

1. Meeting Called to Order

Chair

2. Land Acknowledgement

F. Mahjabeen

3. Public Delegations

Members of the public looking to provide a verbal delegation to the Board are required to register by completing a [Delegation Request form](#). For more information please email board@pickeringlibrary.ca or refer to Section 3.10.5 of the [PPL Board Bylaws](#).

Please be advised that your name will appear in the public record and will be posted on the Library's website as part of the meeting minutes.

**4. Approval of Agenda
Conflict of Interest Disclosure**

Chair

MOTION
to Approve

5. Presentations

None.

6. Consent Agenda

Chair

MOTION
to Approve

6.1 Minutes of the Previous Board Meeting – [Pg 1](#)
March 28, 2024

6.2 Library Information Update – April 2024 [Pg 5](#)

6.3 Q1 Stats Review (KPIs) [Pg 11](#)

6.4 Q1 Financial Review [Pg 12](#)

6.4 Minutes of the Board Building Committee Meeting – April 9, 2024 [Pg 13](#)

7. Correspondence

None.

8. Ends Discussion

None.

9. Staff Reports

9.1 Anti-Black Racism Working Group Update Verbal S. Oza
Update

9.2 Strategic Plan Update Verbal J. Flowers
Update

10. Monitoring Reports – Executive Limitations

- | | | | | |
|-------------|------------------------------------|------------------------------|--------------|---------------------------------|
| 10.1 | EL 01 General Executive Constraint | <u>Pg 15</u> | F. Mahjabeen | MOTION
to Receive
/ Adopt |
|-------------|------------------------------------|------------------------------|--------------|---------------------------------|

The following EL Policy will be discussed at the next Board meeting. All members to review prior to the next meeting.

EL 04 Staff Conduct	A. Mir
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11. Board Committee Reports

- | | | | |
|-------------|---|------------------|--------------------|
| 11.1 | Report of the Board Building Committee | Verbal
Update | Committee
Chair |
| 11.2 | Report of the Community Linkage Committee | Verbal
Update | Committee
Chair |
| 11.3 | Report of the Ends Ad Hoc Committee | Verbal
Update | Committee
Chair |

12. Governance

None.

13. Board Policy Review

None.

14. New & Unfinished Business

- | | | | |
|-------------|--------------------------|------------------|-------------|
| 14.1 | Member Community Reports | | |
| 14.2 | PLA Conference | Verbal
Update | A. Maginley |

15. Confidential Matter

None.

16. Board Meeting Evaluation

- | | | | |
|-------------|--|------------------|-------|
| 16.1 | Review of Previous Meeting Results | Verbal
Update | Chair |
| 16.2 | Completion of Evaluation for Current Meeting | | |

17. Adjournment

Chair	MOTION to Adjourn
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Next Meeting:

To be Held:	Thursday, May 23, 2024
Location:	George Ashe Library

Preliminary List of Motions

Item # Motion

- 4. THAT the items in the Agenda be approved by the Board as presented.
- 6. THAT the items in the Consent Agenda be approved by the Board as presented.
- 10.1 THAT the Board has received the monitoring report for policy EL 01 General Executive Constraint and agrees that it provides reasonable interpretation of the policy and evidence of compliance; and THAT the Board adopt policy EL 01 General Executive Constraint as presented, the policy being complete, sound, and effective.
- 17. THAT the meeting be adjourned.



The City of Pickering Public Library Board

DRAFT Meeting Minutes

Held: Thursday, March 28, 2024

Location: Central Library

Attendees: Councillor L. Cook; K. Danylak; B. Kenworthy; A. Maginley; D. Sharma; S. Sheehy (Chair)

Absent: Councillor M. Brenner; Councillor S. Butt; F. Mahjabeen; A. Mir; K. Smuk

Staff: J. Flowers, CEO/Director of Public Libraries; C. Moore, (Acting) Director, Corporate Services & Collections; S. Oza, Director, Engagement & Client Experience; J. Currie, Legislative Coordinator.

1. Meeting Called to Order

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

2. Land Acknowledgement

A. Maginley 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 #24.15

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

Carried.

5. Presentations

5.1 R. Diaz-Matus (Co-Chair), C. Brown (Member), M. Hinds Myrie Anti-Black Racism Working Group

Re: ABRWG Year End Progress Summary; 2023 Recommendations and 2024 Work Plan

R. Diaz-Matus, C. Brown, and M. Hinds Myrie appeared before the Board to share an update of the Anti-Black Racism Working Group's Year End Progress Summary, 2023 Recommendations and the 2024 Work Plan. Several highlights were provided, and it was noted that the year 2023 showed marked and tangible progress of DEI initiatives.

Members of the Board acknowledged the importance of the teen voice and invited the ABRWG to provide the Board with any action items that they could assist with and offered to provide collaborative support.

The City of Pickering Public Library Board Meeting Minutes

It was noted that members of the ABRWG will be presenting at the Public Library Association this year.

R. Diaz-Matus, C. Brown, and M. Hinds Myrie departed the meeting at 8:35 pm.

6. Consent Agenda

- 6.1 Minutes of the Previous Board Meeting – February 22, 2024
- 6.2 Library Information Update – March 2024
- 6.3 Minutes of the Community Linkage Committee Meeting – March 14, 2024
- 6.4 2023 Financial Review

Motion #24.16

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

Carried.

7. Correspondence

None

8. Ends Discussion

8.1 2024 Library Current and Capital Budget

J. Flowers noted that there is a new budget process under the Strong Mayors Powers, but that the collaborative process with senior leadership was maintained. She provided a summary of both the Current and Capital Budget highlights, noted that budget increases requested were granted, and stated that the next budget deadline will be January 1st, 2025.

Motion #24.17

Moved D. Sharma, Seconded by L. Cook **Motion THAT** the Board approve the 2024 Library Current & Capital Budgets that were deemed to be adopted by The City of Pickering Council on March 1, 2024.

Carried.

9. Staff Reports

9.1 Anti-Black Racism Working Group Update

Minutes of the January 10, 2024 and February 21, 2024 ABRWG meetings were included in the agenda.

9.2 Strategic Plan

J. Flowers provided an update on the Strategic Plan focusing on the Plan's Vision and Mission Statements. The Board provided feedback and discussed amendments to strengthen the Vision and Mission Statements.

J. Flowers noted to save the date May 25, 2024, for a community celebration which will include a book sale and the Strategic Plan Launch.

10. Executive Limitations Policies & Monitoring Reports

10.1 EL 09 Compensation and Benefits

A. Maginley found compliance was demonstrated. It was confirmed that the payroll is managed by the City of Pickering. He was satisfied that the report was accurate and complete. D. Sharma noted that the Evidence Available should be amended to reflect that it was a review of the **final** 2022 audited financial statements and not the **draft** 2022 audited financial statements.

Motion #24.18

Moved by A. Maginley, Seconded by B. Kenworthy **Motion THAT** Board has received the monitoring report for policy EL 09 Compensation and Benefits as amended; and agrees that it provides reasonable interpretation of the policy and evidence of compliance; and THAT the Board adopt policy EL 09 Compensation and Benefits as presented, the policy being complete, sound, and effective.

Carried.

Executive Limitations policy **EL 01 General Executive Constraint** will be discussed at the next Board meeting. All members were asked to review prior to the next meeting. Assigned to F. Mahjabeen.

11. Board Committee Reports

11.1 Report of the Board Building Committee

None.

11.2 Report of the Community Linkage Committee

The Community Linkage Committee Draft Minutes and the Pickering Public Library Board Community Linkage Draft Plan 2024 were included in the Board package. A. Maginley reported that he would be Chair of the Committee and noted that the workplan would be similar to 2023, continuing to connect with teens. L. Cook proposed that the Senior community would be a valuable group to focus on in the future to help combat isolation. D. Sharma suggested that the Board consider inviting the Anti-Black Racism Working Group to various organized events.

Moved by A. Maginley, Seconded by D. Sharma **Motion THAT** the Pickering Public Library Board Community Linkage Plan 2024 be adopted as presented.

Carried.

11.3 Report of the Ends Ad Hoc Committee

None.

12. Governance

None.

13. Board Policy Review

None.

14. New & Unfinished Business

14.1 Member Community Reports

S. Sheehy reported that she attended the Pickering Heritage and Community Centre groundbreaking and shared that while it was a closed event, there were impactful

The City of Pickering Public Library Board Meeting Minutes

speeches provided by Mayor Kevin Ashe and Member of Parliament, Jennifer O'Connell, among others.

S. Sheehy reported that she attended the Mayor's Story Time, and that the Mayor indicated an interest in reading for larger events.

S. Sheehy noted that Ramadan Storytime would be held on Saturday, March 30, 2024 at 2:00 pm and encouraged attendance.

L. Cook provided a summary of the Durham Region Transit Town Hall held at the Obrien Room at the Arena. The event was well attended, and the DRT received issues and concerns raised by the attendees.

F. Mahjabeen and A. Maginley were thanked for their contributions to the Ajax-Pickering Science Fair. A. Maginley shared that the event was a collaboration with the Pickering Public Library and the Ajax Public Library and was very well attended.

Some staff members will be in Ohio next week to attend the Public Library Association Conference.

15. Confidential Matter

There were no confidential matters discussed.

16. Board Meeting 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, April 25, 2024, at 7:00 pm.

Motion #24.19

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

Carried.

The meeting was adjourned at 8:01 pm.

Signature of Library CEO:

Date:

Signature of Library Board Chair:

Date:

Board End: Lifelong Learning



March Break

Many families visited the library during the March Break period. With over 20 programs offered in the week, the Library saw over 500 children enjoying the diverse array of programs focused on STEM, arts and crafts, and financial literacy.

Solar Eclipse

While the Library was not handing out goggles this year, Pickering residents prepared for the (nearly) once in a lifetime phenomenon of a (nearly) total Solar Eclipse by attending two fun and engaging workshops led by local astronomers from Ontario Tech University. These events saw nearly 150 people in attendance.



Dunbarton High School

The Outreach team facilitated another Library Card Blitz at Dunbarton High School in the school's library. Staff prepared a table highlighting teen programs and the library's digital products that support homework help, additional learning, and leisure interests. The Team brought the button maker as an engagement activity. Over 30 students enjoyed some creative time and learned about equipment available in the Maker Space. 24 students registered for library cards.

Durham Early Learning and Childcare Showcase



Outreach staff facilitated a library information table at the Durham Early Learning and Childcare Showcase in Ajax. Staff promoted the seed library events and over 50 guests took seeds home. Library staff promoted the Junior Maker Kits in addition to the Leap Pads and Osmo Coding Sets, and resources related to early literacy. The target audience of this event was Early Childhood Educator professionals, daycare professionals and families with young children. Outreach staff interacted with 73 people and made 16 library cards.

Board End: Culture of Reading



Storytime with Mayor Ashe

Pickering's Mayor Kevin Ashe took time out of his busy day to drop by Central Library and read some of his favourite books to the 35 kids in attendance. Children learned about buttons, sang songs, and even danced a little with the Mayor.

Battle of the Books

12 schools battled it out over 4 days of rigorous competitive reading to ultimately determine a Champion. The winners of the local competition will then be moving onto the bigger Regional competition hosted in Whitby later in April.

Local History Promotions

Marketing is committed to finding new and exciting ways to highlight items in the collection. This month staff crafted a reel that focused on Women's Institutes and Tweedmuirs. Through the Local History department, we were able to highlight interesting facts and resources that received some great interaction on social media. To view the reel online, click [here](#).

Visit to Kindergarten Classes

Outreach staff visited Biidaasidge Mandamin Public School, where they offered a story time and craft activity to three kindergarten classes. 64 children were engaged at this visit and 9 library cards were created for students.

Schoolhouse Playcare Storytime

Outreach staff facilitated a story time and activity for toddlers at Schoolhouse Playcare, Valley Farm Public School. 10 children attended this story time.

Pickering Early Learning Centre

Outreach staff facilitated 2 story times for pre-schooler and toddler classes at Pickering Early Learning Centre. 28 children attended this story time.

Scouts Pickering Library Visit

18 Beavers from the 1st West Shore Scouts visited the library. Outreach Staff offered a story time and scavenger hunt activity in addition to Library tour and orientation. The children also enjoyed the opportunity to browse for books.



Board End: Supporting Financial, Physical, Social and Mental Well-being

Supported Self-Filing Tax Workshop

For those looking for support with their tax filing this season, the Library held 6 hands-on support sessions to assist clients completing their own forms. This event was supported by community experts and filing resources available free online.

Board End: Championing Inclusion and Belonging



Ramadan

For the month of Ramadan, one of Central Library's Silent Rooms was designated as a Prayer Room for clients and staff. Signage was placed around the library and prayer mats, decorative lights, and signage was added to the room to make it a welcoming location for prayer. All three library locations also offered snack baskets just before sunset so that when staff and clients broke their fast, they had something available to them immediately. Both service offerings were very well received by the community, with the Prayer Room being used on average eighteen times per week.

Ramadan Storytime

The Library welcomed the Muslim Women of Durham Region as they held a special storytime to celebrate the month of Ramadan. Children learned about what Ramadan is and the fasting practices that go with it. 45 children were in attendance for this event.



Pickering Public Library Social Media and Ramadan

Marketing is always looking for ways to include different pockets of our diverse community. In March many residents in the local community were observing Ramadan. As a result, they would be fasting and praying several throughout the day. Announcing to the community that the Library had a space where clients could have a moment to pray was very well received. The posts on Facebook and Instagram resulted in very positive engagement and sparked a lovely conversation in the comments section about the library as a community hub. Here are the metrics of this powerful post:
Accounts reached: 728
Accounts engaged: 101



Amplifying Diverse Voices

Collections staff recently updated the Amplifying Diverse Voices display in the lobby, adding newer items and moving some older titles back into the general collection. Since the refresh, this collection is seeing good use. At the time of this writing, 63% are currently checked-out.

Alphabet Soup: 2SLGBTQIA+ 101

In collaboration with PFLAG Durham, the library hosted a safe space event for teens to talk about the differences between gender identity, gender expression, and sexual orientation. This event saw 30 teens in attendance.

Supporting Organizational Excellence



Pickering Public Library had two staff presentations highlighting our learning and experience at this year's [Public Library Association Conference in Columbus, Ohio](#). This conference brought together over 7,500 library professionals from around the world for 3 days with more than 100 events. A [re-cap video can be viewed online](#).

Shobha Oza and Chris Moore joined colleagues from Jefferson County Public Library and the Office of Intellectual Freedom and Freedom to Read Foundation to present on the topic of “How to Weather the Turbulence of a Video Auditor.” This panel presentation covered what is involved in a constitutional audit from an American and Canadian perspective; how to prepare for such a visit as well as some other practical tips. The session was well attended with over 300 participants. We received a lot of positive feedback and a request to offer another session for Bibliocommons. Sample evaluation comments include:

“Packed with informatio(n), very detailed, clear recommendations and suggested course of action.”

“So much practical guidance. Very helpful.”

“The Canadian perspective was fascinating.”

Sabrina Yung presented on the Anti-Black Racism Working Group, which included sharing audio and video recordings of co-presenters and ABRWG members, Charmain Brown and Samantha Adebisi. The presentation, “Anti-Black Racism Working Group: Placing Lived Experiences at the Center of Redesigning” offered attendees an opportunity to hear from both the working group and library staff about how the group was formed, and what impacts have resulted from this collaborative learning journey. The session saw over 100 conference attendees. Many questions and networking opportunities were shared, as some libraries spoke about their desire to bring similar strategies and approaches to their libraries.

What's New?

While in Columbus, staff also had the opportunity to tour the [Columbus Metropolitan Library – Main Library](#).



2024 Q1 KPI Statistics

	2023	Per capita (pop: 100,000)
Total circulation	843,650	8.4
Cardholders	37,795	0.4
In-person visits	362,881	3.6
Website visits	679,808	6.8
Public Computer Use	36,136	0.4
Total Digital Learning Sessions	55,023	0.6
Number of programs	944	0.009
Program attendance	21,295	0.2
Outreach events	97	0.001
Outreach attendance	4,484	0.04

	2024 YTD	Extrapolated to full year	Per capita (pop: 100,000)
Total circulation	218,888	875,552	8.8
Cardholders	38,696	38,696	0.4
In-person visits	101,164	404,656	4.0
Website visits	246,761	987,044	9.9
Public Computer Use	9,450	37,800	0.4
Total Digital Learning Sessions	13,223	52,892	0.5
Number of programs	305	1,220	0.012
Program attendance	5,429	21,716	0.2
Outreach events	57	228	0.001
Outreach attendance	1,115	4,460	0.011

Change Year over Year (extrapolated data)
4%
2%
12%
45%
5%
-4%
29%
2%
135%
-1%

Pickering Public Library - Financial Review - 2024-Q1

Expenditures

Cost Elements	YTD Actual	Annual Plan	Remaining	Rem.(%)	Comments
501000 Salaries & Wages	\$705,038.00	\$3,951,260.00	\$3,246,222.00	82	
501010 Overtime	\$64.86	\$3,410.00	\$3,345.14	98	
501020 Employee Benefits	\$247,544.27	\$1,119,599.00	\$872,054.73	78	
501025 Employee Recognition & Appreciation	\$6.10	\$3,800.00	\$3,793.90	100	
501040 Uniforms	\$0.00	\$3,250.00	\$3,250.00	100	
501100 Conferences	\$6,610.94	\$11,000.00	\$4,389.06	40	Budget primarily allocated for Q1
501110 Seminars & Education	\$3,984.91	\$26,000.00	\$22,015.09	85	
501130 Travel	\$1,435.42	\$5,000.00	\$3,564.58	71	
502000 Postage	\$194.12	\$1,500.00	\$1,305.88	87	
502010 Freight, Express & Cartage	\$4.88	\$500.00	\$495.12	99	
502020 Cellular Phones	\$4,066.37	\$23,000.00	\$18,933.63	82	
502030 Telephones & Data Services	\$1,109.20	\$19,700.00	\$18,590.80	94	
502040 Internet Services	\$8,166.24	\$32,100.00	\$23,933.76	75	
502050 Cable TV	\$178.38	\$725.00	\$546.62	75	
502100 Advertising	\$3,923.93	\$18,000.00	\$14,076.07	78	
502130 Printing - Brochures/News Ltr	\$1,622.50	\$13,000.00	\$11,377.50	88	
502210 Insurance Premium	\$34,625.00	\$34,625.00	\$0.00	0	
502220 Insurance Deductible	\$0.00	\$2,300.00	\$2,300.00	100	
502230 Consulting & Professional Fees	\$51,299.25	\$59,175.00	\$7,875.75	13	Majority of consulting engagements completed in Q1
502240 Meals/Promotion/General	\$984.57	\$7,000.00	\$6,015.43	86	
502250 Memberships	\$5,194.24	\$15,750.00	\$10,555.76	67	
502260 Outside Agency Services	\$15,097.31	\$265,415.00	\$250,317.69	94	
502340 Building Repairs & Maintenance	\$16,252.28	\$289,310.00	\$273,057.72	94	
502370 Vehicle Repairs & Maint	\$190.24	\$2,000.00	\$1,809.76	90	
502375 Gas, Oil, Tires, Etc.	\$350.31	\$3,773.00	\$3,422.69	91	
502380 Misc Equip Rep & Maintenance	\$17,036.87	\$41,300.00	\$24,263.13	59	
502500 Stationery & Office Supplies	\$3,857.97	\$19,000.00	\$15,142.03	80	
502520 Program & Event Supplies	\$6,384.37	\$38,000.00	\$31,615.63	83	
502530 Committee Expenses	\$798.97	\$11,800.00	\$11,001.03	93	
502540 Supplies & Tools	\$814.07	\$5,000.00	\$4,185.93	84	
502541 Shop Supplies	\$1,970.37	\$4,200.00	\$2,229.63	53	
502550 Library Materials	\$125,620.04	\$301,000.00	\$175,379.96	58	Purchases accelerated in Q1 in advance of Q2 ILS migration.
502600 Utilities - Water	\$2,468.17	\$16,300.00	\$13,831.83	85	
502610 Utilities - Gas	\$18,895.67	\$47,500.00	\$28,604.33	60	
502620 Utilities - Hydro	\$9,434.87	\$138,400.00	\$128,965.13	93	
502700 Sfwr/Hdwr Maintenance Contracts	\$176,291.33	\$220,990.00	\$44,698.67	20	Majority of subscription services billed in Q1
502720 System & Software Upgrade	\$18,052.89	\$100,000.00	\$81,947.11	82	
502730 Hardware Replacements	\$677.72	\$19,000.00	\$18,322.28	96	
502740 Furniture & Fixtures	\$401.96	\$7,250.00	\$6,848.04	94	
Expenditures	\$1,491,319.98	\$6,980,932.00	\$5,489,612.02	79	
Revenue					
402500 Federal Grants	\$0.00	(\$45,195.00)	(\$45,195.00)	100	Grants expected in Q3/Q4
402510 Ontario Grants	\$0.00	(\$136,425.00)	(\$136,425.00)	100	Grants expected in Q3/Q4
403000 Departmental User Fees	(\$10,785.47)	(\$50,000.00)	(\$39,214.53)	78	
403030 Vending Machines	(\$616.49)	(\$2,500.00)	(\$1,883.51)	75	
403064 Rentals - Mtg. Room/Publi	(\$579.65)	(\$5,000.00)	(\$4,420.35)	88	
403120 Other User Fee Revenue	(\$572.50)	(\$14,000.00)	(\$13,427.50)	96	
405000 Fines & Charges	(\$1,069.03)	(\$10,000.00)	(\$8,930.97)	89	
406500 Donations	(\$2,660.64)	(\$20,000.00)	(\$17,339.36)	87	
Revenues	(\$16,283.78)	(\$418,295.00)	(\$402,011.22)	96	
Total	\$1,475,036.20	\$6,562,637.00	\$5,087,600.80	78	

The City of Pickering Public Library Board Building Committee

DRAFT Meeting Minutes

Held: April 9, 2024

Location: Virtual (Zoom)

Attendees: K. Danylak, A. Maginley, B. Kensworthy, M. Brenner

Absent:

Staff: C. Moore, Director, Corporate Services, J. Flowers, CEO

Commencement Time: 6:30 pm

1. Appoint Chair of Committee for 2024

K. Danylak was chosen as Chair of the Building Committee for 2024.

2. Review of Building Committee Terms of Reference

C. Moore circulated the Terms of Reference document for the Building Committee previously approved on April 27, 2023. After a brief discussion regarding the meeting schedule and attendance requirements as identified in the document, the committee recommended retaining the existing version of the Terms of Reference for the committee term.

3. Facilities Plan Update

C. Moore brought forward for discussion the need to update the Facilities Plan. The document was last updated in 2023 and does not include the implications of Council's decision in January 2024 to defer the construction of the City Centre Library. The document will also reflect updated information about the Pickering Heritage and Community Centre and Seaton Library projects, which have been approved to proceed in their respective phases of development.

4. Review of Library Building Projects for 2024

1. Pickering Heritage Community Centre (PHCC)

Construction has begun on this new facility. The building is expected to open in 2026.

2. Outreach Vehicle

Staff met with our upfitter in March in Oshawa to finalize the design features of the vehicle. The work needed on the vehicle includes: installation of flooring, shelving, lighting, an accessibility lift, and heating. While work is happening on the vehicle, we'll be setting a schedule of stops, training staff to provide service on the vehicle and buying collections.

3. Central Lobby Renovation

The City's capital projects team was engaged on this project in January 2024. This team

The City of Pickering Public Building Committee Meeting Minutes

is responsible for issuing an RFP to hire contractors, and overseeing work. The scope of the project has been identified as: removal of large desk, installation of new service point, new flooring on stairs, water bottle filling station, new furniture and removal of the screens in the ceiling that block natural light to first floor. Additional funds will be requested in the 2025 to upgrade the lighting in the lobby.

4. Seaton Recreation Complex & Library

The project team is currently working to pre-qualify architects who will be engaged to design the facility. The building will be located on the corner of Whitevale Road (future Alexander Knox) & Sideline 24 (future Burkholder Drive). J Flowers shared information about the upcoming presentations to Council about the project and the plans for community consultation. The Library Board will have a Visioning Exercise at the next board meeting to start imaging what the space will look like and identifying the needs of the residents. The committee proposed including some additional demographic or persona information about the Seaton community in advance of the visioning session. Staff will take this suggestion forward to the consultant.

5. Additional Issues

M. Brenner requested an update on the status of the George Ashe Library renovation plans. J. Flowers noted that the grant application submitted in 2023 was not successful and therefore the grant will need to be rescope.

No other business was identified by the committee.

6. Date of Next Meeting and Adjournment

The next meeting is to be determined. The meeting was adjourned at 8:00 pm.




INTERNAL MONITORING REPORT

POLICY TYPE: Executive Limitations

POLICY TITLE: [EL 01 General Executive Constraint](#)

I hereby present my monitoring report on The City of Pickering Public Library Board’s Executive Limitations policy for “General Executive Constraint” according to the schedule set out. I certify that the information contained in this report is true and represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise.



Signed (CEO)

April 18, 2024
Date

Policy Element: Header Paragraph

The CEO will not cause or allow any practices, activities, decisions, or organizational circumstances that are unlawful, imprudent or in violation of:

I interpret this as follows:

1. “practices, activities, decisions, or organizational circumstances”: all tools and activities that library staff use to accomplish the objectives of the Library. These include policies, procedures, and library initiatives.
2. “imprudent”: foolish, irresponsible, or lacking caution.

Compliance will be demonstrated when:

There are no substantiated occurrences of unlawful or imprudent actions caused or allowed by the CEO.

Evidence Available:

- There have been no unlawful or imprudent actions as evidenced through discussion with senior City staff, senior Library staff or review of local media.

Policy Element #1

- commonly accepted business and professional ethics

I interpret this as follows:

“commonly accepted business and professional ethics”: ethical standards in comparable business practices such as accounting, intellectual property, and human resources, and common library ethical standards such as intellectual freedom and privacy.

Compliance will be demonstrated when:

There are no substantiated incidents where the CEO has caused or allowed any of these standards to be violated.

Evidence Available:

- There have been no cases where accounting standards have been violated as evidenced through review of the auditor’s report in the 2022 audited financial statements;
- Interview with Director of HR at the City of Pickering confirmed there have been no incidents related to human resources;
- Confirmed no requests from clients to reconsider an item in our collection from the previous twelve months.

Policy Element #2

- The *Public Libraries Act, RSO 1990, c.P.44*, and other relevant statutes.

I interpret this as follows:

1. “the *Public Libraries Act RSO 1990, c.P.44*”: the complete provincial statute with all related regulations and updates.
2. “other relevant statutes”: all statutes, regulations, and bylaws which impact on the operation of the Library. These include but are not limited to: the *Constitution Act (Canadian Charter of Rights and Freedoms)*; the *Pay Equity Act*, the *Employment Standards Act*, the *Freedom of Information and Privacy Act*, the *Human Rights Code*, the *Occupational Health & Safety Act*, and the *Accessibility for Ontarians with Disabilities Act*.

Compliance will be demonstrated when:

There are no substantiated incidents where the CEO has caused or allowed any of these standards to be violated.

Evidence Available:

- Review of the following reports and policies indicates compliance with legislative requirements:
 - latest pay equity report (completed in 2017)
 - the [Accessibility Customer Service Standards policy](#)
 - the [Freedom of Information and Protection of Privacy policy](#)
 - the Accessible Employment Standards policy
 - the Health and Safety policy
 - Pickering Public Library Board By-Laws and Terms of Reference
- The CEO has previously informed the Board that by electing a Board Chair for a two-year term, we are not in compliance of the *Public Libraries Act* which states that a Board Chair should be a four-year term. It is a common practice among libraries to use two-year terms, especially urban libraries who feel that it is difficult to sustain someone in the volunteer role of the chair for more than 1-2 years.

Policy Element #3

- Contractual agreements the Board has made.

I interpret this as follows:

“contractual agreements”: any binding contracts for products or services made on behalf of the Library. Such contracts include, but are not limited to: the Collective Agreement, contracts with library vendors and suppliers, grant contracts, and partnership contracts.

Compliance will be demonstrated when:

There are no substantiated incidents where the CEO has caused or allowed any contracts to be violated.

Evidence Available:

- Review of the 5 largest vendor contracts/invoices and representatives of contractual partners shows no violation of these agreements.
- Review of 3 grant agreements from April 21, 2023 – April 18, 2024, totalling \$122,500 shows no violation of these agreements.
- Direct inspection of the draft Collective Agreement (covers the period up to March 31, 2025); final edits to the CA are currently underway and it should be finalized in the next month.