

# The City of Pickering Public Library Board Meeting Minutes

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Held: February 23, 2023

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

Attendees: Councillor M. Brenner; Councillor L. Cook; K. Danylak; B. Kenworthy; A. Maginley; A. Mir; D. Sharma, S. Sheehy (Chair); K. Smuk

Absent: M. Fatema

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

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## 1. Land Acknowledgement

The Land Acknowledgement was read by M. Brenner.

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

No interest was declared.

The ordering of Items on agenda was revised; agenda Item 2 (Delegations) moved to after agenda Item 4 (Presentations).

### **Motion #23.13**

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

Carried.

## 4. Presentations

### 4.1 S. Linton, Chair, Anti-Black Racism Working Group (“ABRWG”)

#### **Re: ABRWG Year End Progress Summary; 2022 Recommendations and 2023 Work Plan**

S. Linton presented the ABRWG year-end progress summary, the 2022 recommendations, and the 2023 workplan reflecting the ongoing work and collaboration between the ABRWG and the Library. Supporting documentation was provided to the Board under separate cover. His presentation wrapped up with a brief interactive discussion between the Board and the ABRWG Members in attendance.

The Board thanked S. Linton and the ABRWG for their presentation. The ABRWG Members departed at 7:25 pm.

The Board meeting was suspended for 2 minutes to allow Group Members to depart before resumption of the meeting agenda.

## 2. Public Delegations

R. Troyan, owner of the media company, True North Transparency, attended the meeting virtually. He spoke to his visits to the Central Library in January 2023 and of the Library policies. In conclusion, he asked that his exclusionary letter be rescinded; that an apology be issued from the security staff; that he receives a reply to an email he sent to E. Bird; and that he has access to the resources of the Central Library's Local History Room. There were no comments or questions from the Board.

## 5. Consent Agenda

### 5.1 Minutes of the Previous Board Meeting – January 26, 2023

### 5.2 Library Information Update – February 2023

### 5.3 Minutes of the Community Linkage Committee – February 9, 2023

### 5.4 Minutes of the CEO Evaluation Committee – February 15, 2023

### 5.5 2022 Financial Review

### 5.6 2022-2026 PPL Board Terms of Reference – Updated as per Council Resolution #59.23

#### Motion #23.14

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

## 6. Correspondence

There was no correspondence.

## 7. Ends Discussion

There was no Ends discussion.

## 8. Staff Reports

### 8.1 Anti-Black Racism Working Group

S. Oza advised that the minutes from the November 9, 2022, December 14, 2022, and January 11, 2023, ABRWG meetings were included in the Board package. No further update given.

### 8.2 Draft 2023 Current Budget Estimates Update

E. Bird provided an overview of the draft 2023 current budget estimates, highlighting some of the changes made to the current budget since last reviewed with the Board. There were no questions.

### 8.3 Report 03-23 ILS Database Account Maintenance 2023

E. Bird informed the Board of the total of client account balances that will be written off in 2023, explaining that 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. As there were no single account balances greater than \$2,000, Board approval was not required.

## 9. Monitoring Reports – Executive Limitations

### 9.1 EL 08 Asset Protection

A. Maginley advised that he discussed the Executive Limitation EL 08 Asset Protection Monitoring Report with J. Flowers. He indicated that the report provided a reasonable interpretation of the policy and evidence of compliance.

#### **Motion #23.15**

Moved by A. Maginley, Seconded by D. Sharma **Motion THAT** the Board adopt Executive Limitation EL 08 Asset Protection Monitoring Report as presented; and **THAT** the Board adopt Executive Limitation EL 08 Asset Protection Policy as presented, the Policy being complete, sound, and effective.

Carried.

### 9.2 EL 03 Staff Treatment

M. Fatema was not in attendance; the monitoring report for EL 03 Staff Treatment was tabled for discussion at the March 23, 2023 meeting.

## 10. Board Committee Reports

### 10.1 Report of the Community Linkage Committee

A. Mir, Chair of the Community Linkage Committee, reported that the committee held their first meeting on February 9, 2023; meeting minutes were included in the Board package. The committee selected two areas of focus for 2023: middle to late high school aged teens and to provide support for strategic plan activities.

### 10.2 Report of the CEO Evaluation Committee

S. Sheehy, Co-Chair of the CEO Evaluation Committee, reported that the committee met on February 15, 2023, the first of 3 planned meetings in 2023; meeting minutes were included in the Board package. The committee discussed the evaluation document and timelines for the mid-year and end of year review.

## 11. Governance

There were no governance items.

## 12. Board Policy Review

**12.1** Executive Limitations policy **EL 09 Compensation & Benefits** will be discussed at the next Board meeting; discussion will be led by K. Danylak. Executive Limitations Policy **EL 03 Staff Treatment** will also be discussed at the next meeting; discussion will be led by M. Fatema. All Board Members were requested to review both policies prior to the next meeting.

## 13. New & Unfinished Business

### 13.1 Member Community Reports

Board Members who attended the OLA Super Conference and the Public Library Service Awards shared their experiences and learnings with their colleagues.

### 13.2 Ontario Public Library Service Awards Outcome

This was deferred for discussion at the March 23, 2023 Board meeting.

**13.3 Addition of Additional Vice-Chair Position**

Chair S. Sheehy explained that she is currently in her third, and final term as Board Chair. Usually, the Vice-Chair would move into the role of Chair once vacated, but as Councillor Brenner is currently the Vice-Chair and it would not be the intention to have a Councillor as Board Chair, it is recommended that an additional Vice-Chair position be added. This will require an amendment to the bylaws. If a Board Member is interested in applying for the additional Vice-Chair position, they were asked to let J. Flowers know.

**14. Confidential Matter**

There were no confidential matters.

**15. Board Meeting Self-Evaluation**

Chair S. Sheehy shared the results of the previous month's Board meeting self-evaluation. Board Members were asked to complete the self-evaluation for the current Board meeting.

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

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

**Motion #23.16**

Moved by L. Cook, Seconded by K. Danylak **Motion THAT** the meeting be adjourned.  
Carried.

The meeting was adjourned at 8:13 pm.

Signature of Library CEO:

Date:

Signature of Library Board Chair:

Date: