

Library Board Meeting Agenda Thursday, May 23, 2024 7:00 pm George Ashe Library

1.	Meeting Called to Order			Chair			
2.	Land Acknowledgement			A. Mir			
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.		oval of Agenda ict of Interest Disclosure		Chair	MOTION to Approve		
5.	Prese 5.1	ntations R. Courtney, Assistant Manager, Collections Re: Collections Update	6				
6.	Consent Agenda			Chair	MOTION to Approve		
	6.1	Minutes of the Previous Board Meeting – April 25, 2024	<u>Pg 1</u>		to Approve		
	6.2	Library Information Update - May 2024	<u>Pg 5</u>				
	6.3	Minutes of the Board Ends Ad Hoc Committee Meeting – May 2, 2024	<u>Pg 9</u>				
	6.4	Minutes of the Community Linkage Committee – May 9, 2024	<u>Pg 10</u>				
7.	Correspondence None						
8.	Ends Discussion None						
9.	Staff 9.1	Reports Anti-Black Racism Working Group Update [Minutes of the March 13, 2024 ABRWG meeting attached - Pg 12]	Verbal Update	S. Oza			
	9.2	PPL Branding	Verbal Update	J. Flowers			

10. Monitoring Reports – Executive Limitations

10.1 EL 04 Staff Conduct

Pg 14 A. Mir

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 10 Communication and Counsel to the

D. Sharma

Board

11. Board Committee Reports

11.1 Report of the Board Building Committee Verbal Committee

Update Chair

11.2 Report of the Community Linkage

Committee

Verbal Committee

Update Chair

11.3 Report of the Board Ends Ad Hoc

Committee

[Draft of EP 01 Global Ends Policy

attached - Pg 17]

Verbal J. Flowers

Update

12. Governance

None

13. Board Policy Review

None

14. New & Unfinished Business

14.1 Member Community Reports

14.2 Canadian Urban Libraries Council – Verbal J. Flowers

Spring Meeting Update

15. Confidential Matter

None.

16. Board Meeting Evaluation

16.1 Review of Previous Meeting Results Verbal Chair

Update

16.2 Completion of Evaluation for Current Meeting

17. Adjournment Chair MOTION

to Adjourn

Next Meeting:

To be Held: Thursday, June 20, 2024 Location: Central Library Auditorium

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 04 Staff Conduct and agrees that it provides reasonable interpretation of the policy and evidence of compliance; and THAT the Board adopt policy EL 04 Staff Conduct 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, 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

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 10th 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 2nd to 5th. He thanked the Board for their support of his attendance and encouraged other Board members to consider attending future conferences.

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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:



Board End: Lifelong Learning

Welcome to Kindergarten

Library staff attended five Welcome to Kindergarten events at Pickering schools, engaging with over 120 children and 180 parents. Information about the Library, upcoming summer events, and literacy tips for new kindergarten students was shared at each event. Literacy and numeracy activations, such as letter matching, bead counting, and a reading station, was a popular way to engage children and parents.





Promoting our Collections and Summer Jobs

This month, a new social media <u>ree</u>l focused on sharing books in the collection that library staff recommend most often. The reel was reached 2,231 accounts.

Another reel showcased summer student job opportunities at the Library. Among the promotional content was a video featuring a former Summer Marketing Assistant discussing their role. This video gained significant traction, reached over 900 accounts and eliciting excited reactions. Providing audiences with insights into lesser-known aspects of the library and promoting jobs with personal narratives proved to boost engagement.

Birds in Pickering

The Library partnered with the Sustainability Department at the City of Pickering and the Toronto Region Conservation Authority to celebrate Earth Month. Children had the opportunity to build, design and paint their own birdhouse and were given community clean-up materials. There were 50 kids in attendance for this event.

Photo Series: Lighting & Portrait Photography

Library staff ran a program titled "Photo Series: Lighting & Portrait Photography" where clients had the opportunity to learn how to do portrait photography first-hand with a live model, and full lighting and backdrop setup. The workshop was very well attended with over a dozen participants and had very good engagement levels with almost all attendees bringing in personal camera gear.

Al Series: Introduction to Al & ChatGPT

Library staff ran a program titled "AI Series: Introduction to AI & ChatGPT" for 15 participants. Topics included what is AI (artificial intelligence), some of the benefits and concerns of AI as well as demonstrations of some ChatGPT command prompts to generate a fictious letter.

Board End: Culture of Reading

Battle of the Books

The Library partnered with five other Durham Region libraries to host the Battle of the Books 2024. The Library hosted a local competition – the Battle Finals - for 14 Junior teams (grades 4-6) and 7 Intermediate teams (grades 7-8) from Pickering schools. William Dunbar Public School came in first place in both the Junior and Intermediate teams and advanced to Battle Regionals against Ajax, Whitby, Oshawa, Clarington & Uxbridge. At the regional competition, William Dunbar's Junior team and Intermediate team each achieve 2nd place following a tiebreaker round.

In total, 104 Junior students, and 52 Intermediate students participated from Pickering schools and thousands of books were read.





Moves at the Central Library



As part of a Central Library refresh underway this year, the Adult Non-Fiction collections have been shifted so that they are now all on the second floor. The Entertaining Non-Fiction and Biography collections remain as standalone collections, while the rest of the former separate collections (Home and Garden, Mind and Body, Travel, Business, Job/Career, and ESL) have been interfiled into the Adult Non-Fiction collections. This change will ensure non-fiction collections are more unified, accessible, and easier to find for clients.

Board End: High Quality, Efficient, and Cost-Effective Library Services

Home Childcare Conference

During the Home Childcare Conference, staff set up an information table and engaged 43 home childcare providers, showcasing the wide array of resources available to home daycares, such as digital literacy resources and STEM activities available to borrow at the library.

Ward 3 Councillor Open House

The Library was in attendance at the April 17 Ward 3 Open House at the Dr. Nelson Tomlinson Community Centre. Staff shared information about the Claremont Library's Extended Access service and library programming with 30 residents who came to meet with Councillors and learn about upcoming development in the community of Claremont.



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

Spotlight Series Information Expo

Library staff attended the Spotlight Series event hosted by the City of Pickering at the Chestnut Hill Development Recreation Complex. This event consisted of seminars by local speakers on the topics of fraud and scams, cooking safety and fire prevention, art demonstration, and a yoga demonstration. Staff brought library resources and books on each of these topics for the library booth set up in the lobby. Staff engaged with 73 attendees.

Tax Workshops



Throughout the tax season, the Library hosted six "Supported Self-Filing Tax Workshops" with the help of three local, volunteer accountants. During these sessions, staff members guided lower-income clients through the process of filing their own tax returns using Wealthsimple. Twenty-seven clients attended these workshops, resulting in total refunds of nearly \$16,000. Many participants left equipped

with the skills to independently file their taxes in the future and expressed gratitude for the invaluable information provided during the workshops.

Job Searching Workshops for Newcomers

The Library has been visiting the Pickering Welcome Centre to provide monthly workshops to help newcomers to Canada with their job search. The workshops focus on helping newcomers build their resume, navigate potential employment scams, and use resources to help find employment opportunities in Canada.

Board End: Championing Inclusion and Belonging

Welcome Centre

Staff visited the Pickering-Ajax Welcome Centre to provide an information table about library services available to newcomer clients. While there, adult English language learners from the Durham Continuing Education office stopped by to sign up for library cards and learn about library services. Staff engaged with 26 people and registered a total of 24 new library cards for interested ESL students and Welcome Centre clients.

Petapalooza

Library staff hosted an information booth at PetaPalooza. Staff engaged with families and pet owners through library information handouts and a pet-related craft activity for children, connecting with 134 adults and 80 kids.









The City of Pickering Public Library Board Ad Hoc Ends Committee DRAFT Meeting Minutes

Held: Thursday, May 2, 2024

Location: Virtual Meeting

Attendees: A. Maginley, D. Sharma, S. Sheehy, K. Smuk

Absent:

Staff: J. Flowers, CEO/Director of Public Libraries

Meeting Commencement Time: 6:38 pm

1. Discussion on the approach to updating the existing Ends to align with the draft 2024-2027 strategic plan.

- 2. Discussion about the need for a Chair of the ad hoc Ends Committee. Committee decided to forego the election of a Chair.
- 3. Primary and secondary Ends statements were updated. Draft Global Ends policy will be included in the May board package.
- 4. Next committee meeting will be held Tuesday, May 21, 2024.



The City of Pickering Public Library Board Community Linkage Committee DRAFT Meeting Minutes

Held: May 9, 2024

Location: Virtual meeting

Attendees: A. Mir, K. Smuk, A. Maginley

Absent: F. Mahjabeen

Staff: C. Wascher, Client Experience Taskforce – Youth; S. Dashtkian, Manager, Client

Events; S. Oza, Director, Engagement & Client Experience

Guests: M. Agaton, Youth Outreach Worker, Durham Community Health Centre

Centre

Commencement Time: 7:00 pm

1. Welcome and Introductions.

2. Overview of current youth services.

Teen programming has been going well. Since the beginning of this year, we have had over 700 teens attend events. The Teen Drop-In program has also doubled the number of attendees. The focus of events and programming has been related to engagement, inclusion and belonging. Over the next few months, they will focus on mental health and wellness and continued efforts related to engagement.

This week, a teen survey has been launched to get teen feedback for programming related to the new strategic plan and input regarding refreshing the teen space.

A teen Town Hall with community partners is being organized for the summer to get input on how to further support teens.

3. TAG (Teen Advisory Group) updates.

The group as been working on teen engagement. They have also supported the Teen Prom Boutique and are currently promoting the teen survey. Membership continues to grow.

4. DCHC (Durham Community Health Centre) and collaboration with PPL.

The youth outreach worker focuses on engagement with pre-teen to teens, ages 12 -21, with a mandate from Ministry of Children and Community Services. They work on empowering youth to make healthy life choices and provide connection to local services and programs, especially library services and programs where appropriate. All services are confidential. They do not have a wait list and do not provide case management.

5. Next Steps.

Committee members reviewed and updated the Committee's Work Plan.

Date of Next Meeting and Adjournment.

The next meeting will be held on September 12, 2024, at 7pm. The meeting was adjourned at 7:50 pm.

Meeting Minutes

Anti-Black Racism Working Group

Wednesday, March 13, 2024, 6:30 pm Online – Zoom

Attendees: Charmain Brown (Notetaker), Marsha Hinds Myrie, Nicole Facey, Romina

Diaz-Matus, Teronie Donaldson

Library Staff: Shobha Oza, Sabrina Yung

Absent: Bernadette Hood-Caesar, Samantha Adebiyi, Titi Katibi

1. Land Acknowledgement and Ancestral Acknowledgement

- Read by SY and RDM.
- SO shared the participation of RDM and others as a delegate at the City of Pickering Councill Meeting on February 26, 2024, regarding recent comments made by Councillor Lisa Robinson about Black History Month.
- 2. Conflict of Interest Declaration
 - No conflicts declared.
- 3. Review Meeting Minutes
 - February minutes reviewed.
 - No edits were tabled. February minutes were approved.
- 4. March Library Board Meeting Presentation
 - Discussion took place as to whom would be attending the upcoming Library Board meeting in-person to represent the ABRWG. All members are invited and encouraged to attend in-person alongside the presenters.
 - SY will send a calendar appointment. Contact SY if you need a Zoom link.
 - SY reviewed the 2024 Work Plan and 2023 Year-End Progress Summary. The
 group ensured it is accurately communicating the ongoing collaborative work.
 Note, the progress summary is missing some details from the Events section.
 This should be completed in the coming days. A new copy will be sent to the
 group once finalized. Both documents will be shared with the Board ahead of the
 meeting, with the expectation that the Board members view the two documents
 prior to the ABRWG presentation.
 - The presenter is invited to share a few remarks and reflections on behalf of the group. No expectation to walk through the two documents as the Board would have read them in advance. The Board may have some questions and/or comments for the presenter. Total time will be approximately 10 minutes.
 - CB and RDM volunteered to present at the Library Board meeting.

5. Preparing for May Activity

- As noted on the 2024 Work Plan and in response to previous discussions about ABRWG members spending more time in-person observing the client experience, in lieu of the May ABRWG monthly meeting, members will visit Pickering library locations (Central, George Ashe, and Claremont). The goal is to experience in-person, the various services available.
- The group discussed the various things to observe, and the feedback sought.
- Members are encouraged to explore the library at different times and days of the week, as the experience can vary.
- Members are welcome to coordinate with other ABRWG members or visit with individuals in their own personal networks (and include their feedback too).
- Observations are to be documented and forwarded to SY by end of May. SY will collate in preparation for conversations and identifying themes at the June ABRWG meeting.
- TD proposed communicating and connecting as a group more, outside of the formal meeting space. Library visits may be a good opportunity for ABRWG members to meet in-person and strengthen relationships. The group agreed. TD will send a Doodle poll to the group for those interested in visiting the library with other ABRWG members.
- 6. Public Library Association (PLA) Conference 2024
 - In April, SY will be bringing the work of the ABRWG forward and sharing a modified version of the presentation facilitated by CB, SA and SY back in February 2023.
 - SY expressed appreciation to CB and SA for supporting the presentation through live streaming/recordings.
 - PLA is attended by public library professionals from across the United States and Canada. SY looks forward to reporting back after the conference.

Next Meeting: April 10 @ 6:30 pm (online)



INTERNAL MONITORING REPORT

POLICY TYPE:	Executive Limitations					
POLICY TITLE:	EL 04 Staff Conduct					
I hereby present my monitoring report on your Executive Limitations policy "Staff Conduct" according to the schedule set out. I certify that the information contained in this report is trand represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise.						

Policy Element: Header Paragraph

The CEO may not cause or allow conditions of employment that fail to spell out the expectations for employee behaviour and which do not enforce these expectations in a fair and due process manner.

I interpret this as follows:

- 1. "spell out the expectations for employee behaviour": the provision of written policies regarding employee behaviour.
- 2. "enforce these expectations in a fair and due process manner": provision of clear and balanced written procedures to be followed should any infractions occur.

Compliance will be demonstrated when:

- 1. Policies are available, and staff are aware of these.
- 2. Procedures are available to be followed and these procedures enforced in a fair and timely manner.

Evidence:

- 1. Review of the relevant administrative policies that are part of the new staff orientation: Staff Manual, Non-Union & Management Employee Manual, Code of Conduct, employment letter template.
- 2. Review of the relevant administrative policies that reviewed annually by staff as part of annual performance process: Code of Conduct, Workplace Violence Prevention,

Workplace Harassment Prevention, Accessible Employment Standards, and the Health & Safety policy. Procedures clearly outline how infractions are dealt with.

3. There were no formal complaints from staff that the procedures were not available or were not applied to them fairly.

Policy Element #1

Accordingly, the CEO will not:

Allow staff to be unaware of prohibited behaviour, including conflict of interest, harassment of customers or others.

I interpret this as follows:

"allow staff to be unaware": not ensuring that staff have access to and understand relevant policies including, but not limited to, conflict of interest and harassment.

Compliance will be demonstrated when:

1. Policies are available, staff are aware of them, and have an opportunity to ask for more information.

Evidence:

1. Review of relevant administrative policies - Code of Conduct, Workplace Violence Prevention, Workplace Harassment Prevention, Accessible Employment Standards, and the Health & Safety – which staff indicate they review on an annual basis as part of their annual performance review.

Policy Element #2

Allow any employee to accept gifts, payments or services, which might appear to compromise the unconflicted position of staff.

I interpret this as follows:

"gifts, payments or services": items offered to employees beyond small token gifts of appreciation, of a value estimated at \$50.00 or less.

Compliance will be demonstrated when:

1. Staff are aware of and comply with the Code of Conduct policy, which outlines the Library's acceptance of gifts policy.

Evidence:

1. Review of the Code of Conduct. There have been no reports that staff have received gifts, payments or services which do not follow the policy.

Policy Element #3

Allow any employee to claim ownership of any product which has been developed using the time and resources of the employer.

I interpret this as follows:

1. "product": reports, documentation, software, or any other work developed as part of an employee's duties.

2. "employee": current and past staff members.

Compliance will be demonstrated when:

1. All staff are aware of and comply with policies and guidelines in the hiring letter, Technology Policy, and Employee Code of Conduct.

Evidence:

- 1. Review of the employment letter template, the Technology Policy, and the Code of Conduct.
- 2. Confirmation with Director of Corporate Services & Collections that there have been no occurrences in the last year in which staff have claimed ownership of any work or intellectual property developed during employment at PPL.

Policy Type:	ENDS POLICY		EP 1
Policy Title: Global Ends Policy			
Last updated:	June 2021 May 2024	Reviewed:	Annually in January

Ends Policy:

The Pickering Public Library exists to ensure that all Pickering residents have equitable access to the resources, information, and ideas that will enrich their civic, educational, career, and personal lives. to inspire a thriving community and be a place where everyone comes together to discover, learn, play and connect.

Second Level Ends

- Residents will be supported in their lifelong learning needs at all ages and stages.
 Residents are provided access to high quality learning experiences, resources and collections.
- 2. Residents will be enriched by a culture of reading.
- 3. Residents will have access to inclusive, accessible, and welcoming public facilities and virtual spaces where the entire community can read, work, connect, collaborate, create, play, learn, or simply be.
- 2. Residents enjoy using fresh, inclusive, welcoming, accessible, and safe spaces that reflect our diverse community and accommodate a variety of needs.
- 4. Residents will have access to library services that are high quality, efficient, and costeffective, developed with community input and awareness.
- 3. Residents are aware of, and are able to access, a wide range of innovative library services that are developed with community input.
- 4. Residents feel supported to participate in civic engagement, respectful conversation, and increased understanding about what matters to the community.
- 5. Residents will have access to library services that support their financial, physical, social, and mental well-being.
- 5. Residents will have access to library services that champion care, inclusion, diversity and belonging.