

The City of Pickering Public Library Board

DRAFT Meeting Minutes

Held: Thursday, October 27, 2022

Location: Central Library Auditorium / Virtual Hybrid
www.pickeringlibrary.ca/board

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

Absent: Councillor S. Butt; D. Sharma

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

Meeting Commencement Time: 7:02 pm

1. Public Delegations

No public delegations in attendance.

2. Approval of Agenda, Conflict of Interest Disclosure

No interest was declared.

Motion #22.51

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

Carried.

3. Presentations

3.1 Community Engagement Update

Sabrina Yung, Manager of Community Engagement & Marketing, shared an update on the Library's recent community engagement initiatives, the return of community outreach, and the existing and new partnerships.

The Board expressed deep appreciation on both the breadth and depth of staff activities.

In reference to the community feedback received about more dedicated teen spaces at George Ashe Library, it was asked if there was opportunity to access the youth room in the adjoining community centre. S. Yung advised that community feedback was focused on enhancements to the existing library space and feedback related to other spaces was not requested. She did note that the Library has partnered with the City in the past to hold programs in the youth room and suggested that this could be an option to be explored.

In answer to a proposal that the study room at George Ashe Library be utilized for meeting space since it is set up like a boardroom, S. Yung advised that this room is currently used as a much-needed quiet study room. J. Flowers added that they'll be

working to develop a functional program to help the designer work towards incorporating all the community and staff feedback and identified priorities, including meeting and quiet study space.

S. Yung departed the meeting at 7:25 pm.

4. Consent Agenda

4.1 Minutes of the Previous Board Meeting – September 22, 2022

4.2 Library Information Update – October 2022

4.3 Board-CEO Delegation (BCD) Policies 01 – 05

4.4 Governance Process (GP) Policies 01 – 11

4.5 GP 12 Monitoring and Evaluating Policy (New)

Motion #22.52

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

Carried.

5. Ends Discussion

No Ends discussion was held.

6. Staff Reports

6.1 Anti-Black Racism Working Group (“ABRWG”) Update

S. Oza advised that the ABRWG September meeting minutes were included in the Board package. She noted that the minutes included details on the robust discussion held around reference checks for volunteers. Also discussed was an update from People & Culture on the progress on the recommendations from the ABRWG.

The October meeting was held in person, so members had a chance to tour the Central and George Ashe libraries, explore the space, observe clients, and ask questions. S. Oza reported that members were very pleased to see the current curated collections and observed that recommendations from the ABRWG were being put into practice.

In answer to a question about timelines and measuring the impact of the implementation of the recommendations from the ABRWG for People and Culture, S. Oza reported that C. Addo-Bekoe, Manager of People & Culture, is working to develop a timeline. As for measuring, this year would be the baseline for data collected and monitored in subsequent years.

In response to a suggestion that the ABRWG could work with the Anti-Black Racism Taskforce at the City, particularly in developing and monitoring impacts on HR, S. Oza advised that although there is some overlap of activities, especially recruitment, the ABRWG is focused on the Library experiences and needs. She added that the members of each group communicate with each other to identify common priorities and collaboration.

6.2 Report 04-22 Seeking Pre-Budget Approval for 2024-2027 Strategic Plan

J. Flowers explained that in order to ensure there is sufficient time to complete a thorough strategic planning exercise, the Library will request Council’s approval in January 2023 to

access the funds in the 2023 budget to complete an RFP for consulting services in advance of the Council budget meetings.

J. Flowers reported that she had spoken with S. Karwowski, Treasurer, and he had indicated his support for the intent of the request. He added that there may even be other budget items brought to the December Council meeting so suggested that Library report could also be brought to the meeting. Given this possibility, the recommendation from the report was amended to read:

“THAT the CEO prepare a Report to Council **in December 2022 or January 2023** seeking pre-budget approval to initiate the strategic planning project.”

Motion #22.53

Moved by M. Anderson, Seconded by R. Coelho **Motion THAT** the Board adopt the recommendation from Report 04-22, as amended.

Carried.

7. Monitoring Reports – Executive Limitations

7.1 EL 02 Treatment of Clients

M. Anderson reported that she met with J. Flowers to discuss the policy elements, interpretations, and evidence of compliance for EL 02 Treatment of Clients and concluded that the policy is effective and complete.

Motion #22.54

Moved by M. Anderson, Seconded by A. Maginley **Motion THAT** the Board adopt Executive Limitation 02 Treatment of Clients Monitoring Report as presented; and **THAT** the Board adopt Executive Limitation 02 Treatment of Clients Policy as presented, the Policy being complete, sound, and effective.

Carried.

8. Board Committee Reports

8.1 Report of the Policy Review Ad Hoc Committee

J. Flowers reported that all the Board-CEO Delegation (BCD) and Governance Process (GP) policies were reviewed and updated by the Policy Review Ad Hoc Committee. Copies of each with track changes were included in the September Board package for adoption.

Policies were not adopted at the September meeting as it was decided to allow for some time for the Members to review changes and comments. Members were requested to return any comments back to the Committee. Since no comments or additional edits were brought forward, the policies as provided in the September Board package will stand. Edits/track changes were accepted, and final versions were included in the package for this meeting for adoption as part of the consent agenda.

J. Flowers added that there was also a new policy – GP 12 Monitoring and Evaluating – included last month. This too was included in the consent agenda for adoption.

Lastly, J. Flowers reported that the Committee had wanted to convert the CEO Evaluation Procedure into a policy. However, given that the wording of a procedure is different from

that of a policy, the procedure as it was written did not translate well into a policy and the new policy was not presented to the Board for adoption. The procedure will be maintained as is for now, with the intent to convert to a policy early in 2023 to allow for time to update to more suitable wording.

8.2 Report of the CEO Evaluation Committee

S. Sheehy advised that the CEO Evaluation Committee – comprised of herself, A. Maginley, and M. Brenner – plan to meet to finalize the CEO evaluation and present back to J. Flowers before bringing to the Board for final approval at a Special Board meeting scheduled prior to the regular meeting on November 24, 2022. Board members will be provided the opportunity to provide feedback before the Special Board meeting. The Board was reminded that the yearly formal evaluation of the CEO is based on the Executive Limitations and Ends Policies.

9. Governance

No governance discussion was held.

10. Board Policy Review

10.1 Executive Limitations policy EL 07 Emergency Executive Succession will be discussed at the next Board meeting. All members to review prior to the next meeting. Discussion will be led by S. Beckett.

11. New Business

11.1 Member Community Reports

S. Pragg reported that she attended the Tails of Hope Awards ceremony with her daughter who was an award recipient. S. Pragg expressed her congratulations to the staff on a well-organized event that did a great job of making all the children feel very special.

S. Beckett reported that he recently had a need to use the 3D printer. With only 3D spec files at hand, he had J. Baptiste, Senior CEA- Info Tech, helped him use the 3D printer in the Maker Space to create what he needed. S. Beckett commended Maker Space staff and encouraged everyone to check out the Maker Space.

11.2 Ian Cumming Memorial Wall

J. Flowers reported that the components of the Ian Cumming Memorial Wall were coming together. The shelving is expected to arrive at the end of November, and a commemorative plaque is currently being designed. She noted that there is not a confirmed date for the memorial wall unveiling but the aim is to hold the event before the holidays.

11.3 Board Recruitment – New Term

J. Flowers advised that there were three Library Board Information Sessions planned for those interested in applying for the Library Board next term. One was held the previous evening and thanks was extended to M. Fatema for attending on behalf of the Board. A. Maginley and S. Sheehy were thanked in advance for their attendance at next week's sessions. There has been great participation and engagement in these sessions.

J. Flowers will be conducting interviews with interested applicants. Joining her for these interviews will be outgoing Board Members R. Coelho and M. Anderson.

11.4 Board Holiday Dinner

J. Flowers reported that staff had heard back from some, but not all, Board Members about a date for the Board holiday dinner. A quick poll was taken during the meeting and it was decided that dinner will be scheduled for Thursday, December 8th. A meeting request will be sent. J. Flowers advised that plans for a small Board meeting prior to the dinner have been cancelled due to the timing of the dinner.

12. Confidential Matter

None

13. Date of Next Meeting and Adjournment

The next Board meeting will be held on Thursday, November 24, 2022 at 7:00 pm as a hybrid (In-Person / Virtual) meeting.

Motion #22.55

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

The meeting was adjourned at 8:05 pm.

Signature of Library CEO:

Date:

Signature of Library Board Chair:

Date