

1. **Meeting Called to Order** Chair
2. **Land Acknowledgement** B. Kenworthy
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](mailto:board@pickeringlibrary.ca) or refer to the Delegations Section 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** Chair MOTION  
**Conflict of Interest Disclosure** to Approve
5. **Presentations**
  - 5.1 K. Boncoglu, Client Experience Specialist - Digital  
Re: Maker Space Update
6. **Consent Agenda** Chair MOTION  
to Approve
  - 6.1 Minutes of the Previous Board Meeting – [Pg 1](#)  
October 24, 2024
  - 6.2 Library Information Update – November [Pg 6](#)  
2024
  - 6.3 Minutes of the Community Linkage [Pg 11](#)  
Committee – October 23, 2024
7. **Correspondence**  
None.
8. **Ends Discussion**  
None.
9. **Staff Reports**
  - 9.1 Anti-Black Racism Working Group Update Verbal S. Oza  
 [Minutes of the October 9, 2024 ABRWG Update  
 meeting attached - [Pg 12](#)]
10. **Monitoring Reports – Executive Limitations**
  - 10.1 EL 07 Emergency Succession Planning [Pg 14](#) B. Kenworthy MOTION  
to Receive  
/ Adopt

**11. Board Committee Reports**

- |             |   |               |                 |
|-------------|---|---------------|-----------------|
| <b>11.1</b> | Report of the Board Building Committee    | Verbal Update | Committee Chair |
| <b>11.2</b> | Report of the Community Linkage Committee | Verbal Update | Committee Chair |
| <b>11.3</b> | Report of the CEO Evaluation Committee    | Verbal Update | Committee Chair |

**12. Governance**

None.

**13. Board Policy Review**

None.

**14. New & Unfinished Business**

- |             |                             |               |             |
|-------------|-----------------------------|---------------|-------------|
| <b>14.1</b> | Member Community Reports    |               |             |
| <b>14.2</b> | OLS Board Meeting Update    | Verbal Update | A. Maginley |
| <b>14.3</b> | OLA Library Board Boot Camp | Verbal Update | J. Flowers  |
| <b>14.4</b> | Board Chair Term End        | Verbal Update | Chair       |

**15. Confidential Matter**

None.

**16. Board Meeting Evaluation**

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

**17. Adjournment**

Chair	MOTION to Adjourn
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**Next Meeting:**

To be Held: Thursday, December 12, 2024 (In-Camera)  
Thursday, January 23, 2024 (Regular)

Location: Central Library Auditorium (Regular Meeting)

**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 07 Emergency Executive Succession and agrees that it provides reasonable interpretation of the policy and evidence of compliance; and THAT the Board adopt policy EL 07 Emergency Executive Succession as presented, the policy being complete, sound, and effective.
17.     THAT the meeting be adjourned.

Held: Thursday, October 24, 2024

Location: Pickering Central Library Auditorium

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

Absent: Councillor S. Butt

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

### 1. Meeting Called to Order

Chair Sheehy called the meeting to order at 7:02 pm

### 2. Land Acknowledgement

K. Danylak read the Library Land Acknowledgement.

### 3. Public Delegations

None.

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

No interest was declared.

Amendments to the Agenda:

- Item 9.2 was revised to remove the reference to written report 04-24, as the report will be delivered verbally.

#### **Motion #24.45**

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

**Carried.**

### 5. Presentations

#### 5.1 Anti-Black Racism Working Group 2024 Update #2

Teronie Donaldson, Co-Chair of the Anti-Black Racism Working Group (ABRWG), and Nicole Facey, a member of the group, began by sharing personal experiences with libraries. They emphasized how the work of the ABRWG has been a deeply collaborative effort, expressing gratitude for the opportunity to contribute.

They also highlighted that participating in outreach activities at community events has been an unexpected bonus for the group. Residents who stop by their outreach tables

discovered that the library is much more than just a place for books—it's a space for collaboration, community engagement, and meaningful connections.

A handout about the ABRWG was shared with Board members, providing an overview about the group, their impact, and their priorities over the last 4 years. The handout also outlined the group's recommendations and action plans. It was highlighted that since October 2020, ABRWG members have collectively volunteered over 800 hours.

In response to a question about observing library spaces over the summer, Mr. Donaldson shared that one of the most impactful outcomes was seeing ABRWG members and library clients reflected in the library's displays, events, and collections. He emphasized that it was evidence that the library is committed to fostering a diverse and inclusive environment.

J. Flowers shared that earlier in the year, S. Yung did a presentation at a library conference in the United States about the ABRWG and its achievements. The reception was overwhelmingly positive and underscored how innovative the group's contributions are to the library.

In closing, appreciation was expressed to the ABRWG for their meaningful contributions. It was acknowledged that the group has made significant accomplishments that have positively impacted the community.

The group shared their gratitude for the opportunity to engage in meaningful conversations. This sentiment was echoed by both the Board and staff who added that they look forward to what the future brings.

Mr. Donaldson and Ms. Facey departed the meeting at 7:34 pm.

## **5.2 Ovee Update**

J. Sutherland provided Board members with a FAQ sheet about Ovee and, for the benefit of virtual attendees, shared some of its content verbally. Board members attending in person were then invited to visit Ovee in person following the presentation.

In a question about library card sign-ups in Ovee, J. Sutherland explained that residents can sign up for cards on Ovee and staff use the same system as in branch locations.

When asked about stops at long-term care homes, J. Sutherland shared that one of the outreach staff is already working to coordinate visits to long-term homes and seniors' residences, offering Ovee either as a one-off stop or on a recurring schedule. It was noted that Ovee adds a new layer to our existing partnerships, with many partners excited to collaborate at specific stops. Beyond logistics, Ovee also serves as a powerful tool to further support and engage with the community.

J. Sutherland and S. Yung departed the meeting at 8:00 pm.

## **6. Consent Agenda**

**6.1 Minutes of the Previous Board Meeting – September 26, 2024**

**6.2 Library Information Update – October 2024**

**6.3 2024 Q3 Stats Review (KPIs)**

**6.4 2024 Financial Review (as of 2024/09/30)**

**6.5 Client Feedback Summary (January to June 2024)**

**Motion #24.46**

Moved by D. Sharma, Seconded by K. Danylak **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**

Given the ABRWG presentation earlier in the meeting, there were no further updates.

**9.2 Claremont Extended Access Pilot**

Using a PowerPoint presentation, S. Oza shared several highlights, key data, and trends in client engagement. This included the results of client feedback surveys, which identified the top three reasons clients visit the library, along with notable comments from clients. In conclusion, S. Oza stated that the pilot program has been successful, achieving high levels of satisfaction among clients. Ongoing monitoring of usage and client feedback will continue to sustain momentum and identify further areas for improvement.

Several comments and questions arose regarding the key data related to Claremont residents, specifically the number of library cardholders versus those registered for extended access, their frequency of visits, and travel distances to the library. To enhance clarity, C. Moore will perform an analysis of postal codes and provide the results at a future meeting.

**9.3 Stakeholder Consultation for Seaton Recreation Complex & Library**

The Board was asked to review early concept designs of the Seaton Recreation Complex & Library from a Board perspective. J. Flowers presented three design options with visual aids and facilitated a discussion. The feedback included preferences about the building's positioning on the site, the library's placement within the building, and proximity to exterior features.

Comments and recommendations from the Board were captured. A letter summarizing these points, along with comments from the Building Committee, as noted in the June committee meeting minutes, will be created and circulated to the Board for final review before submission to the architects.

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

**10.1 EL 02 Treatment of Clients**

K. Danylak met with J. Flowers to discuss the policy and monitoring report. The discussion centered on a broad interpretation of responsibilities, including information collection, accessibility, and overall conduct. A focus on policy element #2 included an emphasis on third-party software, and confidence was expressed that the library is effectively managing situations as they arise. Cybersecurity risks were acknowledged as an ongoing issue, with a shared goal of ensuring patrons feel their information is

protected. K. Danylak noted that associated policies are scheduled for review and updates, including a review of the video surveillance policy in relation to Claremont's extended access. K. Danylak expressed her confidence that the Library was in compliance with EL 02.

**Motion #24.47**

Moved by K. Danylak, Seconded by A. Mir **Motion THAT** Board has received the monitoring report for policy EL 02 Treatment of Clients as presented; and agrees that it provides reasonable interpretation of the policy and evidence of compliance; and THAT the Board adopt policy EL 02 Treatment of Clients as presented, the policy being complete, sound, and effective.

**Carried.**

Executive Limitations policy **EL 07 Emergency Executive Succession** will be discussed at the next Board meeting. All members were asked to review prior to the next meeting. Assigned to B. Kenworthy.

**11. Board Committee Reports**

**11.1 Report of the Board Building Committee**

No additional updates beyond those covered in Item 9.3.

**11.2 Report of the Board Community Linkage Committee**

A. Maginley reported that the committee met the previous evening to review and update the workplan, which will be presented at the next meeting. Thanks were extended to S. Oza for her support over the past year as the committee's staff liaison. After two years of focusing on teens, the committee is now planning to shift its focus to a new, to be determined, area.

**12. Governance**

**12.1 GP 04 Code of Conduct**

At the September meeting, the Board reviewed the Pickering Public Library board Bylaws and updated the language regarding Board communications and social media. As this policy governs the conduct of the Board members, updates were requested to be made to the Code of Conduct policy to ensure alignment between the bylaws and the policy.

**Motion #24.48**

Moved by K. Danylak, Seconded by A. Maginley **Motion THAT** the Board adopt policy GP 04 Code of Conduct as amended, the policy being complete, sound, and effective.

**Carried.**

**13. Board Policy Review**

None.

**14. New & Unfinished Business**

**14.1 Member Community Reports**

None.

**14.2 Mid-Term Board Check-Ins**

Chair Sheehy advised that Board Chair, Vice-Chair and CEO conducted check-in meetings with the last term of Board members in 2021, at the midway point. J. Flowers,

along with the Chair and one of the Vice-Chairs, hope to conduct similar meetings with each Board member at this term's midway point to gather feedback and assess what's going well, areas for improvement, and any needed refocusing. These online meetings will be scheduled for January. Email invitations will be sent out shortly.

**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, November 28, 2024 at 7:00 pm.

**Motion #24.49**

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

The meeting was adjourned at 8:56 pm.

Signature of Library CEO:

Date:

Signature of Library Board Chair:

Date:



## 1 The Best Place For Everyone To Learn

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### Local Author Panel



A panel of local authors shared insights on writing and publishing during a local author panel attended by thirteen clients. Furqan Mohamed, a writer and educator, discussed her work on culture and diaspora, and the publication of her debut chapbook *A Small Homecoming*. Felix I.D. Dimaro, an author of dark psychological fiction, talked about his novels that explore themes of morality, mental health, and the environment. Bee Quammie, a multimedia storyteller

and author, who has written for *The Globe and Mail* and *Refinery29*, discussed her work and upcoming debut book, *The Book of Possibilities*, with Penguin Canada.

### PA Day Fun: Let's Get Wild with Reptilia

During one of the PA Days in November, staff partnered with Reptilia Zoo in Whitby to bring live snakes, turtles and lizards to the library. Children learned about each animal and had the opportunity to pet and take pictures with the animals and ask the presenter questions. There were 34 children in attendance.



### Ontario Tech University Outreach Table

Staff visited Ontario Tech University to inform students about the library services available to them as students in Durham Region. During the visit, outreach staff engaged with 48 students and issued 18 new library cards.



### **Book Sale – November 2024**

The Library's bi-annual Book Sale was a tremendous success. Enthusiastic shoppers lined up early each day, and steady crowds kept the event bustling throughout the weekend. Most items for sale included older or extra copies of library materials, supplemented by an impressive selection of community-donated books. Shoppers paid through donations to the Library, and their generosity made this event our most successful to date, nearly doubling the revenue from our Spring book sale.

## **2 Committed To Care, Inclusion And Belonging**

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### **Teen Chill & Chat: Wellness Series Wrap Up Party**

Teen Series has been running a 4-part series of wellness workshops for teens since September and this month was the series wrap up party. Teens came together to have refreshments, play games, and build community. At the end of the program, 85% of participants indicated that they had a positive experience throughout the series and gained more knowledge on wellness topics.

### **Library Outreach Vehicle (Ovee) at Fall Fling**

At Fall Fling, a community event hosted by the City of Pickering, staff welcomed attendees to explore Ovee. Visitors had the chance to step inside the vehicle and borrow from its extensive collection of books. A highlight of the day was the popular bookmark-decorating activity, which captivated children and families alike.

In addition to the hands-on fun, 21 new clients took advantage of the event to sign up for library cards, further expanding the reach of the library's services. Over the course of the day, 300+ children and adults had the chance to explore Ovee, learn about the wide array of services available through the library, and enjoy a memorable, interactive experience. The event was successful in connecting the community with the valuable resources offered by the Library, and it showcased the accessibility and impact of PPL's mobile library service for residents of all ages.



### **Film Screening: Subjects of Desire**

Library staff did a special film screening of a film by Hungry Eyes Media titled “Subjects of Desire”, which explores the cultural shift in North American beauty standards towards embracing Black female aesthetics and features while exposing the deliberate and often dangerous portrayals of Black women in the media. The film screening was attended by a member of the Hungry Eyes production team, and they provided valuable insight into the making of this film as well as some of the history behind some of the changing cultural standards. The screening was well attended, and a very engaging post screening conversation ensued with several of the audience sharing some of their experiences.

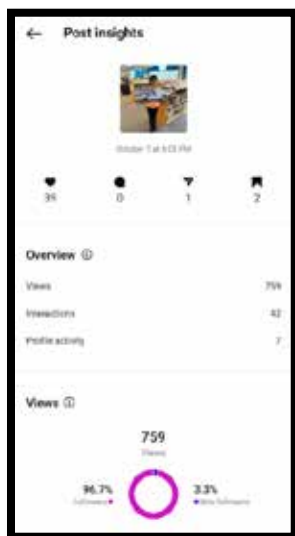
### CDCD’s Durham Humanitarian Response Project Support

As part of its ongoing partnership with the Community Development Council Durham (CDCD) and the Durham Humanitarian Response Project (DHRP), staff hosted two enriching activity nights for 33 refugee children. These events provided an opportunity for the children to engage in educational and fun activities, fostering a sense of community and learning through play.

A highlight of the evenings was a hands-on introduction to block coding, where children used the library’s Osmo coding sets to explore the basics of coding in a playful and interactive way. The children worked through coding challenges, enhancing their problem-solving and critical thinking skills in a supportive and collaborative environment.

## 3 A Connected Community

### Online Promotions



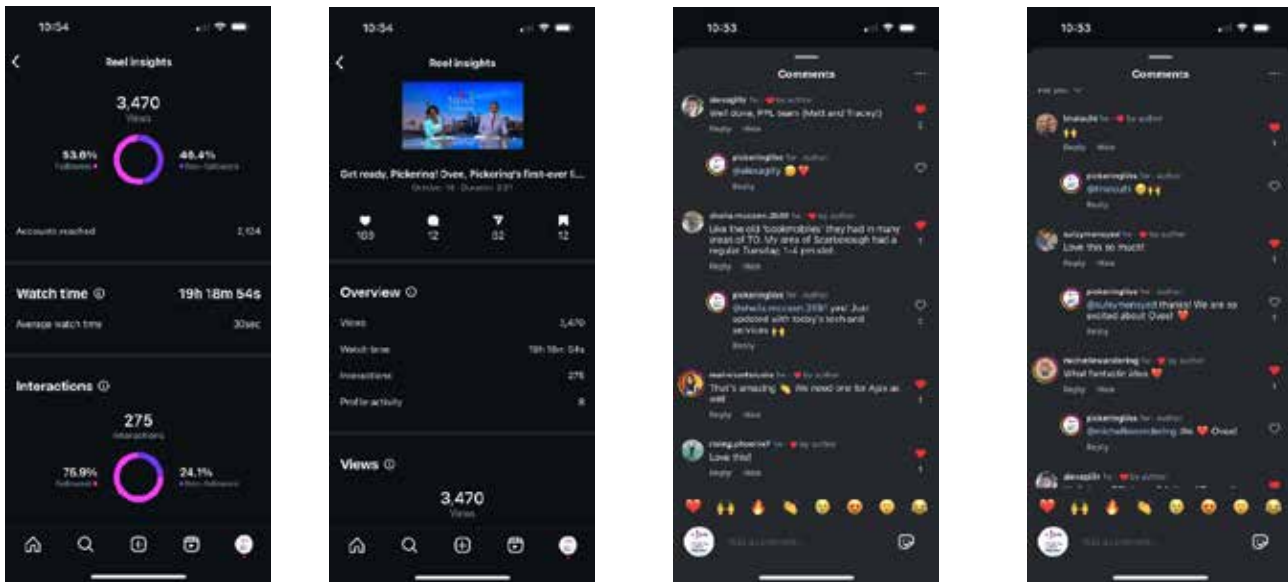
In October, PPL celebrated *World Space Week* as it tied into this year’s TD Summer Reading Club (“SRC”) theme. A social media post congratulated the SRC prize winners, sparking many reactions and comments that fostered a sense of community pride. Click [here](#) to see the post on Instagram.

Online promotion across all social media channels was well received. The recap post for the Ovee Launch Party gained positive attention on Instagram and Facebook, achieving higher-than-usual engagement rates.





When CTV filmed and aired a segment about Ovee for their newscast, offering another chance for community members to learn about the service and show their support, staff shared the segment on social media. This significantly boosted traffic to the library's online profiles. On Instagram, the post reached 2,100 users, with 12 comments, 62 shares, and 189 likes. Click [here to see the CTV coverage](#).



### Aging Well Information and Active Living Fair Information Booth

At a recent City-hosted event designed for the 55+ community, staff joined a variety of community partners to share valuable resources and information. The library's booth was a popular destination, where staff interacted with 231 visitors, offering library card registration, book browsing and checkout, as well as details about upcoming programs, services, and other library resources.



In addition to promoting upcoming library events, the team also shared details about available services, such as assistive loanables, senior-friendly programs, and one-on-one device support.

The event provided a wonderful opportunity for the library to connect with the 55+ community, strengthen its presence in the area, and foster ongoing engagement with residents of Pickering.

### Swiftie Party Events

The Library hosted two exciting events to unite Taylor Swift fans in anticipation of her Toronto concerts. The Swiftie Party events provided a unique opportunity for fans who couldn't attend the concert to celebrate their shared fandom. Attendees gathered to compete in spirited trivia challenges, craft friendship bracelets for exchange, and engage in lively discussions about their love for Taylor Swift's music and artistry. These dynamic events drew a total of 40 enthusiastic participants, fostering

a vibrant local community of Swifties.

## 4 Building For The Future

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### Recycled Craft Fun

Staff team ran a recycling program in partnership with the City of Pickering's Sustainability Department and master's students from the Eco-waste Department of the Toronto Metropolitan University to celebrate Waste Reduction Week. Children learned how to properly use green and blue bins, engaged in interactive stations with the university students and created a craft with various recycled materials. There were 25 children in attendance.

## Organizational Excellence

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### EDI Book Club with Perdita Felicien

Staff from the PPL Equity, Diversity and Inclusion Working Group (formerly the "Inclusion Committee") hosted an EDI Book Club with Canadian Olympian and author Perdita Felicien on her first book, "My Mother's Daughter." This book is a powerful memoir that offers a deeply personal exploration of family, identity, and the immigrant experience.



The initiative offered a unique opportunity for staff from the Library and the City to come together and engage in a thought-provoking discussion centered on equity, diversity, and inclusion. As part of ongoing efforts to create a more inclusive and equitable workplace, staff are exploring books that reflect diverse experiences, challenge them to think critically, and inspire meaningful change within our community.

Held: October 23, 2024

Location: Virtual Meeting

Attendees: A. Mir; A. Maginley; F. Mahjabeen; K. Smuk

Absent:

Staff: S. Oza, Director, Engagement & Client Experience

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### 1. Call to Order

Meeting Commencement Time: 7.00 pm

### 2. Review and update 2024 Work Plan:

- Workplan was reviewed and updated.

### 3. Next steps

- Members agreed to participate in Community Update meeting regarding the Library's 4-year Strategic Plan.

### 4. Date of Next Meeting and Adjournment

The next meeting will be held in 2025 once a date for the Community Update meeting has been established.

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# Meeting Minutes

## **Anti-Black Racism Working Group**

Wednesday, October 9, 2024, 6:30 pm

Location Online via Zoom

**Attendees:** Charmain Brown (Notetaker), Marsha Hinds Myrie, Nicole Facey, Romina Diaz-Matus, Samantha Adebisi, Teronie Donaldson

**Library Staff:** Shobha Oza, Sabrina Yung

**Absent:** Bernadette Hood-Caesar

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1. Land Acknowledgement and Ancestral Acknowledgement
  - Read by SY and NF.
2. Conflict of Interest Declaration
  - No conflicts declared.
3. Review Meeting Minutes
  - August meeting minutes reviewed.
  - No edits or changes were expressed.
  - No meeting took place in September. Members visited the library in lieu of a monthly meeting, therefore there are no September meeting minutes to review.
4. Review ABRWG Annual Self-Evaluation Draft – Identify and Discuss Edits, Confirm Completion Timeline
  - Time during the meeting was given to allow ABRWG members to review the draft, shared by email prior to the meeting.
  - Brief discussion about whether there were any questions or concerns regarding the draft took place.
  - Members stated that they were comfortable with the draft and will move forward with completing it in the coming days.
  - SY will follow up with an email to offer members who were not present for this edit/review discussion to share any suggestions for change. One week will be provided for this review. Following the one-week period, SY will send the group a live link to the 2024 online form for completion ahead of the November meeting.
  - Members are encouraged to complete the form one week before the November meeting. SY will use that time to pull and review the results, to identify significant scoring discrepancies and/or concerns.
  - A reminder that the form is not anonymous. Results will be shared openly and transparently at the next meeting and help shape the 2025 ABRWG Work Plan.

5. October Board Meeting
  - SY revisited the upcoming Library Board meeting plans. The group determined which ABRWG members would be sharing an update with the Board on behalf of the group.
  - NF and TD volunteered to attend and provide an update on behalf of the ABRWG. SY will follow up with NF and TD to prepare speaking notes.
  - All ABRWG members are invited to attend in-person to support.
6. September In-Person Library Visits – Debrief
  - Between August 14th to October 9th, ABRWG members met with SY, SO and the Marketing Team, during a scheduled library visit to support marketing initiatives and explore the library to observe the user experience.
  - SA, TD, BHC and CB completed a recording for future videos, sharing their individual selected library resources and recommendations.
  - TD shared that it was quiet when he was in the library but did experience some clients that felt that the space was a bit loud for them. SY shared about the Quiet Zones strategy, and that library staff do their best to rove around and redirect to clients to the appropriate areas (e.g., upstairs if the client is looking for quiet or silent study spaces).
  - CB and SA shared their recent experiences at the Central Library.
  - Members who did not make it in-person to complete a visit will endeavour to do so soon. Their feedback is always welcome.
  - Overall, the in-person visits were a positive experience, and it was agreed that adding this activity to the ABRWG Work Plan was a good idea. Consider continuing to do so in the 2025 Work Plan.
7. August 31 – International Day for People of African Descent Event Debrief
  - SA, TD and CB attended the event and shared their experiences. Members had great, positive engagements with community members. Heard positive feedback from folks who do currently use the library.
8. September 14 – City of Pickering Cultural Fusion at Esplanade Park Debrief
  - SA and CB attended the event and shared about their experiences
  - There was a large attendance and a lot of positive community engagement.
  - The library booth had a lot of visitors that participated in activities, received information about services and gave feedback.
  - There were other opportunities to participate in City of Pickering community feedback activities – including a public art engagement for a new City facility at the museum.
9. OVEE Launch Update
  - SO shared an update on the launch of Ovee and the services it provides
  - SY suggested exploring the possibility of visiting Ovee during an upcoming in-person ABRWG meeting.


**Next Meeting: November 13<sup>th</sup>, 6:30 pm (online)**



**Policy Type:** Executive Limitations

**Policy Title:** [EL 07 Emergency Executive Succession](#)

I hereby present my monitoring report on your Executive Limitations policy “Treatment of Clients” 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/Director of Public Libraries)

November 21, 2024

Date

**Policy Element: Header Paragraph**

In order to protect the Board from sudden loss of CEO services, the CEO may not have fewer than two other executives familiar with Board and CEO issues and processes to enable either to take over with reasonable proficiency as an interim successor.

**I interpret this as follows:**

1. “executives”: leadership staff holding senior positions such as that of Director.
2. “CEO issues and processes”: those practices and issues which are the sole responsibility of the CEO.
3. “reasonable proficiency”: the ability to ensure the organization continues to function and operate at the current level.

**Compliance will be demonstrated when:**

All library services continue to operate efficiently during CEO absences. At least two individuals are accountable for continuing operations in the CEO’s absence.

**Evidence:**

- The Director of Engagement and Client Experience and the Director of Corporate Services and Collections can act as interim CEO in any absence and discharge all duties related to Board administration, City of Pickering matters/liaison role, and appropriate operational decisions.
- During any recent temporary absences of the CEO (e.g. vacation), there have been no service interruptions at the Board, City, or operational levels.