

The City of Pickering Public Library Board 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 Primary 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.

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The meeting was adjourned at 8:45 pm.

Signature of Library CEO:

Date:

Signature of Library Board Chair:

Date: