

- 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. Consent Agenda**
Chair MOTION to Approve
 - 3.1** Minutes of the Previous Board Meeting – April 28, 2022 **Pg 1**
 - 3.2** Library Information Update – May 2022 **Pg 5**
 - 3.3** CEO Evaluation Procedure **Pg 9**
- 4. Ends Discussion**
None
- 5. Staff Reports**
 - 5.1** Anti-Black Racism Working Group Update [Minutes of the May 11, 2022 ABRWG meeting attached - **Pg 11**] Verbal J. Flowers Update
 - 5.2** Board Evaluation Verbal E. Bird Update
- 6. Monitoring Reports – Executive Limitations**
 - 6.1** EL 04 Staff Conduct **Pg 18** M. Fatema MOTION to Adopt
- 7. Board Committee Reports**
 - 7.1** Report of the MOU Ad Hoc Committee Verbal R. Coelho Update
 - 7.2** Report of the Advocacy Ad Hoc Committee Verbal J. Flowers Update
- 8. Governance**
 - 8.1** Pickering Public Library By-laws **Pg 21** S. Sheehy MOTION to Adopt
 - 8.2** Governance Policies Review Verbal E. Bird Report

9. Board Policy Review

- 9.1** The following EL Policy will be discussed at the next Board meeting. All members to review prior to the next meeting.

[EL 10 Communication & Counsel to the Board](#) S. Pragg

10. New Business

- 10.1** Member Community Reports

- 10.2** Canadian Urban Libraries Council (CULC) Meeting Verbal Report J. Flowers

11. Confidential Matter

None

12. Adjournment

Chair

MOTION
to Adjourn

Next Meeting:

To be Held: Thursday, June 16, 2022, 7:00 pm

Location: Central Library 2nd Floor Auditorium / Virtual (Hybrid Meeting)

Preliminary List of Motions

Item # Motion

- 2.** THAT the items in the Agenda be approved by the Board as presented/amended.
- 3.** THAT the items in the Consent Agenda be approved by the Board as presented/amended.
- 6.1** THAT the Board adopt Monitoring Report EL 04 Staff Conduct as presented; and THAT the Board adopt Policy EL 04 Staff Conduct as presented/amended, the Policy being complete, sound and effective.
- 8.1** THAT the Board adopt the Pickering Public Library By-laws as amended.
- 12.** THAT the meeting be adjourned.

The City of Pickering Public Library Board

DRAFT Meeting Minutes

Held: Thursday, April 28, 2022

Location: Central Library Auditorium / Virtual (Hybrid)
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

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

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:

Board End: Lifelong Learning**Regular Youth Drop In Program**

The youth drop-in program has returned! The first event held in April was attended by 16 teens who expressed excitement to be meeting in-person again. Another drop-in was held in May with 12 attendees. In July, the drop-in will resume its regular, weekly time slot.

In-person Storytimes

In May, in-person storytimes returned to the Central and George Ashe libraries. The response was positive as all three storytimes (Family, Baby & Toddler, and Active) filled up within days, with 20 families registering for each session! Due to the high demand, a second Baby & Toddler Storytime was added at the George Ashe location.

**Board End: Culture of Reading****Canadian Book Authors Week**

The Canadian Book Authors Week was a highly successful partnership event between the Pickering Library and 10 other libraries in York and Durham Regions. This series of events featured 4 highly acclaimed and diverse authors including Indigenous author Sarah Florence Davidson. This event was attended by 120 classrooms across GTA with an estimated 3,000 students.

Board End: Inclusive and Welcoming Public Facilities & Virtual Spaces**Seniors Social Return**

On May 3rd, the weekly Seniors Social returned to the library on Tuesday afternoons from 1:00 to 3:00 pm. An average of 15 seniors have been attending weekly to play Scrabble, Dominoes, cards, and enjoy lively discussion. After two years without the social, all seniors attending have been very excited and appreciative to be back!



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

George Ashe Library Community Engagement

On May 6th, a series of engagement activities launched at the George Ashe and Central Library to gather feedback from the community on what they would like to see included in a redesign of the George Ashe Library. The Library's forecasted capital budget for 2023 included funds to update the space which has not undergone significant upgrades on the public space since it opened in 2001.

A variety of activities were set up to invite feedback. Clients can share what they'd like to see added or changed about the current space through surveys, drawing their ideas or creating a layout of the library on the magnetic board.

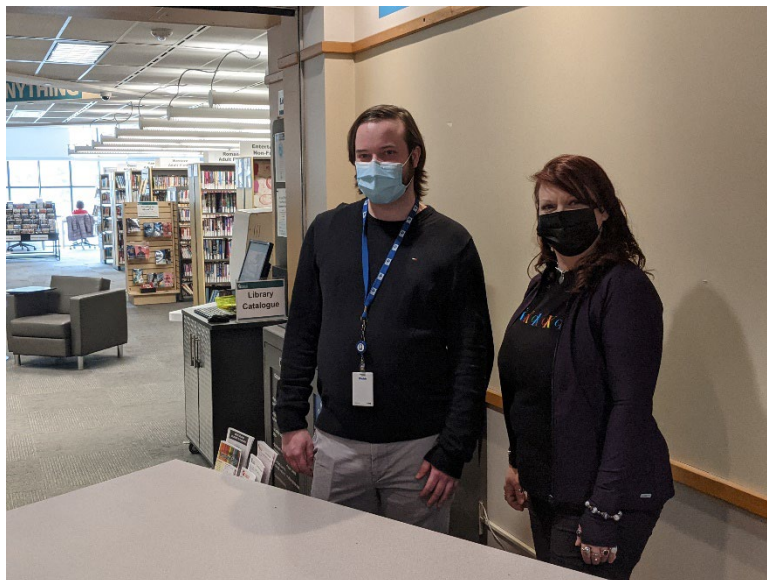


Staff will also attend outreach events to collect feedback from residents outside the library. Staff connected with teens at the recent “Hip-hop in the Park” event run by the City. This activity was a huge success, with approximately 150 responses recorded.

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

Ontario Works Outreach Worker

Wednesday, May 11th marked the first day of a new partnership with the Regional Municipality of Durham. An outreach worker from Ontario Works will be available in the Central Library every Wednesday from 12:30 pm to 2:30 pm to assist clients with any of their social service needs. Two outreach workers were onsite (pictured at right) and spent time with clients connecting with clients who participate in the DARS community group, then assisted



three clients at the partnership table in the lobby. This new partnership has been [covered](#) in the local media. A senior outreach worker also provided staff with an informational webinar on the services and resources available to Durham Region residents.

COVID-19 Test Kits and KN95 Masks & Pop-Up Vaccine Clinics at Central and George Ashe Libraries

A highly successful partnership with the Canadian Red Cross has resulted in the distribution of 2,376 Covid-19 test kits and 1,920 N-95 masks at the Central Library, and 1,188 test kits and 960 masks at George Ashe Library.

Four more pop-up COVID-19 vaccine clinics have been booked with Durham Region Health in May and June, two each at Central and George Ashe.

Community Partners Facilitating Outreach at the Library

Carea Community Health Centre has returned to the Central Library and George Ashe Library to promote their COVID-19 wraparound supports. This includes continuing to help residents access vaccination appointments, the distribution of free rapid test kits, mental health resources for those impacted by COVID-19, and more. As Carea works to bring more of their in-person services back, this is a great opportunity for the community to learn about the available programs offered at their local Carea Pickering site.

The Pickering Welcome Centre is trialing an outreach table at the George Ashe Library. The goal is to engage with residents from the surrounding area to raise awareness of the settlement services offered at the Pickering Welcome Centre.

Board End: Championing Inclusion and Belonging

Celebrate Eid Event



On April 29, the Library hosted an in-person Celebrate Eid event for children and their families. Community experts, Nailah and Saleem Qadeer gave a short presentation about Ramadan, the Lunar calendar and had an engaging Q&A session. Afterwards, children made their own Eid cards for their family and friends. A local henna artist was also at the event to apply henna on the children's hands. There were 23 children at this event.

There was lots of positive feedback from the community. Below are some testimonials:

"Thank you for organizing an awesome program. We really enjoyed it. It's nice to learn about others traditions and celebrations! Eleni LOVED having the henna done and is so proud to show everyone!"

"My children learned from the wonderful speakers and were so engaged in the question-and-answer session. Overall, it was an amazing experience for kids to see other like-minded kids and families gathered together to share the same interest. Keep up with these events and hope to see more of these."



Supporting Organizational Excellence

PPL Accepted into the Google for Nonprofits Program

Pickering Public Library has been accepted into the [Google for Nonprofits](#) program. Under the benefits of the program, PPL is eligible to receive up to \$10,000 USD/month in text-based ads on the Google Search platform that can be used to raise awareness for Library events and activities and make it easier for Library clients to find information on the PPL website. The program also allows videos hosted on the Library's YouTube channel to stream ad-free and will allow for fundraising and call-to-action buttons to be included with video content. Overall, program membership is a terrific opportunity to enhance the digital experience for PPL clients.

Date Originated:	April 2022	Review Frequency: Annually
Date Revised: (m/d/y)		Last Reviewed:
Point of Contact: Jackie Flowers, CEO / Director of Public Libraries		Pages: 2

CEO Evaluation

Procedure Objective

As per policy BCD 5 Board – CEO Delegation, the Board is instructed to have a yearly formal evaluation of the CEO based on the Executive Limitations and Ends Policies. This procedure provides instructions for the review and completion of the annual CEO evaluation.

Procedure

1. Form a CEO Evaluation Committee

- 1.1. The CEO Evaluation Committee will include the Board Chair, Board Vice Chair, and 1-2 additional board members.
- 1.2. The call out for committee members will be made at the January Board meeting by the Board Chair.

2. Set/Review Performance Measures and Annual Targets

- 2.1. In consultation between the CEO and the Committee, the CEO performance measures are selected, and annual targets set. This should occur in March of each year.
- 2.2. The annual targets are reviewed against mid-year measures around the end of June each year.

3. Complete the Annual Evaluation Document

- 3.1. In early December of each year, the CEO completes the evaluation document and submits it to the Board Chair.
- 3.2. The Board Chair and the CEO Evaluation Committee to meet in early December to review the completed evaluation document.

- 3.3. The CEO Evaluation document is shared with the board to gather input on the CEO performance prior to the scheduled In-camera Board meeting (see procedure step 4).

4. Review and Finalize CEO Performance Document

- 4.1. An in-camera session will be held for the Board to meet to review and finalize the CEO Performance document. It will be scheduled *on or before* the regular December Board meeting and can be held as a special meeting or as an in-camera session of a regular meeting. Refer to the Pickering Public Library Board By-Laws (Section 2.9) for information on In-Camera sessions.
- 4.2. The City Clerk or Deputy City Clerk to be invited to be recording secretary. The recording secretary will be responsible for preparing and distributing the public and confidential sets of minutes.
- 4.3. Upon ratification of decision(s) made during the in-camera session, the CEO performance document is finalized by the Board Chair.
- 4.4. The Board Chair sends the finalized CEO performance document to the CEO for signature. After signing, the CEO returns it to Board Chair.
- 4.5. The Board Chair forwards the finalized and signed CEO performance document to the Director of Human Resources, City of Pickering, for documentation and action.

Related Documents

- [BCD 5 Monitoring Executive Performance Policy](#)
- [EP 01 Global Ends](#)
- [Pickering Public Library Board By-Laws](#)

Alternate formats of this document are available upon request.

Meeting Minutes – DRAFT

Anti-Black Racism Working Group

Wednesday, May 11th, 2022, 6:30 pm

Online – Zoom Web Call

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

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

Absent: -- Bernadette Hood-Caesar,

1. Welcome, Land Acknowledgement & ABRWG Ancestral Acknowledgement

Since January 2022 both messages are read at the beginning of each meeting. Tonight's Ancestral Acknowledgement Stephen acknowledge his great-grand and grandmothers.

Sabrina welcome back library staff Rebecca, Elaine and Chris to continue on the library's collection presentation.

2. Conflict of Interest Declaration (Standing Agenda Item)

- No conflicts of interest declared.

3. Review February, March, and April Meeting Minutes (5 minutes)

- ABRWG reviewed all meeting minutes and agreed for minutes to be posted.
- **Stephen (Chair) Update:** ABRWG group members, Stephen, Marsha and Teronie attended the May 5th meeting with the Anti-Black Racism Task Force. The purpose of the meeting is to see if they want to work with us, and they have agreed to work with us. Thanks to Marsha for putting together the PowerPoint presentation and Teronie supported the conversation.
- **Sabrina Update:** Still would like to have a date for the proclamation, but maybe we can put it on the agenda for the next meeting in June.

4. Continuation of the Pickering Public Library Collections Presentation

- **Rebecca** wanted to circle back to the topic of the publishing industry and the 5 major publishers. To clarify, the Library does not restrict purchasing to only the 5 major publishers. We also purchase from other small publishers. The reason why we more commonly purchase from the 5 major publishers is because they are generally the publishers of the large majority of best sellers. Best sellers are in demand in our community.

Engaging the community with Collections development:

- Clients are able to submit requests for purchasing via the Library's website. Once a client submits a request, it is reviewed by staff (typically reviewed by the Librarians). It takes about two weeks to review a request for various reasons. Considerations include (but are not limited to): whether it is relevant for the community, whether it meets the selection criteria in the resource development policy, whether the Library offers the material already in a different format, and cost/budget.
- When a request is approved or denied, staff would share feedback in their response to the requesting client. There are different factors for denying a request. Often denied requests are a result of the material not meeting the Library's selection criteria. At times we already own a sufficient amount of copies in the same or other format. Sometimes the item is also not available for purchase.
- **Question from ABRWG member:** If I request the book first, would I be the first person to get it? **Rebecca's response:** No, once the book that you're requesting is in the catalogue you would need to put a hold on it.
- **Question from ABRWG member:** Do you keep data of the approved and denied requests? **Rebecca's response:** Staff currently track totally number of approved and denied request annually. For example, in 2021, we had approximately 1200 requests submitted in total. Of that, 750 were approved.
- **Question from ABRWG member:** The books you purchase, do you have them in audiobook format also? **Rebecca's response:** When you submit a request, you're given the option to choose what format you would like it in. If the request is approved, staff will try to purchase it in the requested format. Additionally, e-books and audio books can be significantly more costly than the print format, which has to be taken into consideration when determining the format, the Library can move forward with. To meet the diverse reading needs of clients, staff try to purchase various formats when possible. **Elaine's response:** Also, not everything is available in every format. At times materials requested may not be produced or available in the client's desired format.
- **Question from ABRWG member:** Do publishers provide free review copies to libraries? Or do they make libraries purchase everything? **Rebecca's response:** Libraries purchase all the materials. Sometimes publishers may send libraries advanced reader copies for staff to preview, however those materials are not permitted for public circulation. *(Post-meeting note: Sometimes those copies are also not the final version and contain not yet proofread content, which is also why they are not permitted for full circulation).*
- **Question from ABRWG member:** Why can't you purchase from Amazon? **Rebecca's response:** Amazon has their own publishing company. Generally, Amazon does not make their books, e-books, and audiobooks available to public library vendors.

Requests for reconsideration of materials:

- What this means, is that someone has asked the library to have an item removed from a collection or moved to a different collection. For example, a client may feel that a particular children's book contains content that may be concerning or sensitive. The client may suggest moving the book out of the children's collection

area to prevent a child discovering the book without their adult/caregiver's guidance or discretion.

- When there is concern, the individual may submit a formal request to staff (e.g., "I object to the item in your collection and I think that no one in the community should have access to this"). Staff take these concerns very seriously and would then begin the review process. It is important to note that just because someone does not agree with a collection item, it does not mean that everyone agrees with the submitted concern. Staff would certainly exhibit due diligence to understand the source of the concern, perform research, consult stakeholders relevant to the topic, consider best practices related to the topic, and much more, before determining a decision.
- Some of the common requests often focus on children's materials and concerns about inappropriate content for youth (e.g., differing opinions about humour, LGBTQ content, critical race theory, and personal beliefs or values).
- **Question from ABRWG member:** What is the process for removing a book from a collection? **Rebecca's response:** We look back to our policies and we review the request for removal. We go through our selection criteria. We also look at other libraries and other resources. For context, since the year 2000, Pickering Public Library has only received 12 formal requests for reconsideration/removal.
- **Question from ABRWG member:** When a request is denied, do you meet with the individual(s) to go over why their request was denied? **Rebecca's response:** A formal email is sent with the decision and rationale. If the client wants to meet with staff for more information, they certainly can.
- The role of collection librarians is to use our resource development policy to choose a wide range of materials that meet the many different information and leisure needs of our community. We are not meant to judge or restrict access to information unless the content of the material does not meet our selection criteria. When purchasing materials, the library must focus on ensuring access and intellectual freedom, as well as being responsive to what the unique local community is interested in (driven by loaning statistics and community data).
- **Question from ABRWG:** With the Russian-Ukraine war and the sanctions, have any books been removed from the library? **Rebecca's response:** No. **Chris Response:** Sanctions may potentially affect publishers and access to purchasing materials from affected regions.

Connecting our clients and community with collection

- We have monthly displays of books in different parts of each library.
- We highlight different collections (e.g. non-fiction, home and garden).
- We have the popular picks section. We also look at placement of items (e.g. showcase in the lobby instead of it being on the shelf).
- We also pay attention to the identification of items that are of particular interest to clients. Reader advisory interactions are where staff can recommend a book similar to what the reader is reading or generally enjoys reading. Staff can also conduct reference interviews for more in depth research or inquiries.
- **Question from ABRWG member:** Do you accept book donations? **Rebecca's response:** We do not collect book donations anymore. The reason being the resources required to process donations can be high and this is not a priority

compared to other demands for staff time. **Elaine's response:** Also we do not have the space.

Engaging online and in community promotions

- We have the website and catalogue. Helps make access easier, extends catalogue reach and provides themes, recommended book lists and more.
- Marketing: We use social media posts and eblasts and in-library signs and promotions to raise awareness about what is offered across the various collections.
- Events and outreach: We have curated collections to display at events, bring to outreach events (e.g., storytimes at class visits), and we provide one-on-one interactions with staff during events.
- **Comment from ABRWG member:** I am engaging with a lot of immigrant youth who have moved to Durham and the library is a new thing for them. They are finding it hard to navigate the online system in trying to access resources from the library, and I think that we need to do something to support them. **Sabrina's response:** Our community outreach staff attend events and community partner sites to provide supports for community members. This could be demonstrations for any of our digital products, training on how to use the catalogue, library card registration, and more. During the pandemic, due to in-person events being restricted or our focus is to do more in-library services. However, we are getting back into outreach now. The library can conduct tours and staff are dedicated to be back at community events and at the local schools.

Collection Maintenance and Decision Making

- Collection statistics: Statistics captured through ILS (integrated library system) and are sorted, analyzed.
- Usage statistics inform decisions related to the collections budget, selecting and purchasing, weeding, collection projects and strategic goals.
- Other statistics and community data may be used to further inform collections initiatives and decision making and to help meet our community's needs.
- Common stats: circulation, number of holds, cost per cycle or cost per use.
- **Suggestion from ABRWG member:** To have an intern who can help the collection team.
- **Question from ABRWG member:** Is there a training that someone has to have to make decision on what book should be in the library? **Rebecca response:** Yes. They would need to understand the selection criteria and library policies that needs to be followed when it comes to collections.
- **Question from ABRWG member:** How easy would it be for me (or the general public) to access information about the collection development policy and selection criteria? Is this transparent and shared? **Rebecca's response:** Yes. This information is shared. **Sabrina's response:** The library has the resource development policy on the website https://pickeringlibrary.ca/wp-content/uploads/sites/76/2022/04/Library-Policy-P08-Resource-Development_Apr2022-1.pdf https://pickeringlibrary.ca/wp-content/uploads/sites/76/2021/10/P20-Local-Author-Creator-Collection_AODA-compliant.pdf

- **Question from ABRWG member:** Do you have any data on how many requests or materials are from the Black community? **Rebecca's response:** No. We do not have access to such data.

Weeding the Collection

- Weeding is the process of removing materials from the collections, and it is based on specific criteria and goals.
- Weeding improves the circulation of materials, as they make it easier to browse the collections and to locate desired titles.
- Removes items which are worn/damaged and unlikely to circulate
- Removes items which are out of date.
- Removes items which are no longer used by our community (determined by last circulation date and/or number of times circulated overall).
- Physical library space is limited and in demand for many public service purposes. We cannot keep all materials forever.
- Weeding involves the use of pulling reports based on certain and specific criteria. Example, staff may look at items where there has been no circulation (client loaning) in the last 2 years.
- Grubby weeding involves removing the items that are not looking good due to damage and overuse.
- Duplicates may be reduced when the popular titles are not circulating as much anymore.
- Weeding can also include looking for out of date or irrelevant content.
- Overall, all we want to make sure that we are left with the materials that the community wants access to.

Collection Special and Specific Audits

- Increasingly in libraries, diversity, equity, inclusion and/or anti-racism 'audits' are being developed and implemented. We have not done it in the past and are currently trailing an audit with the children's Storytime book collection. These books are specific to staff led Storytimes at the library.
- The idea behind the audits is to examine materials using developed criteria, to determine how the content (title, text, imagery etc) may perpetuate concerning, hurtful and harmful ideas.
- It is a very staff intensive process, as it involves staff taking time to go through each book using a list of assessment criteria. We will have to explore how to effectively perform these audits in addition to other collections tasks.
- There is a lot of learning, piloting, and redesigning of these processes as we move forward. Public libraries share a lot of with each other, so we will also collaborate and learn from other libraries too.
- **Comments from ABRWG members:** It's important that the community also understands what librarians do. As a group, we have to start thinking about the library with a youth lens. We should think about how the younger generation interacts with the library's collections and how we can create a positive experience and space for them.

Next Steps:

- The next collections focused meeting with the team will be the July ABRWG meeting. This will give some time for reflection of all the information shared, and consideration for where the ABRWG would like to prioritize their focus for further, deeper collaborative discussion this year and next year.
- Ahead of the July meeting, the group will reflect and think on:
 - What is the possible role of the ABRWG when it comes to collaborating with staff who develop and support the library's collection?
 - What are the areas of growth or opportunities that stand out to you?
 - What are the problems we are trying to solve?
 - Knowing that our goal is to determine some priorities and recommendations that are collaboratively achievable, what priorities come to mind? Where could we start? What is the impact or outcome we are hoping to achieve?

Preliminary Reflections and Suggestions from ABRWG Members (to be revisited):

- We can come up with list of our top 10-20 title recommendations.
- Have a small group tackle each recommendation and then we meet to discuss it so to measure it.
- We can focus on work that the library is already doing and build our recommendations around the existing work.
- We need to make our recommendations intentional.
- Looking at how do we modernize what the library has right now to make it relevant.
- How would our recommendations support the Black community in terms of the use and how do we successfully create a space and engage the community around any change?
- How do we promote a space that is welcoming and serving the community?
- Also, looking at what is a collection.
- Also normalizing the black community in the library space.
- Having audio books that have youth's voices reading it.

Checking-in on the Deferred Agenda Items:

- Group approved February, March, and April minutes. Sabrina can post to the public landing page.
- Group will circle back to proclamation at our June meeting to discuss next steps. Stephen encourages thinking about what significant calendar date the group thinks should be associated with the proclamation.
- No concerns were tabled regarding the latest revisions to the ABRWG Terms of Reference. Sabrina can post revised copy to the public landing page.

Youth Subcommittee Update

- The group will be meeting next week.
- When we meet with the group, we will raise the point around replacing previous subcommittee ABRWG representatives that had left. Having 4 may help with workload, sharing meeting attendance frequency.

Other Business:

Stephen comment: Would like to raise for discussions, can we talk about the race-based issues related to criminal reference checks for young people who want to volunteer with the library? Would like to understand the thought process behind the requirement of a police reference check for all volunteers and how the barriers for some may be overcome. Police carding has led to some Black youth having a record, for example. This may prevent them from being able to apply to volunteer and/or participate in library opportunities.

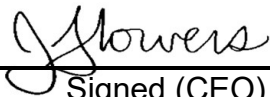
Sabrina's response: A police record check is required for all volunteers looking to volunteer with the library, as volunteers work with the public which includes the vulnerable sector. With that said, I can look into all the rationale behind this requirement and bring forward the information for discussion.

INTERNAL MONITORING REPORT

POLICY TYPE: Executive Limitations

POLICY TITLE: EL 04 Staff Conduct

I hereby present my monitoring report on your Executive Limitations policy “Staff Conduct” 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)

May 19, 2022
Date

Policy Element: Header Paragraph

The CEO may not cause or allow conditions of employment that fail to spell out the expectations for employee behaviour and which do not enforce these expectations in a fair and due process manner.

I interpret this as follows:

1. “spell out the expectations for employee behaviour”: the provision of written policies regarding employee behaviour.
2. “enforce these expectations in a fair and due process manner”: provision of clear and balanced written procedures to be followed should any infractions occur.

Compliance will be demonstrated when:

1. Policies are available, and staff are aware of these.
2. Procedures are available to be followed and these procedures enforced in a fair and timely manner.

Evidence:

1. Review of the relevant administrative policies that are part of the new staff orientation: Staff Manual, Non-Union & Management Employee Manual, Code of Conduct, employment letter template.
2. Review of the relevant administrative policies that reviewed annually by staff as part of annual performance process: Code of Conduct, Workplace Violence, Workplace Harassment, Accessibility, and the Health & Safety policy. Procedures clearly outline how infractions are dealt with.

3. There were no formal complaints from staff that the procedures were not available or were not applied to them fairly.

Policy Element #1

Accordingly, the CEO will not:

Allow staff to be unaware of prohibited behaviour, including conflict of interest, harassment of customers or others.

I interpret this as follows:

“allow staff to be unaware”: not ensuring that staff have access to and understand relevant policies including, but not limited to, conflict of interest and harassment.

Compliance will be demonstrated when:

Policies are available, staff are aware of them, and have an opportunity to ask for more information.

Evidence:

- Review of relevant administrative policies - Code of Conduct, Workplace Violence, Workplace Harassment, Accessibility, and the Health & Safety – which staff indicate they review on an annual basis as part of their annual performance review.

Policy Element #2

Allow any employee to accept gifts, payments or services, which might appear to compromise the unconflicted position of staff.

I interpret this as follows:

“gifts, payments or services”: items offered to employees beyond small token gifts of appreciation, of a value estimated at \$50.00 or less.

Compliance will be demonstrated when:

Staff are aware of and comply with the Code of Conduct Policy which outlines the Library’s acceptance of gifts policy.

Evidence:

- Review of the Code of Conduct. There have been no reports that staff have received gifts, payments or services which do not follow the policy.

Policy Element #3

Allow any employee to claim ownership of any product which has been developed using the time and resources of the employer.

I interpret this as follows:

1. “product”: reports, documentation, software, or any other work developed as part of an employee’s duties.
2. “employee”: current and past staff members.

Compliance will be demonstrated when:

All staff are aware of and comply with policies and guidelines in the hiring letter, Technology Policy and Employee Code of Conduct.

Evidence:

Review of the employment letter template, the Technology Policy and the Code of Conduct.

Confirmation with Director of Support Services and Manager, IT and Collections, that there have been no occurrences in the last year in which staff have claimed ownership of any work or intellectual property developed during employment at PPL.

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~~ 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.

PICKERING PUBLIC LIBRARY BOARD BYLAWS

Last revised by Board Motion 21.33 on May 27, 2021

- 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 Library Board 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 Minutes 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.