
When: Thursday, September 26, 2024

Location: Claremont Library (Claremont Lion's Club)

Attendees: Councillor S. Butt; K. Danylak; A. Maginley (Chair); F. Mahjabeen (arrived 7:34 pm); A. Mir; D. Sharma; K. Smuk

Absent: Councillor M. Brenner; Councillor L. Cook; B. Kenworthy; S. Sheehy

Staff: J. Flowers, CEO/Director of Public Libraries; C. Moore, Director, Corporate Services & Collections; S. Oza, Director, Engagement & Client Experience; B. Gregory, Executive Assistant; S. Yung, Manager, Marketing & Community Relations

1. Meeting Called to Order

Vice-Chair Maginley called the meeting to order at 7:09 pm.

2. Land Acknowledgement

K. Smuk read the City of Pickering Land Acknowledgement.

3. Public Delegations

None.

4. Approval of Agenda, Conflict of Interest Disclosure

No interest was declared.

Motion #24.38

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

Carried.

5. Presentations

5.1 Pickering Public Library Branding Update

S. Yung, Manager of Marketing & Community Relations, presented the Board with an overview of the launch and promotion of the new PPL brand including staff engagement activities, updates to in-library signage, social media posts and new promotional items.

In response to a question about focusing on specific target segments for paid advertising, S. Yung reported that they've been updating their approach. They have had success in reaching the target audience by making slight adjustments to the target messages and monitoring analytics.

In response to a question about working with the City while rolling out PPL's vibrant, new branding, S. Yung explained that the Library continues to work collaboratively with the City wherever possible. The Library's new logo is added to promotional materials for City and Library initiatives such as the Seaton Recreation Complex & Library.

S. Yung departed the meeting at 7:38 pm.

6. Consent Agenda

- 6.1 Minutes of the Previous Board Meeting – June 20, 2024
- 6.2 Library Information Update – September 2024
- 6.3 Minutes of the Board Building Committee Meeting – June 13, 2024
- 6.4 2024 Q2 Stats Review (KPIs)
- 6.5 2024 Financial Review (as of 2024/08/31)
- 6.6 January – June 2024 Incident (Security) Report

Motion #24.39

Moved by K. Danylak, Seconded by K. Smuk **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 shared that the minutes from past ABRWG meetings were included in the meeting package. A. Maginley shared that he attended the ABRWG's in-meeting in July, where the group provided valuable feedback on recent changes. The Board was informed that representatives from the ABRWG will present the second of two annual updates for 2024 at the October Board meeting.

Looking ahead to the October ABRWG meeting agenda, S. Oza reported that the Collections team will attend to share their progress on the ABRWG recommendations for 2024. Additionally, the Marketing team will present their final work plan, which will include recommendations for promoting events and collections.

S. Oza shared that there is strong interest from ABRWG members in participating in social media campaigns highlighting collections. She also emphasized how fortunate we feel to have such an engaged and involved group of ambassadors. She expressed her gratitude for their participation in recent events, including Emancipation Day on August 1st, the International Day for People of African Descent on August 31st, and the Cultural Fusion Fair on September 14th.

9.2 Report 02-24 Respect in the Workplace Policy

J. Flowers discussed the updates made to the Respect in the Workplace Policy. This is the second review of the policy by the Board. The first review took place at the June 2024 meeting where the Board discussed the new workplace harassment complaint form (included as an appendix of the policy). At the first review, the form contained a statement about anonymous complaints not being investigated. In response to the Board's concerns, J. Flowers consulted with other libraries and the City of Pickering HR staff on the issue. Revisions were made to the form with an aim of reducing barriers to reporting harassment while ensuring staff understand there are limits to how thoroughly anonymous complaints can be investigated.

The Board expressed agreement with the recommended revisions outlined in red in the attached policy and appendices. In addition, they requested a small edit to the form to include "Social Media" as an option under "Type of Incident."

Motion #24.40

Moved by D. Sharma, Seconded by A. Mir **Motion THAT** the Board approve the Respect in the Workplace Policy as amended, the policy being complete, sound, and effective.
Carried.

9.3 Report 03-24 Facilities Projects Update

C. Moore highlighted key points from his report. This is the first report following the Board's recommendation at the February 22, 2024 meeting that they be provided semi-annual updates on facility projects.

9.4 2025 Current and Capital Budget Estimates

J. Flowers reported that the first draft of the operating and capital budgets was submitted for review to the City Finance department. After a few rounds of revisions, the 2025 operating budget draft reflects a 5.45% increase. The capital budget shows a significant jump from the prior year, as the Library continues to invest in capital projects to improve the library experience for clients. Planned projects include installing work pods at GAL, Central Library lobby and washroom retrofits, Central Library shelving replacements, and capital for PHCC, including collections, furniture, fixtures and equipment.

In response to a question about the 5.45% increase, J. Flowers explained that there have been several discussions with the City regarding the budget. So far, the City has been generally receptive.

When asked about the location of the lobby and washroom retrofit, J. Flowers clarified that these renovations are planned for the Central Library. Any leftover funds after the washroom work will be allocated for lighting improvements in the lobby.

Regarding the costs Seaton Library, J. Flowers noted final numbers are still unknown because the design has not yet been finalized.

10. Executive Limitations Policies & Monitoring Reports

10.1 EL 05 Financial Planning

K. Smuk confirmed that the budget documents are structured to support both operating and capital budgets. She highlighted that the budget allocates sufficient funds to support the Governance Investment policy to ensure that the Board effectively fulfills its governance responsibilities. She noted that the policy appears stable and reasonable year over year and expressed confidence in its approach.

Motion #24.41

Moved by K. Smuk, Seconded by A. Mir **Motion THAT** Board has received the monitoring report for policy EL 05 Financial Planning as presented; and agrees that it provides reasonable interpretation of the policy and evidence of compliance; and THAT the Board adopt policy EL 05 Financial Planning as presented, the policy being complete, sound, and effective.
Carried.

10.2 EL 06 Financial Condition

K. Smuk confirmed that the finance processes, including expenditures, are aligned with meeting organizational goals. She highlighted that the most recent financial audit raised no concerns. Furthermore, the March 2024 budget motion, which was passed by the Board, was successfully presented to Council and deemed complete. K. Smuk expressed confidence that the Library remains in compliance with the EL 06 Financial Condition policy.

It was noted that there was a small typo in the monitoring report under Evidence for the Policy Element: Header Paragraph. It was amended to read:

1. External audit of the Library's 2022 financial statements was completed in 2023 with no issues raised by the auditors. The 2023 financial statements are ***expected to be approved by Council at the October 2024 meeting and will be approved by the Library Board in November 2024.***

Motion #24.42

Moved by K. Smuk, Seconded by D. Sharma **Motion THAT** Board has received the monitoring report for policy EL 06 Financial Condition as amended; and agrees that it provides reasonable interpretation of the policy and evidence of compliance; and THAT the Board adopt policy EL 06 Financial Condition as presented, the policy being complete, sound, and effective.

Carried.

Executive Limitations policy EL 02 Treatment of Clients will be discussed at the next Board meeting. All members were asked to review prior to the next meeting. Assigned to K. Danylak.

11. Board Committee Reports

11.1 Report of the Board Building Committee

C. Moore reported that the committee last met in June. A verbal summary of the June meeting was provided at the June Board meeting, but the minutes were included in the current meeting's consent agenda.

11.2 Report of the Board Community Linkage Committee

No report provided.

12. Governance

None.

13. Board Policy Review

13.1 Annual Board Bylaws Review

Presentation of this agenda item delegated to J. Flowers.

J. Flowers reminded the Board that the PPL Board Bylaws are to be reviewed annually. She indicated that the meeting package included the current bylaws document, with recommended changes indicated in red. Significant updates included enhanced media engagement guidelines, the provision for Board education and training, and clearer guidelines regarding delegations. Some changes were based on recent Council changes and insights from other libraries, while others were minor adjustments.

There was a question regarding Section 2, specifically whether public statements should include wording to accommodate social media posts and if any guidelines on social media conduct should be addressed. It was noted that Board Member conduct is addressed in policy GP 04 Code of Conduct, however the policy currently lacks any reference to social media conduct. Consequently, it was recommended that GP 04 be revised to include provisions related to Board Member social media use and presented to the Board for further discussion and adoption at the October meeting.

Motion #24.43

Moved by K. Danylak, Seconded by F. Mahjabeen **Motion THAT** the Board adopt the Pickering Public Library Bylaws as amended.

Carried.

14. New & Unfinished Business

14.1 Member Community Reports

Board members expressed their appreciation for the many Library events over the summer that they and their families attended, including the Summer Reading Club launch. They also conveyed their enthusiasm for the Seed Library program and the new work pods at the Central Library.

Councillor Butt inquired about the status of the Claremont Pioneers video project. J. Flowers informed him that contact had been made with the Claremont community regarding timelines; however, they indicated that the planning of an upcoming community event did not allow them to work on the project at this time. Councillor Butt stated that he would follow up on this matter with the community and update J. Flowers on the next steps.

14.2 Seaton Recreation Complex & Library Community Engagement – Public Open Houses

Hard copies of the community engagement poster and a memo to the Board from K. Bradley, Community Initiatives, were distributed to the Board Members.

J. Flowers highlighted that two members of the Board have been invited to participate in a separate event on the evening of October 9th, which is exclusive to stakeholders and community advisory groups. K. Danylak and A. Mir, representing the Board Building Committee, volunteered to attend, with A. Maginley as a backup if needed.

15. Confidential Matter

There were no confidential matters discussed.

16. Board Meeting Evaluation

Vice-Chair Maginley 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, October 24, 2024 at 7:00 pm.

Motion #24.44

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

The meeting was adjourned at 8:38 pm.

Signature of Library CEO:

Date:

Signature of Library Board Chair:

Date: