

The City of Pickering Public Library Board Meeting Minutes

Held: Thursday, October 26, 2023

Location: Central Library Auditorium

Attendees: Councillor M. Brenner; Councillor L. Cook; K. Danylak; B. Kenworthy; A. Maginley (Chair); D. Sharma; K. Smuk

Absent: Councillor S. Butt; F. Mahjabeen; A. Mir; S. Sheehy

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

Vice Chair Maginley in role of Chair in Chair Sheehy's absence.

1. Meeting Called to Order

Vice Chair Maginley called the meeting to order at 7:03 pm.

2. Land Acknowledgement

D. Sharma read the City of Pickering Land Acknowledgement.

3. Approval of Agenda, Conflict of Interest Disclosure

No interest was declared.

Motion #23.63

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

Carried.

4. Confidential Matters

Motion #23.64

Moved by D. Sharma, Seconded by K. Danylak **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 personal matters about an identifiable individual; and (d) labour relations or employee negotiations.

Carried.

J. Flowers and S. Oza were not in attendance for Item 4.1. B. Gregory was not in attendance for Items 4.1 and 4.2.

4.1 Presentation from the Director, Human Resources

Re: HR Matter

This portion of the meeting was closed to the public. Refer to the In Camera

meeting minutes for further information. [City of Pickering Clerk has custody and control of the In Camera minutes.]

4.2 Verbal Update from the CEO/Director of Public Libraries

Re: Delegation Appeal

This portion of the meeting was closed to the public. Refer to the In Camera meeting minutes for further information. [City of Pickering Clerk has custody and control of the In Camera minutes.]

Motion #23.69

Moved by L. Cook, Seconded by K. Danylak **Motion THAT** the Board rise from the closed session of the Pickering Public Library Board meeting.

Carried.

Vice-Chair Maginley advised that during the closed portion of the meeting, the Board considered matters pertaining to personal matters about an identifiable individual and labour relations or employee negotiations, and that the following motions were now before the Board in open session:

4.1 Presentation from the Director, Human Resources

Re: HR Matter

Motion #23.70

Moved by L. Cook, Seconded by K. Danylak **Motion THAT** the CEO/Director of Public Libraries job description be updated to include the agreed upon revisions.

Carried.

Motion #23.71

Moved by B. Kenworthy, Seconded by K. Smuk **Motion THAT** the Terms & Conditions of Employment Policy – Non-Union Employees be approved as presented, the policy being complete, sound, and effective.

Carried.

Motion #23.72

Moved by D. Sharma, Seconded by L. Cook **Motion THAT** the Chief Executive Officer be provided with same level of benefits entitlement as the Corporation of the City of Pickering's Directors group.

Carried.

4.2 Verbal Update from the CEO/Director of Public Libraries

Re: Delegation Appeal

No decisions were made during this discussion. In a related discussion that occurred after the confidential update, it was decided that amendments to the delegations section (3.10.5) of the Pickering Public Library Bylaws should be made. Updated bylaws to be brought forward for approval at the next meeting.

5. Public Delegations

There were no public delegations.

6. Presentations

There were no presentations.

7. Consent Agenda

7.1 Minutes of the Previous Board Meeting – September 28, 2023

7.2 Library Information Update – October 2023

7.3 Minutes of the Community Linkage Committee Meeting – October 12, 2023

7.4 Community Linkage Committee 2023 Workplan – Updated October 2023

7.5 2023 Q3 Statistics Review (KPIs)

7.6 2023 Q3 Financial Review

Motion #23.73

Moved by D. Sharma, Seconded by L. Cook **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 held.

10. Staff Reports

10.1 Anti-Black Racism Working Group Update

S. Oza provided a brief overview of the discussion held at the October 2023 meeting and advised that the Group will resume their regular meeting format in November. This meeting will include their annual review and reflection on the past year and planning for the upcoming year. In answer to a question if any follow-up from the Board or recommendations coming forward, S. Oza advised that nothing was needed from the Board at this time but there will be a 2024 workplan and recommendations coming forward.

10.2 2023 Project Surplus

J. Flowers provided an updated on the projected 2023 budget surplus, noting that it was now closer to 2%. She explained that this surplus could be mainly attributed to gapping of positions caused by turnover.

10.3 Report 09-23 Purchase of Integrated Library System (ILS) Software & Services

J. Flowers presented the report in E. Bird's absence. J. Flowers explained that the Library's purchasing policy requires Library Board approval for this procurement as the total over 5 years will exceed \$250,000.

Motion #23.74

Moved by K. Danylak, Seconded by B. Kenworthy **Motion THAT** the Board approve the recommendation that Innovative Interfaces Inc. be selected as the successful proponent for the purchase of a new Integrated Library System (ILS) for the Pickering Public Library.

Carried.

10.4 Report 10-23 CEO Signing Authority

J. Flowers explained that this is mainly a housekeeping issue and would have no impact on the current processes in place to receive grant funds and pay invoices. J. Flowers added that she is seeking Board approval now so that it is in place prior to speaking with the City's Director of Finance.

Motion #23.75

Moved by K. Smuk, Seconded by K. Danylak **Motion THAT** the Board approve the addition of the Pickering Public Library CEO as a signing authority on the Pickering Public Library Board CIBC bank account.

Carried.

11. Executive Limitations Policies & Monitoring Reports

11.1 EL 02 Treatment of Clients

D. Sharma reported that he met with J. Flowers to discuss the EL 02 monitoring report and policy. D. Sharma reported that compliance with the client-related policies was demonstrated. D. Sharma identified that the evidence for Policy Element #5 stated that there were "no unresolved complaints under this policy." However, due to recent occurrences, D. Sharma recommended that this be amended to "one pending complaint under this policy." The Board agreed with this recommendation.

Motion #23.76

Moved by D. Sharma, Seconded by Linda **Motion THAT** Board has received the monitoring report for policy EL 02 Treatment of Clients as amended; and agrees that it provides reasonable interpretation of the policy and evidence of compliance; and THAT the Board adopt policy EL 02 Treatment of Clients as presented, the policy being complete, sound, and effective.

Carried.

Executive Limitations policy 07 Emergency Executive Succession will be discussed at the next Board meeting. All members were asked to review prior to the next meeting. Discussion will be led by K. Smuk.

12. Board Committee Reports

12.1 Report of the Board Building Committee

No report given. The next Committee meeting is scheduled for November 21, 2023.

12.2 Report of the Community Linkage Committee

Minutes from the most recent committee meeting included in package. Nothing further added. Next meeting scheduled for November 9, 2023.

13. Governance

There were no governance items discussed.

14. Board Policy Review

There were no Board policies reviewed.

15. New & Unfinished Business

15.1 Member Community Reports

M. Brenner highlighted a new private venture operated by Town Trolley Tours. He suggested that there could be opportunities using Town Trolley Tours to provide Seaton area residents with a fun way to visit the George Ashe or Central Libraries. M. Brenner will provide contact information to J. Flowers if interested.

L. Cook reminded the Board that the 2nd week for the Fall Fling event was happening this weekend. She added that there is also a Winter Fling planned for December and will provide more information when available. She also gave a reminder that October 22nd marks the start of the poppy campaign.

15.2 PLA Conference

Last month, J. Flowers asked those interested in attending the PLA Conference to advise her of such. One member, A. Maginley, indicated their interest. The conference budget line has been adjusted accordingly.

15.3 Public Libraries of Durham Region Board Meetups

J. Flowers reported that an email was sent to all the Durham Region CEOs about the idea raised at the last meeting of Library Board meetups. Whitby replied and expressed their interest. Three other Boards will be bringing the idea to their meetings happening this same night. J. Flowers anticipates having more information to share at the next meeting.

15.4 Civic Complex Events

At the time the agenda was issued, there were plans in the work for a potential protest. This agenda item was intended to provide the Board with some post-protest feedback. Although in the end the protest was cancelled, J. Flowers assured the Board that the City and Library were well prepared and coordinated in efforts to respond to large events like protests in the Civic Complex.

15.5 December Board Meeting/Social

J. Flowers advised that there will be a Board meeting scheduled for December 14, 2023, starting at 6:00 pm. There will be an in-camera session followed by a regular meeting to receive an overview of the draft strat plan. A holiday celebration with a meal will be held at the conclusion of the meeting.

16. Board Meeting Evaluation

Vice Chair Maginley 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, November 23, 2023, at 7:00 pm.

Motion #23.77

Moved by K. Danylak, Seconded by L. Cook **Motion THAT** the meeting be adjourned.
Carried.

The meeting was adjourned at 8:25 pm.

The City of Pickering Public Library Board Meeting Minutes

Signature of Library CEO:

Date:

Signature of Library Board Chair:

Date: