

# The City of Pickering Public Library Board Meeting Minutes

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Held: Thursday, April 25, 2024

Location: Central Library Auditorium

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

Absent: Councillor M. Brenner; Councillor S. Butt; Councillor L. Cook

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

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## 1. Meeting Called to Order

Chair Sheehy called the meeting to order at 8:05 pm

## 2. Land Acknowledgement

F. Mahjabeen read the City of Pickering Land Acknowledgement.

## 3. Public Delegations

None.

## 4. Approval of Agenda, Conflict of Interest Disclosure

No interest was declared.

The following amendments to the agenda were made:

- Addition of Item 11.4 Confirmation of CEO Evaluation and Ends Ad Hoc Committee Members
- Addition of Item 14.3 ILS Software Transition

### **Motion #24.20**

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

**Carried.**

## 5. Presentations

None.

## 6. Consent Agenda

**6.1 Minutes of the Previous Board Meeting – March 28, 2024**

**6.2 Library Information Update – April 2024**

**6.3 Q1 Stats Review (KPIs)**

**6.4 Q1 Financial Review**

**6.5 Minutes of the Board Building Committee Meeting – April 9, 2024**

**Motion #24.21**

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

**Carried.**

**7. Correspondence**

None.

**8. Ends Discussion**

None.

**9. Staff Reports**

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

S. Oza provided a brief overview of activities and actions from the ABRWG March and April meetings, noting that the meeting minutes will be included in the next Board package. S. Oza noted that the Group will not be meeting in May but will instead take time to visit a Library location, participate in an event, and/or generally observe the Library in action.

**9.2 Strategic Plan Update**

J. Flowers advised that a draft of the completed 2024-2027 strategic plan had been received, a copy of which had been sent to the Board Members under separate cover. This draft pulls together all the pieces that had been reviewed over the past few meetings. Board Members were invited to provide their feedback and opinions about the draft. A discussion was held, with feedback captured by J. Flowers. Next step will be implementation of the plan in May 2024.

J. Flowers advised that a delegation request for the Board Chair and Vice-Chair to present the new strategic plan at the June 10<sup>th</sup> Executive Meeting of Council will be made.

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

**10.1 EL 01 General Executive Constraint**

F. Mahjabeen reported that she met with J. Flowers to review the EL 01 monitoring report and policy. F. Mahjabeen stated that she was confident there was sufficient evidence within each of the elements that the CEO has been following standards, that there were no violations, and compliance was demonstrated.

**Motion #24.22**

Moved by F. Mahjabeen, Seconded by B. Kenworthy **Motion THAT** Board has received the monitoring report for policy EL 01 General Executive Constraint as presented; 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.

**Carried.**

Executive Limitations policy EL04 Staff Conduct will be discussed at the next Board meeting. All members were asked to review prior to the next meeting. Assigned to A. Mir.

## 11. Board Committee Reports

### 11.1 Report of the Board Building Committee

Minutes of the most recent meeting were included in the Board package. It was noted that K. Danylak remains as Committee Chair for 2024. There is no upcoming meeting, but the expectation is that as project activities become closer, this committee will be meeting more regularly.

### 11.2 Report of the Community Linkage Committee

A. Maginley is the Committee Chair for 2024. There was no meeting in April; the next meeting is scheduled for May 8, 2024.

### 11.3 Report of the Ends Ad Hoc Committee

None.

### 11.4 Confirmation of CEO Evaluation and Ends Ad Hoc Committee Members

When the 2024 committees were established at the January meeting, six Board members in total were selected between the CEO Evaluation and Board Ends Ad Hoc committees. Because the Board Ends are closely aligned with the CEO evaluation, it was recommended to have the two committees join forces to tackle both the Board Ends and the CEO evaluation. However, it was noted that six members on a single committee is too many and the preference would be a maximum of four members. Given this, A. Mir and K. Danylak agreed to step down from the CEO Evaluation Committee and Board Ends Ad Hoc Committee respectively.

#### **Motion #24.23**

Moved by S. Sheehy, Seconded by D. Sharma **Motion THAT** the Board update the membership of the 2024 CEO Evaluation Committee to include D. Sharma, A. Maginley, S. Sheehy, and K. Smuk; and that these same members serve on the Ends Ad Hoc Committee for 2024.

**Carried.**

## 12. Governance

None.

## 13. Board Policy Review

None.

## 14. New & Unfinished Business

### 14.1 Member Community Reports

S. Sheehy reported that she attended the Ramadan storytime and found it very enjoyable. She also reported that she took the recently held eBook reader course which she found to be fun and helpful. Lastly, S. Sheehy gave a shout out to the new social media posts listing events by month and age group.

### 14.2 PLA Conference

A. Maginley provided a brief overview of his experiences at the PLA Conference held in Columbus, Ohio from April 2<sup>nd</sup> to 5<sup>th</sup>. He thanked the Board for their support of his attendance and encouraged other Board members to consider attending future conferences.

**14.3 ILS Software Transition**

C. Moore provided a brief overview of the timelines, staff training, and communications plan involved in the transition to the new ILS software.

**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, May 23, 2024 at 7:00 pm.

**Motion #24.24**

Moved by F. Mahjabeen, Seconded by A. Mir **Motion THAT** the meeting be adjourned.  
**Carried.**

The meeting was adjourned at 8:55 pm.

Signature of Library CEO:

Date:

Signature of Library Board Chair:

Date: