

The City of Pickering Public Library Board Meeting Minutes

Held: Thursday, March 23, 2023

Location: Pickering Central Library Auditorium

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

Absent: M. Fatema; D. Sharma

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

1. Meeting Called to Order

Chair Sheehy called the meeting to order at 7:05 pm.

2. Land Acknowledgement

L. Cook read the City of Pickering Land Acknowledgement.

3. Public Delegations

There were no public delegations.

4. Approval of Agenda, Conflict of Interest Disclosure

No interest was declared.

Agenda amendments under Item 11 Executive Limitations Policies & Monitoring Reports:

- Due to M. Fatema's absence, K. Danylak will present monitoring report for policy EL 03 Staff Treatment; and,
- the EL Policy for review at next month's meeting was incorrectly stated; it should read EL 01 General Executive Constraint.

Motion #23.17

Moved by A. Maginley, Seconded by L. Cook **Motion THAT** the Agenda be adopted as amended.

Carried.

The Board meeting was suspended for 5 minutes to allow for the set up for Agenda Item 5.1.

5. Presentations

5.1 Speed Chat with Library Leadership Team

J. Sutherland, Manager of Client Experience; S. Yung, Manager of Community Engagement & Marketing; C. Moore, Manager of IT and Collections; D. Mirams, Assistant Manager of Borrower Services; M. Rafeh, Assistant Manager of Info Tech Services; R. Courtney, Assistant Manager of Collections; and S. Dashtkian, Events Coordinator were

The City of Pickering Public Library Board Meeting Minutes

in attendance to participate in a speed chat style discussion with Board Members. Discussion was informal and there were no minutes taken. No questions or follow up requested.

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

6. Consent Agenda

6.1 Minutes of the Previous Board Meeting – February 23, 2023

6.2 Library Information Update – March 2023

6.3 Pickering Public Library Board Bylaws

Motion #23.18

Moved by L. Cook, Seconded by A. Mir **Motion THAT** the items on the Consent Agenda be adopted.

Carried.

7. Additional Vice-Chair Election

Motion #23.18

Moved by L. Cook, Seconded by A. Maginley **Motion THAT** J. Flowers assume the Chair for the process of electing the additional Vice-Chair.

Carried.

7.1 Nominations / Elections of Additional Vice-Chair for 2-Year Term

A. Maginley nominated himself for additional Vice-Chair of the Pickering Public Library Board for a 2-Year term; seconded by K. Danylak.

A. Mir nominated himself for additional Vice-Chair of the Pickering Public Library Board for a 2-Year term; seconded by L. Cook.

A. Maginley and A. Mir were each given the opportunity to address their Board colleagues. Election was conducted by secret ballot. Ballots were counted by E. Bird; majority of ballots counted in favour of A. Maginley.

Motion #23.19

Moved by L. Cook, Seconded by B. Kenworthy **Motion THAT** A. Maginley be elected as additional Vice-Chair of the Pickering Public Library Board for a 2-Year term.

Carried.

7.2 Direction to Destroy Ballots

Motion #23.20

Moved by K. Smuk, Seconded by K. Danylak **Motion THAT** the ballots used in the election of the additional Vice-Chair be destroyed.

Carried.

7.3 Newly Elected Additional Vice-Chair Remarks

A. Maginley did not provide any remarks in addition to those given prior to the vote.

Motion #23.21

Moved by L. Cook, Seconded by A. Mir **Motion THAT** S. Sheehy resumes the Chair.
Carried.

8. Correspondence

There was no correspondence presented.

9. Ends Discussion

There were no Ends item(s) on the agenda for discussion. However, B. Kenworthy requested the Board to consider – in light of recent governance training – the practice of requiring the Board to annually expunge account balances exceeding \$2,000. It was agreed that a discussion on this issue would be held at the next Board meeting.

10. Staff Reports

10.1 Anti-Black Racism Working Group Update

S. Oza advised that, going forward, the ABRWG meeting minutes included in the Board package will always be one month behind as the ABRWG's preference would be to have minutes approved before being presented to the Board. S. Oza then provided a brief overview of the March meeting, advising that the Group reviewed the events proposal form, met with one of the Library's security guards, and generated ideas for increasing interest in joining the ABRWG Youth Subcommittee.

10.2 Report 04-23 (Confidential) Supply and Delivery of Physical Library Materials

Motion #23.22

Moved by A. Maginley, Seconded by L. Cook **Motion THAT** the Board approve the recommendation of the four proponents as listed in Report 04-23 be selected as prequalified suppliers of physical Library materials for the Pickering Public Library for the next 3 years.

Carried.

11. Executive Limitations Policies & Monitoring Reports

11.1 EL 03 Staff Treatment

Motion #23.23

Moved by K. Danylak, Seconded by M. Brenner **Motion THAT** the Board receive the monitoring report for policy EL 03 Staff Treatment as presented; and agrees that it provides reasonable interpretation of the policy and evidence of compliance; and THAT the Board adopt policy EL 03 Staff Treatment as presented, the policy being complete, sound, and effective.

Carried.

11.2 EL 09 Compensation & Benefits

It was recommended that in future years, compliance demonstrated for policy element #1 will include confirmation from the City's HR Director that the CEO's merit-based increase was processed after receiving the report from the CEO Evaluation Committee. Current year's report will remain as presented.

Motion #23.24

Moved by K. Danylak, Seconded by A. Maginley **Motion THAT** the Board receive the monitoring report for policy EL 09 Compensation & Benefits as presented; and agrees that it provides reasonable interpretation of the policy and evidence of compliance; and THAT the Board adopt policy EL 09 Compensation & Benefits as presented, the policy being complete, sound, and effective.

Carried.

Executive Limitations policy EL 01 General Executive Constraint will be discussed at the next Board meeting. All members were asked to review prior to the next meeting. Discussion will be led by B. Kenworthy.

12. Board Committee Reports

12.1 Report of the Community Linkage Committee

A. Mir reported that the committee met on March 9, 2023. They reviewed upcoming teen events to determine those that may be suitable to attend and discussed plans to meet with teen programming staff and the ABRWG Youth Subcommittee in the interest of being more informed about teen programs and services.

12.2 Report of the Board Building Ad Hoc Committee

K. Danylak reported that the committee met on March 22, 2023. K. Danylak was chosen as Chair, the Terms of Reference were updated, and a review of projects for 2023 was completed. Future Committee work will include an update the Building Master Plan in the fall. The Committee plans to meet every 2 months although it was noted that there may be a need to accelerate the schedule depending on the City Centre proposal approvals.

13. Governance

There were no governance items discussed.

14. Board Policy Review

There were no Board policy review items presented.

15. New & Unfinished Business

15.1 Member Community Reports

B. Kenworthy reported that his children attended the Bingo event during March Break; they loved it and its happy, positive energy. On the topic of other March Break events at the Library, S. Sheehy reported that a community member praised the recent Planting for Kids event. J. Flowers added that the Library hosted 19 events over March Break with close to 500 kids participating.

15.2 Public Library Service Awards

A. Maginley reminded the Board that the ABRWG was nominated for the Minister's Award for Innovation but did not win. Noting that there are some questions about the metrics applied to the submissions and the lack of feedback provided, A. Maginley recommended that some additional action by the Board could help address these issues. It was agreed that an Advocacy ad hoc Committee be formed. Committee members will be A. Maginley, K. Smuk, and J. Flowers. The committee will meet and come back to the Board with recommendations.

15.3 Risk Ad Hoc Committee

J. Flowers recommended that a Risk ad hoc Committee be struck as a means for the Board to be made aware of some of the risks the Library is facing and the risk mitigation activities in place to address them. The Committee would review the mitigation plans and report back to the Board that the Library has effective operational procedures in place. The committee will be comprised of A. Mir, K. Danylak, and both Councillors Brenner and Cook, who will rotate attendance at meetings; meetings will be held monthly.

16. Confidential Matter

There were no confidential matters discussed.

17. Board Meeting Evaluation

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

18. Date of Next Meeting and Adjournment

The next Board meeting will be held on Thursday, April 27, 2023 at 7:00 pm.

Motion #23.25

Moved by L. Cook, Seconded by B. Kenworthy **Motion THAT** the meeting be adjourned. Carried.

The meeting was adjourned at 8:57 pm.

Signature of Library CEO:

Date:

Signature of Library Board Chair:

Date: