

The City of Pickering Public Library Board Meeting Minutes

Held: Thursday, September 28, 2023

Location: Central Library Auditorium

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

Absent: Councillor S. Butt; 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 7:03 pm

2. Land Acknowledgement

A. Mir 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.

Motion #23.57

Moved by L. Cook, Seconded by K. Smuk **Motion THAT** the Agenda be adopted as presented.

Carried.

5. Presentations

There were no presentations.

6. Consent Agenda

6.1 Minutes of the Previous Board Meeting – June 15, 2023

6.2 Confidential Minutes of the In-camera Portion of the Previous Board Meeting – June 15, 2023

6.3 Minutes of the CEO Evaluation Committee Meeting – June 21, 2023

6.4 Library Information Update – September 2023

6.5 2023 Q2 Stats Review (KPIs)

6.6 May – August 2023 Financial Review

6.7 Review of Incident Report – January to June 2023

6.8 Community Linkage Committee Meeting Minutes – June 8, 2023

6.9 Community Linkage Committee 2023 Workplan

Motion #23.58

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

Carried.

7. Correspondence

There were no correspondence items.

8. Ends Discussion

8.1 Report 08-23 2024 Current & Capital Budget Estimates

J. Flowers presented the 2024 current and capital budget estimates and how they align to the current Board Ends. She acknowledged that the future Board Ends (to be determined from the results of the upcoming Strat Plan) may be different, but assured the Board that it was felt that there was flexibility in the budget to incorporate the updated Board Ends.

J. Flowers explained that the budget approval process may be different for 2024 given the introduction of strong mayor powers. J. Flowers will keep the Board informed as the budget process progresses and will provide the Board with an updated draft budget at their December meeting prior to it being publicly presented in January 2024.

Concerns were raised by the Board regarding the adequacy of the budget proposed for conference attendance. It was decided that a thorough review of the budget needs for staff and Board members to attend 2024 conferences was warranted. To that end, it was noted that the largest attendance conference costs are anticipated to be the PLA 2024 Conference being held in Columbus, OH. J. Flowers will circulate the PLA 2022 Conference program to the Board Members to allow them to review the content of the sessions and requested that Board members advise if they are interested in adding the 2024 conference.

Motion #23.59

Moved by B. Kenworthy, Seconded by L. Cook **Motion THAT** the Board adopt the Draft 2024 Capital and Current Budget Estimates in principle, to enable the CEO to continue the budget process on behalf of the Board.

Carried.

9. Staff Reports

9.1 Anti-Black Racism Working Group (“ABRWG”) Update

S. Oza provided an update on a pause to the ABRWG’s workplan over the summer and into the fall. The ABRWG is taking the time necessary to work through a review of the terms of reference, mandate, and structure. These discussions are expected to conclude in October and approved minutes from past meetings will be provided in an upcoming Board package.

9.2 Pickering Heritage Community Centre (“PHCC”)

J. Flowers advised that, as per Report to Council OPS 22-23, the tender for the construction of PHCC was cancelled without award due to all bids exceeding the approved budget. It was further recommended that staff be directed to explore options to reduce overall project costs by obtaining an updated Class A cost estimate; to work with the project consultants to reduce the project scope and related costs; and re-tender the project in time to secure new pricing prior to the approval of the 2024 capital budget.

These recommendations were approved by Council at the September 5, 2023 meeting. In answer to a question about the impact of this on the planned library space in PHCC, J. Flowers advised that the reduction of square footage is not expected to impact the Library's spaces.

9.3 Strategic Plan

J. Flowers provided an update on the progress of the strategic plan. Community engagement events have begun and the community survey launches in October. Other engagement strategies include a strategic plan advisory committee which is comprised of community volunteers that equitably represent the community.

The consultants will host a session with the Board on November 2, 2023. At the December Board meeting, the draft of the strategic plan will be presented to the Board. It was noted that the Library values, mission, and vision, will be informed by the survey results and developed in collaboration with staff and the Board

9.4 Claremont Library

J. Flowers reported that the Claremont Library renovations are almost complete. Next step will be installation of the new furniture and shelving and a soft launch of the Extended Access/Self-Service program. Invitations will be sent out shortly to the Board for a Grand Reopening event.

10. Executive Limitations Policies & Monitoring Reports

10.1 EL 05 Financial Planning

A. Mir reported that he met with J. Flowers. Based on the conversation he had, he felt that all seemed reasonable. He did note that with the strong mayor powers, there may be some uncertainty around the budget, but assured the Board that he did not anticipate or forecast any issues.

Motion #23.60

Moved by L. Cook, Seconded by M. Brenner **Motion THAT** Board has received the monitoring report for policy EL 05 Financial Planning as presented; and agrees that it provides reasonable interpretation of the policy and evidence of compliance; and THAT the Board adopt policy EL 05 Financial Planning as presented, the policy being complete, sound, and effective.

Carried.

10.2 EL 06 Financial Condition

A. Mir reported that he also discussed this policy during his meeting with J. Flowers. A. Mir reported that he was pleased with his conversation with J. Flowers and felt comfortable in recommending approval of the monitoring report and policy. He noted that his main takeaway from the discussion was that the 2023 approved budget vs actual year-to-date position shows a projected surplus that is a little less than in previous years. J. Flowers explained that this lesser amount was due mainly to the effect of the pandemic and gapped positions in previous years.

In answer to a question about the surplus and how it compared to other City departments, J. Flowers stated that she was not privy to how other departments stand. It was asked if there was an incentive for us to have a surplus or is it a "spend it or lose it" scenario. J.

Flowers confirmed it was the latter. It was requested that J. Flowers provide more explanation on the projected surplus in the 2023 budget at the October meeting.

Motion #23.61

Moved by K. Danylak, Seconded by A. Maginley **Motion THAT** Board has received the monitoring report for policy EL 06 Financial Condition as presented; and agrees that it provides reasonable interpretation of the policy and evidence of compliance; and THAT the Board adopt policy EL 06 Financial Condition as presented, the policy being complete, sound, and effective.

Carried.

Executive Limitations policy EL 02 will be discussed at the next Board meeting. All members were asked to review prior to the next meeting. Discussion will be led by D. Sharma.

11. Board Committee Reports

11.1 Report of the Board Building Committee

K. Danylak advised that the committee did not meet over the summer.

11.2 Report of the Community Linkage Committee

A. Mir advised that the committee did not meet over the summer. The Committee plans to meet in two weeks and will have a more substantial report for the October Board meeting.

11.3 Report of the CEO Evaluation Committee

Chair Sheehy advised that the CEO Evaluation Committee had met in June with the CEO for their mid-year check-in. She reported that the meeting went well, and the committee felt satisfied that everything was on track. Next committee meeting scheduled for December to finalize the CEO evaluation. If the Board had any questions, they were asked to direct them to the committee members.

12. Governance

There were no governance items.

13. Board Policy Review

There were no policies reviewed.

14. New & Unfinished Business

14.1 Member Community Reports

A. Mir reported that he made good use of the Maker Space over the summer. He was happy to hear that many community members use this space and he strongly supports the proposed budget increases for the Maker Space.

B. Kenworthy and F. Mahjabeen both mentioned that they attended, along with their families, the CBC Kids event held in the summer. Both remarked on how amazing this event was and how much fun their children had meeting CBC personalities in person.

M. Brenner and L. Cook advised that while attending the counter-protest held on September 20th, they had a chance to meet up with the Chair of the Oshawa Public Library Board of Trustees who was part of the counter-protest. During their encounter, they talked about the possibility to create opportunities for Library Board members across Durham Region to meet up to share experiences and to discuss challenges facing

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libraries today. It was suggested that this could be coordinated through the Chairs with L. Cook advising that she would be happy to facilitate a connection with the Oshawa Library Board Chair. J Flowers advised that she would bring this idea forward to the other Library CEOs to confer with their Board Chairs.

14.2 City Centre Survey

J. Flowers advised that the City Centre survey held over the summer is now closed, and results are being reviewed. Next steps include sharing the results with the community and using the results to help inform the future design of the City Centre library for sharing with Council when considering proposals on design. This is expected to be done in early 2024.

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, October 26, 2023 at 7:00 pm.

Motion #23.62

Moved by B. Kenworthy, Seconded by F/ Mahjabeen **Motion THAT** the meeting be adjourned.

Carried.

The meeting was adjourned at 8:19 pm.

Signature of Library CEO:

Date:

Signature of Library Board Chair:

Date: