

# The City of Pickering Public Library Board Meeting Minutes

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Held: May 25, 2023

Location: Central Library Auditorium

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

Absent: Councillor L. Cook; F. Mahjabeen

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

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## 1. Meeting Called to Order

Chair Sheehy called the meeting to order at 7:16 pm

## 2. Land Acknowledgement

A. Maginley read the City of Pickering Land Acknowledgement.

## 3. Public Delegations

There were no public delegations registered.

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

No interest was declared.

### **Motion #23.37**

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

**CARRIED.**

## 5. Presentations

### 5.1 M. Carpino, Chief Administrative Officer, City of Pickering

#### Re: City of Pickering Update

Marisa Carpino, Chief Administrative Officer, City of Pickering, appeared before the Board to provide information about current City of Pickering priorities and initiatives. Through the aid of a PowerPoint presentation, Ms. Carpino gave some notable highlights from the 2023 Current and Capital Budget (approved by Council at the April 24, 2023 Council meeting); outlined some studies that the City is, or will be, undertaking; highlighted new businesses in the Innovation Corridor; spoke to the legislative changes, key strategic initiatives, a digital readiness strategy, waterfront revitalization, and the City Centre project under planning and development; and ended with details on the development of the City's first ever Corporate Strategic Plan.

Ms. Carpino thanked the Board for their time and encouraged them to reach out directly to her should there be any questions. Ms. Carpino departed the meeting at 7:55 pm.

**5.2 R. Perera, Deputy Clerk, City of Pickering**

**Re: New Lobbyist Registry**

R. Perera, Deputy Clerk, City of Pickering, appeared before the Board to provide an update on the new Lobbyist Registry implemented on March 27, 2023 in accordance with City of Pickering By-law Number 8003/23. Through the aid of a PowerPoint presentation, Ms. Perera explained what lobbying is, who is a Public Office Holder, the types of lobbyists, and the Board Members' responsibilities as a Public Office Holder.

The Board Members were advised that the Integrity Commissioner will be presenting to Council regarding the Lobbyist Registry on June 26, 2023. This is an open meeting and all members of the public, including Board Members, are welcome to attend.

Ms. Perera's colleague, Janean Currie, Legislative Coordinator, City of Pickering, distributed a copy of their "Lobbyist Registry – A Guide for Public Office Holders" to each of the Board Members.

Ms. Perera and Ms. Currie departed the meeting at 8:05 pm.

As a follow up, Board members recommended that information about Public Office Holders should be added to the PPL Bylaws and Governance Process policies, where applicable, to bring awareness of the Lobbyist Registry and of Board Members' obligations as a Public Office Holder.

**6. Consent Agenda**

**6.1 Minutes of the Previous Board Meeting – April 27, 2023**

**6.2 Confidential Minutes of the In-Camera Portion of the Previous Board Meeting – April 27, 2023**

**6.3 Library Information Update – May 2023**

**6.4 Minutes of the Community Linkage Committee – May 3, 2023**

**6.5 Minutes of the Risk Ad Hoc Committee – May 11, 2023**

**6.6 January – April 2023 Financial Review**

**Motion #23.38**

Moved by M. Brenner, Seconded by D. Sharma **Motion THAT** the items on the Consent Agenda be adopted.

**CARRIED.**

**7. Correspondence**

There were no correspondence items.

**8. Ends Discussion**

There were no Ends discussion items.

**9. Staff Reports**

**9.1 Anti-Black Racism Working Group Update**

S. Oza noted that the approved minutes from the March and April ABRWG meetings were included in the Board package. She provided a brief preview of the discussion held at the May ABRWG meeting.

**9.2 Report 06-23 Claremont Library Closure**

E. Bird thanked the Board for their prompt approval by email of the closure of the Claremont Library, explaining that approval was needed prior to the Board convening at this meeting as a construction firm had recently been selected via the RFQ process and work needed to start as soon as possible to meet the grant deadline. As work progresses, the Claremont Library Collective (CLC) will also be provided updates.

The Board requested that a thank you letter be prepared and sent to the Claremont Lions Club for their offering of space in the Tomlinson Community Centre for a pop-up location to house some of the Claremont collection during the closure.

**Motion #23.39**

Moved by S. Sheehy, Seconded by A. Maginley **Motion THAT** the Board ratify the decision made by email to approve the closure of the Claremont Library beginning May 24, 2023, until mid to late August 2023 to proceed with the renovation and construction plans as detailed in Report 06-23.

**CARRIED.**

Several members raised concerns about the closure of the Claremont Library, the lack of Library services in other northern areas of the City, and the delay of the outreach vehicle. It was suggested that staff search for options for a temporary solution due to the delay of the outreach vehicle. Staff will put together an update about the Outreach vehicle timelines and alternate plans for service for the next Board Building committee meeting.

**Motion #23.40**

Moved by M. Brenner, Seconded by S. Butt **Motion THAT** the Library staff investigate alternate services and satellite library locations for northern areas of the City and report back to the Board Building committee; and to brief the committee on the anticipated timelines regarding the outreach vehicle.

**CARRIED.**

**9.3 2023 Library Current and Capital Budget**

E. Bird provided the Board with a summary of the changes to the capital and current 2023 Library budget since budget estimates were last presented.

**Motion #23.41**

Moved by M. Brenner, Seconded by D. Sharma **Motion THAT** the Board approve the 2023 Library Current & Capital Budgets that were approved by The City of Pickering Council on April 24, 2023.

**CARRIED.**

**10. Executive Limitations Policies & Monitoring Reports**

**10.1 EL 04 Staff Conduct**

A. Maginley reported that he met with J. Flowers to review the EL 04 Staff Conduct policy and monitoring report. A. Maginley reported that the policies in place related to staff conduct were extensive and provided adequate examples of disciplinary recourse. He noted that a number of these staff conduct related policies were scheduled to be on the June meeting agenda for the annual review by the Board.

**Motion #23.42**

Moved by A. Maginley, Seconded by A. Mir **Motion THAT** Board has received the monitoring report for policy EL 04 Staff Conduct as presented; and agrees that it provides reasonable interpretation of the policy and evidence of compliance; and THAT the Board adopt policy EL 04 Staff Conduct as presented, the policy being complete, sound, and effective.

**CARRIED.**

Executive Limitations policy **EL 10 Communications and Counsel to the Board** will be discussed at the next Board meeting. All members were asked to review prior to the next meeting. Discussion will be led by F. Mahjabeen.

**11. Board Committee Reports**

**11.1 Report of the Community Linkage Committee**

Minutes from the last committee meeting were included in the Board package. A. Mir reported that the committee met with two members of the Teen Advisory Group (TAG) to hear their feedback, ideas, and comments regarding teen activities at the Library. They also reviewed the ABRWG Youth Group survey results.

**11.2 Report of the Risk Ad Hoc Committee**

Minutes from the last committee meeting were included in the Board package. Discussion items at the last meeting included a privacy incident, drag queen storytime, and teen behaviour in the Library. A. Mir noted that although the Library is facing above-average risks at this time, he was reassured knowing that there is an effective and proactive leadership team in place.

**12. Governance**

There were no governance items discussed.

**13. Board Policy Review**

**13.1 Governance Process Policies (GP 01 – GP 12)**

In reviewing the policies, the Board raised the following:

- A clarification on GP 10 Principles and Guidelines for Board Members Policy Element 3(e) as it seemed to contradict PPL Bylaws Section 2: Board Media Relations and Communications.
- A discrepancy in GP 07 Board Committee Structure Policy Element 4 (“A committee to include a minimum of 3 members, unless otherwise indicated.”) and number of members under composition noted for the standing committees (“...will consist of at least four Board members....”).
- A concern regarding use of word “committees” in policies. Should this be updated, where applicable, to read “committees *and ad hoc committees*” to ensure all Board committees are included?

Given the above, the GP 07 Board Committee Structure and GP 10 Principles and Guidelines for Board Members policies were removed from the motion to adopt, pending resolution of concerns raised.

**Motion #23.43**

Moved by S. Sheehy, Seconded by B. Kenworthy **Motion THAT** the Board adopt the Governance Process Policies GP 01 – GP 12 as amended, **except for policies GP 07 and GP 10**, the policies being complete, sound, and effective.  
**CARRIED.**

**13.2 Board-CEO Delegation Policies (BCD 01 – BCD 06)**

**Motion #23.44**

Moved by S. Sheehy, Seconded by K. Danylak **Motion THAT** the Board adopt the Board-CEO Delegation Policies BCD 01 – BCD 06 as amended, the policies being complete, sound, and effective.  
**CARRIED.**

**14. New & Unfinished Business**

**14.1 Member Community Reports**

There were no member community reports given.

**14.2 Canadian Urban Libraries Council (CULC) CEO Meet-Up**

J. Flowers reported that she attended the Canadian Urban Libraries Council (CULC) CEO Meet-Up recently held in Toronto and provided an overview of some of the presentations held during the 1 ½ day event. Of note was a presentation on intellectual freedom by James L. Turk of the Centre for Free Expression. J. Flowers hoped to provide some Board training on this issue in the fall.

**14.3 Use of Library Space Policy**

J. Flowers distributed copies of a draft of the new Use of Library Space policy. This policy does not require Board approval but was shared with the Board for their information and comments. It had already been shared with the Risk Ad Hoc Committee.

J. Flowers advised that the purpose of this policy was to ensure that there was a mechanism in place to combat acts of protest and, if necessary, be able to move these groups out of the Library.

Related to this purpose, M. Brenner mentioned the new City of Pickering By-law No. 8013/23, an amendment to By-law 7773/20, a by-law to prohibit and regulate public nuisances in the City of Pickering. Among the amendments made was for the enablement of Municipal Law Enforcement and DRPS to order nuisance activity to stop. M. Brenner suggested that this amended by-law could be shared with Library staff to support them in creating safe spaces at the Library.

**14.4 Strat Plan Update**

E. Bird requested the Board's approval of the recommended proponent for the Strategic Plan and Brand Strategy Project for the Pickering Public Library as detailed in Confidential Report 07-23 Strategic Plan and Branding, copies of which were distributed to the Board members at the meeting. She added that this report was marked confidential as results of the RFP had not yet been formally announced at the time of the meeting.

**Motion 23.45**

Moved by M. Brenner, Seconded by A. Mir **Motion THAT** the Board approve the recommendation that Saffy Inc. be selected as the successful proponent for the Strategic Plan and Brand Strategy Project for the Pickering Public Library.

**CARRIED.**

**15. Confidential Matter**

There were no confidential matters discussed.

**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, June 15, 2023 at 7:00 pm.

**Motion #23.46**

Moved by S. Butt, Seconded by K. Danylak **Motion THAT** the meeting be adjourned.

**CARRIED.**

The meeting was adjourned at 9:25 pm.

Signature of Library CEO:

Date:

Signature of Library Board Chair:

Date: