

# The City of Pickering Public Library Board Meeting Minutes

---

Held: Thursday, December 14, 2023

Location: Central Library

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

Absent: B. Kenworthy

Staff: J. Flowers – CEO/Director of Public Libraries; E. Bird – Director of Support Services; C. Moore – (Acting) Director, Corporate Services and Collections; S. Oza, Director, Engagement & Client Experience; B. Gregory – Executive Assistant

---

## 1. Meeting Called to Order

S. Sheehy called the meeting to order at 6:14 pm.

## 2. Land Acknowledgement

Chair Sheehy 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 #23.84**

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

**Carried.**

## 5. Presentations

### 5.1 N. Galati, Principal; C. Hinton, Senior Strategist

**Saffy**

**Re: PPL Strat Plan & Brand Survey Update**

N. Galati and C. Hinton shared with the Board an update on some preliminary findings of the strategy plan and brand survey results.

## 6. Consent Agenda

6.1 Minutes of the Previous Board Meeting – October 26, 2023

6.2 Confidential Minutes from the In-Camera Portion of the Previous Board Meeting – October 26, 2023

6.3 Minutes of the Board Building Committee – November 21, 2023

6.4 Library Information Update – November & December 2023

6.5 2022 Audited Financial Statements

**Motion #23.85**

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

**Carried.**

**7. Correspondence**

There was no correspondence.

**8. Ends Discussion**

There were no Ends discussion items.

**9. Staff Reports**

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

S. Oza reported that at the November ABRWG meeting, the Group updated their terms of reference as per discussions held at their previous two meetings. At the most recent meeting in December, the Group took the time to reflect on their work over the year. S. Oza highlighted an upcoming Kwanzaa event on December 28<sup>th</sup> that the ABRWG was supporting. S. Oza also noted that some members of the Group will be supporting S. Yung in a presentation she is doing at the upcoming Public Library Association conference.

**Motion #23.86**

Moved by D. Sharma, Seconded by A. Maginley **Motion THAT** the Anti-Black Racism Working Group Terms of Reference – Revised November 2023 be accepted as presented.

**Carried.**

**9.2 Report 11-23 Update to 2024 Current and Capital Budgets**

**Motion #23.87**

Moved by A. Mir, Seconded by A. Maginley **Motion THAT** the Board receive the updated information concerning the 2024 Current and Capital budget submissions from Report 11-23.

**Carried.**

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

**10.1 EL 07 Emergency Executive Succession**

K. Smuk reported that she met with J. Flowers to review the EL monitoring report and policy. K. Smuk felt confident that the evidence supported compliance with the policy. She recommended that a small language change in the interpretation of “executives” from the monitoring report be made:

1. “executives”: ~~management~~ **leadership** staff holding senior positions such as that of Director.

**Motion #23.88**

Moved by K. Smuk, Seconded by Linda **Motion THAT** Board has received the monitoring report for policy EL 07 Emergency Executive Succession as amended and agrees that it provides reasonable interpretation of the policy and evidence of compliance; and THAT

the Board adopt policy EL 07 Emergency Executive Succession as presented, the policy being complete, sound, and effective.

**Carried.**

Executive Limitations policy 08 Asset Protection 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. Danylak.

## **11. Board Committee Reports**

### **11.1 Report of the Board Building Committee**

K. Danylak reported that the committee met in November. Discussion, as captured in the minutes, was wide-ranging and animated and three recommendations resulting from the review of the Facilities Plan were made; endorsement from the Board of these recommendations was requested.

#### **Motion #23.89**

Moved by K. Danylak, Seconded by D. Sharma **Motion THAT** the Board endorse the recommendations made as a result of the review of the updated Facilities Plan by the Board Building Committee as detailed in the November 21, 2023 Board Building Committee meeting minutes.

**Carried.**

### **11.2 Report of the Community Linkage Committee**

The committee did not meet in November. No report given.

### **11.3 Report of the CEO Evaluation Committee**

S. Sheehy reported that the committee met with J. Flowers on December 7, 2023 to review the year-end CEO Evaluation. This draft CEO Evaluation was then brought to the Board for their review and approval at the In Camera meeting held prior to this meeting. Refer to the In Camera meeting minutes for further information. [City of Pickering Clerk has custody and control of the In Camera minutes.]

During the closed session, the 2023 CEO Evaluation was approved with amendments. The following motion was now before the Board in open session:

#### **Motion #23.90**

Moved by S. Sheehy, Seconded by L. Cook **Motion THAT** the 2023 CEO Evaluation be approved as amended, and the Director, Human Resources be authorized to take the necessary actions.

**Carried.**

## **12. Governance**

There were no governance discussion items.

## **13. Board Policy Review**

### **13.1 Pickering Public Library Board By-Laws – Updated December 2023**

J. Flowers advised that per the direction of the Board at the October meeting, the Pickering Public library Bylaws were updated. Specific updates were made to Section

3.10.5 Delegations as well as some minor housekeeping edits throughout. A copy of the updated bylaws was included in the Board package.

**Motion #23.91**

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

**Carried.**

**14. New & Unfinished Business**

**14.1 Member Community Reports**

A. Maginley reported that he attended the recent writing series event at the Library. He found it to be an amazing and inspirational event and wished to pass along his kudos to staff.

Councillor Butt advised that there is a documentary project about Claremont in the works. He suggested that this be a project that Library and Museum staff could get involved in. J. Flowers advised that Library and Museum staff have already been informed about this project so an action plan can be developed.

Councillor Brenner reported that he was at a DARS lunch recently and remarked on the all-time high number of attendees, suggesting that if numbers continue to increase, the capacity to hold these lunches in our auditorium could become an issue. It was noted that calls for volunteers, prepared meals, and food donations are made on the DARS Facebook page; Board members who wish to provide support were encouraged to visit the site.

J. Flowers advised that the annual Ajax Pickering Science Fair is scheduled for March. Board members interested in participating as a judge were asked to reach out by email.

**14.2 Library Boards of Durham Meeting**

J. Flowers reported that interest in a group meeting of Durham Library Boards was received from Clarington, Whitby, and Uxbridge. She did not yet have a chance to connect with the other library CEOs but expects to bring back more at the January meeting.

**14.3 E. Bird Retirement**

J. Flowers reminded the Board that E. Bird was retiring at the end of year and that the current meeting would be the last for E. Bird. Heartfelt comments and reflections on Elaine's tenure at PPL were made with the Board expressing their collective wishes to E. Bird for a happy retirement and thanks for her support and expertise over the years.

**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, January 18, 2024 at 7:00 pm.

**Motion #23.92**

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

The meeting was adjourned at 7:26 pm.

Signature of Library CEO:

Date:

Signature of Library Board Chair:

Date: