

The City of Pickering Public Library Board Meeting Minutes

Held: Thursday, May 26, 2022

Location: Virtual
www.pickeringlibrary.ca/board

Attendees: M. Anderson, S. Beckett, R. Coelho, M. Fatema, A. Maginley, S. Pragg, D. Sharma, S. Sheehy (Chair)

Absent: Councillor M. Brenner, Councillor S. Butt

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

Meeting Commencement Time: 7:07 pm

1. Public Delegations

No public delegations.

2. Approval of Agenda, Conflict of Interest Disclosure

No interest was declared. It was noted that an additional item (#10.3) to be discussed under New Business.

Motion #22.31

Moved by D. Sharma, Seconded by A. Maginley **Motion THAT** the Agenda be adopted as amended.

Carried.

3. Consent Agenda

3.1 Minutes of the Previous Board Meeting – April 28, 2022

3.2 Library Information Update – May 2022

3.3 CEO Evaluation Procedure

Motion #22.32

Moved by M. Anderson, Seconded by S. Beckett **Motion THAT** the items on the Consent Agenda be adopted.

Carried.

4. Ends Discussion

There was no Ends discussion held.

5. Staff Reports

5.1 Anti-Black Racism Working Group Update

J. Flowers indicated that the minutes from the last ABRWG meeting were included in the Board package. At this most recent meeting, the Collections staff was welcomed back to conclude the presentation they began the prior month. With the collections discussion

now concluded, the ABRWG will move to making recommendations to bring back to the collections team in July. Next steps for the ABRWG will be to meet with the Events staff to understand the process and planning of Library events.

In answer to a question about what knowledge the ABRWG members have about the actual collections already in the Library, J. Flowers advised that most members of the ABRWG are regular library users and can speak to their own experiences trying to locate or discover materials in our collections.

5.2 Board Evaluation

J. Flowers stated that as part of the final year of the Board's term, it is best practice for the Board to evaluate their experience over the past three and a half year and make recommendations for the next Board term.

Evaluation was performed in three parts:

- individual feedback, via survey, to understand Board members' perceptions of the effectiveness of the Library Board during the past term;
- group discussion, facilitated by J. Flowers, on what issues and opportunities will the Library Board likely face in the next term and what knowledge, special skills, connections, and experience would be helpful to have on the Board to face these issues and opportunities; and,
- individual feedback, via survey, on what Board expertise is needed on the next term of the Library Board.

J. Flowers thanked the Board members for their thoughtful input and ideas. The data and information from the three evaluation parts will be compiled and a summary of the results will be presented to the Board at the June meeting.

6. Monitoring Reports – Executive Limitations

6.1 EL 04 Staff Conduct

M. Fatema advised that she met with J. Flowers to discuss the EL 04 policy and related monitoring report. M. Fatema and expressed her satisfaction with the policy evidence.

Motion #22.33

Moved by M. Fatema, Seconded by D. Sharma **Motion THAT** the Board adopt Executive Limitation EL 04 Staff Conduct Monitoring Report as presented; and **THAT** the Board adopt Executive Limitation EL 04 Staff Conduct Policy as presented, the Policy being complete, sound, and effective.

Carried.

7. Board Committee Reports

7.1 Report of the MOU Ad Hoc Committee

R. Coelho advised that the committee has been directed to wait to present the MOUs to Council once the new Council is formed. In the meantime, the MOUs will be reviewed with each of the applicable City Department Directors, adding that waiting for the new Council to be formed allows time for a more thorough review. Assurances were given that the City is interested in completing an MOU with PPL but under the direction of the new Council.

7.2 Report of the Advocacy Ad Hoc Committee

J. Flowers provided an update on behalf of the committee. She advised that the committee met twice in the last week. A new governance policy covering advocacy has been drafted which will come to the Board at the June meeting for review. The committee also worked on some key messaging for the Goodbye Late Fees event occurring on June 4th that can be used when talking to library clients at the event. This document will be shared with each of the Board members ahead of the event.

8. Governance

8.1 Pickering Public Library Bylaws

Motion to adopt bylaws was made at the April 28, 2022, meeting, but as the necessary quorum for bylaw changes (as per Section 3.13 of the bylaws) was not present, the motion was not valid. The amended by-laws were presented again for motion to adopt.

A. Maginley requested inclusion of a friendly amendment to the bylaws to add the CEO Evaluation Committee to Section 3.11.2 (PPL Board Committees).

Motion #22.34

Moved by S. Sheehy, Seconded by M. Anderson **Motion THAT** the Pickering Public Library By-laws be adopted as amended.

Carried.

8.2 Governance Policies Review

As mentioned at the last Board meeting, E. Bird is recruiting two to three Board Members for a committee to complete a review of the Governance Process (GP) policies and the Board-CEO delegation (BCD) policies. Work will be done over the summer with intent to present drafts to the Board at the September meeting. A. Maginley indicated his interest in participating, and S. Pragg advised that she would like to participate as a learning process. E. Bird will send an email to Board members to request one or two more members participate.

9. Board Policy Review

9.1 Executive Limitations policy **EL 10 Communication & Counsel to the Board** will be discussed at the next Board meeting. All members to review prior to the next meeting. Discussion will be led by S. Pragg.

10. New Business

10.1 Member Community Reports

No community reports

10.2 Canadian Urban Libraries Council (CULC) Meeting

J. Flowers reported on some of the learnings and takeaways from her recent attendance at the Canadian Urban Libraries Council (CULC) meeting in Edmonton from May 15 to 17, 2022. She also shared some photographs of the renovated Central Library in Edmonton.

10.3 Proposed Late Fee Clean Up

E. Bird reminded the Board that a clean-up of old fines and fees was completed earlier this year. However, while preparing the public information around the Goodbye to Late Fees event, it was noticed that a very small amount of late fees remained in the data base.

These unpaid late fees totally \$16,500 and affecting 3,000 accounts would be waived in the next 12-24 months per the historic fees maintenance process. Based on the Goodbye Late Fees event and campaign, E. Bird asked the Board to approve expunging these fees so that no overdue fees would remain in the database and messaging to clients could be simplified.

In answer to a question about how likely these fees would be recoverable, E. Bird explained that given that most are almost 3 years old, it would be expected that most are not recoverable. This 3-year threshold is based on advice received and noted in Report 05-21 provided to the Board last October.

A request was made to provide a total amount of fees expunged; E. Bird did not have that total at hand and will report back on this at the next meeting.

Motion #22.35

Moved by S. Beckett, Seconded by D. Sharma **Motion THAT** the Board approve a further expunging process to clear all remaining overdue fees in the database as recommended in verbal report by E. Bird.

Carried.

11. Confidential Matter

No confidential matters were discussed.

12. Date of Next Meeting and Adjournment

The next Board meeting will be held on Thursday, June 16, 2022 at 7:00 pm as a hybrid (virtual and in-person) meeting.

Motion #22.36

Moved by M. Anderson, Seconded by R. Coelho **Motion THAT** the meeting be adjourned.
Carried.

The meeting was adjourned at 8:40 pm.

Signature of Library CEO:

Date:

Signature of Library Board Chair:

Date