponsible, or lacking caution.

Compliance will be demonstrated when:

There are no substantiated occurrences of unlawful or imprudent actions caused or allowed by the CEO.

Evidence Available:

- There have been no unlawful or imprudent actions as evidenced through discussion with senior City staff, senior Library staff or review of local media.

Policy Element #1

- commonly accepted business and professional ethics

I interpret this as follows:

"commonly accepted business and professional ethics": ethical standards in comparable business practices such as accounting, intellectual property, and human resources, and common library ethical standards such as intellectual freedom and privacy.

Compliance will be demonstrated when:

There are no substantiated incidents where the CEO has caused or allowed any of these standards to be violated.

Evidence Available:

- There have been no cases where these standards have been violated as evidenced through direct inspection of the 2020 audited financial statements;
- No client challenges to our collections were received in the previous 12 months;
- In March 2021, the Library removed physical and digital copies of Dr. Seuss titles that contained racist and insensitive imagery following a statement released by Dr. Seuss Enterprise. Also in March 2021, the Library pulled copies of a children's chapter book, *Ook & Gluk*, after Scholastic and the author, Dav Pilkey, released a statement apologizing for perpetuating "passive racism".
- In April 2022, Durham District School Board ("DDSB") pulled copies of *The Great Bear*, written by Cree author David Robertson, from its school libraries. The title is currently being reviewed by DDSB after local Indigenous families expressed concerns about it potentially negatively impacting local Indigenous children by way of being included in DDSB school libraries. At this time, the Pickering Public Library continues to loan out the title and is awaiting the results of the review conducted by the DDSB.

Policy Element #2

- The *Public Libraries Act*, RSO 1990, c.P.44, and other relevant statutes.

I interpret this as follows:

1. "the *Public Libraries Act* RSO 1990, c.P.44": the complete provincial statute with all related regulations and updates.
2. "other relevant statutes": all statutes, regulations, and bylaws which impact on the operation of the Library. These include but are not limited to: the *Constitution Act (Canadian Charter of Rights and Freedoms)*; the *Pay Equity Act*, the *Employment Standards Act*, the *Freedom of Information and Privacy Act*, the *Human Rights Code*, the *Occupational Health & Safety Act*, and the *Accessibility for Ontarians with Disabilities Act*.

Compliance will be demonstrated when:

There are no substantiated incidents where the CEO has caused or allowed any of these standards to be violated.

Evidence Available:

- The 2017 Pay Equity analyses, the [Accessibility Customer Service Standards policy](#), and the [Freedom of Information and Protection of Privacy policy](#) demonstrates that internal policies are in compliance with the legislative requirements.
- The CEO has highlighted for the Board that by electing a Board Chair for a two-year term, we are not in compliance of the *Public Libraries Act* which states that a Board Chair should be a four-year term. It is a common practice among libraries to use two-year terms, especially urban libraries who feel that it is

difficult to sustain someone in the volunteer role of the chair for more than 1-2 years.

Policy Element #3

- Contractual agreements the Board has made.

I interpret this as follows:

“contractual agreements”: any binding contracts for products or services made on behalf of the Library. Such contracts include, but are not limited to: the Collective Agreement, contracts with library vendors and suppliers, grant contracts, and partnership contracts.

Compliance will be demonstrated when:

There are no substantiated incidents where the CEO has caused or allowed any contracts to be violated.

Evidence Available:

- Review of the 5 largest vendor contracts/invoices and representatives of contractual partners shows no violation of these agreements.
- Review of 1 grant agreement from April 15, 2021 – April 21, 2022 totalling \$22,500, shows no violation of these agreements.
- Direct inspection of the Collective Agreement (covered the period up to March 31, 2020) with the updated Memorandum of Settlement (extending the Collective Agreement until March 31, 2021); bargaining is expected to take place in later 2022.
- In 2022, Library staff began working with the Board to develop a Memorandum of Understanding (“MOU”) with the City of Pickering to capture the shared services and associated costs between the two organizations. The Board reviewed a draft MOU document and directed the CEO to send it to City leadership for review and comments. It is expected that the City and Library Board will submit the MOU for approval by City Council in early 2023 following the municipal election.

1. BOARD OFFICERS**1.1 Chair**

The position of Chair will be elected by a majority of the Board at the first meeting of the applicable calendar year during the term of the Board. The Chair will serve for a two-year term and until a successor is elected. A Board member may not serve as Chair for more than 3 consecutive (two year) terms.

Commented [JF1]: The Public Libraries Act specifies that the Chair term should be four years.

1.2 Vice-Chair

The position of Vice-Chair will be elected by a majority of the Board at the first meeting of the applicable calendar year during the term of the Board. The Vice-Chair will serve for a two-year term and until a successor is elected. A Board member may not serve as Vice-Chair for more than 3 consecutive (two year) terms. In the absence of the Chair, the Vice-Chair will preside and will have all of the Chair's powers and responsibilities.

Commented [JF2]: Matches to the Chair's term.

1.3 Election of Chair and Vice-Chair

The Secretary of the Board will assume the chair for the process of electing the Chair and Vice-Chair. Nominations will be received from the floor and the election will be conducted by secret ballot. In the event of a tie vote a second secret ballot will be held. In the case where there is only one nominee for a position the need for a secret ballot shall be waived.

In the event that a Board Member intends to stand for the position of either Chair or Vice-Chair, and will be absent from the meeting at which the elections are to take place, the procedure below will be observed:

In advance of the meeting, the Board Member will provide the Board Secretary with a written notice, signed by the Board Member, along with the names of both the mover and seconder to the nomination.

1.4 Secretary-Treasurer

The Board will appoint a Secretary-Treasurer. Typically, that will be the Chief Executive Officer or their appointed designate.

The Secretary-Treasurer will:

- a) Keep minutes of Board and Committee meetings;
- b) Conduct the Board's official correspondence.
- c) Receive, keep safely, and account for all the Board's money;
- d) Provide the Board with regular financial position reports, quarterly or as otherwise required;
- e) Deposit all money received on the Board's behalf to the credit of that account or accounts; and
- f) Disburse funds as required by provincial and federal legislation, City and Library procedures, and Board resolutions.

1.5 Chief Executive Officer

The Library Board delegates the authority for management and operations of services to the Chief Executive Officer.

As a non-voting officer of the library board, the CEO:

1. Does not vote on board business.
2. Attends all board meetings.
3. Sits ex-officio on all the committees of the library board and acts as a resource person.
4. Acts as the library board representative at the presentation of the library budget before the council.
5. Reports directly to the library board on the affairs of the library and makes necessary recommendations.
6. Interprets and communicates the board's decisions to the staff.

2. BOARD MEETINGS

The following rules and procedures have been adapted from various sources. The City of Pickering Clerk also provides procedural advice to the Board.

If at any point in the Board meeting there is lack of clarity in moving business forward, a recess may be called to allow for consultation of the sources.

2.1 Meetings

All Board meetings will be open to the public.

2.2 Rules of Order

The Chair will use appropriate editions of Robert's Rules as tools to govern proceedings and member conduct. In complex cases, advice is sought from the City of Pickering Clerk.

2.3 Inaugural Meeting in each New Term

The *Public Libraries Act*, Section 14 (1) and (2) authorizes the CEO to call the first Board meeting in the new term.

The CEO calls the meeting to order and conducts the elections for the Chair and Vice-Chair positions.

Once the Chair and Vice-Chair are elected for their term, the Chair presides over the remainder of the meeting.

2.4 Regular Meetings

The Board will hold at least seven scheduled meetings each year. These regular meetings will be held on the fourth Thursday of each month. The Board may change the scheduling of regular meetings from time to time. The Board will not hold a Board meeting that falls on a municipal, provincial, or federal election date.

The Board Secretary will provide a meeting date schedule to Members at the beginning of each year.

2.5 Meeting Notification and Documentation

The Board Chair, in consultation with the CEO, will prepare the agenda. Any Member wishing to place an item on the agenda may make a request to do so through the Chair or CEO no later than ten days prior to the meeting. Such requests will then be considered at the Chair's discretion.

Minutes of the previous regular meeting and any special meetings will be provided to the Members in the same manner as the agenda, together with its supporting documents.

The package will be emailed to the members at least five business days prior to the upcoming meeting.

Lack of receipt of notice for a regular meeting will not affect the validity of holding the meeting or any action taken at the meeting, provided a quorum is obtained.

2.6 Meeting Agenda Items

The standard order of business at regular meetings will be as follows:

- Public Delegations
- Approval of Agenda, Disclosure of Interest
- Consent Agenda
- Board Correspondence
- Board Education
- Ends Discussion
- Staff Reports
- Monitoring Reports
- Community Linkage Committee
- Ownership
- Governance
- Board Policy Review
- New Business
- Confidential Matter
- Board Self-eEvaluation

- Adjournment

The discussion of items will be in the order most conducive to meeting effectiveness.

2.7 Special Meetings

The Chair or any two members may summon a special meeting at any time. The meeting's purpose must be stated in the notice and no other business will be transacted without the consent of a Board majority.

Members of the Board and the community will be notified of special meetings in the most expeditious manner, and with reasonable notice.

Lack of receipt of notice for a special meeting will not affect the validity of holding the meeting or any action taken at the meeting, provided a quorum is obtained

2.8 Decisions Requiring Urgent Board Approval

When the meeting schedule does not allow for timely or urgent decisions and approval of the Board is required, the CEO will first recommend that the Board hold a special meeting. Should this prove impossible in a timely manner, the CEO will consult with the Chair, who may provide approval on behalf of the Board. All decisions so made, will be placed on the agenda of the next regular Board meeting for discussion and ratification.

2.9 In-Camera Meetings to Discuss a Confidential Matter**2.9.1 Moving In Camera**

A motion to move into an in-camera session must be moved, seconded, and approved by majority vote, prior to the meeting being closed. Motions to move in camera are not debatable.

Permitted In-Camera Business

Only the following subjects (from the *Public Libraries Act*) may be discussed at properly constituted closed meetings:

- a) The security of the property of the Board.
- b) Personnel matters about an identifiable individual.
- c) A proposed or pending acquisition or disposition of land by the Board.
- d) Labour relations or employee negotiations.
- e) Litigation or potential litigation, including matters before administrative tribunals, affecting the Board.
- f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

PICKERING PUBLIC LIBRARY BOARD BYLAWS

Last revised by Board Motion 21.33 on May 27, 2021

- g) A matter in respect of which a board or committee of a board may hold a closed meeting under another Act.
- h) A request under *the Municipal Freedom of Information and Protection of Privacy Act*.

A meeting may be closed to the public during a vote only if:

- a) Conditions permitting or requiring the meeting to be closed to the public exist; or
- b) The vote is for a procedural matter or for giving directions or instructions to Board officers, employees or agents or Board committee or persons retained by or under contract with the Board.

2.9.2 Staff Participation in In-Camera Meetings

The Board may invite appropriate persons, such as the CEO, the City Clerk and other staff to attend an in-camera session.

2.9.3 Approval of In-Camera Motions; In-Camera Minutes

The CEO or delegate (i.e. City Clerk) ~~may~~ takes the minutes ~~of-at~~ in-camera meetings. Two sets of minutes are produced: public and confidential. Public Minutes are kept brief and do not contain the discussions of the in-camera meeting. They will be included in the consent agenda of the following month's board package. Confidential minutes will be circulated to Board Members and staff (where appropriate) and a paper copy, signed by the Board Chair, is delivered to the City Clerk to be filed. The confidential minutes will be an item in the consent agenda for the following month but not included in the board package.

Any motions passed in camera are ratified when the Board resumes open session of the regular meeting. Because the discussions are protected under the confidentiality criteria in 2.9.1 above, the motion to ratify in open session must not include any confidential detail.

~~Minutes are adopted together with the minutes of the open meeting. Minutes are circulated to the Board and appropriate staff.~~

2.9.4 ~~Electronic or Telephone~~ Virtual Meetings

Virtual ~~P~~participation by ~~an~~ individual Members in a regular or special public Board meeting ~~using electronic means~~ is permitted, as long as the medium allows two-way communication (e.g., videoconferencing ~~but not email~~).

2.10 Board Meeting Procedures**2.10.1 Chair and Vice Chair's Role**

The Chair will preside at all Board meetings, maintain order, decide whether motions are in order, and rule on all procedural matters. If the Chair is not present at the time for the meeting to begin, the Vice-Chair will call the meeting to order and will preside for that meeting or until the Chair arrives.

2.10.2 Absence of the Chair and Vice Chair

If both the Chair and Vice-Chair are not present within fifteen minutes after the time for the meeting to begin, the CEO will call the meeting to order and will preside for the election of an Acting Chair. While presiding, the Acting Chair will have all the Chair's rights, duties, and responsibilities.

2.10.3 Attendance

Members will notify the Secretary if they are unable to attend the regular meeting. Meeting attendance will be recorded.

A Member may be disqualified following absence from Board meetings for three consecutive months without a recorded Board resolution authorizing the absence (see *Public Libraries Act* section 13c).

2.10.4 Conflict of Interest

The *Municipal Conflict of Interest Act* will govern the Board; an agenda will include provision for Members to disclose a direct pecuniary interest in a matter and the general nature thereof. The pecuniary interest of the Board Member's spouse shall be deemed to be also the pecuniary interest of the Member.

According to the *Act*:

5(1) Where a member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council or local board at which the matter is the subject of consideration, the member

- a) will, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
 - b) will not take part in the discussion of, or vote on any question in respect of the matter; and
 - c) will not attempt in any way whether before, during or after the meeting to influence the voting on any such question.
- R.S.O. 1990, c. M 50, s. 5(1)

2.10.5 Delegations

Residents and community association representatives may attend and address the Board as a delegation at any regular meeting. A delegation must inform the Board Chair before the meeting starts that they wish to address the Board. The Board Chair will indicate the rules for delegations at that time. The Board reserves the right to request any additional information regarding a particular issue or association. The Board will provide delegations with a maximum of ten minutes to make a presentation, unless extended by Board motion. The Board reserves the right to limit the number of delegations per meeting. A delegation may not appear before the Board on the same issue a second time, unless approved by Board motion. All questions and communication by a delegation must be made through the Board Chair.

Delegations may choose to remain for the balance of the public meeting but may not speak to other agenda items.

Through the CEO, the Board will communicate its decision, if appropriate, to the delegation in writing. The Board is not obligated to respond or make a decision at the time of the presentation.

2.10.6 Quorum**2.10.6.1 Definition**

A quorum will be 50% of the members of the Board plus one. As soon as there is a quorum present, the Chair will call the meeting to order. Participation by ~~electronic-virtual~~ means is permitted to allow official business to proceed.

2.10.6.2 Meetings Lacking a Quorum

Where a quorum is not present within thirty minutes after the hour fixed for a meeting, the Board Secretary will record the names of the Members present. In the absence of a quorum, the meeting may continue; however, no motion may be made or passed. Any decisions made shall be recommended to the Board at the next regular meeting for approval.

2.11 Voting

The Chair or Acting Chair protects impartiality by exercising his or her ~~right~~ voting rights only when this affects the outcome. In this case the Chair or Acting Chair can either vote and thereby change the result, or can abstain.

Any question on which there is a tie vote will be deemed to be negative.

Voting will be by a show of hands, unless otherwise indicated. Upon the request of a Member who is present when a question is stated, a recorded vote will be taken. It must be requested immediately before the start of voting.

2.12 Chair's Duties

The Chair will:

- a) Open meetings by taking the chair and calling the meeting to order.
- b) Determine the presence of a quorum.
- c) Recognize Members in the order in which they signalled that they wished to speak or ask a question.
- d) Receive and submit, in the proper manner, all motions presented by the Members, unless a motion is contrary to the Board's bylaws. If the Chair rules that a motion is contrary, the Chair will tell the Members immediately, before putting the question, and will cite the rule or authority applicable to the case without argument or comment.
- e) Determine whether a question is properly one which is admissible and to be dealt with immediately. The Chair's ruling on order or procedure may only be appealed by Board motion, duly seconded. If the motion is carried, the Chair's decision is overturned.
- f) State and put to a vote all valid motions which are moved and seconded in the course of proceedings and announce the result.
- g) Expedite business.
- h) Decide all questions of order.
- i) Ensure appropriate conduct of Members and the public.
- j) Sign on behalf of the Board, where applicable.
- k) Ensure the decisions of the Board are in conformity with the laws and bylaws governing Board activities.
- l) Declare the meeting adjourned when the Board so votes.
- m) Exclude any person from a meeting for improper conduct

2.13 Member's Conduct

A Member will be courteous and will not engage in any action that disturbs the meeting.

A Member will not:

- a) Use unparliamentary or offensive language, including any expressions or statements in debate or in questions that attribute false or undeclared motives to another Member, charge another Member with being dishonest, be abusive or insulting, or cause disorder.

- b) Make any noise or disturbance that prevents Members from being able to participate in a meeting.
- c) Speak outside the debated question.
- d) Reflect upon any prior Board determination, except to conclude such remarks with a motion to rescind such determination.
- e) Interrupt a Member who is speaking, except to raise a matter of privilege or a point of order.
- f) Disobey Board bylaws.
- g) Disobey the Chair's decision on questions of order or practice or on the interpretation of Board bylaws.
- h) Speak more than once to the same question except:
 - i. upon the consideration of a report referred by a committee to the Board for a decision; or
 - ii. in explanation of a statement that may have been interpreted incorrectly; or
 - iii. after all other Members who wish to speak have spoken at least once.

A Member who wishes to speak will signal the Chair and wait for the Chair's recognition. A Member will address to the Chair all remarks and questions, including questions intended for another Member or staff.

2.14 Public Conduct

Members of the public will be courteous and will not engage in any action that disturbs the meeting. Members of the public will not:

- a) Make any noise or disturbance that prevents Members from being able to participate in the meeting.
- b) Address the Board without Board permission at a meeting.
- c) Use unparliamentary or offensive language.

3. MOTIONS AND REPORTS TO THE BOARD

3.1. Decisions by Motion Only

All decisions and directions will be made on the basis of motions. To make a motion, a Member must first have the floor, that is, be recognized by the Chair.

3.2 Moving a Motion

A motion properly moved before the Board must be completed before any other motion can be received, except a motion to amend or adjourn, or on a matter of privilege (see glossary).

Another Member must second every motion, except for questions of privilege.

3.3 Seconding a Motion

A motion will not be debated until it has been moved and seconded.

The Chair will not put any matter to the vote, and a Member will not move a procedural motion to have the vote taken, until every Member who wishes to speak has spoken at least once. Members who have already spoken may speak again only after all other Members have been given the opportunity to speak. After Members debate a motion, the Chair puts the question to a vote and announces the voting result.

Any Member may require the question or motion under discussion to be read at any time during the debate.

There will only be one substantive motion before the Board at any one time.

3.4 Notice of Motion

All motions other than routine business or those arising out of reports from standing or special committees may be void unless the mover gives notice thereof at least ten days before the meeting at which said motion is to be presented.

This notice will be given in writing to the Chair and copied to the Secretary, and it will be accompanied by the copy of the proposed motion; and said notice and copy will be emailed to all Members five business days before the meeting.

3.5 Amending a Motion

An amendment may be made to a motion but may not negate the main motion or materially alter its intent. An amendment may itself be amended once.

3.6 Withdrawing a Motion

When a motion is before the Board and the mover wants to withdraw or modify it, or substitute another motion, the Chair will grant permission if no Member objects. If a Member objects, the Chair will put the question on granting the request to a vote, or someone can make a motion to grant it. A motion to withdraw another motion cannot be debated or amended. A two-thirds majority is required.

3.7 Motion to Reconsider

A motion to review a previous decision and vote on it again may be moved by a Member who previously voted on the prevailing or winning side of a question. A reconsideration may be made once only on the same motion.

3.8 Motion to Adjourn

A motion to adjourn is not debatable, cannot be amended and, if resolved in the negative, cannot be made again until after the Board has completed some intermediate proceeding.

3.9 Motion to Recess

A motion to recess is not debatable; and can only be amended to adjust the time of the recess.

3.10 Minutes

Minutes record the main points of any discussion. They are not verbatim.

Once approved, minutes of meetings are the official record of decisions and provide direction for officers and employees in their subsequent actions.

Minutes are approved at the next meeting of the ~~L~~ibrary ~~B~~oard and signed by the chair.

Minutes (excluding in camera minutes) are public documents and shall be made available to the public. Public minutes of in camera meetings are included in the monthly board package mailing. Confidential Mminutes of closed in camera meetings are kept separately in the City Clerk's office. and held to be confidential.

3.11 Board Committees**3.11.1 Purpose and Selection of Members**

Board Committees receive their charge and mandate from the Board and comply with Board policy on Committees. Unless contrary to policy, Committee Members will be selected by consensus from volunteers at Board meetings. Each Committee will select its own Chair.

3.11.2 PPL Board Committees

The Board's Committees are:

- a) Community Linkage Committee; and
- b) Ad Hoc Committees, as needed.

50% of members plus one will constitute quorum for a committee. The Board Chair serves ex-officio on all Board Committees.

3.11.3 Report Presentation

Timely reporting to the Board will be by submission of a written or oral report after each meeting, with appropriate comment by the Committee Chair. Written reports are distributed for reading prior to

a Board meeting. They are structured into a brief synopsis of discussion, and recommendations clearly and separately stated, with a Committee motion to recommend to the Board.

3.11.4 Approval of Committee Reports at the Board Meeting

At the Board meeting the Committee Chair ensures the report has been received in either written or oral form, and invites questions or comments. No motion is necessary to receive the report. The Committee Chair moves that any recommendations be put to the Board for approval (no seconder is necessary, since the Committee has already endorsed the recommendation through its own motion). The Board Chair repeats the motion, invites further discussion and calls the vote to adopt any recommendations.

3.11.5 Approval of Individual Committee Recommendations

Any Board Member may request that specific recommendations be removed for separate discussion (no motion required). In this case, the remaining recommendations are voted on collectively, under the original motion from the Committee Chair. Any separated recommendations are discussed and voted on individually in their original order. The original motion is still valid, and therefore the separated recommendation requires only a vote to adopt. Any changes to the recommendation follow normal rules for amendments and may require a mover and seconder for substantial changes.

3.12 Staff Reports at the Board Meeting

No motion is necessary to receive a staff report. A Board motion is required for adoption of staff recommendations.

3.13 Amending the Bylaws

Bylaws are the fundamental governing rules of the library board. The purpose of this bylaw is to state the conditions under which bylaws are amended.

1. Bylaws may be amended in response to legislation or when circumstances change.
2. At a board meeting any member can propose a review or an amendment of a bylaw.
3. All members of the library board will receive notice and draft of proposed changes prior to the next board meeting at which a motion for amendment may be tabled.
4. A motion to add, amend or remove a bylaw shall require a majority vote of at least two thirds of the members in order to be carried.

APPENDIX

GLOSSARY OF TERMS

TERM	DEFINITION
Adjourn	To end the meeting.
Agenda	A list of business items to be considered at a meeting, arranged in the order in which they are intended to be addressed.
Amendment	A formal proposal to change the words of a pending motion.
Chair	The person who presides at the meeting.
Committee	Any advisory or other committee, subcommittee or similar entity of which at least 50 per cent of the members are also members of the board.
Delegation	One or more residents or community association representatives who address the Board.
Floor, to have the	To have the right to speak without interruptions, except on a matter of privilege or a point of order.
In Camera	In private. Only Board Members and persons authorized by them may be present at an in-camera meeting.
Minutes	The legal record of the Board's, or a Committee's, proceedings and decisions. Corrections must relate to matters of fact only. A Member who does not agree with a decision cannot have the decision changed by changing the minutes. The appropriate remedy is to move a motion to reconsider.
Motion	A formal proposal placed before the meeting by one Member, the mover of the motion, for debate and decision.
Move	To formally propose a motion or amendment.
Mover	The person who proposes a motion or amendment.
Notice of motion	Formal advice to the Board that a Member proposes to move a motion at a future meeting. It usually includes the wording of the proposed motion.
Order	Behaviour in a meeting, which allows Members to conduct business without disruption.

APPENDIX

GLOSSARY OF TERMS

TERM	DEFINITION
Order, call a Member to	A way for the Chair to point out to a Member that the Member has broken the rules or is speaking out of turn.
Order, call the meeting to	An announcement by the Chair to indicate that the Chair is about to start the meeting. Also, it is a way for the Chair to enforce discipline on the meeting after the rules have been broken.
Order, point of	A way for a Member to draw attention to a breach of the rules.
Privileged motions	Refer to the rights of Members, and can interrupt discussion of a motion on the floor. Privileged motions are those related to: conditions in the place of meeting (e.g. "I cannot hear the speaker"); personal privilege (e.g. "the Member is misstating my position"); point of order, when the Member believes another Member is violating a rule (e.g. "the speaker is not speaking to the motion"); motions to recess or adjourn, both of which must be seconded and voted on. The interrupted discussion continues when matters of privilege have been resolved by the Chair.
Quorum	The minimum number of Members who must be present at a meeting to make the proceedings valid. A simple majority of the Board.
Rescind	To revoke a previous decision.
Recess	To take an intermission, either as a break or to allow for reflection.
Reconsider	Motion to review a previous decision and vote on it again.
Resolution	A motion that has been moved, seconded and carried.
Ruling	A decision by the Chair on a procedural point. Any Member may appeal it, in which case the ruling is immediately put to a vote without debate.
Second	To formally endorse a motion or amendment immediately after it has been moved.

APPENDIX

GLOSSARY OF TERMS

TERM	DEFINITION
Secunder	The person who formally endorses a motion or amendment. A seconder need not wait for recognition by the Chair. Seconding does not necessarily mean that a seconder supports the motion, only that the seconder agrees that it should be considered.
Show of hands	The usual way of voting. Those for and those against the motion are asked to raise their hands. The hands are counted, the result announced, and the motion declared either carried or lost.
Time limit	The maximum time allowed for a speech by an individual Member, set by the Chair.
Two-thirds majority	Two-thirds, or the closest whole number that is greater than two-thirds.
Unparliamentary	Words or expressions that are disrespectful or language that is offensive. It includes swearing and derogatory and racial remarks.
<u>Virtual Meeting</u>	<u>Public Board meeting held virtually with the assistance of two-way technology for all Board Members and public delegates or viewers.</u>
Vote, majority	One more than half the number of Members present.
Vote, recorded	A vote in which each Member is asked individually and publicly to announce his or her vote for or against the motion.
Vote, tie	An equal number of votes for or against a motion.