

Meeting Called to Order

Chair

1. Land Acknowledgement

M. Brenner

2. Public Delegations

(Public attendance registration not required – refer to [By-laws pg 7](#))

**3. Approval of Agenda
Conflict of Interest Disclosure**

Chair

**MOTION
to Approve**

4. Presentations

- 4.1** S. Linton, Chair, Anti-Black Racism Working Group
 Re: ABRWG Year End Progress Summary; 2022
 Recommendations and 2023 Work Plan

5. Consent Agenda

Chair

**MOTION
to Approve**

- 5.1** Minutes of the Previous Board Meeting – January 26, 2023 **Pg 1**
- 5.2** Library Information Update – February 2023 **Pg 7**
- 5.3** Minutes of the Community Linkage Committee – February 9, 2023 **Pg 10**
- 5.4** Minutes of the CEO Evaluation Committee – February 15, 2023 **Pg 11**
- 5.5** 2022 Financial Review **Pg 12**
- 5.6** 2022-2026 PPL Board Terms of Reference – Updated as per Council Resolution #59.23 **Pg 14**

6. Correspondence

None

7. Ends Discussion

None

8. Staff Reports

- 8.1** Anti-Black Racism Working Group Meeting Minutes – November 9, 2022; December 14, 2022; January 11, 2023 **Pgs. 19-29** S. Oza

- | | | | | |
|--|---|---------------|-----------------|-------------------|
| 8.2 | Draft 2023 Current Budget Estimates Update | Pg 30 | E. Bird | |
| 8.3 | Report 03-23
ILS Database Account Maintenance 2023 | Pg 32 | E. Bird | |
| 9. Monitoring Reports – Executive Limitations | | | | |
| 9.1 | EL 08 Asset Protection | Pg 34 | A. Maginley | MOTION to Adopt |
| 9.2 | EL 03 Staff Treatment | Pg 39 | M. Fatema | MOTION to Adopt |
| 10. Board Committee Reports | | | | |
| 10.1 | Report of the Community Linkage Committee | Verbal Update | Committee Chair | |
| 10.2 | Report of the CEO Evaluation Committee | Verbal Update | Committee Chair | |
| 11. Governance | | | | |
| | None | | | |
| 12. Board Policy Review | | | | |
| 12.1 | The following EL Policy will be discussed at the next Board meeting. All members to review prior to the next meeting. | | | |
| | EL 09 Compensation & Benefits | | K. Danylak | |
| 13. New & Unfinished Business | | | | |
| 13.1 | Member Community Reports | | | |
| 13.2 | Ontario Public Library Service Awards Outcome | Verbal Update | J. Flowers | |
| 13.3 | Addition of 2 nd Vice-Chair Position | Verbal Update | Chair | |
| 14. Confidential Matter | | | | |
| | None | | | |
| 15. Board Meeting Self-Evaluation | | | | |
| 15.1 | Review of Previous Meeting Results | Verbal Update | Chair | |
| 15.2 | Completion of Self-Evaluation for Current Meeting | | | |
| 16. Adjournment | | | Chair | MOTION to Adjourn |

Next Meeting:

To be Held: Thursday, March 23, 2023

Location: Hybrid (Virtual / Central Library Auditorium)

Preliminary List of Motions

Item # Motion

3. THAT the items in the Agenda be approved by the Board as presented/amended.
5. THAT the items in the Consent Agenda be approved by the Board as presented/amended.
- 9.1 THAT the Board adopt Monitoring Report EL 08 Asset Protection as presented/amended; and THAT the Board adopt Policy EL 08 Asset Protection as presented/amended, the Policy being complete, sound, and effective.
- 9.2 THAT the Board adopt Monitoring Report EL 03 Staff Treatment as presented/amended; and THAT the Board adopt Policy EL 03 Staff Treatment as presented/amended, the Policy being complete, sound, and effective.
16. THAT the meeting be adjourned.

The City of Pickering Public Library Board

DRAFT Meeting Minutes

Held: Thursday, January 26, 2023

Location: Hybrid Electronic Meeting (Central Library Auditorium)
www.pickeringlibrary.ca/board

Attendees: Councillor M. Brenner; Councillor L. Cook; K. Danylak; M. Fatema; A. Maginley; A. Mir; D. Sharma; S. Sheehy; K. Smuk

Absent: B. Kenworthy

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

Meeting Commencement Time: 7:00 pm

1. Land Acknowledgement

J. Flowers read the City of Pickering Land Acknowledgement.

2. Introduction of 2022-2026 Board Membership

Board members and staff were given the opportunity to introduce themselves.

3. Public Delegations

There were no public delegations in attendance.

4. Approval of Agenda, Conflict of Interest Disclosure

No interest was declared.

J. Flowers advised that the agenda items were misnumbered and agenda to be amended: 'Public Delegations' to be renumbered as item #3; all subsequent items to be renumbered sequentially.

Motion #23.01

Moved by M. Brenner, Seconded by A. Mir **Motion THAT** the Agenda be adopted as amended.

Carried.

5. Board Elections

5.1 Nominations / Election of Chair for 2-Year Term

M. Brenner nominated S. Sheehy for Chair of the Pickering Public Library Board for a 2-Year term; seconded by L. Cook. No other nominations brought forward.

Motion #23.02

Moved by K. Danylak, Seconded by D. Sharma **Motion THAT** S. Sheehy be elected as Chair of the Pickering Public Library Board for a 2-Year term.
Carried.

5.2 Nominations / Election of Vice-Chair for 2-Year Term

L. Cook nominated M. Brenner for Vice-Chair of the Pickering Public Library Board for a 2-Year term; seconded by D. Sharma. No other nominations brought forward.

Motion #23.03

Moved by S. Sheehy, Seconded by A. Mir **Motion THAT** M. Brenner be elected as Vice-Chair of the Pickering Public Library Board for a 2-Year term.
Carried.

5.3 Direction to Destroy Ballots

There were no ballots used in the election of the Pickering Public Library Board Chair and Vice-Chair; therefore, no direction to destroy ballots necessary.

5.4 Newly Elected Chair & Vice-Chair Remarks

S. Sheehy and M. Brenner each expressed their thanks to the Board for electing them as Chair and Vice-Chair, respectively.

5.5 Appointment of Secretary-Treasurer

MOTION 23.04

Moved by D. Sharma, Seconded by K. Danylak **Motion THAT** J. Flowers, CEO/Director of Public Libraries be appointed as Secretary-Treasurer of the Pickering Public Library Board for the 2022-2026 term.
Carried.

6. Presentations

There were no presentations.

7. Consent Agenda

- 7.1** Minutes of the Special Board Meeting – November 17, 2022
- 7.2** Minutes of the Previous Board Meeting – November 24, 2022
- 7.3** Library Information Update – January 2023
- 7.4** 2022 Stats Review (KPIs)
- 7.5** 2022 Incident (Security) Report
- 7.6** 2023 Annual Board Calendar
- 7.7** 2022-2026 PPL Board Terms of Reference

Motion #23.05

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

8. Ends Discussion

8.1 EP 01 Global Ends Monitoring Report and Policy

With the aid of a slide deck, J. Flowers provided a 2022 year in review and highlighted activities and programs that tied into the secondary level Board Ends. The primary level Board Ends were covered as part of the EP 01 Global Ends Policy Monitoring Report.

Motion #23.06

Moved by A. Maginley, Seconded by L. Cook **Motion THAT** the Board adopt Monitoring Report EP 1 Global Ends Policy as presented; and THAT the Board adopt Policy EP 1 Global Ends Policy as presented, the Policy being complete, sound, and effective.
Carried.

9. Staff Reports

9.1 Anti-Black Racism Working Group Update

S. Oza provided a brief overview of the ABRWG for the benefit of new Board members and then provided an update on recent group meeting. She advised that the ABRWG will be presenting at the February Board meeting.

9.2 2024-2027 Strategic Plan Funding

J. Flowers noted that this was a return to a discussion started in November 2022. The Board identified that to get the strategic plan underway, it needed to work with City for pre-budget approval for procurement of consultants. It is anticipated to have the RFP process completed for February.

9.3 Report 23-01

2019-2022 Board Term Legacy Letter

J. Flowers presented the legacy letter that was prepared by the outgoing Board to the incoming Board. The letter was included as part of the Consent Agenda. It was agreed by the Board that the end of term discussion held, and the preparation of a legacy letter, was helpful and it was recommended that it be a standard practice going forward.

9.4 2023 Draft Capital Budget

E. Bird provided an overview of the 2023 draft capital budget, highlighting some key capital budget lines and what projects included. In answer to a question if the \$20,000 requested for Claremont included costs for the Extended Access service, E. Bird clarified that the budget was for furniture only.

In answer to a question about PHCC funding not in the capital budget, E. Bird explained that most of the funding for PHCC was included, and approved, in previous years' capital budget.

10. Monitoring Reports – Executive Limitations

There were no Executive Limitations monitoring reports presented at this meeting.

11. Board Committee Reports

11.1 Report 23-02 Library Board Committees Summary

A summary of each Board Committee was provided in report 23-02. In answer to a question if it was anticipated to have any ad hoc committees this term, E. Bird thought it quite possible, depending on what tasks or short-term projects may arise. She added that

the strategic plan is typically something all Board members will participate in but is a staff led operation, usually with one Board liaison.

11.2 Community Linkage Committee Member Selection

Motion #23.07

Moved by D. Sharma, Seconded by K. Danylak **Motion THAT** the Board confirm the selection of A. Maginley, M. Fatema, A. Mir, and K. Smuk as members of the Community Linkage Committee.

Carried.

11.3 CEO Evaluation Committee Member Selection

Motion #23.08

Moved by A. Maginley, Seconded by D. Sharma **Motion THAT** the Board confirm the selection of L. Cook, B. Kenworthy, S. Sheehy, and K. Smuk as members of the CEO Evaluation Committee.

Carried.

11.4 Decision to Establish Building Ad Hoc Committee

Motion #23.09

Moved by K. Danylak, Seconded by L. Cook **Motion THAT** the Board confirm the establishment of the Building Ad Hoc Committee.

Carried.

11.5 Building Ad Hoc Committee Member Selection

Motion #23.10

Moved by A. Mir, Seconded by L. Cook **Motion THAT** the Board confirm the selection of M. Brenner, K. Danylak, A. Maginley, and D. Sharma as members of the Building Ad Hoc Committee.

Carried.

11.6 Committee Staff Liaisons

J. Flowers confirmed that Community Linkage Committee staff liaison is S. Oza; CEO Evaluation Committee staff liaison is J. Flowers; and Building Ad Hoc Committee staff liaison is E. Bird.

12. Governance

12.1 BCD 06 CEO Evaluation

J. Flowers advised that the CEO Evaluation was previously a procedure but was converted to a policy – as recommended by the Policy Review Ad Hoc Committee in the previous term – adding that the policy was not ready at the time a set of policies were approved at the September 22, 2022 Board meeting.

Motion #23.11

Moved by D. Sharma, Seconded by A. Mir **Motion THAT** the Board adopt BCD 06 CEO Evaluation Policy as presented, the Policy being complete, sound, and effective.

Carried.

13. Board Policy Review

13.1 Executive Limitations policy **EL 08 Asset Protection** will be discussed at the next Board meeting. Discussion will be led by A. Maginley.

Executive Limitations policy **EL 03 Staff Treatment** will be discussed at the next Board meeting. Discussion will be led by F. Mahjabeen.

All Board Members to review the policies prior to the next meeting.

14. New Business

14.1 Member Community Reports

There were no member community reports.

14.2 Filming in the Library

J. Flowers discussed some of the interactions, and subsequent strategies, of Library, City, and Security staff with the “First Amendment Auditor” and other similar minded citizens.

14.3 OLA (Ontario Library Association) Super Conference 2023 – February 1-4, 2023

A. Mir and B. Kenworthy advised that they would be attending the Trustee Bootcamp at the OLA Super Conference. J. Flowers advised that the ABRWG was short-listed for an Ontario Public Library Service Award and that the winner would be announced at an event during the conference. A. Maginley, S. Sheehy, A. Mir, and D. Sharma all expressed interest in attending in the event.

14.4 Board Governance Training & Library Tour – February 25, 2023

J. Flowers provided an overview of the training and library tour scheduled for February 25, 2023.

14.5 Land Acknowledgement at Board Meetings

Traditionally read two times a year (at first meeting of the year and again in June in respect of National Indigenous History Month and National Indigenous Peoples Day), it was decided that the Land Acknowledgement would be read at the top of every Board meeting. Reading duties would rotate alphabetically between Board members and will start in February with M. Brenner.

15. Confidential Matter

None

16. Board Evaluation

The Board was asked to provide an anonymous self-evaluation on the meeting. Results will be shared at the next meeting. The self-evaluation will be a standing agenda item/activity held at end of each regular meeting, prior to adjournment.

17. Date of Next Meeting and Adjournment

The next Board meeting will be held on Thursday, February 23, 2023 at 7:00 pm as a hybrid (virtual and in-person) meeting.

Motion #23.12

Moved by A. Mir, Seconded by K. Danylak **Motion THAT** the meeting be adjourned.
Carried.

The City of Pickering Public Library Board Meeting Minutes

The meeting was adjourned at 8:45 pm.

Signature of Library CEO:

Date:

Signature of Library Board Chair:

Date:

Board End: Supporting Financial, Physical, Social, and Mental Well-Being**Seniors Entrepreneur Program**

Funded by the Ontario Seniors Community Grant and in partnership with the City of Pickering and Community Innovation Lab (Co-iLab), the library offered its first cohort of the Senior Entrepreneurship Program (SEP) this past month beginning on January 23rd. The first cohort ran two days a week for three weeks, offered on Monday and Wednesday mornings until February 8th. Attendees participated in the Introduction to Entrepreneurship workshop from Co-iLab for 4 days and an introduction to the Maker Space (with a focus on how to use it for small business ventures) from the library staff for the final 2 days of the course. Attendees were given a box of materials and gained hands on experience making buttons with their logos, printing posters advertising their service/business, learning how to make 3D models of their logo to inspire prototyping and more. At the end of the program, attendees were also given vouchers for the Maker Space so that they could return to continue their learning and hands on experience working on their small business projects. The program received a lot of positive feedback from attendees. A second cohort begins on February 15th. For this cohort, we will be trialing a once-a-week schedule with the group meeting weekly on Wednesday mornings for 6 weeks. Both cohorts have had a full registration (20 participants) with long waiting lists well in advance of the start dates, so the community response has been excellent.

**Board End: Championing Inclusion and Belonging****Storytelling with Kesha Christie (All Ages)**

In partnership with professional storyteller Kesha Christie from Talkin Tales, the library hosted a storytelling event on February 2nd. Kesha shared African and Caribbean folktales, Aesop fables, and original stories which connect people and culture. There were 17 participants at this event.

Black History Month Beanstack Challenges (All Ages)

For the month of February, staff created reading challenges for children, teens and adults on the Beanstack app in support of Black History Month. The challenges include time spent reading self-identified Black authors, listening to podcasts and attending local community events.

Uncovering the Secrets of Freedom Quilts (6-12 years)

In partnership with the Congress of Black Women, Pickering/Ajax and Oshawa/Whitby Chapters, the library hosted the Uncovering the Secrets of Freedom Quilts event. 16 children participated in an interactive session about Freedom Quilts and learned the history and importance of these special quilts. Afterwards, participants had the opportunity to design their own Freedom Quilt pattern. All patterns are on display in the children's section at the Central Library.



Supporting Organizational Excellence

Ontario Libraries Association (“OLA”) Superconference Presentation: Discord & Teens

Teen Services staff (Matthew Wagner & Elaine Knox) gave a presentation at the OLA Super Conference about Discord, the social platform that PPL used during and post-pandemic for teen engagement and retention. The virtual session was attended by 96 attendees and there over 40 comments and questions. After the presentation, several libraries have reached out for further information sharing.

OLA Presentation: Anti-Black Racism Working Group – Placing Lived Experiences At the Centre Of Redesigning

Two members of the ABRWG (Samantha Adebisi and Charmain Brown) and the staff liaison (Sabrina Yung) delivered a presentation at the Ontario Library Association Superconference about the history, framework, and impacts of the ABRWG at Pickering Public Library. Conference attendees were offered a summary of PPL's learning journey which included an overview of the community consultation approach that formed the foundational priorities, unique strategies for inviting and achieving community participation, co-designing a term of reference, the collaborative processes for determining recommendations for change and annual work plans, as well as staff training and accountability. The audience was deeply engaged and many follow up questions and conversations took place post-presentation indicating this work has sparked new considerations for attendees to take back to their libraries.



Staff Cyber Awareness Training



In observance of Safer Internet Day on February 7th, the Library held its first Cyber Awareness Training event for Library Staff. The event was hosted by the IT team and aimed at educating staff on various topics related to cyber security, including phishing, file sharing and storage and password security. During the event, participants were made aware of the importance of staying vigilant online and the dangers posed by cyber threats. The event also provided an opportunity for the attendees to learn about the rollout plans for

MFA (Multi-Factor Authentication), which is a priority project this year to improve security. Overall, the event was well-received, and the attendees left with a better understanding of how to stay safe online.

Angus Mowat Award of Excellence

As part of the 2022 Ontario Public Library Service Awards, the ABRWG was shortlisted for the Ministry of Tourism, Culture and Sport's [Angus Mowat Award of Excellence](#). This award aims to recognize a commitment to excellence in the delivery of public library service. As shared by the Ministry, *an independent committee of public library sector representatives review award submissions*. The winner (amongst other awards categories) was announced at the annual Ontario Public Library Service awards gala, and while the ABRWG was unfortunately not the successful award recipient, we are proud to raise awareness about this important work, and we are celebrating the great impact and true commitment to service excellence this collaboration has demonstrated.

The City of Pickering Public Library Board Community Linkage Committee

DRAFT Meeting Minutes

Held: February 9, 2023

Location: Virtual meeting

Attendees: A. Maginley, A. Mir, K. Smuk

Absent: M. Fatema – joined after the meeting and provided feedback

Staff: S. Oza, Director, Engagement & Client Experience

Commencement Time: 6:00 pm

1. Welcome and review of purpose of Committee

- Ensure effective board linkage with community to achieve Board Ends
- Recommendations must be approved by the Board before implementation
- Members may not speak or act for the Board except when formally given such authority for a specific purpose and time

2. Review of Community Linkage Summary 2015 – 2021

- PPL Board Community Linkage Committee Summary from 2015 – 2022 was reviewed to provide context and examples of committee work

3. Brainstorm options and activities for 2023

- Members selected to focus on two areas:
 1. Middle to late high school aged teens. As this is a very broad category, the Committee may later establish focused categories after an initial scan of needs: i.e., pre-teens and teens, or particular age ranges.
 - There was a particular interest in exploring supports for rural teens / teens in North Pickering.
 - Members are interested in meeting with staff working with teens, the Teen Advisory Group, and representatives from the Anti-Black Racism Youth Subcommittee group.
 2. Strategic Plan: Once the strategic plan activities are underway, there may be additional support the Committee can offer in terms of outreach and promotion to the community.

4. Logistics of monthly meetings:

- Chair: the group is interested in rotating this position. A. Mir was appointed Chair first in this term.
- Date & Time: 2nd Thursdays of the month, 7pm, virtual meeting format.

5. Date of Next Meeting and Adjournment

The next meeting will be held on March 9, 2023, at 7pm.

The meeting was adjourned at 6:40 pm.

The City of Pickering Public Library Board CEO Evaluation Committee

DRAFT Meeting Minutes

Held: February 15, 2023

Location: Virtual meeting

Attendees: Councillor L. Cook, B. Kenworthy, S. Sheehy, S. Smuk

Absent:

Staff: J. Flowers – CEO/Director of Public Libraries

Meeting Commencement Time: 5:33 pm

1. Appointment of Chair

S. Sheehy and S. Smuk agreed to share the responsibilities of the Chair position as co-Chairs.

2. Review of draft CEO evaluation metrics for 2023

J. Flowers presented the draft annual evaluation document noting where measures and targets had been added or revised from the prior year. The merits of including qualitative measures were discussed and the Committee added some additional client feedback metrics. The Committee discussed the history of the evaluation document and timelines for the mid-year and end of year review.

The meeting was adjourned at 7:02 pm.

Pickering Public Library - Financial Update - 2022

Year End Report	2022 Approved Budget	2022 Actuals*	2022 Variance	Comments
Expenditures				
Salaries & Wages	\$3,582,424	\$3,194,572	\$387,852	Central Library open on Truth and Reconciliation Day
Overtime	-	6,560	(6,560)	
Employee Benefits	1,001,984	853,083	148,901	
Employee Recognition	4,135	2,273	1,862	
Uniforms	3,950	1,471	2,479	
Conferences	7,000	5,235	1,765	
Seminars & Education	28,600	19,504	9,096	
Travel	3,000	1,599	1,401	
Postage	1,150	2,622	(1,472)	
Freight, Express & Cartage	400	349	51	
Cellular Phones	12,980	15,427	(2,447)	
Telephones & Data	23,165	20,519	2,646	
Internet Services	38,500	35,179	3,321	
Cable TV	1,425	1,299	126	
Advertising	11,800	11,801	(1)	
Purchased Printing	7,000	2,860	4,140	
Insurance Premium	24,830	24,830	-	
Ins. Deductible	2,000	-	2,000	
Consulting & Professional	18,500	(2,368)	20,868	Pay Equity Review & Audit not completed in 2022 - reversal of other costs created credit balance
Meals/Promotion/General	6,000	4,002	1,998	
Memberships	7,580	9,543	(1,963)	
Outside Agency Serv	286,698	69,309	217,389	City still to charge back HR salaries and expenses
Build Repairs & Mtce	238,843	257,140	(18,297)	COVID cleaning expenses included (captured below)
Vehicle - Repairs & Maintenance	4,000	3,243	757	
Gas, Oil & Tires etc	2,930	2,118	812	
Misc Equip Repair & Maintenance	41,490	29,097	12,393	revenue below)
Stationery & Office Supplies	18,500	24,915	(6,415)	
Program Supplies	26,000	30,566	(4,566)	Offsetting grant funding received - Anti-hate grant
Committee Expenses	11,000	5,542	5,458	Second half of stipend for Committee members not yet processed
Supplies & Tools	4,000	7,873	(3,873)	\$3641 charged incorrectly to this account. Should be charged to Misc Equipment Repair & Maintenance. Will be corrected.
Circulation supplies	4,000	4,679	(679)	
Library Materials	319,990	311,820	8,170	
COVID Related Expenses (Cleaning)	53,000	-	53,000	See Building Repair and Maintenance above
Utilities - Water	18,300	13,816	4,484	
Utilities - Gas	36,185	35,956	229	

Pickering Public Library - Financial Update - 2022					
Year End Report	2022 Approved Budget	2022 Actuals*	2022 Variance	Comments	
Utilities - Hydro	189,000	75,608	113,392		
Software/Hardware Maintenance Contr	222,051	181,819	40,232		(not yet installed). City still to bill for HRIS software
Hardware Replacements	16,000	26,874	(10,874)		with \$30,000 Ontario grant listed below.
Furniture & Fixtures	5,000	7,291	(2,291)		Councillor Cumming
Total Expenditures	\$6,283,410	\$5,298,028	\$985,382		
Revenues					
Federal Grants	\$27,600	\$1,095	\$26,505		
Ontario Grants	106,425	194,689	(88,264)		
Departmental User Fees - Photocopying & Makerspace	53,000	18,773	34,227		
Vending Machines	2,500	1,251	1,249		
Rentals - Mtg. Rooms	3,500	723	2,777		
Other Revenue	10,000	1,939	8,061		
Fines & Fees	20,000	6,079	13,921		
Donations	25,000	6,279	18,721		
Revenue from Disposal of Tangible Capital Assets	-	9	(9)		
Total Revenues	\$248,025	\$230,839	\$17,186		
Transfers to/from Reserves & R.F.					
1910 Transfer to/(from) Reserve	100,000	100,000	\$0		
Total Transfers	100,000	100,000	-		
Net	\$ 6,135,385	\$ 5,167,189	\$ 968,196		

1. Enabling Legislation

The [Public Libraries Act](#), R.S.O. 1990, c. P.44, s.3 (3) provides the authority, and direction for the establishment of public library boards by municipal Councils. The relevant sections of the Act are as follows.

Board

3 (3) A public library shall be under the management and control of a board, which is a corporation known in English as The City of Pickering Public Library Board. R.S.O. 1990, c. P.44, s. 3 (3).

Composition of Public Library Board

9 (1) A public library board shall be composed of at least five members appointed by the municipal Council. 2002, c. 18, Sched. F, s. 3 (8).

Board Members

10 (1) A person is qualified to be appointed as a member of a board who is a member of the appointing Council or,

- a) Is at least eighteen years old;
- b) Is a Canadian citizen or permanent resident of Canada within the meaning of the *Immigration and Refugee Protection Act* (Canada);
- c) Is,
 - i. A resident of the municipality for which the board is established in the case of a public library board,
 - ii. A resident of a municipality that has a contract with the board under section 29,
 - iii. A resident of the board area of a local service board that has the contract with the board under section 29,
 - iv. A member of an Indian band that has a contract with the board under section 29, or
 - v. A member of a second board that has entered into a contract with the board to purchase from it library services for the residents of the second board; and
- d) Is not employed by the board or by the municipality or county or, in the case of a union board, by any of the affected municipalities. R.S.O. 1990, c. P.44.s.10 (1); 2002, c. 18, Sched. F, s. 3 (9).

Number of Council Members on Board Limited

10(2) The appointing Council shall not appoint more of its own members to a board than the number that is,

- a) In the case of a public library board or union board, one less than a majority of the board;

Term

10 (3) A board member shall hold office for a term concurrent with the term of the appointing council, or until a successor is appointed, and may be reappointed for one or more further terms. R.S.O. 1990, c. P.44, s. 10 (3).

Time for Making Appointments

10 (4) The first appointments of members of a new board shall be made at a regular meeting of council and the member shall take office as soon as possible thereafter, and thereafter appointments shall be made at the first meeting of council in each term, but if the council fails to make the appointments at its first meeting, it shall do so at any regular or special meeting held within 60 days after its first meeting. R.S.O. 1990, c. P.44, s. 10 (4); 2002, c. 18, Sched. F, s. 3 (10).

Notice of Vacancies

11 (1) The clerk of the appointing municipality or county or, in the case of a union board, the clerks of the affected municipalities shall give public notice of vacancies on the board by publishing a notice of them, inviting applications, in a newspaper of general circulation in the municipality. R.S.O. 1990, c. P.44, s. 11 (1).

2. Responsibilities

2.1 The purpose of the Board is to:

- Represent the interests of the Residents of Pickering
- Determine the benefits that the organization will provide, keeping a long term, strategic perspective (the Ends policies)
- Monitor the operations to ensure that the Executive Limitations policies are being complied with and that the Ends policies are being accomplished according to Board-CEO Delegation policies.

3. Composition

3.1 The Board shall be comprised of 8 citizen appointments and 2-3 members of Council to ensure Ward representation.-

4. Board Chair

4.1 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.

4.2 The Chair will preside at all Board meetings, maintain order, decide whether motions are in order, and rule on all procedural matters.

5. Vice-Chair

5.1 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.

5.2 In the absence of the Chair, the Vice-Chair will preside and will have all of the Chair's powers and responsibilities.

6. Councillors

6.1 A member of Council is appointed to the Library Board to act as a liaison between Council and the Board; respond to Board members' questions; provide updates on Board activities to Council and to provide updates on Council activities to the Board.

6.2 Members of Council are also acting members of the Library's Board and as such have the responsibilities and duties that are assigned to all Board members.

7. Treasurer

7.1 The Board will appoint a Treasurer. Typically, that will be the CEO/Director of Public Libraries or his/her designate.

7.2 The Treasurer will:

- Receive, keep safely, and account for all the Board's money
- Deposit all money received on the Board's behalf to the credit of that account or accounts
- Disburse funds as required by provincial and federal legislation, City and Library procedures, and Board resolutions

8. Board Members

8.1 Duties of Board Members:

- employ a competent and qualified CEO
- determine and adopt written policies to govern the Library
- determine the 'Ends' for the Library
- understand the Library programmes and needs of the community in relation to the Library
- keep abreast of standards and trends in libraries
- be aware of local and other laws which affect libraries and play an active role in initiating and supporting beneficial Library legislation
- attend all Board and committee meetings as assigned. May attend outside meetings and workshops for Board members
- be an effective advocate for the Library in the community
- be prepared to interact with provincial library agencies if required.
- interest in the Library, the community and their inter-relationship
- readiness to dedicate time and effort
- knowledge of the community's social and economic condition
- aptitude for planning – both long and short range
- ability to work in a political environment

8.2 Disqualification of Board Members

If a board member,

- a) is convicted of an indictable offence;

- b) becomes incapacitated;
- c) is absent from the meetings of the board for three consecutive months without being authorized by a board resolution;
- d) ceases to be qualified for membership under clause 10 (1) (c); or
- e) otherwise forfeits his or her seat,

the member's seat becomes vacant and the remaining members shall forthwith declare the seat vacant and notify the appointing council accordingly. R.S.O. 1990, c. P.44, s. 13.

8.3 Vacancies

Where a vacancy arises in the membership of a board, the appointing council shall promptly appoint a person to fill the vacancy and to hold office for the unexpired term, except where the unexpired term is less than forty-five days.
R.S.O. 1990, c. P.44, s. 12.

9. Library Staff

9.1 The CEO/Director of Public Libraries of the Pickering Public Library is the Board's employee to whom the Board delegates the supervision and direction of the Library and its staff. He or she will attend all Board meetings and will have the other powers and duties that the Board assigns from time to time. The Board's relationship with the CEO is defined in Board-CEO delegation policies.

10. Reporting

10.1 The Library Board will provide an annual report at year end to Council to communicate its activities in the preceding year. Generally, this annual report follows the release of the Library's audit.

10.2 The Library Board will present its four-year strategic plan to Council in which it prioritizes library services to the community based on community feedback and engagement.

11. Meetings

11.1 The Library Board shall meet every fourth Thursday of the month at 7:00 pm.

11.2 The Library Board shall hold at least seven regular meetings in each year. 2019, c.14, Sched.12, s.2.

12. Conflict of Interest

12.1 The *Municipal Conflict of Interest Act* will govern the Board; an agenda will include provision for the Members to disclose a direct pecuniary interest in a matter and the general nature thereof.

13. Budget

13.1 The CEO shall be responsible for the Library budget, which shall be submitted annually in accordance with established City budget guidelines.

13.2 The CEO will present a draft budget for review by the Board on an annual basis, prior to submission to City Council for approval.

Meeting Minutes

Anti-Black Racism Working Group

Wednesday November 9th, 2022, 6:30 pm

Online – Zoom Web Call

Attendees: Romina Diaz, Samantha Adebiyi, Nicole Facey, Charmain Brown, Stephen Linton, Titi Katibi, Shaibu Gariba, Marsha Hinds-Layne

Library Staff: Shobha Oza, Joel Sutherland, Shahin Dashtkian

Absent: Bernadette Hood-Caesar, Teronie Donaldson, Sabrina Yung

1. Welcome! Land and Ancestral Acknowledgement:

- Read by Joel and Sam
- Shobha and group members congratulated Stephen on being voted in as a School Trustee.

2. Conflict of Interest Declaration

- No new conflicts of interest declared.
- With respect to a previous conflict of interest question tabled, Stephen shared the conversation that took place around whether his involvement in the ABRWG as a School Trustee would pose any conflicts of interest. No conflicts of interest were identified at this time. For workload balance however, Stephen shared that he may personally elect to step down from the Youth Subcommittee. His intention is to see the consultation through and then determine next steps.
- If Stephen needs to step down from the Youth Subcommittee, Sam has offered to step in, and Romina also offered to be a backup.

3. Review of September and October meeting minutes

- Few typos that Shobha will fix.
- ABRWG comfortable with meeting minutes.
- Shobha reflected on the library visits members of the ABRWG attended. ABRWG members shared how lovely the experience was and that they enjoyed the opportunity to get to see everyone in person.

4. ABRWG Events Discussion and Recommendation

- Joel and Shahin provided reflection outcomes and proposed recommendations from their last presentation and discussion with the group in August.
- Priorities:
 - Offer more Black focused events through the year (outside of February).

- Improving how the library engages the community and local Black-led/owned businesses to help increase Black representation in the facilitation of library events.
- Create a safer space and more inclusive experience for Black clients in all events. Goal is to improve sense of belonging in the library for clients who self-identify as Black.
- The Library works with the City around the different celebrations they have and they use it as a scope in celebrating the same things.
- The ABRWG tabled for consideration, an Events Subcommittee, involving library staff. Shahin, Joel and Shobha will take this back to the team for consideration. Alternatively, it was suggested and supported by some ABRWG members, that perhaps the Events Team provide the ABR focused event plans and/or the planning process consideration to the ABRWG for on-going feedback. It was noted that the library Events Team (functional leaders) are very excited to support the ABRWG and if the group would like to invite them to the table and to meet with them that will be great.
- A question arose about the City of Pickering Anti-Black Racism Taskforce (PABRT) and collaborations with the ABRWG. Shobha noted that through conversations with the staff liaison, we know that PABRT is keen on working with the ABRWG.
- In continuing to think about Events specific recommendations, a few questions arose about the public event proposal process:
 - Can individuals submit an application for an event idea for which they want to volunteer facilitator or if they are seeking an honorarium? Applicants can indicate in their event proposal, the cost, if any, for the suggested event idea. Typically if someone is seeking compensation for providing the facilitation of the proposed concept, they would (could) include such detail or share it in the follow up communications with staff.
 - How long will it take for a facilitator to have the opportunity to conduct an event? Once the library receives the application, it is then reviewed and staff get back to the person right away or we provide them with a timeline on when a team member will get back to them.
 - The importance is the awareness that this (event proposal procedure) exists and the execution of it.
 - What would it cost for an organization to conduct an event at the library? Community partners may be eligible to have the room booking fee waived in exchange for the delivery of a public program, once it's determined the event will be open to the public at no cost. The library can also help to plan and collaborate on the implement, as well as help with the promotion of the event.
 - Shahin noted that we could look at including information on the website that informs potential library partners that a room booking fee may be waived when collaborating to conduct an event. Link to the page: <https://pickeringlibrary.ca/room-bookings/>
 - **Shaibu:** Is there a budget for events? We don't have a set limit to the budget for a public proposed event or any partnership events, but we do support partnership events on a case by case. We do have a set program

supplies budget for the year and so all case by case considerations take into account our annual program supplies budget (which encompasses guest presenter fees). Also, we explain on the form that there may be expenses incurred by the applicant.

- Same suggested that for partnership events, the library can provide the space, but can ask partners if they would like to make a small donation to an initiative.
- Romina suggests the library run a survey on barriers around events in the community for data purposes. Also, having testimonial of events in celebrating what the library is doing.
 - Stephen noted that the sending the survey to Black led community groups across Durham as well as the general public would help reach the desired audience.
- Sam tabled for discussion: How is the library prepared to deal with community members who may not agree with the changes?
 - Joel and Shobha noted, we are making our events reflective of the community. We provide a space that people can connect with staff and share their concern freely and we can use those opportunity to explain the library upholds our intention and goals around diversity and inclusivity.
- Thinking about measurement, how do we measure the impact of these event changes? (Example like having numbers like 8 program a year or having an organic measurement)
 - Look at percentage of the event at the end of the year.
 - Like the idea of the percentage but not really a particular number, but events throughout the year.
 - Percentage of all events currently and in the past years to see where the library is and where there needs to be improvement.
 - Are we going for impact from events or number of events? We can do both, there are tools that can be used to get evaluate both impact and numbers. (Sam will share with Shahin)

5. Youth Sub-Committee Update

- Joel met with Mohammed and the event specialist for Teen services and they went to St. Mary's Catholic high school during the lunch period.
- Stephen shared his idea on having pizza for student participation and it was successful.
- Students also had the opportunity to enter a draw to win a prize.
- Team is looking through the data collected from the 8-10 iPads that were used.
- 171 youth completed the survey to date.
- Having a QR code helped make it easier to access and enter a submission for the survey.
- Team will be going to another school in Pickering next week.

6. News:

- ABRWG with the library was selected to present at the Ontario Library Association (OLA) Super Conference February 1-4. Exact date to be determined.

- Charmain, Sam, and a youth from the Youth Subcommittee will join Sabrina in presenting.
- Jaclyn SanAntonio from the City of Pickering will come in December to the ABRWG meeting. The ABRWG will have an opportunity to meet her, learn about her role a bit more and possibly explore how the City's Anti-Black Racism Taskforce (PABRT) and the ABRWG might collaborate more.

Meeting Minutes

Anti-Black Racism Working Group

Wednesday December 14, 2022, 6:30 pm

Online – Zoom Web Call

Attendees: Stephen Linton (Chair), Marsha Hinds-Myrie (Vice Chair), Nicole Facey (Notetaker), Charmain Brown, Shaibu Gariba, Teronie Donaldson, Romina Diaz, Shobha Oza, Jacklyn San Antonio (PABRT)

Library Staff: Sabrina Yung

Absent: Samantha Adebiyi, Titi Katibi, Bernadette Hood-Caesar

1. Land Acknowledgement & ABRWG Ancestral Acknowledgement

2. Conflict of Interest Declaration (Standing Agenda Item)

- No conflicts of interest declared.

3. Review of Last Meeting Minutes

- Deferred to January meeting.

4. Meet and Greet with Jaclyn San Antonio

- Jaclyn is the Senior Advisor for Equity, Diversity and Inclusion. Within this role, she is the staff liaison for the City of Pickering Anti-Black Racism Taskforce (PABRT).
- Jaclyn works on various community initiatives throughout the City internally (staff training and DEI initiatives) as well as external work.
- Jaclyn's role is involved with supporting and promoting Black education, art and community building within the city.
- With regards to collaboration between the PABRT and the Library, Pickering Public Library and the ABRWG are included in PABRT community partnerships considerations and information sharing between staff liaisons.
 - The Library tries not to duplicate the work that the City does. Here possible, there is support to collaborate and combine efforts/resources.
- PABRT – is one aspect of the work that the City does with regards to EDI.
- Challenges of the Senior Advisor for Equity, Diversity and Inclusion role:
 - Jaclyn: One person working with a city of over 700 employees, that is challenging on the limited resources.
- To ensure the work is not performative, we must consider: Is it about building community and strengthening relationships? Is it improving the relationships? Is the work impactful and how do you make this work sustainable?
- Stephen: Do we have any updates on the survey and focus group (regarding Goss Gilroy Inc)? What is the communications strategy for the results and next

steps to the ABWRG and PABRT, how do we align ourselves with the next steps?

- Jaclyn advised there are currently no results yet on the focus groups.
- Jaclyn will follow up on the details.
- Sabrina noted that the outcomes will involve the library, so we will work together to move forward on what the next steps are for the results and how we will collaborate.
- Stephen: Black History Month and Black Mental Health Week - Will we be collaborating with PABRT?
 - Jaclyn: Reach out to the group for collaboration initiatives. [Post-meeting addendum: due to the timeline of the new member recruitment and on-boarding for PARBT, plans and collaboration for Black Mental Health Week may be impacted].
 - Sabrina: We are in a good place to discuss a synergy of efforts as the groups have become more established.

5. 2022 Recommendations and 2023 Work Plan – Draft Review

- Screen shared by Sabrina.
- Reviewed summary of the Collection consultation and the resulting recommendations.
- Reviewed summary of the Events consultation and the resulting recommendations.
 - Group highlighted and noted some success indicators/outcome measures that need to be better defined or further clarified with the Events Team. Sabrina to take that back to Joel and Shahin for revisions.
- Reviewed preliminary 2023 proposed Work Plan, capturing the priorities, discussions, and accountability check points for the upcoming year.

6. Youth Sub-Committee Update (Standing Agenda Item)

- No new updates to report.

7. 2023 Ontario Library Association (OLA) Super Conference

- We were notified that the ABRWG OLA Super Conference presentation was moved to a virtual format (pre-recorded) but PPL is pushing back to have an in-person presentation. Sabrina will be sending a letter advocating for reconsideration and reverting the presentation back to an in-person experience.
- The ABRWG has been shortlisted for the 2022 Angus Mowat Award of Excellence. As a result, there are two tickets available for two ABRWG members to attend the Ontario Public Library awards gala.
- Interest indicated from Romina, Sam, and Charmain. After some discussion about who will attend on the group's behalf, the group would like to further discuss offline and advise Sabrina on the decision later.

Meeting Minutes

Anti-Black Racism Working Group

Wednesday, January, 11, 2023, 6:30 pm

Online – Zoom Web Call

Attendees: Stephen Linton (Chair) (*due to scheduling conflict, joined for the final agenda item*), Marsha Hinds-Myrie (Vice Chair), Samantha Adebiyi (Notetaker), Romina Diaz, Nicole Facey, Charmain Brown, Titi Katibi, Romina Diaz, Bernadette Hood-Caesar, Shaibu Garibu

Library Staff: Sabrina Yung, Shobha Oza

Absent: Teronie Donaldson

1. Land Acknowledgement and Ancestral Acknowledgement

2. Conflict of Interest Declaration

- No conflicts of interest declared.

3. Review November and December meeting minutes

- Deferred to February meeting, as there have been some unforeseen delays with the November and December minutes.

4. Proclamation and City of Pickering ABR Identifier

- Marsha provided updates from the Proclamation Subcommittee.
- Discussions have been on-going, in collaboration with the City of Pickering Anti-Black Racism Taskforce (PABRT). Main focus has been on the intent and proposal of a City of Pickering Anti-Black Racism (ABR) Identifier contest.
- There will be a meeting on February 12, 2023, to further talk about the plans for the ABR Identifier (contest details, timelines for the campaign, the launch event, contest judging, etc.)
 - The Proclamation Subcommittee is seeking the ABRWG's endorsement of this campaign and the contest approach. PARBT is also reviewing the preliminary idea for their formal endorsement.
- This identifier will be used by the City of Pickering and Pickering Public Library, and applied to events and initiatives as a way of indicating with the public when the event or initiative is linked to any intentional anti-Black racism work. Further clarification on what the identifier can be applied to would need to be finalized and documented.
- The Proclamation Subcommittee is proposing a contest for youth (specific ages to be determined), where the youth artists will put forward their designs for the ABR identifier, and a judging panel will select a winner.

- Winner will be compensated, and formal rights will be authorized for the use and reproduction of the artwork.
- Sam noted that it would be nice for the ABRWG to know how this contest is being facilitated to ensure the process is transparent to everyone (the public specifically).
 - Sabrina and Marsha echo Sam's statement: Yes, this is important and these are some of the things the ABRWG/PABRT collaborative group will be discussing in the next meeting. Final decisions will be shared with the ABRWG as details evolve.
 - The evaluation process needs to be decided and communicated from the start, to ensure transparency. Clear guidelines – what is the ask and what will earn top consideration?
 - Would also be good to have ABRWG and PABRT representation on the judging panel, in addition to professional local artists.
- Marsha, Teronie, and Stephen are working with two PABRT members and the two staff liaisons for this ABR identifier planning group.
- Charmain noted we should think about ways to honour all the participants submitting a design for the ABR identifier. This could be done by displaying their designs in the library for others to view.
 - The ABRWG agreed and other suggestions include sending an invitation to the public to view the designs of the youth at the Library.
- Members also suggested that contest description should include explanation on why we are focusing on youth artists in Pickering and also explain why this is focused on City of Pickering, and no other cities in Durham at this time.
- Outcome of this discussion: the ABRWG endorses this ABR identifier contest. Marsha and Sabrina will report this back to the planning group.

5. ABRWG Self-Evaluation

- Thank you to all ABRWG members for completing the self-evaluation. The summary of the results has been shared via email.
- Sabrina shared screen and facilitated a review of the lowest scoring results, for group feedback/clarification.
- **Question 6:** The Working Group has an effective system to identify and deal with conflicts of interest among its group members.
 - A member noted they were not sure what this question was asking and some members needed clarification on the ABRWG's current conflict of interest practices.
 - Sabrina provided a review of current conflict of interest procedure. This is outlined in the ABRWG Terms of Reference and involves having 'Conflict of Interest' as a standing agenda item. Every monthly meeting, the Chair initiates the opportunity for any member to disclose conflicts of interest that may need to be discussed. If a conflict of interest is determined, the member will have to abstain from the related discussion and any related decision-making.
 - The group noted that the ABRWG has not experienced any identified conflicts of interest to date, so that may be why this procedure feels unfamiliar.

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- The group also acknowledged that in the event they are unsure and do not feel comfortable checking for certainty with the group in a meeting, there have been instances where individuals have checked with the staff liaison to seek clarification if their concern is a conflict of interest. Members noted this has been helpful. If any member feels uncomfortable to share their concerns or uncertainties with the larger group, then they can speak with Sabrina separately.
 - Overall, after discussion the group reached shared understanding about current conflict of interest procedures and the group believes the score might have been higher now that there is clarity.
 - Some members noted they interpreted the question as an evaluation on how individuals in the group handle conflict amongst members. It was suggested that the question be reviewed for more clarity.
 - Shaibu suggested having a policy around conflict resolution. However, other group members did not see it necessary that we create a policy, but having some guidelines or expectations to handle conflict might be better. The group felt is important that all members bring forward an conflict or challenges with conflict resolution or bring concerns to the staff liaison.
 - **Question 13:** The Working Group ensures that it receives the appropriate information from the Library Liaison to fulfil its duties.
 - ABRWG members did not have any comment to the outcome of this question. No examples were provided to indicate information gaps and/or areas of concern. However, Sabrina reminded members that if there are concerns, suggestions, questions or information that group would like to have from the Library, to feel free to connect with her.
 - **Question 14:** The Working Group members arrive at each meeting, thoughtfully prepared to discuss the items on the agenda.
 - Sam suggested that this question should reflect a more personal opinion, example: “As an active member I arrive at meetings, thoughtfully prepared to discuss the items on the agenda.”
 - Other ABRWG members totally agreed with Sam in changing the framing of this question for the next evaluation.
 - **Question 20:** The Working Group has an effective mix of skills, experience, and expertise to successfully address the areas of growth and community feedback.
 - Romina also sees this question as one that could be reframed to be more of a reflection of the self.
 - Some members shared sentiments that there could be stronger familiarity with various ABRWG members, and that there hasn’t been a lot of ‘getting to know you’ time in our current format.
 - We identified an opportunity for the members to check in with each other more, and we also talked about the giving everyone a voice at the table on different topics.
 - Sam suggested we have a meet and greet or lunch and learn for the group once a year so that we can get to know each other better.
 - Sabrina suggested that we can have some of our 2023 (and on) meetings in person at the Library. Perhaps every 3rd meeting?

- The group liked the idea of scheduling more in-person meetings. Sabrina will update the 2023 Work Plan to reflect that change.
- **Question 21:** The Working Group currently utilizes a Community Panel to facilitate its appointment of new members (when activated by the Working Group). The Community Panel process brings diverse community representation to the ABRWG table.
 - Sabrina provided a reminder about the Community Panel. Individuals on the panel include community volunteers from stakeholder agencies, the ABRWG staff liaison and Board members. Their role has been to lead the recruitment cycle, conduct the group interviews, and select the appointed volunteers for the ABRWG.
 - No concerns were raised after this clarification was offered.
 - The group remains confident in the Community Panel model.
- **Question 24:** The Working Group receives and uses requested and available information from the Library's present-day service measures, policies and procedures, and available performance indicators to inform discussions
 - No concerns were raised in the discussion.
 - Sabrina noted again that she is open to any suggestions, questions from group and can share any information the group might need.
- **Question 26:** Deliberations and discussions at the Working Group meetings consistently focus on priority issues determined by the community feedback received at the library.
 - No concerns were raised in the discussion.
- **Question 29:** The Working Group members are familiar with the ABRWG information posted to the public on the Library's website (URL: <https://pickeringlibrary.ca/anti-black-racism-working-group/>).
 - Sabrina shared that ABRWG minutes are shared after the group approves them. The landing pages also include ABRWG milestones, group members names, and the current Terms of Reference.
- **Question 31:** The Working Group has an effective orientation program and/or plan for newly appointed members.
 - Shaibu wanted to discuss the responsibilities of members as they join the group and if they are being carried out. For example, members are responsible to read the Terms of Reference.
 - The ABRWG Work Plan is also shared during orientation process.
 - Sam suggested having a separate meeting from our regular meeting cycle dedicated to just meet new members and go over anything they might have questions about (when we are on-boarding new members). Currently, our practice has been to parachute new members in, and we recognize that that can be overwhelming or confusing for new members to join mid-way through a discussion.
 - Other ABRWG members suggested making this question more personal to be more self-reflected, so when looking at data we are more reflecting on ourselves than on everyone.
 - Sabrina said that when revising for this year's evaluation we can make those adjustments.

6. 2022 Recommendations Draft and 2023 Work Plan Draft Review

- Deferred to the February meeting.
- Delegation to the Library Board will no longer be in January. Due to new Board members attending their first meeting in January, we were asked to postpone the ABRWG delegation to the February 23rd meeting.
- Stephen was nominated to represent the group as the delegate. Stephen accepted.

7. Youth Subcommittee Update

- No new updates.

8. Ontario Library Association (OLA) Conference Presentation Update & Gala Attendance Update

- Charmain and Sam will be joining Sabrina in presenting at the conference.
- Charmain provided a brief description of what we have been working on for the presentation.
- We looking to have a youth voice on the presentation, so Nikkita will be joining Charmain, Sam, and Sabrina. However, we're still verifying whether Nikkita will be able to miss school. If he is not able to join us at the conference, we will have him pre-record remarks.
- As part of the presentation, we plan to have participants share their own experiences of ABR within their Libraries. Want to promote reflection and conversation.
- We have also planned a panel conversation, so that it's not just a straight presentation. This will give an opportunity for Sabrina to ask Charmain and Sam some questions where they will speak to their lived experiences and their perspectives working with the ABRWG.
- We were successful in appealing the format change and we are not back to presenting in-person.
- Romina and Sam will be attending the Ontario Library Service Awards Gala on Thursday February 2nd to find out if the ABRWG wins the award. Sabrina will find out the event details and forward to Romina and Sam.

**City of Pickering
2023
Draft Current Budget**
Dept. Submission

Run Date: 6/15/22 12:00 PM

Libraries

Account Descriptions	2022	2023		2023	Comments	
	Approved	September Draft				February Updated
	Budget	Budget	Budget			
Expenditures						
Salaries & Wages	3,582,424	3,740,975	3,711,961	-29,014	Extra Sunday funding & added position still under discussion	
Overtime	0	3,275	3,275	0		
Employee Benefits	1,001,984	1,045,911	1,040,279	-5,632	Based on salary budget changes above	
Employee Recognition	4,135	3,800	3,800	0		
Conferences	7,000	10,000	10,000	0		
Uniforms	3,950	1,070	1,070	0		
Travel	3,000	3,540	3,540	0		
Postage	1,150	1,200	1,200	0		
Frght, Exprss&Cartage	400	500	500	0		
Cellular Phones	12,980	17,280	17,280	0		
Telephones & Data	23,165	23,165	23,165	0		
Internet	38,500	51,960	51,960	0		
Cable TV	1,425	1,425	1,425	0		
Advertising	11,800	16,000	20,000	4,000	Increased to reflect grant funding rec'd	
Seminars & Education	28,600	28,500	23,500	-5,000	Decreased reflect lower costs expected	
Brchrs/NewsLtr-Print	7,000	11,000	11,000	0		
Insurance Premium	24,830	27,313	27,313	0		
Insurance Deductible	2,000	2,000	2,000	0		
Consult&Prof Fees	18,500	128,500	135,000	6,500	Added pay equity review (not completed in 2022)	
Meals/Prom/General	6,000	7,000	7,000	0		
Memberships	7,580	8,580	14,580	6,000	Added membership in Urban Libraries Council	
Outside Agency Srvc	286,698	216,065	351,570	135,505	Recalculated City HR costs and added security charge for GA.	
Building Rpr & Mntc	238,843	228,940	279,428	50,488	Increased cleaning - from removed COVID line below	
Vehicle Rpr & Mntc	4,000	2,000	2,000	0		
Misc Equip Rpr&Mntc	41,490	43,140	43,140	0		
Sfwr/Hdwr Mntc Contr	222,051	244,207	244,207	0		
Stationery&OfficeSup	18,500	19,000	19,000	0		
Supplies & Tools	4,000	4,500	4,500	0		
Library Materials	319,990	306,000	306,000	0		
Program&Event Supps	26,000	26,000	46,000	20,000	Grant funding & Makerspace supplies moved to this budget	

**City of Pickering
2023
Draft Current Budget**
Dept. Submission

Run Date: 6/15/22 12:00 PM

Libraries

Account Descriptions	2022	2023	2023	Changes	Comments
	Approved Budget	September Draft Budget	February Updated Budget		
Committee Exp	11,000	11,100	11,100	0	
Utilities - Water	18,300	18,300	18,300	0	
Utilities - Gas	36,185	39,804	43,420	3,616	Expected cost increase
Utilities - Hydro	189,000	189,000	189,000	0	
Gas, Oil, Tires, Etc	2,930	2,800	2,675	-125	
Supplies & Tools	4,000	10,000	5,000	-5,000	Savings found
Furniture & Fixtures	5,000	10,000	10,000	0	
Hardware Replacements	16,000	16,000	16,000	0	
COVID Related Exp.	53,000	27,000	0	-27,000	Funds moved to Building Repair and Maintenance above
Makerspace equipment & supplies	0	3,000	0	-3,000	Funds moved to Programming budget above
System & Sftwr Upgrade	0	46,000	20,000	-26,000	Costs spread over 2 years for new ILS
Total Expenditures	6,283,410	6,595,850	6,721,188	125,338	
Revenues					
Fines & Charges	-20,000	-20,000	-20000	0	
Department User Fees	-53,000	-53,000	-53000	0	
Donations	-25,000	-25,000	-20000	5,000	Lowered revenue expectation based on 2022 revenue
Federal Grant	-27,600	-37,000	-37000	0	
Ontario Grants	-106,425	-136,425	-157425	-21,000	Additional grant funding received
Vending Machines	-2,500	-2,500	-5500	-3,000	Removed Covid limitation on rentals
Rentl-Mtg.Room/Publi	-3,500	-2,500	-2500	0	
Other User Fee Revenue	-10,000	-10,000	-10000	0	
Rentals - User Fees	0	0	0	0	
Development charges		-76,650	-76650	0	
Total Revenues	-248,025	-363,075	-363075	-19,000	
Transfers to/from Reserves & R.F.					
Trf to LibrBldg Res	100,000	100,000	100000	0	
Total Transfers	100,000	100,000	100000		
Net	6,135,385	6,332,775	6,458,113	106,338	

From: Elaine Bird
Director of Support Services

Subject: ILS Database Account Management 2023

Summary

The purpose of this report is to inform the Pickering Public Library Board of client account balances that will be written off in 2023 under the delegated authority provided to the CEO/Director of Libraries. These are outstanding fines and fees on client accounts expunged from the Integrated Library System (ILS) on an annual basis according to the criteria set out in Board motion 21.58. A total of \$25,199 will be written off in 2023. The average client account balance expunged will be \$46.84.

2023 Write Off Information

	Balances less than \$100 (3-5 years)	Balances more than \$100 (5+ years)	Totals
\$ Fees Cleared	\$12,920	\$12,279	\$25,199
# Client records	480	58	538

Note that there were no client records with fees owing over \$2,000 in the current account maintenance process.

Financial Impact

As client balances are recorded as revenues for accounting purposes only when received, the amounts cleared will not be shown as a loss in the 2023 operating results. The operating budget is based only on client fines and fees that are expected to be collected during the year. This budgeting and accounting practice for fines and fees has been reviewed with the external auditors and the City's Treasurer.

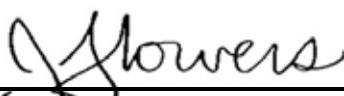
Decision History

At its October 28, 2021 meeting, the Library Board approved motion #21.58. The following recommendations were approved:

1. Initiate a large-scale, ILS database maintenance project to expunge account balances based on the following criteria:
 - a. Accounts with balances less than \$100 are expunged after three years
 - b. Accounts with balances over \$100 are expunged after 5 years.
 - c. Any single account balance greater than \$2,000 would need Board approval to be written off.
2. Annually expunge ILS database account balances resulting from overdue fines or lost materials based on the following criteria:
 - a. Accounts with balances less than \$100 are expunged after three years
 - b. Accounts with balances over \$100 are expunged after 5 years.
 - c. Any single account balance greater than \$2,000 would need Board approval to be written off.
3. Present an annual report to the Board with the total amount expunged.

POLICY TYPE: Executive Limitations**POLICY TITLE:** EL 08 Asset Protection

I hereby present my monitoring report on the Board's Executive Limitations policy "Asset Protection" 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/Director of Public Libraries)

February 16, 2023

Date

Policy Element: Header Paragraph

The CEO will not allow assets to be unprotected, inadequately maintained nor unnecessarily placed at risk.

I interpret this as follows:

1. "assets": the physical buildings, the collection and property of the Pickering Public Library.
2. "unprotected": without insurance or a designated fund to cover repair or replacement; or safeguarded through procedures and practices
3. "inadequately maintained": not properly serviced or housed according to the manufacturers' specifications and accepted practice.
4. "unnecessarily": without good reason.

Compliance will be demonstrated when:

1. Library branches are properly maintained. The collection and all other property are protected against theft or damage.
2. In the event of an emergency, a process is in place to use designated funding available at the City; or safeguards are in place resulting in little risk to library assets.
3. Equipment and collections are protected by adequate maintenance contracts.
4. A process is in place to examine any cause of unexpected damage to ensure that assets were not placed at risk unreasonably.

Evidence Available:

1. Ongoing inspections of facilities, RFID & other security mechanisms.
2. Review of current insurance certificates and various security systems at PPL (RFID, security cameras, security guard at Central, intruder alarm system at all branches).
3. Review of new service contracts for Library equipment and services.

4. Review of all relevant incident reports.

Policy Element #1

Accordingly, the CEO will not:

Allow the organization, Board members, and staff to be uninsured against theft, fire, and casualty losses to a prudent replacement value and liability losses, in accordance with the City of Pickering procedures and practices.

I interpret this as follows:

“prudent replacement value”: replacement value as determined by the City’s current practices.

Compliance will be demonstrated when:

The Library has comprehensive and adequate insurance coverage.

Evidence Available:

1. Direct inspection of the current insurance certificate.

Policy Element #2

Subject facilities and equipment to improper wear and tear or insufficient maintenance.

I interpret this as follows:

1. “improper wear and tear”: misuse or overuse causing damage above what is expected under normal use conditions.
2. “insufficient maintenance”: not maintaining items according to supplier’s recommendations and good practice.

Compliance will be demonstrated when:

1. Facilities and equipment, whether under maintenance contract or not, are monitored on a regular basis to ensure they are in good order.
2. All library facilities and equipment are working properly or are quickly serviced if a breakdown occurs. Facilities and equipment are in a state of good repair. Valid maintenance contracts for all appropriate equipment are in place. A plan exists to manage future facilities maintenance.

Evidence Available:

1. Staff at the Library and the City quickly respond to service requests and engage external contractors where necessary.
2. Maintenance and lifecycle upgrades for library facilities are included in the annual operating and capital budgets by City of Pickering staff and are based on facilities database maintained by the City.

Policy Element #3

Unnecessarily expose the organization, its Board, or staff to claims of liability.

I interpret this as follows:

1. “unnecessarily” without good reason.
2. “claims of liability” legal claims of fault.

Compliance will be demonstrated when:

1. There are no claims where the Library failed to exercise reasonable and prudent precautions.

Evidence Available:

1. In 2022, there were no liability claims against the Library.

Policy Element #4

Make any purchase or contracted purchase:

- a) which does not comply with the terms and conditions outlined in the Pickering Public Library’s Purchasing Policy.
- b) wherein normally prudent protection has not been given against conflict of interest;

I interpret this as follows:

1. “conflict of interest”: the generally accepted definition as outlined in the Municipal Conflict of Interest Act.

Compliance will be demonstrated when:

1. All purchases are compliant with the Pickering Public Library’s Purchasing Policy which covers both procurement and conflict of interest.

Evidence Available:

1. Review of the Purchasing Policy. The implementation of SAP by the City in 2021 has resulted in automated permission controls and updated procurement procedures.

Policy Element #5

1. Receive, process, or disburse funds under controls that are insufficient to meet the City of Pickering appointed auditor’s standards.

I interpret this as follows:

1. “auditor’s standards”: the standards expressed in the letter accompanying the most recent audit report.

Compliance will be demonstrated when:

1. The current audit report (“Financial Statements”) does not include a management letter outlining deficiencies.

Evidence Available:

1. The 2021 audited financial statements and management letter were not available at the time of this review.

Policy Element #6

Allow property, both real and intellectual, information and files to be unprotected against loss or significant damage.

I interpret this as follows:

1. “real property” land or buildings and the contents of the buildings.
2. “intellectual, information and files”: records and works created by Library staff for the Library and data collected by library staff.

Compliance will be demonstrated when:

1. Staff are trained and provided with necessary tools to ensure the security of all real property, ensuring that there is minimal risk to property.
2. Staff are made aware that intellectual property created on behalf of the library on paid time is the property of the Library. Library records and files are routinely backed up as insurance against loss.

Evidence Available:

1. Review of incident reports, security guard contract, and Employee Code of Conduct Policy. The CEO’s Information Update reports on noteworthy security breaches. There were no known or reported noteworthy breaches in 2022. Standard, proactive systems for scanning and monitoring are in place to prevent any future breaches.
2. Review of Technology Policy and Employee Code of Conduct.

Policy Element #7

Endanger the organization’s public image or credibility, particularly in ways that would hinder its accomplishment of “Ends”.

I interpret this as follows:

1. “endanger the organization’s public image or credibility”: jeopardize the Library’s good reputation.

Compliance will be demonstrated when:

1. The Library’s reputation within the community remains positive.

Evidence Available:

1. Direct inspection of client feedback from surveys, comments, and media coverage reveals a positive perception of the library within the community. Social media and other methods of communication are monitored closely, and any negative or potentially negative issues are addressed by staff immediately.

There were two incidents in the last twelve months that should be noted because they were above the normal threshold for negative sentiments about PPL:

a) Drag Queen Storytime:

A reporter attempted to film the program and posted editorial content to social media that promoted misinformation resulting in negative online, email and telephone comments about PPL.

The CEOs from libraries across Durham Region issued a joint statement on social media that spoke to the importance of inclusion programs and making libraries welcoming spaces for everyone. The statement received tremendous positive comments online.

b) Unauthorized filming:

An individual posted a video showing a visit to the Central Library where he was asked to stop filming because of PPL's policy. He refused and the police were called to escort him out of the building. This video was posted to YouTube.

Policy Element #8

Compromise the independence of the Board and City's audit or other external monitoring.

I interpret this as follows:

1. "compromise the independence": attempt to influence the outcome

Compliance will be demonstrated when:

1. The audit or any external monitoring process remains free of bias or influence.

Evidence Available:

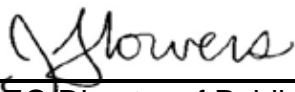
1. The 2021 audited financial statements and management letter were not available at the time of this review.
Interview with Director of Support Services confirmed no issues with the 2021 audit procedures that would compromise compliance.

INTERNAL MONITORING REPORT

POLICY TYPE: Executive Limitations

POLICY TITLE: EL 03 Staff Treatment

I hereby present my monitoring report on your Executive Limitations policy "Staff Treatment" 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/Director of Public Libraries)

February 16, 2023

Date

Policy Element: Header Paragraph

With respect to the treatment of paid and volunteer staff, the CEO will not cause or allow conditions that are unfair, undignified, unsafe or in violation of any applicable labour or human rights legislation.

I interpret this as follows:

1. "applicable labour and/or human rights legislation": the Ontario *Employment Standards Act*, the *Ontario Human Rights Code*; Health and Safety Legislation, *Municipal Freedom of Information and Protection of Privacy Act* and the Collective Agreement between the Pickering Public Library Board and CUPE Local 3506; and any other legislation relating to workforce management.

Compliance will be demonstrated when:

1. There are no incidents where I have caused or allowed conditions as defined within EL3. Overall, staff feel that the working conditions at Pickering Public Library are safe and healthy.

Evidence Available:

1. No grievances are under review by HR. All incidents are handled in compliance with our Workplace Harassment & Violence Prevention Policies.
2. Interview with Manager of People & Culture and City of Pickering HR Director, Jennifer Eddy.

Policy Element #1

Accordingly, the CEO will not:

1. Operate without written personnel policies and procedures that:
 - a) clarify rules for staff,

I interpret this as follows:

1. “written personnel policies and procedures”: those documents that deal with employment-related conditions.
2. “clarify rules”: set out specific processes which make explicit expected workplace conduct

Compliance will be demonstrated when:

1. The Library has in place written policies and procedures covering all necessary employment-related conditions and all necessary aspects of workplace behaviour.

Evidence Available:

1. Review of library personnel policies and procedures and the Collective Agreement. Note that the Collective Agreement expired in 2021 and bargaining is anticipated to begin by the second quarter of 2023.

Policy Element #2

- b) provide for effective handling of grievances

I interpret this as follows:

1. “grievances”: both formal and informal complaints.

Compliance will be demonstrated when:

1. There is a clear and efficient process for handling all staff complaints (union and non-union).

Evidence Available:

1. The Collective Agreement includes a grievance process; the Labour Management Committee meets regularly and provides an opportunity for informal resolution of problems.
2. Review of Labour Management meeting minutes. In 2022, there were 8 Labour Management Meetings.
3. Interview with Manager of People & Culture.
4. Review of the Collective Agreement and the Management Manual which includes a process for handling non-union complaints.

Policy Element #3

- c) protect against wrongful conditions such as preferential treatment, unsafe conditions, or harassment.

I interpret this as follows:

1. “wrongful conditions”: conditions which are unfair or contrary to established workplace standards.

2. “such as preferential treatment, unsafe conditions, or harassment”: are some, but not all, examples of wrongful conditions.

Compliance will be demonstrated when:

1. Library policies and procedures identify and protect against wrongful conditions.

Evidence Available:

1. Review of written policies and procedures as under Policy Element #1 above.

Policy Element #4

- d) Allow staff to be unaware of their rights under this policy.

I interpret this as follows:

1. “allow staff to be unaware”: not informing staff through various methods and channels.
2. “under this policy”: all policies referred to in EL 03

Compliance will be demonstrated when:

1. An orientation process is in place for all new staff outlining their rights and the resources available. An ongoing process provides opportunities for staff to reacquaint themselves with all personnel policies. New staff-related personnel policies are introduced to staff with an orientation as to their purpose and content.

Evidence Available:

1. Review of annual staff performance plans. The performance plan review process will include a sign off to show that staff have read all relevant personnel policies. All new hires also sign off that they’ve reviewed the policies.
2. Review of staff orientation checklist for new hires.
3. Interview with People and Culture Manager.

I verify that since this report was last updated:

1. **87** employees worked at the library as of the end of 2022.
2. **10** manager(s) completed bi-annual online Workplace Mental Health refresher training through e-learning modules on HR Downloads.
3. **4** managers completed Mental Health First Aid training.
4. **22** new employees completed an online Health & Safety Awareness training through a Ministry of Labour approved e-learning module on HR Downloads. Safety tours were conducted for these employees in the library by a manager during the first month of employment.
5. **36** employees have completed bi-annual online Health & Safety Awareness which includes the Respect in the Workplace e-learning module on HR Downloads. Typically training for all staff is bi-annual and we strive to have ½ of our employees trained in even years and the other ½ in odd numbered years.
6. All employees participate in the annual Performance Management Program. The Program allows for continuous employee engagement and alignment with the Library’s Mission, Values and Strategic Plan through self-assessments and rating of their Performance Agreements (PAs). Performance Plans for all employees are currently being completed for 2022.

7. **14** employees have attended New Hire Orientation with HR as part of the onboarding process.
8. **20** employees completed the New Hire Satisfaction survey
9. **3** exit interview surveys were completed with departing employees to learn and consider employee views for ongoing workplace improvements.
10. The Library's absenteeism rate in 2022 was **4.4%**.