

The City of Pickering Public Library Board Meeting Minutes

Held: Thursday, April 27, 2023

Location: Pickering Central Library Auditorium

Attendees: Councillor L. Cook; K. Danylak; B. Kenworthy; A. Maginley; F. Mahjabeen
A. Mir; D. Sharma; S. Sheehy (Chair)

Absent: Councillor M. Brenner; Councillor S. Butt; K. Smuk

Staff: J. Flowers – CEO/Director of Public Libraries; E. Bird – Director of Support Services;
B. Gregory – Executive Assistant

1. Meeting Called to Order

Chair Sheehy called the meeting to order at 7:04 pm.

2. Land Acknowledgement

K. Danylak 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.

The agenda was amended to include the following items:

New Business:

- **14.3** Library Closure for Staff Learn Day
- **14.4** Councillor Butt Appointed to the Board
- **14.5** Strat Plan
- **14.6** Urban Library Council Award

Confidential Matter:

- **15.1** Labour Relations Matter

Motion #23.26

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

Carried.

5. Presentations

There were no presentations scheduled.

6. Consent Agenda

- 6.1 Minutes of the Previous Board Meeting – March 23, 2023**
- 6.2 Library Information Update – March 2023**
- 6.3 2021 Draft Financial Statements**
- 6.4 2023 Q1 Stats Review (KPIs)**
- 6.5 Minutes of the Board Building Committee Meeting – March 22, 2023**
- 6.6 Board Building Committee Terms of Reference**
- 6.7 Board Building Committee 2023 Workplan**
- 6.8 Minutes of the Community Linkage Committee Meeting – March 9, 2023**
- 6.9 Minutes of the Community Linkage Committee Meeting – April 4, 2023**
- 6.10 Minutes of the Risk Ad Hoc Committee – April 6, 2023**
- 6.11 PPL Board Terms of Reference**

Motion #23.27

Moved by L. Cook seconded by K. Danylak **Motion THAT** the items on the Consent Agenda be adopted.

Carried.

7. Correspondence

There were no correspondence items.

8. Ends Discussion

8.1 Board Approval of Expunging Client Balances Exceeding \$2,000

E. Bird informed the Board that as per Report 05-21 presented to the Board on October 28, 2021, it was recommended that “Any single account balance greater than \$5,000 would need Board approval to be written off.” This recommendation was revised to read “Any single account balance greater than **\$2,000** would need Board approval to be written off” and subsequently approved by Board Motion 21.58.

The Board expressed concern that this recommendation did not seem to align with their recent governance training, indicating that it seemed more of an operational activity rather than a strategic one. Given this concern, it was requested that the recommendation be rescinded and in presentation of the annual report to the Board with the total amount expunged that any account balances over \$2,000 be highlighted.

Motion #23.28

Moved by S. Sheehy seconded by L. Cook **Motion THAT** the recommendation from Report 05-21 “Any single account balance greater than \$2,000 would need Board approval to be written off.” be rescinded; and that annual report to the Board with the total amount expunged includes notation of any account balances over \$2,000.

Carried.

9. Staff Reports

9.1 Anti-Black Racism Working Group Update

J. Flowers advised that there were no March ABRWG meeting minutes included in the Board package as they did not have quorum at their April meeting to review and approve. In the absence of minutes, J. Flowers reported that at the March meeting an overview of the “Teen Operation Reset” was shared with the group and that the Collections team was in attendance to provide an update on their workplan to implement the ABRWG recommendations.

9.2 Report 05-23 Staff Attending Conference Out-of-Country

Motion 23.29

Moved by A. Mir, Seconded by K. Danylak **Motion THAT** the Board endorse the plan as presented to offer subsidies to staff to attend the American Library Association Annual Conference in June 2023.

Carried.

10. Executive Limitations Policies & Monitoring Reports

10.1 EL 01 General Executive Constraint

B. Kenworthy reported that he had met with the CEO and reviewed the report and the evidence of compliance. He was satisfied that the report was accurate and complete.

Motion #23.30

Moved by B. Kenworthy, Seconded by D. Sharma **Motion THAT** Board has received the monitoring report for policy EL 01 General Executive Constraint as presented 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.

Carried.

Executive Limitations policy EL 04 Staff Conduct will be discussed at the next Board meeting. All members were asked to review prior to the next meeting. Discussion will be led by A. Maginley.

11. Board Committee Reports

11.1 Report of the Board Building Committee

There were no updates from the Board Building Committee.

11.2 Report of the Community Linkage Committee

A. Mir reported that the committee met with Library staff for an overview of teens in the library. The committee has made the decision to attend teen events as availability permits and will provide updates when event information is available. At the next meeting of the committee, the group plans to meet with members of the Teen Advisory Group ("TAG").

11.3 Report of the Risk Ad Hoc Committee

A. Mir reported that the committee met and was provided with an overview of some of the current and possible upcoming risks, and risk mitigation strategies, in place for the Library. He reported that the committee is confident that the Library has suitable plans in place to ensure the safety and security of Library clients and staff. The committee will be meeting again on May 18, 2023, after which another update will be provided.

12. Governance

12.1 Pickering Public Library Bylaws

The Bylaws, with suggested amendments, were reviewed by the Board. A discussion was held regarding the new Board Media Relations and Communications section (Section 2). A question was raised about how to handle media requests received by Board members other than the Chair. J. Flowers confirmed that any communication would be given on the

advice of PPL staff. To ensure that the entire Board is always abreast of any communications delivered on their behalf, it was recommended that the first sentence of the section be amended to reflect this.

Motion 23.31

Moved by B. Kenworthy, Seconded by A. Maginley **THAT** the first sentence of Section 2 of the Pickering Public Library Board Bylaws be amended to read: "Upon receipt of a media engagement opportunity, a Board Member must notify the CEO/Director of Public Libraries and **all members of the Board.**"

Carried.

Motion #23.32

Moved by S. Sheehy, Seconded by D. Sharma **Motion THAT** the Board adopt the Pickering Public Library Board Bylaws as amended.

Carried.

Related to this discussion, it was decided that some brief media training for the Board would be beneficial.

13. Board Policy Review

There were no Board policies reviewed.

14. New & Unfinished Business

14.1 Member Community Reports

Board Members shared some recent experiences in the Library using the 3D printer in Maker Space, attending Baby Story Time, and using the Library for some after-school study space. Staff were commended for providing great service.

L. Cook advised that The Royal Canadian Legion, Bay Ridges Branch 606 will be holding a King Charles III Coronation Celebration on Saturday May 6, 2023 at the cenotaph in Esplanade Park. The public is invited to attend.

L. Cook also advised that Saturday, May 6, 2023 is Free Comic Book Day, a recurring event that occurs the first Saturday in May of each year.

14.2 Drag Queen Story Time Statement

J. Flowers shared a draft statement penned by public libraries in Durham Region about Drag Queen Story Time that will be released in the near future. She noted that this statement is similar in content to last year's statement, but this year the statement is being released prior to the event. The statement will be signed by all eight public library CEOs and Board Chairs in Durham Region.

The Board had no revisions to the statement nor any objections to its release.

14.3 Library Closure for Staff Learn Day

Motion #23.33

Moved by S. Sheehy, Seconded by L. Cook **Motion THAT** the Board approve the closure of George Ashe Library on Friday, July 14, 2023 for the purposes of Staff Learn Day.

Carried.

14.4 Councillor Butt Appointed to the Board

J. Flowers reported that Councillor Butt has been appointed to the Pickering Public Library Board effective April 24, 2023. This appointment was made to satisfy the updated terms of reference that there be three Councillors on the Board to ensure Ward representation.

14.5 Strategic Plan

S. Sheehy advised that Board representation will be needed in planning and preparing for the Strategic Plan. Board representatives would act as a liaison between staff and the Board during the development of the strategic plan. It was noted that staff do the bulk of the work but there will be lots of opportunity for the Board to participate. K. Danylak was selected as the lead contact with A. Mir and A. Maginley rotating attendance. It is anticipated that activities would run from May to December 2023.

14.6 Urban Library Council Award

J. Flowers reported that the Pickering Public Library and Richmond Hill Public Library received an honourable mention for the “Library Programming Partnership” in the Education: Children & Adults category at the 2023 Urban Libraries Council Innovation Awards. This initiative was co-founded by Richmond Hill Public Library and Pickering Public Library.

15. Confidential Matter

Motion 23.34

Moved by S. Sheehy, Seconded by A. Mir **Motion THAT** the Board move into a closed session in accordance with the provisions of Section 16.1(4) of the *Ontario Libraries Act* and Section 3.9 of the Pickering Public Library Board Bylaws, in that the matters to be discussed are related to: d) labour relations or employee negotiations.

Carried.

15.1 Labour Relations Matter

During the closed portion of the meeting, the Board received an update from E. Bird on a labour relations matter. This was a verbal presentation, and no Board direction was provided, and no decisions were made.

Refer to the in-camera meeting minutes for further information. [The CEO/Director of Public Libraries has custody and control of the In Camera minutes.]

16. Board Meeting Evaluation

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

17. Date of Next Meeting and Adjournment

The next Board meeting will be held on Thursday, May 25, 2023 at 7:00 pm.

Motion #23.36

Moved by F. Mahjabeen, Seconded by L. Cook **Motion THAT** the meeting be adjourned.
Carried.

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The meeting was adjourned at 8:36 pm.

Signature of Library CEO:

Date:

Signature of Library Board Chair:

Date: