

# The City of Pickering Public Library Board Meeting Minutes

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Held: Thursday, April 28, 2022

Location: Central Library Auditorium / Virtual (Hybrid)  
[www.pickeringlibrary.ca/board](http://www.pickeringlibrary.ca/board)

Attendees: M. Anderson, Councillor M. Brenner, A. Maginley, S. Pragg, D. Sharma, S. Sheehy (Chair)

Absent: S. Beckett, Councillor S. Butt, R. Coelho, M. Fatema

Staff: J. Flowers – CEO/Director of Public Libraries, E. Bird – Director of Support Services, C. Moore – Manager of IT and Collections, R. Courtney – Assistant Manager of Collections, B. Gregory – Executive Assistant

Meeting Commencement Time: 7:05 pm

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## 1. Public Delegations

There were no public delegations.

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

No interest was declared.

### Motion #22.25

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

Carried.

## 3. Introduction of New Board Member

Chair Sheehy introduced and welcomed new Board member S. Pragg.

## 4. Presentations

### 4.1 Collections Update

R. Courtney, Assistant Manager of Collections, provided an overview of major collection projects and achievements from 2021, collection trendlines, and three of the larger collection projects planned for 2022.

A suggestion was made by the Board to consider having Book Club members, who are reflective of our community, assist with improving the diversity of collections. R. Courtney acknowledged that this was a possible way to engage the community in this project and would bring it forward to staff involved with the book clubs. J. Flowers added that PPL is always willing to take community requests for titles, but they don't select items for the collection, as this is the responsibility of trained staff.

It was also asked if volunteers could be used to assist in the children's diversity book audit. R. Courtney indicated that this was an idea being considered but that it was

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necessary to complete the pilot first. It was noted that if this were to go ahead there would be a lot of training required.

In answer to a question about the library's preference for physical versus digital collections, R. Courtney replied that she did not have a specific preference, noting that there are pros and cons of each. She added that physical collections take up space that is needed for seating and digital collections have difficult and expensive pricing models.

### 5. Consent Agenda

#### 5.1 Minutes of the Previous Board Meeting – March 24, 2022

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

#### 5.3 Library Information Update – April 2022

#### 5.4 2022 Q1 Stats Review

#### 5.5 2022 Q1 Financial Review

#### 5.6 P22 Use of Library Resources During an Election Campaign Policy

#### Motion #22.26

Moved by M. Brenner, Seconded by A. Maginley **Motion THAT** the items on the Consent Agenda be adopted.

Carried.

### 6. Ends Discussion

No Ends discussion held.

### 7. Staff Reports

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

J. Flowers noted that the minutes from the last meeting were included in the Board package.

J. Flowers added the management team was rolling out the 2021 ABRWG recommendations to staff. The presentation will be delivered in two parts to build a shared understanding of the process and recommendations.

#### 7.2 2022 Capital and Current Budgets

E. Bird provided a summary of changes made to the 2022 budget since October 2021 when the 2022 budget estimates were last presented to the Board.

Review of the budget prompted a question about the public washrooms at Central related to accessibility. It was suggested that the 2023 budget include funds to ensure that the washrooms are upgraded, if necessary, to be AODA compliant. It was noted that there might be grant funds available for such a project.

#### Motion #22.27

Moved by D. Sharma, Seconded by M. Anderson **Motion THAT** the Board approve the 2022 Current & Capital Budgets that was approved by The City of Pickering Council on March 28, 2022.

Carried.

## 8. Monitoring Reports – Executive Limitations

### 8.1 EL 01 General Executive Constraint

A Maginley met with J. Flowers to review the report. He indicated his confidence with the report and policy evidence cited.

#### **Motion #22.28**

Moved by A. Maginley, Seconded by M. Brenner **Motion THAT** the Board adopt Executive Limitation 01 General Executive Constraint Monitoring Report as presented; and **THAT** the Board adopt Executive Limitation 01 General Executive Constraint Policy as presented, the Policy being complete, sound, and effective.  
Carried.

## 9. Board Committee Reports

### 9.1 Report of the MOU Ad Hoc Committee

Committee Chair, R. Coelho, was not in attendance to provide report. It was agreed that the report be moved to the next meeting.

### 9.2 Report of the CEO Evaluation Committee

S. Sheehy reported that she met with M. Brenner, A. Maginley and J. Flowers to review and update the CEO evaluation process. She advised that a draft procedure has been created which will be shared with the Board at the next meeting. It was also agreed that the CEO Evaluation Committee should be a regular standing committee with annual appointments.

## 10. Governance

### 10.1 Annual Board By-Law Review

J. Flowers met with M. Maginley and M. Anderson to review the Board Bylaws. The Bylaws, with noted changes were included in the Board package. J. Flowers advised that most changes were to the in-camera meeting section.

#### **Motion #22.29**

Moved by M. Brenner, Seconded by M. Anderson **Motion THAT** the Board adopt the Pickering Public Library Board By-laws as amended.  
Carried.

### 10.2 Governance Policies Review

E. Bird advised that as a Policy Governance Board, the Library Board is governed by the bylaws, the executive limitation policies, the governance policies, and the Board-CEO delegation policies. E. Bird noted that the governance and Board-CEO delegation policies have not been reviewed during the term of this Board and suggested that as the Board is now quite familiar with the process, it would be a good time to do a review of these two sets of policies before a new Board is appointed in 2023.

The review would be a similar process to the bylaw review: 2 to 3 Board members would meet to review and prepare draft(s) with proposed changes and updates for the Board to review and adopt. S. Sheehy advised that a call-out for volunteers would be made at the May or June meeting with intent to have the draft documents ready for review and adoption by the Board at the September meeting.

**11. Board Policy Review**

**11.1** Executive Limitations policy **04 Staff Conduct** will be discussed at the next Board meeting. All members to review prior to the next meeting. Discussion will be led by M. Fatema.

**12. New Business**

**12.1 Member Community Reports**

No updates provided.

**12.2 Advocacy Ad Hoc Committee**

J. Flowers reminded the Board that a decision was made to establish three ad hoc committees to address priorities identified at the Board retreat last year: Board Ends, MOU with the City, and Advocacy.

The Advocacy Ad Hoc Committee is the last one to be established. J. Flowers proposed 2 to 3 volunteers for this committee, the work of which will be done in June, July, or August. J. Flowers will send an email to Board members asking for volunteers for this committee.

**12.3 Provincial Election – All Candidates Meeting**

M. Brenner noted that in the past, the Library had hosted all-candidate meetings for Provincial and/or Federal elections and asked if there were plans for one ahead of next month's provincial election. E. Bird advised that there had been some discussion with staff about programming around the election. S. Sheehy noted that events are staff-led initiatives. J. Flowers added that there are several large initiatives currently underway for June but would follow up with staff about the idea for an all-candidates meeting.

**13. Confidential Matter**

No confidential matters were discussed.

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

The next Board meeting will be held on Thursday, May 26, 2022, at 7:00 pm as an in-person / virtual (hybrid) meeting.

**Motion #22.30**

Moved by M. Anderson, Seconded by A. Maginley **Motion THAT** the meeting be adjourned.

Carried.

The meeting was adjourned at 8:20 pm.

Signature of Library CEO:

Date:

Signature of Library Board Chair:

Date: