

# The City of Pickering Public Library Board Meeting Minutes

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Held: Thursday, September 22, 2022

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

Attendees: M. Anderson, S. Beckett, R. Coelho, M. Fatema, A. Maginley, S. Pragg, D. Sharma (arrived 7:20 pm), S. Sheehy (Chair)

Absent: Councillor M. Brenner, Councillor S. Butt

Staff: J. Flowers – CEO/Director of Public Libraries, S. Oza – Director, Engagement & Client Experience, B. Gregory – Executive Assistant

Meeting Commencement Time: 7:09 pm

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## 1. Public Delegations

There were no public delegations.

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

No conflict of interest was declared.

### Motion #22.43

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

Carried.

## 3. Consent Agenda

### 3.1 Minutes of the Previous Board Meeting – June 16, 2022

### 3.2 Library Information Update – September 2022

### 3.3 Review of Incident Reports – January to June 2022

### 3.4 Financial Review – 2022 Year to Date

### 3.5 Q2 KPI Statistics

### Motion #22.44

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

Carried.

## 4. Ends Discussion

### 4.1 Report 02-22 Budget Estimates 2023

J. Flowers provided a verbal overview of Report 01-22 on the 2023 Budget Estimates included in the Board package, sharing some highlights of the current budget and notable increases/decreases year over year.

J. Flowers requested the approval of the Board to include an additional \$30,000 for furniture for the Claremont Library in the 2023 Capital Budget Estimates. The Board agreed with this addition and requested the motion to be amended to reflect it.

Following presentation of the Report, a question-and-answer period ensued. Questions were fielded from Board members regarding the lobby lighting, time period for the City Centre project, the age of the current ILS software, installation timeframe for the new ILS software (and procurement process), ability to transfer and use any new items purchased to the new City Centre Library, and salary increases.

With regards to the salary increases, J. Flowers had noted that the Library had not yet completed collective bargaining but salary increases were reflected in the 2023 current budget based on the bargaining completed by the City. In answer to a follow up question on the typical salary increases year over year, it was noted that an answer was not at hand, but that J. Flowers would investigate and report back.

### **Motion #22.45**

Moved by M. Fatema, Seconded by R, Coelho **Motion THAT** the Board adopt the Draft 2023 Capital and Current Budget Estimates, in principle and with the inclusion of an additional \$30,000 for furniture for the Claremont Library in the Capital Budget Estimate, to enable the CEO to continue the budget process on behalf of the Board.

Carried.

## **5. Staff Reports**

### **5.1 Anti-Black Racism Working Group Update**

J. Flowers informed the Board that the minutes from the June, July, and August 2022 ABRWG meetings were included in the Board package. She noted that the minutes were very detailed and included information on the meetings held with collections and events staff related to the ABRWG 2022 recommendations.

J. Flowers advised that going forward, the ABRWG meeting minutes would also be distributed to Library staff for information and training purposes.

In answer to a question about the impact on workload of staff with regards to participation with ABRWG and implementation of any actions arising from the recommendations, J. Flowers advised that anticipated projects and initiatives are accounted for in staff's annual performance plans as part of planning procedures.

It was asked if there were other community groups who could benefit from a group modelled after the ABRWG, proposing that this could be something the Board could initiate. J. Flowers suggested that since it is expected that when the community engagement is done to build the 2023 strat plan, much of the outreach will focus on EDI; this could help in determining the scope of future work, including formation of other community working groups.

### **5.2 Report 03-22 Library Board Transition Plan**

J. Flowers reported that she worked with the Clerk's Office over the summer to develop a Library Board transition plan for the next term. All details, including timelines, were in Report 03-22 included in the Board package.

Library Board information sessions will be held late October/early November, led by J. Flowers and S. Sheehy. S. Sheehy advised that she was unable to participate in the November 2, 2022 session due to a scheduling conflict and requested a volunteer to participate in her stead; A. Maginley volunteered.

In answer to a question about Board orientation sessions, J. Flowers advised that the orientation will be held in collaboration with the Ajax Public Library and will provide details of the training schedule at the November Board meeting.

**Motion #22.46**

Moved by D. Sharma, Seconded by A. Maginley **Motion THAT** the Board approve the Library Board Transition Plan; and **THAT** the Board participate in activities outlined in this Plan and incorporate the principles and practices outlined in this Plan in their Board activities.

Carried.

**6. Monitoring Reports – Executive Limitations**

**6.1 EL 05 Financial Planning**

D. Sharma reported that he met with J. Flowers to discuss the evidence presented in the monitoring reports for both the EL 05 and EL 06 policies, noting they were combined for discussion purposes as both policies are financially related.

D. Sharma indicated his satisfaction that the conditions as set out in Policy EL 05 are being met.

**Motion #22.47**

Moved by D. Sharma, Seconded by M. Anderson **Motion THAT** the Board adopt Executive Limitation 05 Financial Planning Monitoring Report as presented; and **THAT** the Board adopt Executive Limitation 05 Financial Planning Policy as presented, the Policy being complete, sound, and effective.

Carried.

**6.2 EL 06 Financial Condition**

For EL 06, D. Sharma noted that the monitoring report indicated the missing of a CRA filing timeline but was advised by J. Flowers that the applicable CRA document was now filed and accepted without penalty.

In answer to a question about why the budget surplus was so high, J. Flowers advised that this was due to a number of factors, including the gapping of some staff positions, and some larger accounts that are actually City expense lines, such as maintenance. J. Flowers stressed that efforts were made to ensure spending of entire year's budget, but spending was impacted by the pandemic during the start of year.

**Motion #22.48**

Moved by D. Sharma, Seconded by M. Fatema **Motion THAT** the Board adopt Executive Limitation 06 Financial Condition Monitoring Report as presented; and **THAT** the Board

adopt Executive Limitation 06 Financial Condition Policy as amended, the Policy being complete, sound, and effective.

Carried.

## **7. Board Committee Reports**

### **7.1 Report of the Ad Hoc Governance Policies Review Committee**

A Maginley reported that the committee met over the summer to review the Board-CEO Delegation (BCD) Policies and Governance (GP) Policies. Copies of all these policies with tracked changes and a draft of a new policy (Monitoring And Evaluating) were included in the Board package.

### **7.2 Updated Existing Board-CEO Delegation (BCD) Policies and Governance (GP) Policies**

A Maginley reported that the committee went line by line through the policies. In most cases, revisions were made to fix language and to be more specific in intent and meaning of each policy.

The committee was thanked for their detailed review of the policies. It was decided that rather than taking time during the meeting to review all the policy changes, the policies would be sent to the Board Members after the meeting as a separate document for their review, with request forward any comments or suggested additional edits to A. Maginley by October 6<sup>th</sup>. If warranted, the committee will then reconvene to finalize the policy revisions.

The final revised versions of the policies for adoption by the Board will be tabled at the November Board meeting.

#### **Motion #22.49**

Moved by A. Maginley, Seconded by S. Beckett **Motion THAT** the Board adopt the Governance Policies Review Ad Hoc Committee's recommended changes to the existing GP and BCD policies as presented.

Not Carried.

### **7.3 GP 12 Monitoring And Evaluating Policy**

A Maginley explained that the committee felt that this new draft policy was important to include to ensure that the Board evaluates its performance on a regular basis.

In answer to a question about what the development of an "annual work plan" meant, it was clarified that this referred to an annual Board calendar – the creation of which already occurs and is presented at the January Board meeting of each year.

The draft of this new policy was included with the reviewed policies when sent to the Board Members for their comments (see agenda item 7.2). Motion to adopt the GP 12 Monitoring and Evaluating Policy was deferred to the November meeting.

## **8. Governance**

No governance items discussed.

**9. Board Policy Review**

**9.1** Executive Limitations policy **EL 02 Treatment of Clients** will be discussed at the next Board meeting. All members to review prior to the next meeting. Discussion will be led by M. Anderson.

**10. New Business**

**10.1 Member Community Reports**

S. Sheehy mentioned that she attended the Pickering Village Museum blacksmith exhibit mentioned in the monthly Board report, reporting that it was very interesting and would highly recommend it.

S. Sheehy also reported that she, along with J. Flowers, attended the recent Pickering Heritage and Community Centre funding announcement and they had an opportunity to connect with MP J. O'Connell who was in attendance.

A. Maginley reported that he attended the launch of the TD Summer Reading Club event and enjoyed the chance to jump in and assist with this fun, community event.

J. Flowers reported that she received notice that the Library received a grant to fund the conversion of the staff washroom at the Claremont Library into a public, fully accessible washroom. The City is hiring a consultant and the project is expected to be completed by end of March 2023.

**11. Confidential Matter**

None.

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

The next Board meeting will be held on Thursday, October 27, 2022 at 7:00 pm as a hybrid meeting.

**Motion #22.50**

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

The meeting was adjourned at 8:06 pm.

Signature of Library CEO:

Date:

Signature of Library Board Chair:

Date: