

The City of Pickering Public Library Board Meeting Minutes

Location: George Ashe Library – Silent Room

Attendees: Councillor S. Butt; K. Danylak; B. Kenworthy; A. Maginley (Chair); D. Sharma; K. Smuk

Absent: Councillor M. Brenner; Councillor L. Cook; A. Mir; S. Sheehy; F. Mahjabeen

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 7:06 pm.

2. Land Acknowledgement

D. Sharma read the City of Pickering Land Acknowledgement.

3. Public Delegations

There were no public delegations.

4. Approval of Agenda, Conflict of Interest Disclosure

No interest was declared.

Motion #24.01

Moved by Chair Maginley, Seconded by B. Kenworthy a **Motion THAT** the Agenda be adopted.

Carried.

5. Presentations

None

6. Consent Agenda

6.1 Minutes of the Previous Board Meeting – February 27, 2025

6.2 Confidential Minutes of the In-Camera Portion of the Previous Board Meeting – February 27, 2025 [provided under separate cover]

6.3 Library Information Update – March 2025

Motion #24.02

Moved by Chair Maginley, Seconded by D. Sharma **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 (“ABRWG”) Update

Minutes of the ABRWG Meeting were included in the agenda. S. Oza provided an update from the ABRWG March meeting where the focus was the refreshed Maker Space. The ABRWG is continuing the recruitment process for new members.

Executive Limitations Policies & Monitoring Reports

9.2 EL 09 Compensation & Benefits

The policy covers fiscal integrity in compensation and benefits. K. Smuk found compliance was demonstrated. She was satisfied that the report was accurate and complete.

K. Smuk highlighted that in the overview, volunteers are listed but no elements within the policy address volunteers.

J. Flowers mentioned that volunteers appointed by Council to advisory boards must report any monetary benefits as part of an annual report. This reporting should be incorporated into next year's EL report.

C. Moore confirmed that the unaudited 2024 Variance Report will be included in the May Board meeting and then the 2024 Financial Audit will come out in the fall.

Motion #24.03

- 9.3 Moved by Chair Maginley, Seconded by K. Danylak **Motion THAT** Board has received the monitoring report for policy **EL 09 Compensation & Benefits** as presented; and agrees that it provides reasonable interpretation of the policy and evidence of compliance; and THAT the Board adopt policy **EL 09 Compensation & Benefits** as presented, the policy being complete, sound, and effective.

Carried.

Executive Limitations policy **EL 01 General Executive Constraint** will be discussed at the next Board meeting. All members were asked to review prior to the next meeting. Assigned to K. Danylak.

10. Board Committee Reports

10.1 Report of the Linkage Committee

S. Oza provided an update that there was no meeting this month, but the Linkage Committee will be meeting on April 10, 2025.

Report of the CEO Evaluation Committee

Chair Maginley provided an update that the CEO Evaluation Committee met on March 20, 2025, and went over the new template for the CEO Evaluation which includes deliverables based on the Library 2024-2027 strategic plan. The next meeting is scheduled for June 10, 2025, and they will go over mid-year progress.

10.2 Report of the Building Ad Hoc Committee

C. Moore provided an update there was no meeting this month, but the Building Ad Hoc Committee will meet on April 8, 2025, with two other meetings to follow.

11. Governance

11.1 Summary of Library Board Midterm Discussions

With the assistance of a slidedeck, J. Flowers presented a summary of the Library Board Midterm Discussions. There was a comprehensive discussion on Board education, areas of strength and areas of improvement.

Discussion between Staff and Board Members ensued regarding Board Education/Training Ideas:

- Chair Maginley suggested the idea of using the Linkage, CEO and Building Ad Hoc Committees, to explore these training opportunities. For example, D. Sharma noted that Capital Projects could go to the Building Ad Hoc Committee for review. Following this, the Building Ad Hoc Committee can create a presentation and set up a meeting with Board Members to understand this.
- J. Flowers confirmed that there is a budget for facilitator training.

Discussion between Staff and Board Members ensued regarding areas of improvement:

1. Attendance Issues. Chair Maginley and D. Sharma suggested Board Members review if Thursdays are still a good date for Library Board meetings. If members are not able to attend, they should inform staff before the day of the meeting to ensure that quorum can be reached. The Public Libraries Act states that if a member misses 3 consecutive meetings in a row, the member will forfeit their seat unless the Board passes a motion to excuse these absences. Attendance is an important issue that should be addressed.
2. Monthly Board meeting evaluation form could be more effective.
3. Board does not set goals for itself during its term. This item was discussed as a high priority.
4. Gaps in perspectives and the worldviews of the community reflected on the Board. K. Danylak notes the potential to address this through the Linkage Committee to target members to reflect the community.
5. Library Board could increase its visibility to match other advisory committees of Council (i.e. we do not broadcast meetings, could do Town Halls, etc.). Discussion on this topic confirmed that this is for transparency.
6. Due to the Library Board's structured agenda, the board does not have time to have blue sky or strategic conversations. This item was discussed as a high priority.

7. How to set up the library for future success with capital projects so we are keeping pace with the city's growing population. The idea was discussed to move this to the Building Ad Hoc Committee.
8. Emerging issues in public libraries. This item was discussed as a high priority.
 - J. Flowers handed out a ballot and asked Board Members to indicate the 3 top priorities from the list above. These three topics had nearly equal votes
 1. Board does not set goals for itself during its term
 2. Generative/blue sky be ideas and have strategic conversations
 3. Emerging issues in public libraries
 - D. Sharma also suggested the idea of a separate workshop, activity, or facilitation session to create strategies, deliverables, etc. for the priorities chosen above.
 - Chair Maginley suggested that he, D. Sharma and J. Flowers discuss these 3 priorities together in detail and come back to the Board at the next meeting.
 - J. Flowers thanked Members and shared that they will continue to discuss these ideas and the next steps, with the input of the Board Members.

12. Board Policy Review

None

13. New & Unfinished Business

13.1 Member Community Reports

K. Smuk noted that the March Break events were very successful.

A. Maginley shared positive feedback on the Black Brilliance event, and the Science Fair.

D. Sharma was a Science Fair judge and shared that the event was enjoyed by the participants and the audience.

New Business – New May Board Meeting Date

A new date for May meeting was proposed to accommodate J. Flowers being away at a conference. The new date suggested was May 15, 2025. All in attendance agreed that the new date was acceptable. An email will be sent out to all Members of the Board not in attendance to ensure this date will allow the Board to have quorum.

13.2 Upcoming Community Events

J. Flowers provided an update on upcoming community events:

- Chair Maginley confirmed his attendance for Battle of the Books on April 10, 2025. A meeting invitation will be sent.
- Dates for the spring Book Sale are May 23-25, 2025. The last book sale raised \$5,500.00 in donations.
- B. Kenworthy requested that ABRWG meetings be included in the upcoming events schedule. The next meeting is April 9, 2025.

- M. Jackson to circulate the new Board Calendar to reflect that the annual Board Bylaws Review is done in the fall.
- M. Jackson to send out revised Upcoming Community Events dates and request Board Members to RSVP for events. From here, M. Jackson will send out invitations to the meeting and include any special notes.
- J. Flowers shared that she had been in touch with the Leadership Team at Ajax Public Library following a hate-motivated assault the previous weekend. She addressed that Pickering has increased its roving and monitoring of library locations Councillor S. Butt shared that there is a solidarity event happening on April 4th in Ajax. M. Jackson to email event details to the Board.

14. Confidential Matter

None

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.

Chair Maginley noted that they are currently reviewing the evaluation form based on the feedback received during the midterm discussions.

16. Date of Next Meeting and Adjournment

The next Board meeting will be held on Thursday, April 24, 2025, at 7:00 pm in the Central Library Auditorium.

Motion #24.04

Moved by Chair Maginley, Seconded by B. Kenworthy **Motion THAT** the meeting be adjourned.

Carried.

The meeting was adjourned at 8:58 pm.

Signature of Library CEO:

Date:

Signature of Library Board Chair:

Date: