



Library Board Meeting Agenda
Thursday, April 27, 2023
7:00 pm
Central Library Auditorium

- 1. Meeting Called to Order** Chair
- 2. Land Acknowledgement** K. Danylak
- 3. Public Delegations**
None
(Registration not required – refer to [By-laws pg 7](#))
- 4. Approval of Agenda** Chair MOTION
Conflict of Interest Disclosure to Approve
- 5. Presentations**
None
- 6. Consent Agenda** Chair MOTION
to Approve
 - 6.1** Minutes of the Previous Board Meeting – [Pg 1](#)
March 23, 2023
 - 6.2** Library Information Update – March 2023 [Pg 6](#)
 - 6.3** 2021 Draft Financial Statements [Pg 11](#)
 - 6.4** 2023 Q1 Stats Review (KPIs) [Pg 24](#)
 - 6.5** Minutes of the Board Building Committee [Pg 25](#)
Meeting – March 22, 2023
 - 6.6** Board Building Committee Terms of [Pg 27](#)
Reference
 - 6.7** Board Building Committee 2023 Workplan [Pg 29](#)
 - 6.8** Minutes of the Community Linkage [Pg 31](#)
Committee Meeting – March 9, 2023
 - 6.9** Minutes of the Community Linkage [Pg 32](#)
Committee Meeting – April 4, 2023
 - 6.10** Minutes of the Risk Ad Hoc Committee – [Pg 33](#)
April 6, 2023
 - 6.11** PPL Board Terms of Reference [Pg 34](#)
- 7. Correspondence**
None

- 8. Ends Discussion**
- 8.1** Board Approval of Expunging Client Balances Exceeding \$2,000 Verbal Update J. Flowers
- 9. Staff Reports**
- 9.1** Anti-Black Racism Working Group Update Verbal Update S. Oza
- 9.2** Report 05-23 Staff Attending Conference Out-of-Country [Pg 40](#) J. Flowers MOTION to Endorse
- 10. Monitoring Reports – Executive Limitations**
- 10.1** EL 01 General Executive Constraint [Pg 42](#) B. Kenworthy MOTION to Receive / Adopt
- The following EL Policy will be discussed at the next Board meeting. All members to review prior to the next meeting.
[EL 04 Staff Conduct](#) A. Maginley
- 11. Board Committee Reports**
- 11.1** Report of the Board Building Committee Verbal Update K. Danylak
- 11.2** Report of the Community Linkage Committee Verbal Update A. Mir
- 11.3** Report of the Risk Ad Hoc Committee Verbal Update A. Mir
- 12. Governance**
- 12.1** Pickering Public Library Bylaws [Pg 45](#) Chair Motion to Adopt
- 13. Board Policy Review**
None
- 14. New & Unfinished Business**
- 14.1** Member Community Reports
- 14.2** Drag Queen Story Time Statement J. Flowers
- 15. Confidential Matter**
None
- 16. Board Meeting Evaluation**
- 16.1** Review of Previous Meeting Results Verbal Update Chair
- 16.2** Completion of Evaluation for Current Meeting

17. Adjournment

Chair

MOTION
to Adjourn

Next Meeting:

To be Held: Thursday, May 25, 2023
Location: Central Library Auditorium

Preliminary List of Motions

Item # Motion

- 4. THAT the items in the Agenda be approved by the Board as presented.
- 6. THAT the items in the Consent Agenda be approved by the Board as presented.
- 9.2 THAT the Board endorse the plan as presented to offer subsidies to staff to attend the American Library Association Annual Conference in June 2023.
- 10.1 THAT the Board has received the monitoring report for policy EL 01 General Executive Constraint and agrees that it provides reasonable interpretation of the policy and evidence of compliance; and THAT the Board adopt policy EL 01 General Executive Constraint as presented, the policy being complete, sound, and effective.
- 12.1 THAT the Board adopt the Pickering Public Library Bylaws as amended.
- 17. THAT the meeting be adjourned.

The City of Pickering Public Library Board

DRAFT 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:

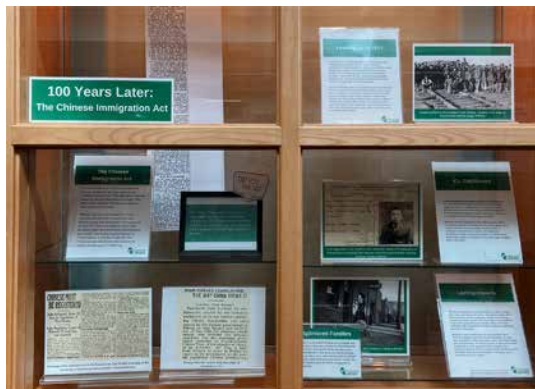
Board End: Lifelong Learning

Coding Basics: Javascript

During March break, library staff ran a kids coding program called "Coding Basics: JavaScript". Due to the explosion of web apps and reliant frameworks such as React, JavaScript is now the world's most popular programming language. The program was attended by 10 kids and engagement was very high. Attendees learned how to create very simple web apps and used a combination of freely accessible tools such as Microsoft VS Code.

New Local History Display with Curated Reading Lists

The Local History staff have recently launched a new initiative that highlights their dedication to providing an outstanding experience for library clients and helps raise awareness of local history. This initiative involved setting up a new display in the second-floor display case, which will change regularly and feature Local History content and materials. These displays will center around topics related to Local History and include a curated reading list along with space for related books.



For the months of April and May, the library is showcasing a display and reading list titled "100 Years Later: The Chinese Immigration Act". The goal of this display is to educate visitors on the impact that the act had on Chinese immigrants and their families in Canada. To access the reading list, click this [link](#). This initiative is a great example of the Library's commitment to providing visitors with an engaging and informative experience.

Board End: Culture of Reading

Joyce Perrin's "Ants in My Pants" Book Launch

Local resident, Joyce Perrin, hosted her official book launch for the self-published book "Ants in My Pants: One Woman's Unexpected Adventures Across Seven Continents". The event was very successful with over 75 people in attendance. CEO Jackie Flowers accepted a copy of the book as a donation to the library.

Board End: Inclusive and Welcoming Public Facilities & Virtual Spaces



National Indigenous Languages Day

In support of National Indigenous Languages Day, event staff organized an interactive display using <https://native-land.ca/> on an iPad, featuring Nations, Territories, & Languages throughout the world. Staff paired this with complimentary collection items.

Take a Walk in My Shoes - Trent University 'Photovoice' Exhibit

In partnership with Trent University, the library is hosting the Take a Walk in My Shoes: Job Integration Experiences of Canada's Skilled Immigrants photovoice exhibit at the Central Library for the month of April. Take a Walk in My Shoes documents the experiences of recent immigrants during their search for professional employment. The project was jointly funded by the Government of Canada, the Region of Durham, and Trent University Durham Greater Toronto Area.

The exhibit has been installed on the second floor of the Central Library and it is completely self-guided. There is a QR code displayed which will allow viewers to access an audio recording using their personal mobile devices to learn more about the photos.

In addition to the month-long self-guided exhibit experience, clients have the option to meet the researchers behind the project on April 22. The researchers will be hosting a mini meet and greet and will offer an in-person guided tour of the exhibit.



Board End: Supporting Financial, Physical, Social, and Mental Well-Being

Personal Finance for Teens

In partnership with JACO (Junior Achievement of Central Ontario), 18 teens attended a session focused on money management skills in spending, budgeting, saving, and utilizing credit.

Self-Filing Tax Workshops

Throughout the tax season, the Library provided five Supported Self-Filing Tax Workshops, during which staff members walked low-income clients through filing their own tax returns using TurboTax. As a result of the workshops, close to \$12,000 in refunds were received by the twelve library clients who participated. Many of the workshop participants left the clinic with the knowledge to be able to file their taxes on their own during future years. One client who has been attending the Community Volunteer Income Tax Program for several years responded to the workshop saying, "This isn't that hard, I think I'll do it myself next year." Many clients expressed their appreciation for the workshops, and staff hope to expand our offerings next year.

March Break Children's Events

The children's department had a busy March Break of fun-filled programs. The team delivered 19 programs and interacted with close to 500 kids during March Break. Some of our partners included: City of Pickering Sustainability Department, Pickering Fire Services, Pickering Animal Services, Scientists in School and Victoria Grant Rozentals, a local Indigenous artist.

Board End: Championing Inclusion and Belonging

Escape Room: You Don't Know Jack (10-14)

Staff modified one of the collaboration rooms at the Central Library to re-run the Canadian Black History Escape Room program for children (it ran in February as a teen program). The program had full registration and 12 children attended during March Break. Plans are underway to modify this program again for adults.

Celebrate Ramadan and Eid

Staff ran a children's program in partnership with the Canadian Council of Muslim Women (CCMW) called Celebrate Ramadan and Eid. Children learned about fasting, the lunar calendar and how Eid is celebrated. Author Aayesha Ahmed read her book "Do You See It – An Eid Adventure" to families. Afterwards, families participated in making a lantern craft and getting henna done from a local Pickering henna artist, Hamnah Nabeel. This event was very successful with 50 children in attendance.

Autism Town Hall

Staff hosted an Autism Town Hall with various community organizations such as: Footprints 4 Autism, Autism Home Base, South Asian Awareness Autism Centre and Grandview Kids. Organizations gave a presentation on what programs and services they offer, and families were able to interact, engage and ask questions. Staff led a discussion with families as to what support they are looking for and how the library can help. There were lots of great ideas of how the library can support individuals on the autism spectrum. Staff are currently working on a list of events for 2023 based on the feedback received. There were 25 people in attendance.

Collections Update on Recommendations from Anti-Black Racism Working Group (ABRWG)

The Collections team has been working on implementing recommendations from the Anti-Black Racism Working Group (ABRWG). This year, their goals focus on Collection Procurement and Collection Curation and Promotion. To achieve these goals, the team has added Diversity, Equity, and Inclusion (DEI) requirements to the Library Materials RFP. This ensures that the Library procures diverse collections that reflect the



communities it serves. The team has also been working to educate library selectors through completing over 14 DEI learning modules and webinars. These modules and webinars equip selectors to source and create collections that are diverse and inclusive.

In addition to their work on Collection Procurement, the Collections team has also been working on Collection Curation and Promotion. The team has

reviewed over 700 picture books with a DEI lens as part of the Storytime Collection Diversity Audit. This audit is designed to highlight works that positively reflect Black and BIPOC content. The team is also working closely with the Marketing staff to develop promotional lobby displays and featured collections to promote DEI material available at the library. This strategy increases the discoverability of DEI-centric collections, making it easier for patrons to find materials that reflect their interests.



Supporting Organizational Excellence

Operation Reset: Teens at the Central Library

As a result of an increase in incidents involving teens at the Central Library, the Leadership Team initiated reset/circuit breaker measures in late March. The three-week initiative aimed to change the environment of the teen area where conflicts most frequently occurred. A capacity limit was set for the teen area, the open hours for the collaborative rooms were modified, and the teen gaming console was unavailable. Additional staff (including members of the Leadership Team) were onsite Monday to Friday from 3pm-7pm during the reset. The reset has now concluded. Although challenges still persist, there was an improvement in behaviour over this period, and restrictions are slowly being lifted. Various staff and managers are currently working on long-term solutions, including working with the City and community partners to offer additional after-school teen programming. The Library is also spearheading a project, in collaboration with local agencies and stakeholders, to apply for grants that will allow us to offer after-school teen programming every weekday starting in September.

Rollout of Microsoft Intune with Mobile Asset Management for Staff Mobile Devices

The Library took steps to safeguard its corporate data on mobile devices used by staff by implementing Microsoft Intune with Mobile Asset Management. This solution enables the encryption of library account data, adding additional protection from unauthorized access. The solution also allows for the application of data loss prevention tools, such as the ability to remotely wipe Library data from a lost device. The adoption of this technology has significantly enhanced the Library's security posture, securing sensitive information, and providing anti-malware protection to minimize the risk of data loss. Going forward, the Library will continue to optimize its use of this technology to ensure maximum benefits.

Financial statements of
City of Pickering
Public Library Board

December 31, 2021

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Independent Auditor's Report

To the Board of Directors of
The City of Pickering Public Library Board,
and Members of Council of the Corporation of the City of Pickering

Opinion

We have audited the financial statements of City of Pickering Public Library Board (the "Library Board"), which comprise the statement of financial position as at December 31, 2021, and the statements of operations, change in net debt and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies (collectively referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Library Board as at December 31, 2021, and the results of its operations, changes in net debt, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards ("PSAS").

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards ("Canadian GAAS"). Our responsibilities under those standards are further described in the "Auditor's Responsibilities for the Audit of the Financial Statements" section of our report. We are independent of the Library Board in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with PSAS, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Library Board's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Library Board or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Library Board's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian GAAS will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library Board's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Library Board's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Library Board to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants
Licensed Public Accountants
[DATE]

City of Pickering Public Library Board

Statement of financial position

As at December 31, 2021

	Notes	2021 \$	2020 \$
Financial assets			
Cash		1,225	1,225
Accounts receivable		389	228
Due from the Government of Canada		9,854	14,184
Due from City of Pickering		252,367	249,607
		263,835	265,244
Liabilities			
Accounts payable and accrued liabilities		257,610	289,323
Deferred Revenue		6,225	6,686
Post-employment benefits liability	2	490,963	483,025
		754,798	779,034
Net debt		(490,963)	(513,790)
Non-financial assets			
Tangible capital assets	4	1,210,693	1,242,118
Prepaid expense		—	30,765
		1,210,693	1,272,883
Accumulated surplus	5	719,730	759,093

The accompanying notes are an integral part of the financial statements.

City of Pickering Public Library Board

Statement of operations

Year ended December 31, 2021

	Budget \$	2021 \$	2020 \$
	(Note 6)		
Revenue			
City of Pickering grants	6,243,597	5,436,529	5,290,261
Federal grants	—	36,574	27,136
Province of Ontario grants	106,425	136,689	136,689
Fines and other receipts	105,500	37,742	40,817
	6,455,522	5,647,534	5,494,903
Expenses			
Operating			
Salaries			
Salaries and wages	3,367,282	3,097,705	3,154,965
Fringe benefits	917,932	850,486	877,923
	4,285,214	3,948,191	4,032,888
Material, supplies and utilities			
Books	309,990	314,099	288,246
Utilities	241,761	174,839	194,842
Other supplies	50,750	53,339	33,681
	602,501	542,277	516,769
Services			
Repairs and maintenance	373,232	167,526	62,289
Insurance	26,830	24,830	24,345
Travel	4,000	305	1,413
Consulting and professional	262,298	189,593	237,998
Advertising	17,000	17,471	15,231
Conference	3,500	3,695	4,971
Postage	3,300	1,040	1,170
Telephone	82,328	69,035	59,591
Seminars and education	29,400	29,174	29,316
Software/hardware maintenance	217,650	224,457	191,559
Vehicle repairs and maintenance	4,132	3,405	3,347
Minor capital purchases	68,075	50,912	59,620
Miscellaneous	17,000	16,599	15,007
	1,108,745	798,042	705,857
Amortization of tangible capital assets	410,505	394,317	429,311
Loss on disposal of tangible capital assets	—	4,070	—
	6,406,965	5,686,897	5,684,825
Annual surplus (deficit)	48,557	(39,363)	(189,922)
Accumulated surplus, beginning of year	759,093	759,093	949,015
Accumulated surplus, end of year	807,650	719,730	759,093

The accompanying notes are an integral part of the financial statements.

City of Pickering Public Library Board

Statement of change in net debt

Year ended December 31, 2021

	Budget \$	2021 \$	2020 \$
	(Note 6)		
Annual surplus (deficit)	48,557	(39,363)	(189,922)
Acquisition of tangible capital assets	(467,000)	(366,987)	(251,132)
Amortization of tangible capital assets	410,505	394,317	429,311
Loss on disposal of tangible capital assets	—	4,070	—
Proceeds on disposal of tangible capital assets	—	25	—
	(56,495)	31,425	178,179
Acquisition of prepaid expenses	—	—	(30,765)
Usage of prepaid expenses	—	30,765	48,740
Change in prepaid expense	—	30,765	17,975
Change in net debt	(7,938)	22,827	6,232
Net debt, beginning of year	(513,790)	(513,790)	(520,022)
Net debt, end of year	(521,728)	(490,963)	(513,790)

The accompanying notes are an integral part of the financial statements.

Draft

City of Pickering Public Library Board

Statement of cash flows

Year ended December 31, 2021

	2021 \$	2020 \$
Operating transactions		
Annual deficit	(39,363)	(189,922)
Non-cash items		
Amortization of tangible capital assets	394,317	429,311
Loss on disposal of tangible capital assets	4,070	—
	359,024	239,389
Change in non-cash operating items		
(Increase) decrease in accounts receivable	(161)	646
Decrease (increase) in due from Government of Canada	4,330	(1,250)
Increase in due from City of Pickering	(2,760)	(27,719)
(Decrease) increase in accounts payable and accrued liabilities	(31,713)	3,662
(Decrease) increase in deferred revenue	(461)	6,686
Increase in post-employment benefits liability	7,938	11,743
Decrease in prepaid expense	30,765	17,975
	7,938	11,743
	366,962	251,132
Capital transaction		
Acquisition of tangible capital assets	(366,987)	(251,132)
Proceeds on disposal of tangible capital assets	25	—
	(366,962)	(251,132)
Net change in cash	—	—
Cash, beginning of year	1,225	1,225
Cash, end of year	1,225	1,225

The accompanying notes are an integral part of the financial statements.

City of Pickering Public Library Board

Notes to the financial statements

December 31, 2021

1. Significant accounting policies

The financial statements of the City of Pickering Public Library Board (the "Library Board") are the representations of management prepared in accordance with Canadian public sector accounting standards established by the Public Sector Accounting Board ("PSAB") of Chartered Professional Accountants of Canada.

Significant accounting policies adopted by the Library Board are as follows:

Basis of accounting

(a) *Accrual basis of accounting*

Revenues and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they are earned and measurable; expenses are recognized, as they are incurred and measurable as a result of the receipt of goods and services and the creation of a legal obligation to pay.

(b) *Non-financial assets*

(i) *Tangible capital assets*

Tangible capital assets are recorded at cost less accumulated amortization. Cost includes all amounts that are directly attributable to acquisition, development or betterment of the asset. The cost of the tangible capital asset is amortized on a straight-line basis over the estimated useful life as follows:

Machinery and equipment	2 to 25 years
Information technology hardware	4 to 8 years
Library collection materials	4 to 7 years
Furniture and fixtures	10 to 50 years

One-half of the annual amortization is charged in the year of acquisition and in the year of disposal.

Other major assets including the Library buildings are owned by the City and are not reflected in these financial statements.

(ii) *Contribution/donation of tangible capital assets*

Tangible capital assets received as contributions or donations are recorded at their fair value at the date of receipt, and that fair value is also recorded as revenue.

(iii) *Intangible assets*

Intangible assets are not recognized as assets in the financial statements.

(c) *Post-employment benefits*

The present value of the cost of providing employees with future benefits programs is recognized as employees earn these entitlements through service. Any actuarial gains or losses are amortized on a straight-line basis over the average remaining service period (ARSP) of employees. The actuary estimated the ARSP to be 13 years for retirement and 12 years for sick leave benefits.

(d) *Government transfers*

Government transfers are recognized as revenue by the Library Board in the period in which the transfer is authorized and any eligibility criteria are met, unless they are restricted through stipulations that require specific actions to be carried out in order to keep the transfer. For such transfers, revenue is recognized as the stipulation has been met.

City of Pickering Public Library Board

Notes to the financial statements

December 31, 2021

1. Significant accounting policies (continued)

Basis of accounting (continued)

(e) *Use of estimates*

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amount of assets, liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Actual results could differ from those estimates. Balances which require significant estimates include amortization expense of tangible capital assets, which are based on estimated useful lives, and post-employment benefits.

2. Post-employment benefits liability

The Library Board makes available to qualifying employees who retire before the age of 65 the opportunity to continue their coverage for benefits such as post-employment extended healthcare benefits. Coverage ceases at the age of 65. The Library Board also provides full-time and permanent part-time employees a sick time entitlement, with any unused entitlement accumulated year to year. This accumulated entitlement is not vested and therefore is forfeited at the time of retirement or termination. The post-employment benefits obligation at December 31, 2021 and the changes in the accrued benefit obligation for the 2021 fiscal year was determined by actuarial valuation prepared as at December 31, 2020, with projection to December 31, 2021.

Information about the Library Board's post-employment benefits liability is as follows:

	2021	2020
	\$	\$
Post-employment benefits liability, beginning of year	483,025	471,282
Current service costs	31,481	33,667
Amortization of actuarial gains	(4,814)	(963)
Interest expense	9,958	13,885
Benefits paid during the year	(28,687)	(34,846)
Post-employment benefits liability	490,963	483,025

	2021	2020
	\$	\$
Accrued post-employment benefits obligation	343,326	330,574
Unamortized actuarial gains	147,637	152,451
Post-employment benefits liability	490,963	483,025

The main actuarial assumptions employed in the actuarial valuation are as follows:

(a) *Discount rate*

The present value as at December 31, 2021 of the future benefits was determined using a discount rate of 3.75% (3.75% in 2020).

(b) *Dental cost*

The dental cost trend rate was 3.75% (3.75% in 2020) per annum.

City of Pickering Public Library Board

Notes to the financial statements

December 31, 2021

2. Post-employment benefits liability (continued)

(c) Health costs

Health costs were assumed to increase at 5.43% (5.76% in 2020) and decrease by 0.33% (0.33% in 2020) increments per year to an ultimate rate of 3.75% per year in 2027 and thereafter.

3. Pension agreement

The Library Board makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of eligible members of its staff. The Plan is a defined benefit plan that specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay.

OMERS provide pension services to over 496,000 active and retired members and about 1,000 employers. Each year an independent actuary determines the funding status of OMERS Primary Pension ("the Plan") by comparing the actuarial value of the invested assets to the estimated present value of all pension benefits that members have earned to-date. The most recent actuarial valuation of the Plan was conducted as at December 31, 2021. The results of this valuation disclosed total actuarial liabilities as at that date of \$120,796 million in respect of benefits accrued for service with actuarial assets at that date of \$117,665 million indicating an actuarial deficit of \$3,131 million. Because OMERS is a multi-employer plan, any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employers. As a result, the Library Board does not recognize any share of the OMERS pension surplus or deficit.

Contributions in the amount of \$273,251 (\$268,791 in 2020) were paid to OMERS on behalf of its members during the year.

City of Pickering Public Library Board

Notes to the financial statements

December 31, 2021

4. Tangible capital assets (TCA)

	Machinery and equipment	Information technology hardware	Library collection materials	Furniture and fixtures	Assets under construction	2021
	\$	\$	\$	\$	\$	\$
Cost						
Balance, beginning of year	23,681	314,861	2,011,544	450,171	—	2,800,257
Additions during the year	—	53,803	313,184	—	—	366,987
Disposals/transfers to TCA during the year	—	29,632	363,519	6,029	—	399,180
Balance, end of year	23,681	339,032	1,961,209	444,142	—	2,768,064
Accumulated amortization						
Balance, beginning of year	16,152	268,220	1,061,081	212,686	—	1,558,139
Amortization	1,369	36,632	332,443	23,873	—	394,317
Accumulated amortization on disposals	—	29,632	363,519	1,934	—	395,085
Balance, end of year	17,521	275,220	1,030,005	234,625	—	1,557,371
Net book value	6,160	63,812	931,204	209,517	—	1,210,693
	Machinery and equipment	Information technology hardware	Library collection materials	Furniture and fixtures	Assets under construction	2020
	\$	\$	\$	\$	\$	\$
Cost						
Balance, beginning of year	23,681	314,861	2,173,665	450,171	—	2,962,378
Additions during the year	—	—	251,132	—	—	251,132
Disposals/transfers to TCA during the year	—	—	413,253	—	—	413,253
Balance, end of year	23,681	314,861	2,011,544	450,171	—	2,800,257
Accumulated amortization						
Balance, beginning of year	14,783	220,899	1,117,646	188,753	—	1,542,081
Amortization	1,369	47,321	356,688	23,933	—	429,311
Accumulated amortization on disposals	—	—	413,253	—	—	413,253
Balance, end of year	16,152	268,220	1,061,081	212,686	—	1,558,139
Net book value	7,529	46,641	950,463	237,485	—	1,242,118

5. Accumulated surplus

Accumulated surplus consists of the following:

	2021	2020
	\$	\$
Invested in tangible capital assets	1,210,693	1,242,118
Post-employment benefits liability	(490,963)	(483,025)
	719,730	759,093

6. Budget figures

The 2021 budget was not prepared on a basis consistent with that used to report actual results. The budget was prepared on a modified accrual basis while Canadian public sector accounting standards require a full accrual basis of accounting. The budget figures treated all tangible capital asset (TCA) acquisitions as expenditures and did not include amortization expense on tangible capital assets or post-employment benefits expenses on a full accrual basis. The following provides a reconciliation from the approved budget to the budget numbers presented in the financial statements.

	2021 Council approved budget	Post-employment benefits/ Amortization/ City Assets	2021 budget presented in statements
	\$	\$	\$
Revenue			
City of Pickering	13,041,197	(6,797,600)	6,243,597
Province of Ontario grants	106,425	—	106,425
Fines and other receipts	105,500	—	105,500
	13,253,122	(6,797,600)	6,455,522
Expenditures			
Salaries and benefits	4,277,276	7,938	4,285,214
Material, supplies and utilities	602,501	—	602,501
Services	1,108,745	—	1,108,745
Amortization	—	410,505	410,505
	5,988,522	418,443	6,406,965
Annual surplus (deficit)	7,264,600	(7,216,043)	48,557
Capital expenditures/ additions	7,264,600	(6,797,600)	467,000

7. Comparative figures

Certain prior year figures have been reclassified for presentation purposes.



2023 Q1 KPI Statistics

	2022	Per capita (pop: 100,000)
Total circulation	860,735	8.6
Cardholders	33,497	0.3
In-person visits	253,737	2.5
Website visits	449,059	4.5
Public Computer Use	29,381	0.3
Total Digital Learning Sessions	57,199	0.6
Number of programs	591	0.006
Program attendance	14,870	0.1
Outreach events	59	0.001
Outreach attendance	2,236	0.02

	2023 YTD	Extrapolated to full year	Per capita (pop: 100,000)
Total circulation	207,371	829,484	8.3
Cardholders	33,150	33,150	0.3
In-person visits	89,233	356,932	3.6
Website visits	169,249	676,996	6.8
Public Computer Use	8,852	35,408	0.4
Total Digital Learning Sessions	14,887	59,548	0.6
Number of programs	220	880	0.009
Program attendance	4,345	17,380	0.2
Outreach events	12	48	0.0001
Outreach attendance	301	1,204	0.003

Change Year over Year
-4%
-1%
41%
51%
21%
4%
49%
17%
-19%
-46%

Outreach activities peak in Spring / Summer

The City of Pickering Public Library Board Building Committee

DRAFT Meeting Minutes

Held: March 22, 2023

Location: Board Room, Central Library

Attendees: K. Danylak, A. Maginley, D. Sharma, M. Brenner

Absent:

Staff: E. Bird, Director, Support Services

Commencement Time: 6:00 pm

1. Welcome and review of Terms of Reference for Committee

E. Bird circulated a revised Terms of Reference document for the Building Committee. She will confirm whether the information about quorum for a meeting is contained in the By Laws and if not will add that information to the TOR. It will be circulated to the Committee and then included in the April Board package.

2. Appoint Chair of Committee for 2023

K. Danylak was chosen as Chair of the Building Committee for 2023.

3. Review of Building Projects for the Library in 2023

E. Bird reviewed the building projects that are part of the work plan in 2023.

1. Claremont Extended Access Project

The tender has closed for the construction of the accessible washroom and door changes needed to begin this project. The grant funding stipulates that the project must be completed by end of July 2023. The branch will need to be closed for several weeks during construction and staff are working on a plan for temporary service during that time. The CLC (Claremont Library Collaborative) has 6 community members and has met twice so far. They are advising staff about the changes to the branch.

2. PHCC

This project is still moving forward. The construction must be completed by March 31, 2026 to comply with grant funding deadlines.

3. George Ashe renovation

There are consulting funds for this project in the 2023 budget. The City and Library have jointly applied for grant funding to make that location more sustainable and energy efficient. Until the outcome of the grant application is known the Library will not go ahead with the consulting RFP as the grant funding will make a difference to the scope of the consulting project.

4. Outreach vehicle

The van is built and in Europe awaiting delivery. No firm dates are known. Staff have completed the a draft of upfitting requirements (shelving, furniture, accessibility

The City of Pickering Public Building Committee Meeting Minutes

equipment etc.) which we will further discuss with City staff. We are hoping that the vehicle can be on the road late in 2023.

5. City Centre Library

City Council is evaluating the proposed options (new report) at its meeting on March 27th. The package is now public on the City website if members would like to review. Staff are recommending Option D. Further information will be available soon.

6. Central Library Lobby Renovation

There are funds in the 2023 budget (not yet approved) to undertake this project. The goal is to make the lobby a more welcoming space that is brighter and more useable for clients. The staff desk is to be demolished and a new desk with a smaller footprint will be acquired and installed off to the side of the space. Plans are currently in the development stage.

4. Additional Issues

E. Bird noted that the Facilities Plan will require review in 2023. It is expected that staff will provide a draft with recommended changes to the Committee in the Fall.

5. Date of Next Meeting and Adjournment

The next meeting will be held in May, date to be determined.

The meeting was adjourned at 7:00 pm.

Pickering Public Library Board

Building Committee

Terms of Reference

Building Committee Mandate

The purpose of the Library Board's Building Committee is to function as a steering committee that advises the Board in matters that relating to the Library's facilities projects, both current and future.

Members

The Building Committee consists of four (4) members of the Board and is advised by the CEO or staff designate.

Committee Responsibilities

The Committee will be responsible for making recommendations to the Board related to:

- matters that would have a functional impact on the construction new Library facilities.
- the Library's Facilities Master Plan
- other building related projects.

Committee Activities

- To make recommendations to the Board as it pertains to Library Building projects both new projects and projects related to existing facilities.
- To monitor the progress of the ongoing building projects.

Chair

The Chair will work with the CEO or designate on an agenda for each meeting which will be issued one week in advance of the meeting. The Chair will provide an update on the Building Committee activities at each Board meeting and present any recommendations being made by the Building Committee to the Board

Meetings

- Meetings will be held once every two months or on an as needed basis.
- Meeting minutes will be reviewed by the Building Committee and then distributed in the next Board meeting package.

Duration

The Board will decide at the beginning of each calendar year whether to establish a Building Committee for the year and appoint members at that time if established.

Approved by: Building Subcommittee

March 23, 2023

Pickering Public Library Board

Date, TBA 2023

DRAFT

2023 Board Building Committee Workplan

Projects for 2023 – Committee to review projects as information becomes available and report updates to full Board

1. Claremont Extended Access (Spring 2023 to Fall 2023)
Committee to: Review construction schedule and plans for new layout when available.
 - Construction of accessible bathroom and access for clients for Extended Access to begin in Spring 2023 and completed by end of July 2023 (based on grant funding deadlines)
 - One year Pilot project for extended access with staff available onsite (be not on the floor).
 - Official ribbon cutting expected in September 2023
2. PHCC (Pickering Historical & Community Centre) – temporary name
Committee to: Review any planned changes and timeline updates
 - Plans are finalized but some tweaking happening to make this a green building (to satisfy requirements of grant)
 - Construction to be complete by March 31, 2026 per grant timeline
 - Local History Collection to move to this location. It will also provide a pop-up branch for local residents.
3. George Ashe – Consulting funds in 2023 budget.
Committee to: Review plans and timelines once outcome of grant application is known.
 - City and Library have applied for grant funding to make more the building more sustainable and create energy savings.
 - The consulting project will not move forward until we know the outcome of the grant application as it will make a difference in the scope of the project.
 - Timeline for next update: upon receipt of news about the grant
4. Outreach vehicle
Committee to: Review timeline and milestones when available.
 - Currently awaiting delivery from Europe. 5-week notice for shipping timeline.
 - Vehicle Upfitting draft has been completed. To be discussed with City Vehicle staff.
 - Planning for late year 2023 roll out.
5. City Centre Library
Committee to: Review plans and timelines as available
 - City Council has endorsed the project and plans are being developed.

- Timeline: no design work planned until 2024 (at the earliest)

6. Central Lobby renovation

Committee to: Review plans, milestones and timelines when available.

- Create a more welcoming space (brighter, move staff off to side, add seating and other client amenities. Plans currently in development stage.
- Timeline: Planning for substantial completion by early 2024

7. Update Facilities Master Plan

Committee to: Review and make recommendations for updates to the Library's Facilities Master Plan.

- Timeline: Proposed revisions and discussions at Committee meeting October 2023 and presented to Board at November 2023 meeting.



The City of Pickering Public Library Board Community Linkage Committee

DRAFT Meeting Minutes

Held: March 9, 2023
Location: Virtual meeting
Attendees: A. Mir, K. Smuk
Absent: M. Fatema, A. Maginley
Staff: S. Oza, Director, Engagement & Client Experience
Commencement Time: 6:30 pm

1. Review of Teens Events Calendar

- The teen calendar of events was reviewed for the next few months to identify which events board members may want to consider attending.
- Dates were identified to meet with staff working with teens, TAG (Teen Advisory Group) members and if possible, ABRWG (Anti-Black Racism Working Group) Youth Subcommittee members over the next few weeks.

2. Date of Next Meeting and Adjournment

The next meeting will be scheduled based on the availability of other members.
The meeting was adjourned at 7:00 pm.



The City of Pickering Public Library Board Community Linkage Committee **DRAFT** Meeting Minutes

Held: April 4, 2023
Location: Virtual meeting
Attendees: A. Mir, K. Smuk, A. Maginley
Absent: M. Fatema
Staff: S. Oza, Director, Engagement & Client Experience
E. Knox, Client Experience Specialist – Youth Services
M. Wagner, Senior Client Experience Associate – Youth Services

Commencement Time: 6:30 pm

1. Overview of Teen Program/Events and Services at Pickering Public Library

- E. Knox and M. Wagner provided an overview of work with teens related to spaces and outreach, Teen Advisory Group (TAG), Discord and communication, and work with local partners.
- The group reviewed events the Board members could join. All agreed to support Pride Day event in June.

2. ABRWG (Anti-Black Racism Work Group) Youth Subcommittee Work

- 225 surveys have been completed to date. Staff will share preliminary findings at the next meeting.

3. Date of Next Meeting and Adjournment

The next meeting will be held based on TAG member availability.
The meeting was adjourned at 7:00 pm.



The City of Pickering Public Library Board Risk Ad Hoc Committee **DRAFT** Meeting Minutes

Held: April 6, 2023

Location: Virtual

Attendees: Councillor L. Cook, K. Danylak, A. Mir

Absent:

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

Meeting Commencement Time: 6:08 pm

1. Review of draft Risk Registry for 2023

J. Flowers presented a draft risk registry document noting the security/safety, reputational and operational risks connected to two major areas of risk: Drag Queen Storytime and incidents involving teens at the Central Library. Historical and current information for each area of risk was provided. Mitigations for each area of risk were reviewed. Requests for additional information was requested. J. Flowers will update the document for the next meeting.

2. Appointment of Chair

A. Mir accepted the nomination to be Chair of the Risk Ad Hoc Committee for the length of its existence.

The meeting was adjourned at 6:53 pm.

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 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.

5.25.3 If circumstances warrant, an additional Vice-Chair may be elected at any time during the Board term for a period that matches the Chair and Vice-Chair.

6. Councillors

6.1 ~~A member of~~ Members of Council ~~is -are~~ 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 programs 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.

8.4 Honorariums

Board members are not provided with an honorariums for fulfilling their role on the Pickering Public Library Board.

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.

From: Jackie Flowers
CEO/Director of Public Libraries

Subject: Staff Attending Conference Out-of-Country

Recommendation:

That the Board endorse the plan as presented to offer subsidies to staff to attend the American Library Association Annual Conference in June 2023.

Executive Summary:

Per section 10.02 of the City of Pickering's Financial Control Policy (FIN 030), staff are responsible for seeking Council approval for out-of-country conferences funded by the City.

In the 2023 current budget, the Library requested \$6,800 in funds to support staff to attend the American Library Association ("ALA") [Annual Conference](#). As this funding is provided by the City, the Library will seek the approval of Council to send staff to the Conference. Ahead of seeking this approval at the May 29, 2023 Council meeting, we ask for the Board's endorsement of staff plans to attend the conference.

Financial Implications:

The estimated cost to attend the conference is \$2,500 per staff. The Library would offer subsidies of \$1,700 per staff to offset part of the costs.

The total budget allocated to the ALA conference is \$6,800.

Discussion:

Per section 10.02 of the City of Pickering's Financial Control Policy (FIN 030), staff are responsible for seeking Council approval for out-of-country conferences funded by the City.

In the 2023 current budget, the Library requested \$6,800 in funds to support staff to attend the American Library Association ("ALA") [Annual Conference](#). As this funding is provided by the City, the Library will seek the approval of Council to support staff in attending the ALA Conference. Ahead of seeking this approval at the May 29, 2023 Council meeting, we ask for the Board's endorsement of our plans.

Many Canadian library professionals attend the ALA Conference due to the fact that Canada does not have a national conference. ALA is the world's largest library event, offering over 200 sessions and an exhibit hall with over 500 vendors. This year's conference will be held June 22 to 27, 2023 in Chicago, IL. The conference offers excellent professional development opportunities connected to the major issues and opportunities facing public libraries, an opportunity to connect with library professionals from across the continent, and to hear about new products and services offered by vendors. Some of the presentations that are of interest to PPL staff include:

- Equip Communities to “Be MediaWise” with a Misinformation Resilience Toolkit
- In Search of Teens: A Discussion on How to Welcome More Teens into our Libraries
- Changing the Narrative: ALA Policy Corps Takes on Book Banners
- Creating Public Libraries where Everyone Belongs
- Biophilic Design: Impacting the Emotional Wellbeing of Library Goers
- Library Resilience from Coast to Coast: Lessons from Disaster Research to Engage Your Community and Empower Your Staff



INTERNAL MONITORING REPORT

POLICY TYPE: Executive Limitations

POLICY TITLE: [EL 01 General Executive Constraint](#)

I hereby present my monitoring report on The City of Pickering Public Library Board's Executive Limitations policy for "General Executive Constraint" 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)

April 20, 2023

Date

Policy Element: Header Paragraph

The CEO will not cause or allow any practices, activities, decisions, or organizational circumstances that are unlawful, imprudent or in violation of:

I interpret this as follows:

1. "practices, activities, decisions, or organizational circumstances": all tools and activities that library staff use to accomplish the objectives of the Library. These include policies, procedures, and library initiatives.
2. "imprudent": foolish, irresponsible, or lacking caution.

Compliance will be demonstrated when:

There are no substantiated occurrences of unlawful or imprudent actions caused or allowed by the CEO.

Evidence Available:

- There have been no unlawful or imprudent actions as evidenced through discussion with senior City staff, senior Library staff or review of local media.

Policy Element #1

- commonly accepted business and professional ethics

I interpret this as follows:

"commonly accepted business and professional ethics": ethical standards in comparable business practices such as accounting, intellectual property, and human resources, and common library ethical standards such as intellectual freedom and privacy.

Compliance will be demonstrated when:

There are no substantiated incidents where the CEO has caused or allowed any of these standards to be violated.

Evidence Available:

- There have been no cases where accounting standards have been violated as evidenced through review of the auditor’s report in the 2021 audited financial statements;
- Interview with Director of HR at the City of Pickering confirmed there have been no incidents related to human resources;
- Review of the one request from a client to reconsider an item in our collection from the previous twelve months.

Policy Element #2

- The *Public Libraries Act, RSO 1990, c.P.44*, and other relevant statutes.

I interpret this as follows:

1. “the *Public Libraries Act RSO 1990, c.P.44*”: the complete provincial statute with all related regulations and updates.
2. “other relevant statutes”: all statutes, regulations, and bylaws which impact on the operation of the Library. These include but are not limited to: the *Constitution Act (Canadian Charter of Rights and Freedoms)*; the *Pay Equity Act*, the *Employment Standards Act*, the *Freedom of Information and Privacy Act*, the *Human Rights Code*, the *Occupational Health & Safety Act*, and the *Accessibility for Ontarians with Disabilities Act*.

Compliance will be demonstrated when:

There are no substantiated incidents where the CEO has caused or allowed any of these standards to be violated.

Evidence Available:

- Review of the following reports and policies indicates compliance with legislative requirements:
 - latest pay equity report (completed in 2017)
 - the [Accessibility Customer Service Standards policy](#)
 - the [Freedom of Information and Protection of Privacy policy](#)
 - the Accessible Employment Standards policy
 - the Health and Safety policy
 - Pickering Public Library Board By-Laws and Terms of Reference
- The CEO has previously identified in the EL9 monitoring report from March 2023 that a non-compliance issue was identified for 2022 with regards to ESA requirements for minimum required vacation for the prior year. Going forward, managers are required to report on minimum vacation for their staff at the start of the last quarter of each year to ensure that all ESA vacation requirements are met.
- The CEO has previously informed the Board that by electing a Board Chair for a two-year term, we are not in compliance of the *Public Libraries Act* which states that a Board Chair should be a four-year term. It is a common practice among libraries to use two-year terms, especially urban libraries who feel that it is

difficult to sustain someone in the volunteer role of the chair for more than 1-2 years.

Policy Element #3

- Contractual agreements the Board has made.

I interpret this as follows:

“contractual agreements”: any binding contracts for products or services made on behalf of the Library. Such contracts include, but are not limited to: the Collective Agreement, contracts with library vendors and suppliers, grant contracts, and partnership contracts.

Compliance will be demonstrated when:

There are no substantiated incidents where the CEO has caused or allowed any contracts to be violated.

Evidence Available:

- Review of the 5 largest vendor contracts/invoices and representatives of contractual partners shows no violation of these agreements.
- Review of 2 grant agreements from April 21, 2022 – April 20, 2023 totalling \$85,000, shows no violation of these agreements.
- Direct inspection of the Collective Agreement (covered the period up to March 31, 2020) with the updated Memorandum of Settlement (extending the Collective Agreement until March 31, 2021); bargaining is currently underway.

1. BOARD OFFICERS

1.1 Chair

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.

1.2 Vice-Chair

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. In the absence of the Chair, the Vice-Chair will preside and will have all of the Chair's powers and responsibilities. If circumstances warrant, an additional Vice-Chair may be elected at any time during the Board term for a period that matches the Chair and Vice-Chair.

1.3 Election of Chair and Vice-Chair

The Secretary of the Board will assume the Chair for the process of electing the Chair and Vice-Chair(s). Nominations will be received from the floor and the election will be conducted by secret ballot. In the event of a tie vote a second secret ballot will be held. In the case where there is only one nominee for a position the need for a secret ballot shall be waived.

In the event that a Board Member intends to stand for the position of either Chair or Vice-Chair, and will be absent from the meeting at which the elections are to take place, the procedure below will be observed:

In advance of the meeting, the Board Member will provide the Board Secretary with a written notice, signed by the Board Member, along with the names of both the mover and seconder to the nomination.

1.4 Secretary-Treasurer

The Board will appoint a Secretary-Treasurer. Typically, that will be the Chief Executive Officer or their appointed designate.

The Secretary-Treasurer will:

- a) Keep minutes of Board and Committee meetings;
- b) Conduct the Board's official correspondence.
- c) Receive, keep safely, and account for all the Board's money;
- d) Provide the Board with regular financial position reports, quarterly or as otherwise required;

- e) Deposit all money received on the Board's behalf to the credit of that account or accounts; and
- f) Disburse funds as required by provincial and federal legislation, City and Library procedures, and Board resolutions.

1.5 Chief Executive Officer

The Library Board delegates the authority for management and operations of services to the Chief Executive Officer.

As a non-voting officer of the Library Board, the CEO:

1. Does not vote on Board business.
2. Attends all Board meetings.
3. Sits ex-officio on all the committees of the Library Board and acts as a resource person.
4. Acts as the Library Board representative at the presentation of the Library budget before the council.
5. Reports directly to the Library Board on the affairs of the Library and makes necessary recommendations.
6. Interprets and communicates the Board's decisions to the staff.

2. BOARD MEDIA RELATIONS AND COMMUNICATIONS

~~Board Members shall not meet with the media unless such meeting is approved by the CEO/Director of Public Libraries. Upon receipt of a media engagement opportunity, thea Board Member must notify the CEO/Director of Public Libraries. Upon approval from the CEO/Director of Public Libraries, the Board Member may respond to the media inquiry. Board media relations must be supported by the Library's Community Engagement & Marketing Department.~~

~~Unless otherwise designated, the Board Chair will be is the main spokesperson and signing authority for the Board.~~

2.3. BOARD MEETINGS

The following rules and procedures have been adapted from various sources. The City of Pickering Clerk also provides procedural advice to the Board.

If at any point in the Board meeting there is lack of clarity in moving business forward, a recess may be called to allow for consultation of the sources.

3.1 Meetings

All Board meetings will be open to the public.

3.2 Rules of Order

The Chair will use appropriate editions of Robert's Rules of Order as tools to govern proceedings and Member conduct. In complex cases, advice is sought from the City of Pickering Clerk.

3.3 Inaugural Meeting in each New Term

The *Public Libraries Act*, Section 14 (1) and (2) authorizes the CEO to call the first Board meeting in the new term.

The CEO calls the meeting to order and conducts the elections for the Chair and Vice-Chair positions.

Once the Chair and Vice-Chair are elected for their term, the Chair presides over the remainder of the meeting.

3.4 Regular Meetings

The Board will hold at least seven scheduled meetings each year. These regular meetings will be held on the fourth Thursday of each month. The Board may change the scheduling of regular meetings from time to time. The Board will not hold a Board meeting that falls on a municipal, provincial, or federal election date.

The Board Secretary will provide a meeting date schedule to Members at the beginning of each year.

Virtual participation by individual Members in a regular or special public Board meeting is permitted when circumstances warrant, as long as the medium allows two-way communication (e.g., videoconferencing).

3.5 Meeting Notification and Documentation

The Board Chair, in consultation with the CEO, will prepare the agenda. Any Member wishing to place an item on the agenda may make a request to do so through the Chair or CEO no later than ten days prior to the meeting. Such requests will then be considered at the Chair's discretion.

Minutes of the previous regular meeting and any special meetings will be provided to the Members in the same manner as the agenda, together with its supporting documents.

The package will be emailed to the Members at least five business days prior to the upcoming meeting.

Lack of receipt of notice for a regular meeting will not affect the validity of holding the meeting or any action taken at the meeting, provided a quorum is obtained.

3.6 Meeting Agenda Items

The standard order of business at regular meetings will be as follows:

1. Call to Order
2. Land Acknowledgement
- ~~1-3.~~ Public Delegations
- ~~2-4.~~ Approval of Agenda, Disclosure of Interest
- ~~3-5.~~ Consent Agenda
- ~~4-6.~~ ~~Board~~ Correspondence
- ~~5-7.~~ ~~Board Education~~ Presentations
- ~~6-8.~~ Ends Discussion
- ~~7-9.~~ Staff Reports
- ~~8-10.~~ Monitoring Reports – Executive Limitations
- ~~9-11.~~ ~~Community Linkage Committee~~ Board Committee Reports
- ~~10.~~ ~~Ownership~~
- ~~11-12.~~ Governance
- ~~12-13.~~ Board Policy Rreview
- ~~13-14.~~ New & Unfinished Business
- ~~14-15.~~ Confidential Matter
- ~~15-16.~~ Board Meeting Self-Evaluation
- ~~16-17.~~ Adjournment

The discussion of items will be in the order most conducive to meeting effectiveness.

3.7 Special Meetings

The Chair or any two Members may summon a special meeting at any time. The meeting's purpose must be stated in the notice and no other business will be transacted without the consent of a Board majority.

Members of the Board and the community will be notified of special meetings in the most expeditious manner, and with reasonable notice.

Lack of receipt of notice for a special meeting will not affect the validity of holding the meeting or any action taken at the meeting, provided a quorum is obtained

3.8 Decisions Requiring Urgent Board Approval

When the meeting schedule does not allow for timely or urgent decisions and approval of the Board is required, the CEO will first recommend that the Board hold a special meeting. Should this prove impossible in a timely manner, the CEO will consult with the Chair, who may provide approval on behalf of the Board. All decisions so made, will be placed on the agenda of the next regular Board meeting for discussion and ratification.

3.9 In-Camera Meetings to Discuss a Confidential Matter

3.9.1 Moving In Camera

A motion to move into an in-camera session must be moved, seconded, and approved by majority vote, prior to the meeting being closed. Motions to move in camera are not debatable.

Permitted In-Camera Business

Only the following subjects (from the *Public Libraries Act*) may be discussed at properly constituted closed meetings:

- a) The security of the property of the Board.
- b) Personnel matters about an identifiable individual.
- c) A proposed or pending acquisition or disposition of land by the Board.
- d) Labour relations or employee negotiations.
- e) Litigation or potential litigation, including matters before administrative tribunals, affecting the Board.
- f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
- g) A matter in respect of which a Board or committee of a Board may hold a closed meeting under another *Act*.
- h) A request under *the Municipal Freedom of Information and Protection of Privacy Act*.

A meeting may be closed to the public during a vote only if:

- a) Conditions permitting or requiring the meeting to be closed to the public exist; or
- b) The vote is for a procedural matter or for giving directions or instructions to Board officers, employees or agents or Board committee or persons retained by or under contract with the Board.

3.9.2 Staff Participation in In-Camera Meetings

The Board may invite appropriate persons, such as the CEO, the City Clerk, and other staff to attend an in-camera session.

3.9.3 Approval of In-Camera Motions; In-Camera Minutes

The CEO or delegate (i.e. City Clerk) may take the minutes at in-camera meetings. Two sets of minutes are produced: public and confidential. Public minutes are brief and do not contain the discussions of the in-camera meeting. They will be included in the consent agenda of the following month's Board package. Confidential minutes will be circulated to Board Members and staff (where appropriate) and a paper copy, signed by the Board Chair, is delivered to the City Clerk to be filed. The confidential minutes

will be an item in the consent agenda for the following month but not included in the Board package.

Any motions passed in camera are ratified when the Board resumes open session of the regular meeting. Because the discussions are protected under the confidentiality criteria in 2.9.1 above, the motion to ratify in open session must not include any confidential detail.

~~2.9.4 Virtual Meetings~~

3.10 Board Meeting Procedures

3.10.1 Chair and Vice Chair's Role

The Chair will preside at all Board meetings, maintain order, decide whether motions are in order, and rule on all procedural matters. If the Chair is not present at the time for the meeting to begin, the Vice-Chair will call the meeting to order and will preside for that meeting or until the Chair arrives.

3.10.2 Absence of the Chair and Vice Chair

If both the Chair and Vice-Chair(s) are not present within fifteen minutes after the time for the meeting to begin, the CEO or designate will call the meeting to order. In the absence of the Chair and Vice-Chair(s), the Board may appoint one of its members as and will preside for the election of an Acting Chair. While presiding, the Acting Chair will have all the Chair's rights, duties, and responsibilities.

3.10.3 Attendance

Members will notify the Secretary if they are unable to attend the regular meeting. Meeting attendance will be recorded.

A Member may be disqualified following absence from meetings of the Board meetings for three consecutive months without a recorded Board resolution-motion authorizing the absence. If a Board Member is disqualified, the Member's seat becomes vacant and the remaining Members shall declare the seat vacant and notify the appointing Council accordingly. (see Public Libraries Act section 13eR.S.O. 1990, c. P.44, s. 13)

3.10.4 Conflict of Interest

The *Municipal Conflict of Interest Act* will govern the Board; an agenda will include provision for Members to disclose a direct pecuniary interest in a matter and the general nature thereof. The pecuniary interest of the Board Member's spouse shall be deemed to be also the pecuniary interest of the Member.

According to the Act:

5(1) Where a Member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council or local Board at which the matter is the subject of consideration, the Member:

- a) will, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
 - b) will not take part in the discussion of, or vote on any question in respect of the matter; and
 - c) will not attempt in any way whether before, during or after the meeting to influence the voting on any such question.
- R.S.O. 1990, c. M 50, s. 5(1)

3.10.5 Delegations

~~Residents~~ Members of the public and community association representatives may attend and address the Board as a delegation at any regular meeting. A delegation must ~~inform the Board Chair before the meeting starts that they wish~~ register prior to the start of the Board meeting to address the Board. The Board Chair will indicate the rules for delegations at ~~that the time of the meeting~~. The Board reserves the right to request any additional information regarding a particular issue or association. The Board will provide delegations with a maximum of ten minutes to make a presentation, unless extended by Board motion. The Board reserves the right to limit the number of delegations per meeting. A delegation may not appear before the Board on the same issue a second time, unless approved by Board motion. All questions and communication by a delegation must be made through the Board Chair.

Delegation names will appear in the public record and will be posted on the Pickering Public Library website as part of the meeting minutes.

Delegations may choose to remain for the balance of the public meeting but may not speak to other agenda items.

Through the CEO, the Board will communicate its decision, if appropriate, to the delegation in writing. The Board is not obligated to respond or make a decision at the time of the presentation.

3.10.6 Quorum

2.10.6.1 Definition

A quorum will be 50% of the Members of the Board plus one. As soon as there is a quorum present, the Chair will call the meeting to order. Participation by virtual means is permitted to allow official business to proceed.

3.10.6.2 Meetings Lacking a Quorum

Where a quorum is not present within thirty minutes after the hour fixed for a meeting, the Board Secretary will record the names of the Members present. In the absence of a quorum, the meeting may continue; however, no motion may be made or passed. Any decisions made shall be recommended to the Board at the next regular meeting for approval.

3.11 Voting

The Chair or Acting Chair protects impartiality by exercising his or her voting rights only when this affects the outcome. In this case the Chair or Acting Chair can either vote and thereby change the result or can abstain.

Any question on which there is a tie vote will be deemed to be negative.

Voting will be by a show of hands, unless otherwise indicated. Upon the request of a Member who is present when a question is stated, a recorded vote will be taken. It must be requested immediately before the start of voting.

3.12 Chair's Duties

The Chair will:

- a) Open meetings by taking the Chair and calling the meeting to order.
- b) Determine the presence of a quorum.
- c) Recognize Members in the order in which they signalled that they wished to speak or ask a question.
- d) Receive and submit, in the proper manner, all motions presented by the Members, unless a motion is contrary to the Board's bylaws. If the Chair rules that a motion is contrary, the Chair will tell the Members immediately, before putting the question, and will cite the rule or authority applicable to the case without argument or comment.
- e) Determine whether a question is properly one which is admissible and to be dealt with immediately. The Chair's ruling on order or procedure may only be appealed by Board motion, duly seconded. If the motion is carried, the Chair's decision is overturned.

- f) State and put to a vote all valid motions which are moved and seconded in the course of proceedings and announce the result.
- g) Expedite business.
- h) Decide all questions of order.
- i) Ensure appropriate conduct of Members and the public.
- j) Sign on behalf of the Board, where applicable.
- k) Ensure the decisions of the Board are in conformity with the laws and bylaws governing Board activities.
- l) Declare the meeting adjourned when the Board so votes.
- m) Exclude any person from a meeting for improper conduct.

3.13 Member's Conduct

A Member will be courteous and will not engage in any action that disturbs the meeting.

A Member will not:

- a) Use unparliamentary or offensive language, including any expressions or statements in debate or in questions that attribute false or undeclared motives to another Member, charge another Member with being dishonest, be abusive or insulting, or cause disorder.
- b) Make any noise or disturbance that prevents Members from being able to participate in a meeting.
- c) Speak outside the debated question.
- d) Reflect upon any prior Board determination, except to conclude such remarks with a motion to rescind such determination.
- e) Interrupt a Member who is speaking, except to raise a matter of privilege or a point of order.
- f) Disobey Board bylaws.
- g) Disobey the Chair's decision on questions of order or practice or on the interpretation of Board bylaws.
- h) Speak more than once to the same question except:
 - i. upon the consideration of a report referred by a committee to the Board for a decision; or
 - ii. in explanation of a statement that may have been interpreted incorrectly; or
 - iii. after all other Members who wish to speak have spoken at least once.

A Member who wishes to speak will signal the Chair and wait for the Chair's recognition. A Member will address to the Chair all remarks and questions, including questions intended for another Member or staff.

3.14 Public Conduct

Members of the public may attend meetings. Members of the public will be courteous and will not engage in any action that disturbs the meeting. Members of the public will not:

- a) Make any noise or disturbance that prevents Members from being able to participate in the meeting.
- b) Address the Board without Board permission at a meeting.
- c) Use unparliamentary or offensive language.

4. MOTIONS AND REPORTS TO THE BOARD

4.1 Decisions by Motion Only

All decisions and directions will be made on the basis of motions. To make a motion, a Member must first have the floor, that is, be recognized by the Chair.

4.2 Moving a Motion

A motion properly moved before the Board must be completed before any other motion can be received, except a motion to amend or adjourn, or on a matter of privilege (see glossary).

Another Member must second every motion, except for questions of privilege.

4.3 Seconding a Motion

A motion will not be debated until it has been moved and seconded.

The Chair will not put any matter to the vote, and a Member will not move a procedural motion to have the vote taken, until every Member who wishes to speak has spoken at least once. Members who have already spoken may speak again only after all other Members have been given the opportunity to speak. After Members debate a motion, the Chair puts the question to a vote and announces the voting result.

Any Member may require the question or motion under discussion to be read at any time during the debate.

There will only be one substantive motion before the Board at any one time.

4.4 Notice of Motion

All motions other than routine business or those arising out of reports from standing or special committees may be void unless the mover gives notice thereof at least ten days before the meeting at which said motion is to be presented.

This notice will be given in writing to the Chair and copied to the Secretary, and it will be accompanied by the copy of the proposed motion; and said notice and copy will be emailed to all Members five business days before the meeting.

4.5 Amending a Motion

An amendment may be made to a motion but may not negate the main motion or materially alter its intent. An amendment may itself be amended once.

4.6 Withdrawing a Motion

When a motion is before the Board and the mover wants to withdraw or modify it, or substitute another motion, the Chair will grant permission if no Member objects. If a Member objects, the Chair will put the question on granting the request to a vote, or someone can make a motion to grant it. A motion to withdraw another motion cannot be debated or amended. A two-thirds majority is required.

4.7 Motion to Reconsider

A motion to review a previous decision and vote on it again may be moved by a Member who previously voted on the prevailing or winning side of a question. A reconsideration may be made once only on the same motion.

4.8 Motion to Adjourn

A motion to adjourn is not debatable, cannot be amended and, if resolved in the negative, cannot be made again until after the Board has completed some intermediate proceeding.

4.9 Motion to Recess

A motion to recess is not debatable and can only be amended to adjust the time of the recess.

4.10 Minutes

Minutes record the main points of any discussion. They are not verbatim.

Once approved, minutes of meetings are the official record of decisions and provide direction for officers and employees in their subsequent actions.

Minutes are approved at the next meeting of the Library Board and signed by the Chair and the CEO.

Minutes (excluding in camera minutes) are public documents and shall be made available to the public. Public minutes of in camera meetings are included in the monthly Board package mailing. Confidential minutes of in camera meetings are kept separately in the City Clerk's office.

4.11 Board Committees

4.11.1 Purpose and Selection of Members

Board Committees receive their charge and mandate from the Board and comply with Board policy on Committees. Unless contrary to policy, Committee Members will be selected by consensus from volunteers at Board meetings. Appointments will be approved by Board motion. Each Committee will select its own Chair.

4.11.2 PPL Board Committees

The Board's Committees are:

- a) Community Linkage Committee;
- b) CEO Evaluation Committee; and,
- c) Ad Hoc Committees, as needed.

50% of Members plus one will constitute quorum for a committee. The Board Chair serves ex-officio on all Board Committees.

4.11.3 Report Presentation

Timely reporting to the Board will be by submission of a written or oral report after each meeting, with appropriate comment by the Committee Chair. Written reports are distributed for reading prior to a Board meeting. They are structured into a brief synopsis of discussion, and recommendations clearly and separately stated, with a Committee motion to recommend to the Board.

4.11.4 Approval of Committee Reports at the Board Meeting

At the Board meeting the Committee Chair ensures the report has been received in either written or oral form and invites questions or comments. No motion is necessary to receive the report. The Committee Chair moves that any recommendations be put to the Board for approval (no seconder is necessary, since the Committee has already endorsed the recommendation through its own motion). The Board Chair repeats the motion, invites further discussion and calls the vote to adopt any recommendations.

4.11.5 Approval of Individual Committee Recommendations

Any Board Member may request that specific recommendations be removed for separate discussion (no motion required). In this case, the remaining recommendations are voted on collectively, under the original motion from the Committee Chair. Any separated recommendations are discussed and voted on individually in their original order. The original motion is still valid, and therefore the separated recommendation requires only a vote to adopt. Any

changes to the recommendation follow normal rules for amendments and may require a mover and seconder for substantial changes.

4.12 Staff Reports at the Board Meeting

No motion is necessary to receive a staff report. A Board motion is required for adoption of staff recommendations.

4.13 Amending the Bylaws

Bylaws are the fundamental governing rules of the Library Board. The purpose of this bylaw is to state the conditions under which bylaws are amended.

1. Bylaws may be amended in response to legislation or when circumstances change.
2. At a Board meeting any Member can propose a review or an amendment of a bylaw.
3. All Members of the Library Board will receive notice and draft of proposed changes prior to the next Board meeting at which a motion for amendment may be tabled.
4. A motion to add, amend or remove a bylaw shall require a majority vote of at least two thirds of the Members in order to be carried.

APPENDIX

GLOSSARY OF TERMS

TERM	DEFINITION
Adjourn	To end the meeting.
Agenda	A list of business items to be considered at a meeting, arranged in the order in which they are intended to be addressed.
Amendment	A formal proposal to change the words of a pending motion.
Chair	The person who presides at the meeting.
Committee	Any advisory or other committee, subcommittee or similar entity of which at least 50 per cent of the Members are also Members of the Board.
Delegation	One or more residents or community association representatives who address the Board.
Floor, to have the	To have the right to speak without interruptions, except on a matter of privilege or a point of order.
In Camera	In private. Only Board Members and persons authorized by them may be present at an in-camera meeting.
Minutes	The legal record of the Board's, or a Committee's, proceedings and decisions. Corrections must relate to matters of fact only. A Member who does not agree with a decision cannot have the decision changed by changing the minutes. The appropriate remedy is to move a motion to reconsider.
Motion	A formal proposal placed before the meeting by one Member, the mover of the motion, for debate and decision.
Move	To formally propose a motion or amendment.
Mover	The person who proposes a motion or amendment.
Notice of motion	Formal advice to the Board that a Member proposes to move a motion at a future meeting. It usually includes the wording of the proposed motion.
Order	Behaviour in a meeting, which allows Members to conduct business without disruption.

APPENDIX

GLOSSARY OF TERMS

TERM	DEFINITION
Order, call a Member to	A way for the Chair to point out to a Member that the Member has broken the rules or is speaking out of turn.
Order, call the meeting to	An announcement by the Chair to indicate that the Chair is about to start the meeting. Also, it is a way for the Chair to enforce discipline on the meeting after the rules have been broken.
Order, point of	A way for a Member to draw attention to a breach of the rules.
Privileged motions	Refer to the rights of Members, and can interrupt discussion of a motion on the floor. Privileged motions are those related to: conditions in the place of meeting (e.g. "I cannot hear the speaker"); personal privilege (e.g. "the Member is misstating my position"); point of order, when the Member believes another Member is violating a rule (e.g. "the speaker is not speaking to the motion"); motions to recess or adjourn, both of which must be seconded and voted on. The interrupted discussion continues when matters of privilege have been resolved by the Chair.
Quorum	The minimum number of Members who must be present at a meeting to make the proceedings valid. A simple majority of the Board.
Rescind	To revoke a previous decision.
Recess	To take an intermission, either as a break or to allow for reflection.
Reconsider	Motion to review a previous decision and vote on it again.
Resolution	A motion that has been moved, seconded and carried.
Ruling	A decision by the Chair on a procedural point. Any Member may appeal it, in which case the ruling is immediately put to a vote without debate.
Second	To formally endorse a motion or amendment immediately after it has been moved.

APPENDIX

GLOSSARY OF TERMS

TERM	DEFINITION
Seconder	The person who formally endorses a motion or amendment. A seconder need not wait for recognition by the Chair. Seconding does not necessarily mean that a seconder supports the motion, only that the seconder agrees that it should be considered.
Show of hands	The usual way of voting. Those for and those against the motion are asked to raise their hands. The hands are counted, the result announced, and the motion declared either carried or lost.
Time limit	The maximum time allowed for a speech by an individual Member, set by the Chair.
Two-thirds majority	Two-thirds, or the closest whole number that is greater than two-thirds.
Unparliamentary	Words or expressions that are disrespectful or language that is offensive. It includes swearing and derogatory and racial remarks.
Virtual Meeting	Public Board meeting held virtually with the assistance of <u>two-way technology</u> for all Board Members and public delegates or viewers.
Vote, majority	One more than half the number of Members present.
Vote, recorded	A vote in which each Member is asked individually and publicly to announce his or her vote for or against the motion.
Vote, tie	An equal number of votes for or against a motion.