

Held: Thursday, June 20, 2024

Location: Central Library Auditorium

Attendees: Councillor M. Brenner; Councillor S. Butt; K. Danylak (departed 7:56 pm); B. Kenworthy; A. Maginley; A. Mir; D. Sharma; S. Sheehy (Chair); K. Smuk

Absent: Councillor L. Cook; F. Mahjabeen

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 7:06 pm

2. Land Acknowledgement

D. Sharma read the City of Pickering Land Acknowledgement.

3. Public Delegations

None.

4. Approval of Agenda, Conflict of Interest Disclosure

No interest was declared.

- Agenda was amended to include Item 9.4 LIB 01-24 Report to Council Re: Funding Out of Country Conference

Motion #24.29

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

Carried.

5. Presentations

5.1 Children's/Teens/Adult Update

R. Lewis, Client Experience Specialist, Adults; K. Graham, Client Experience – Library Youth Specialist; and S. Mohamed, Client Experience Specialist, Children each presented an overview of the 2023 program results and challenges for their area, and offered insights into 2024 thus far, along with plans for the remainder of the year.

Questions and comments from Board members included:

- Outreach: Appreciation expressed for PPL staff setting up information tables at City events to enhance the visibility of library programs and services.
- Expertise in program delivery: Programs that require specialized knowledge beyond core library service areas are delivered by external presenters and community partners.

- Benefits of partnerships: It was clarified that the Library waives room rental fees for partners delivering programs. This collaborative approach allows partners to contribute their expertise and often brings in new audiences to the library.
- Cost recovery for programs: It was clarified that public libraries adhere to a philosophy of reducing barriers to participation and making all library resources accessible for everyone. For more costly events like author talks, the public libraries of Durham Region often collaborate to share costs and resources.
- Volunteering: In response to inquiries about volunteering for the Teen Advisory Group (TAG), it was shared that a call for volunteers happens twice per year. The next call will be in October and details will be published on the website.
- Supporting youth mental health: The Library supports youth by ensuring the regular presence of a youth worker at teen drop-in programs, providing programs and an information board in the teen area about community mental health resources, and having K. Graham available to connect youth with necessary supports and referrals as required.
- Teen incidents: It was observed that incident reports have notably decreased since January 2023. The Library generally attracts highly engaged teens who register for numerous programs, and teens who prefer casual, unprogrammed hangout spaces. The challenge lies in bridging this gap and fostering a culture that allows teens to be teens. The Board Community Linkage Committee, currently focusing on teens, offered their help if needed.
- Programming in Seaton: Pop-up events are scheduled for the Seaton area this summer, featuring programs and storytimes. Councillor Butt requested that details be provided to him so that he can share them with the community.

The Board thanked R. Lewis, K. Graham, and S. Mohamed for their time and thorough presentations. They departed the meeting at 8:00 pm.

6. Consent Agenda

6.1 Minutes of the Previous Board Meeting – May 23, 2024

6.2 Library Information Update – June 2024

6.3 Minutes of the Board Ends Ad Hoc Committee Meeting – May 23, 2024

6.4 Minutes of the CEO Evaluation committee Meeting – June 6, 2024

6.5 A06 Health & Safety Policy

6.6 A10 Hiring Policy

6.7 A12 Purchasing Policy

6.8 EP01 Global Ends

D. Sharma requested that the last paragraph of Item 14.1 on the May 23, 2024 Board meeting minutes be revised to read:

"D. Sharma reported that he was at the recent City of Pickering 2023 Civic Awards and offered his congratulations to PPL employee, C. Wascher, as the recipient of a Youth Volunteer Award. It was also noted that D. Sharma was in attendance at this particular event to see the Devi Mandir Youth Group received an award for Youth Leadership."

Motion #24.30

Moved by A. Mir, Seconded by A. Maginley **Motion THAT** the items on the Consent Agenda be adopted, with the last paragraph of Item 14.1 of the minutes from the May 23, 2024 Regular Board Meeting amended.

Carried.

7. Correspondence

None.

8. Ends Discussion

None.

9. Staff Reports

9.1 Anti-Black Racism Working Group Update

S. Oza informed that the ABRWG did not meet in April, instead taking this time to visit the library, attend events, and observe ongoing actions and interactions. At the May meeting, an informal roundtable provided an opportunity for group members to share their feedback. S. Oza subsequently presented some of the feedback and experiences from the group with the Board. Further details will be documented in the meeting minutes, expected to be included in the September Board package.

A. Maginley attended the May meeting to observe. Additionally, the City HR team joined to provide an update on goals achieved in 2023. It was also mentioned that there will be changes in the HR staff leading the ABRWG initiatives, specifically that S. Christou, Manager of Human Resources, will be taking over from C. Addo-Bekoe.

When asked about the ABRWG collaborating with schools, it was noted that the Group's focus has been Library programs, services, resources, policies, and internal functions. This contrasts with the City of Pickering's Anti-Black Racism Taskforce (PABRT) which is specifically mandated to engage and collaborate with the community.

It was asked if the ABRWG takes a summer break or continues to meet over the summer. S. Oza advised that it was the latter and offered to share the meeting schedule with Board members who are welcome to attend the meetings.

9.2 A41 Respect in the Workplace Policy

J. Flowers presented an update about the A27 Workplace Violence Prevention policy (which was not included in the consent agenda with the other policies that are typically reviewed by the Board annually in June). She explained that the Workplace Violence Prevention Policy was combined with another existing policy – A05 Workplace Harassment Prevention – to form the new A41 Respect in the Workplace policy, based on a template and guidance provided by City of Pickering Human Resources staff. J. Flowers presented this new policy with related forms to the Board for approval.

Questions were raised regarding the workplace harassment form that accompanied the policy. The form - which is modelled on the one used by the City – states that anonymous complaints would not be investigated. J. Flowers stated that the rationale behind this statement was that anonymous complaints will lessen the scope and thoroughness of an investigation and that staff submitting a form should be informed of this limitation.

Following a thorough discussion, it was recommended that the Board revisit the anonymity portion of the policy forms at their September meeting after J. Flowers has had the opportunity to consult with HR and other public libraries to gather more information into best practice.

It is the Board's request that the policy be revised to eliminate any mention of anonymous complaints not being addressed and to clarify that providing identifying information is optional, while acknowledging that anonymous complaints may limit the thoroughness of investigations. Given this request, the recommendation was made to approve the policy in principle, subject to J. Flower's discussion with HR and the follow-up review in September.

Motion #24.31

Moved by D. Sharma, Seconded by M. Brenner **Motion THAT** the Board approve policy A41 Respect in the Workplace *in principle*, subject to consultation with HR regarding the anonymous complaints clause and a follow-up review at the September 26, 2024, Board meeting.

Carried.

9.3 2025 Current & Capital Budget & Forecast Estimates

J. Flowers reviewed the budget timelines for the 2025 current and capital budget process. Typically, the Board reviews and approves the draft budgets in principle each year in September; under the new timelines, the draft budget was presented to the Board at the June meeting and will be submitted to the City at the end of June. In the last part of August, the CEO will begin to meet with senior leadership at the City to review the budget.

Discussion included increased spending aligned with strategic priorities. J. Flowers highlighted some of the budget allocations earmarked for various purposes, including:

- Capital budget includes purchasing furniture and fixtures for the Pickering Heritage Community Centre.
- Collection budget enhancements for the outreach vehicle, as well as an "opening day collection" for PHCC.
- Funds for the design work needed on the Central Library building envelope.
- The George Ashe Library renovation planned for 2026.

There was discussion regarding how facilities projects are identified and decisions are made about what to include in the capital forecast. J. Flowers responded by explaining that the capital projects team at the City develops project timelines and cost estimates based on anticipated expenses and include lifecycle replacement.

It was recommended to provide periodic updates to the Board about any major changes following budget meetings before the next Board meeting.

Motion #24.32

Moved by D. Sharma, Seconded by A. Mir **Motion THAT** the Board adopt the Draft 2025 Capital and Current Budget Estimates in principle, to enable the CEO to continue the budget process on behalf of the Board.

Carried.

9.4 LIB 01-24 Report to Council Funding Out of Country Conference

J. Flowers requested endorsement of a report going to Council requesting approval for S. Oza to attend a conference in Springfield, Massachusetts. Due to international travel, council approval is required.

The purpose of the trip is for S. Oza to participate as part of a panel with other library leaders on safety challenges in public libraries. Attendance will also expand S. Oza's professional network and learning opportunities.

In response to a question about the impact this would have on the current budget, J. Flowers explained that there were funds to cover the cost.

Motion #24.33

Moved by B. Kenworthy, Seconded by A. Mir **Motion THAT** the Board endorse LIB 01-24 Report to Council Re: Funding Out of Country Conference.

Carried.

10. Executive Limitations Policies & Monitoring Reports

10.1 EL 10 Communication to the Board

D. Sharma met with J. Flowers to review and discuss the elements and interpretations of evidence of the EL 10. Based on their discussion and the evidence presented, D. Sharma indicated his confidence that compliance has been demonstrated.

Motion #24.34

Moved by D. Sharma, Seconded by A. Maginley **Motion THAT** Board has received the monitoring report for policy EL 10 Communication to the Board as presented; and agrees that it provides reasonable interpretation of the policy and evidence of compliance; and **THAT** the Board adopt policy EL 10 Communication to the Board as presented, the policy being complete, sound, and effective.

Carried.

Executive Limitations policies EL 05 Financial Planning and EL 06 Financial Condition will be discussed at the next Board meeting. All members were asked to review prior to the next meeting. Assigned to K. Smuk.

11. Board Committee Reports

11.1 Report of the CEO Evaluation Committee

In June, the committee met with J. Flowers for a mid-year check in and to establish clear and measurable goals aligned with the new strategic plan. The committee will meet again in December to prepare and present the year-end CEO evaluation based on these goals.

11.2 Report of the Board Building Committee

Akeem reported that the committee met by Zoom in June. Discussion items included the community engagement activities conducted around the name for the Outreach Vehicle, the functional program for the Seaton Library and the plans for renovating the lobby at Central. Akeem highlighted that the PHCC project is progressing as planned, with staff actively involved in the planning for operations and furniture selection. The meeting minutes will be included in the September package for further review.

12. Governance

None.

13. Board Policy Review

None.

14. New & Unfinished Business

14.1 Member Community Reports

A. Maginley reported that he attended the June ABRWG meeting, highlighting its strong turnout. He also attended Drag Queen Storytime and commended the organizers for managing the event effectively.

Councillor Butt asked when the Library would connect with the two elders in Claremont and the proposed video memory project. J. Flowers advised she would follow up with staff and then send an email to the Councillor to provide a status update.

Chair Sheehy mentioned that she was recently at the Whitby Farmer's Market and found it interesting to see that the Whitby Library was hosting community elder conversations outside at the market. She also remarked that the Library was packed with teens, with the Library engaging therapy dogs to hang out with the teens.

14.2 ILS Update

C. Moore announced that the launch of a new Integrated Library System (ILS) occurred the previous day. He expressed gratitude to the staff for their efforts, noting that the migration process was very smooth with only minor data issues encountered.

14.3 Claremont Library Shelving/Furniture – Temporary Closure

C. Moore reported that they are ready to install permanent shelving in Claremont. It is scheduled to commence on Monday, June 24 and is anticipated to be completed in one day, although it may extend to two days if necessary. The Library will be closed during the install period, but curbside pickup services will be offered.

Motion #24.35

Moved by M. Brenner, Seconded by D. Butt **Motion THAT** the Board approve the temporary closure of Claremont Library for the installation of furniture and shelving. **Carried.**

14.4 George Ashe Library Closure – Staff Learn Day

This is an annual request to temporarily close the George Ashe Library to allow as many staff members as possible to participate in Staff Learn Day. Typically scheduled during the summer, this year Learn Day will be in the fall due to the high volume of projects being undertaken during the summer months.

Motion #24.36

Moved by K. Smuk, Seconded by A. Maginley **Motion THAT** the Board approve the closure of George Ashe Library on Friday, September 13, 2024 for Staff Learn Day. **Carried.**

14.5 Outreach Vehicle Launch

A soft launch of the Outreach Vehicle ("OV") is planned for August 2024. The plan is to prioritize the transportation of the OV to Seaton over the summer months. A formal launch and ribbon-cutting is scheduled for September; members of Council and the Library Board will be invited to attend. Board members can expect to receive an invitation by email once the date is confirmed; information about the soft launch will also be shared.

14.6 Accessibility Training

J. Flowers reminded the Board that all City and Library employees, volunteers, agents, and any individuals likely to interact with the public on behalf of the City or Library must undergo Accessible Customer Service Training. This training was assigned to Board members last July; however, there are a few members who have not yet completed it. These individuals will be emailed and provided with another copy of the link to the online learning module.

14.7 Board Summer Get-together

S. Sheehy will be sending some possible dates for the Board summer get-together to B. Gregory. Once these dates are received, the Board will be emailed to poll their availability.

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, September 26, 2024 at 7:00 pm.

Motion #24.37

Moved by A. Maginley, Seconded by K. Smuk **Motion THAT** the meeting be adjourned. **Carried.**

The meeting was adjourned at 9:20 pm.

Signature of Library CEO:

Date:

Signature of Library Board Chair:

Date: