

The City of Pickering Public Library Board Meeting Minutes

Held: Thursday, June 15, 2023

Location: George Ashe Library – Quiet Study Room

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

Absent: Councillor S. Butt; Councillor L. Cook

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 7:04 pm

2. Land Acknowledgement

F. Mahjabeen read the City of Pickering Land Acknowledgement.

3. Approval of Agenda, Conflict of Interest Disclosure

No interest was declared.

Agenda was amended by:

- Inclusion of **Item 4.3** Confidential Presentation from the Director, Human Resources Re: Canadian Union of Public Employees, Local 3506 Collective Bargaining Ratification; and,
- Removal of **Item 15.2** Bargaining / Collective Agreement verbal update from E. Bird.

Motion #23.47

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

Carried.

4. Confidential Matters

Motion #23.48

Moved by S. Sheehy, Seconded by A. Maginley **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:

- (b) personal matters about an identifiable individual;
- (d) labour relations or employee negotiations; and,
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Carried.

4.1 Authority for the Library CEO re: Delegation Appeals

This portion of the meeting was closed to the public. Refer to the In Camera meeting minutes for further information. [CEO / Director of Public Libraries has custody and control of the In Camera minutes.]

4.2 Confidential Verbal Update from R. Dunsmore, Ross Dunsmore Law

This portion of the meeting was closed to the public. Refer to the In Camera meeting minutes for further information. [CEO / Director of Public Libraries has custody and control of the In Camera minutes.]

Mr. Dunsmore departed the meeting at 7:50 pm.

**4.3 Confidential Presentation from the Director, Human Resources
Re: Canadian Union of Public Employees, Local 3506 Collective**

This portion of the meeting was closed to the public. Refer to the In Camera meeting minutes for further information. [CEO / Director of Public Libraries has custody and control of the In Camera minutes.]

Ms. Eddy departed the meeting at 8:06 pm.

Motion #23.51

Moved by S. Sheehy, Seconded by A. Mir **Motion THAT** the Board rise from the closed session of the Pickering Public Library Board meeting.

Carried.

Chair Sheehy advised that during the closed portion of the meeting, the Board considered matters pertaining to personal matters about an identifiable individual, labour relations or employee negotiations, received advice that was subject to solicitor-client privilege, and that the following motions were now before the Board in open session:

4.1 Authority for the Library CEO re: Delegation Appeals

Motion #23.52

Moved by S. Sheehy, Seconded by K. Smuk **Motion THAT** the Board approve the decision made by email regarding delegation appeals and the Library CEO.

Carried.

4.2 Confidential Verbal Update from R. Dunsmore, Ross Dunsmore Law

No decisions were made during this discussion.

**4.3 Confidential Presentation from the Director, Human Resources
Re: Canadian Union of Public Employees, Local 3506 Collective**

Motion #23.53

Moved by S. Sheehy, Seconded by D. Sharma **Motion THAT** the Memorandum of Settlement dated June 8, 2023, between The City of Pickering Public Library Board and the Canadian Union of Public Employees, Local 3506 be ratified, and the Director, Human Resources be authorized to take the necessary actions.

Carried.

5. Public Delegations

There were no public delegations.

6. Presentations

**6.1 S. Dashtkian, Events Coordinator; S. Mohamed, Client Experience Specialist – Children; M. Wagner, Senior Client Experience Associate – Info Tech
Re: Children’s & Teens Update**

S. Dashtkian, S. Mohamed, and M. Wagner appeared before the Board to provide an overview of the programs, collections, and spaces for children and teens at the Library.

S. Mohamed highlighted some past and upcoming events that fall under the PPL strategic goals, provided some stats around event attendance and participation, and gave some details on collaborations with community partners.

S. Dashtkian and M. Wagner provided a look back at 2022 and the future of Library teen services. S. Dashtkian presented some stats comparing 2021 to 2022, the breakdown of teen events, and highlights of teen events and online engagement in 2022. M. Wagner followed up with 2023 activities, highlighting key events and activities from the first half of 2023 with a look ahead to the remainder of the year.

S. Dashtkian, S. Mohamed, and M. Wagner departed the meeting at 8:55 pm.

7. Consent Agenda

7.1 Minutes of the Previous Board Meeting – May 25, 2023

7.2 Library Information Update – May 2023

7.3 GP 07 Board Committee Structure Policy

7.4 GP 10 Principles and Guidelines for Board Members Policy

7.5 A06 Health & Safety Policy

7.6 A10 Hiring Policy

7.7 A12 Purchasing Policy

7.8 A27 Workplace Violence Prevention Policy

Motion #23.54

Moved by F. Mahjabeen, Seconded by K. Danylak **Motion THAT** the items on the Consent Agenda be adopted.

Carried.

8. Correspondence

There was no correspondence.

9. Ends Discussion

There was no Ends discussion.

10. Staff Reports

10.1 Anti-Black Racism Working Group Update

S. Sheehy reported that she had attended the May and June ABRWG meetings and provided a brief overview of some of the topics covered at these meetings. It was noted that the minutes for the May and June ABRWG meetings will be included with the September Board package.

The Board members were reminded that they had an open invitation to attend any of the ABRWG meetings, which continue throughout the summer. The dates of upcoming meetings will be shared.

11. Executive Limitations Policies & Monitoring Reports

11.1 EL 10 Communications and Counsel to the Board

F. Mahjabeen reported that she met with J. Flowers to review the EL 10 monitoring report and policy. F. Mahjabeen indicated her confidence that communication between the CEO and Board is effective, thorough, timely, and in compliance with the policy elements.

Motion #23.55

Moved by F. Mahjabeen, Seconded by D. Sharma **Motion THAT** Board has received the monitoring report for policy EL 10 Communications and Counsel to the Board as presented; and agrees that it provides reasonable interpretation of the policy and evidence of compliance; and **THAT** the Board adopt policy EL 10 Communication and Counsel to the Board as presented, the policy being complete, sound, and effective.

Carried.

Executive Limitations policies EL 05 Financial Planning and EL 06 Financial Conditions and Activities 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. Mir.

12. Board Committee Reports

12.1 Report of the Board Building Committee

The committee did not have quorum to meet in June. E. Bird provided a verbal report on the delivery status of the outreach vehicle, followed by the timeline and overview of activities to get the vehicle ready and on the road. E. Bird also provided an update on outreach activities planned for the Seaton community. Thanks were extended to the Outreach Team for pivoting and taking on this previously unplanned initiative.

12.2 Report of the Community Linkage Committee

A. Mir reported that the committee met the previous week. They reviewed some of the requests raised at their meeting with the Teen Advisory Group; it is hoped to have these set up by September. The committee also reviewed the summer teen events schedule with the intent to have committee members attend some of these events. The committee will not be meeting during the summer and will reconvene in September. A. Mir gave notice that at the September meeting the committee will bring forward their 2023 workplan.

12.3 Report of the Risk Ad Hoc Committee

A. Mir reported that the committee had not met since their last meeting in May. He reported that the plans made to mitigate risks at the drag queen story time event did their job as expected and intended. At the next meeting of the committee, they will debrief and then disband for the time being.

13. Governance

There were no governance items.

14. Board Policy Review

There were no board policies reviewed.

15. New & Unfinished Business

15.1 Member Community Reports

A. Maginley reported that he attended the City of Pickering Speaker Series – Community Growth and Housing event on June 13, 2023 held in the Central Library Maker Space. He provided a brief overview of the discussion held, adding that the Maker Space was a great area for this type of event with lots of interest from passersby observed.

15.2 Accessibility Training

J. Flowers advised that as per the *Accessibility for Ontarians with Disabilities Act, 2005*, all City and Library employees, volunteers and/or agents as well as any other individual who might be reasonably expected to interact with the public on behalf of the City/Library should receive Accessible Customer Service Training. So that the Library is in compliance with this AODA requirement, Board Members were advised that they would be sent a link to an online accessible customer service training course. Members were asked to complete the training over the summer and, when completed, to send along their certificate of completion. It was noted that the Councillors on the Board did not need to complete this training.

15.3 Board Summer Get-Together

S. Sheehy advised that she'd like to plan a Board summer get-together at a local restaurant. S. Sheehy provided some dates to B. Gregory, with request to poll staff and Board members to determine a date that would work best for all.

15.4 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.

16. Date of Next Meeting and Adjournment

The next Board meeting will be held on Thursday, September 28, 2023 at 7:00 pm.

Motion #23.56

Moved by B. Kenworthy, Seconded by A. Maginley **Motion THAT** the meeting be adjourned.

Carried.

The meeting was adjourned at 9:22 pm.

Signature of Library CEO:

Date:

Signature of Library Board Chair:

Date: