The City of Pickering Public Library Board
DRAFT Meeting Minutes

Location: Central Library Auditorium

Attendees: Councillor S. Butt (departed 7:33 pm), Councillor L. Cook; K. Danylak; B. Kenworthy; A. Maginley (Chair); F. Mahjabeen; A. Mir; D. Sharma; S. Sheehy, K. Smuk

Absent: Councillor M. Brenner;

Staff: J. Flowers, CEO/Director of Public Libraries; C. Moore, Director, Corporate Services & Collections; S. Oza, Director, Engagement & Client Experience; M. Jackson, Executive Assistant

1. Meeting Called to Order
Chair Maginley called the meeting to order at 7:07 pm.

2. Land Acknowledgement
A. Mir 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 by:

- Removal of **Item 12.1** Library Board Midterm Touchbase from J. Flowers.

   Motion #25.01
   Moved by Councillor L. Cook, Seconded by K. Danylak **Motion THAT** the Agenda be adopted as amended.
   Carried.

5. Presentations
5.1 Facilities

C. Moore, Director, Corporate Services & Collections and B. Cortese, Manager, Facilities & Administration, provided a presentation highlighting an overview of the Facilities projects and renovations. Board Members and staff went on a tour to see updates to the Central Library's Maker Space.

Discussion between Staff and Board Members regarding PHCC:

- opening date aimed for April/May 2026; and,

- organizing a potential visit and tour before grand opening for the Library Board.

6. Consent Agenda

6.1 Minutes of the Previous Board Meeting – January 23, 2025

6.2 Library Information Update – February 2025

Motion #25.02
Moved by S. Sheehy, Seconded by D. Sharma **Motion THAT** the items on the Consent Agenda be adopted.
Carried.

7. Correspondence

7.1 There were no correspondence items.

8. Ends Discussion

8.1 Strategic Plan Project Review

J. Flowers handed out a printed copy of the new Strategic Plan to Board Members. She presented a list of projects and initiatives that would support the 2024-2027 Strategic Plan. She shared that the Leadership Team has been giving presentations on the new values and growth mindset. The Library Board provided feedback on the priorities and goals.

Discussion between Staff and Board Members included:

- Confirmation that discarded library books are included in the semi-annual Book Sale and that copies of timeless titles are reordered to ensure they are available.

- C. Moore is procuring collection analysis software to ensure the collection balances popular titles with diverse titles that reflect the Pickering community. The new software will be able to make suggestions on book selections and when to purchase new copies of books, to ensure the collection remains relevant.

- The Central Library's Children's Area will be going through renovations in the spring. This will include new shelving and furniture.

- The library is working on philanthropy initiatives with PPL merchandise for sale (i.e. tote, animal scarf and stickers).

- Discussion on advocacy work and opportunities to obtain more grant funding from government on Library funded initiatives. The Board agreed to investigate this further in the spring.

9. Staff Reports

9.1 Anti-Black Racism Working Group Update

S. Oza provided a verbal update that due a major snow event, the last meeting was cancelled and therefore, there are no minutes or updates. The next ABRWG meeting will be March 12, 2025.

9.2 Report 03-25 ILS Database Account Maintenance 2025

C. Moore shared that the annual ILS Database Account Management 2025 Report to inform the Board of client account balances that will be written off in 2025.

10. Executive Limitations Policies & Monitoring Reports

10.1 EL 03 Staff Treatment (First)

S. Sheehy provided a brief summary regarding the Policy EL 08 Staff Treatment.

Motion #25.03

Moved by D. Sharma, Seconded by Councillor L. Cook **Motion THAT** Board has received the monitoring report for policy EL 03 Staff Treatment as presented; and agrees that it provides reasonable interpretation of the policy and evidence of compliance; and THAT the Board adopt policy EL 03 Staff Treatment as presented, the policy being complete, sound, and effective.
Carried.

J. Flowers shared that the rate of absenteeism is steady from the previous year and absenteeism procedures will be updated in 2025.

10.2 EL 08 Asset Protection

S. Sheehy provided a brief summary regarding the Policy EL 08 Staff Treatment.

Motion #25.04

Moved by S. Sheehy, Seconded by Councillor L. Cook **Motion THAT** the Board moved into a closed session in accordance with provisions of Section 16.1 (4) of the Ontario Libraries Act and Section 3.9 of the Pickering Public Library Board Bylaws, in the matters to be discussed are related to:
a) The security of the property of the Board.
Carried.

Confidential Verbal Update from J. Flowers and C. Moore

This portion of the meeting was closed to the public. Refer to the In Camera meeting minutes for further information. [CEO/Director of Public Libraries has custody and control of the In Camera minutes].

Motion #25.05

Moved by Councillor L. Cook, Seconded by F. Mahjabeen **Motion THAT** the Board rise from the closed session of the Pickering Public Library Board meeting.
Carried.

Motion #25.06

Moved by D. Sharma, Seconded by K. Danylak **Motion THAT** Board has received the monitoring report for policy EL 08 Asset Protection as presented; and agrees that it provides reasonable interpretation of the policy and evidence of compliance; and THAT the Board adopt policy EL 08 Asset Protection as presented, the policy being complete, sound, and effective.
Carried.

Executive Limitations policy EL 09 Compensation & Benefits 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 Community Linkage Committee

J. Flowers provided a verbal update that the Community Linkage Committee has yet to meet. Therefore, there is no report update. This committee will meet soon, and a Chair will be established.

11.2 Report of the CEO Evaluation Committee

J. Flowers provided a verbal update that the CEO Evaluation Committee has yet to meet. Therefore, there is no report update. This committee will meet soon, and a Chair will be established.

11.3 Report of the Building & Facilities Committee

J. Flowers provided a verbal update that the Building & Facilities Committee has yet to meet. Therefore, there is no report update. This committee will meet soon, and a Chair will be established.

12. Governance

12.1 Library Board Midterm Touchbase

J. Flowers requested this item put added to the March Board agenda.

A. Maginley shared that the Chair, Vice Chair, and CEO/Director of Public Libraries will be meeting with the Library Board Regional and City Councillors before the next Board meeting.

13. New & Unfinished Business

13.1 Member Community Reports

K. Danylak, S. Sheehy, and A. Maginley attended the Strategic Plan Celebration and received positive feedback from the community on the event, prizes and engagement.

A. Maginley attended a Scavenger Hunt at Central Library and his kids loved it and he gave thanks to staff.

14. Confidential Matter

There were no confidential matters discussed.

15. Board Meeting Evaluation

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.

Revamp survey (review of midterm results after speaking with Councillors).

16. Date of Next Meeting and Adjournment

The next Board meeting will be held on Thursday, March 27 at 7:00 pm at George Ashe Library.

Motion #25.07
Moved by Councillor L. Cook, Seconded by K. Danylak **Motion THAT** the meeting be adjourned.
Carried.

The meeting was adjourned at 8:26 pm.

Signature of Library CEO: Date:

Signature of Library Board Chair: Date:.