The City of Pickering Public Library Board Meeting Minutes

Location: Central Library, Silent Room 1

Attendees: Councillor M. Brenner; Councillor S. Butt; Councillor L. Cook; K. Danylak; B. Kenworthy; A. Maginley (Chair); F. Mahjabeen (joined at 7:17 pm); A. Mir; D. Sharma; S. Sheehy; K. Smuk

Absent: Councillor Cook

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 7:05 pm

2. **Land Acknowledgement**
   K. Danylak read the City of Pickering Land Acknowledgement.

3. **Public Delegations**
   None.

4. **Approval of Agenda, Conflict of Interest Disclosure**
   No interest was declared.

   Motion #25.01
   Moved by S. Sheehy, Seconded by D. Sharma **Motion THAT** the Agenda be adopted as presented.
   Carried.

5. **Presentations**

   5.1 Children's Services

   S. Dashtkian, Manager, Client Services and S. Mohamed, Client Experience Specialist – Children, provided the Board with an update on Children's Services and Events. The presentation included highlights of previous events such as March Break, Ajax/Pickering Science Fair, Battle of the Books, and Tails of Hope Writing Contest. Future initiatives highlighted include a spelling bee, play-based story time, and a refreshed children's space with interactive play at Central.

   They confirmed that the number of summer programs being offered have increased in 2025. The Board thanked them for a great presentation

   S. Dashtkian and S. Mohamad both departed at 7:27 pm.

6. **Consent Agenda**
   - **6.1** Minutes of the Previous Board Meeting – March 27, 2025
   - **6.2** Library Information Update – April 2025
   - **6.3** 2024 Financial Review
   - **6.4** Q1 Stats Review (KPIs)
   - **6.5** Q1 Financial Review
   - **6.6** Minutes of the CEO Evaluation Committee – March 20, 2025
   - **6.7** Minutes of the Linkage Committee – April 10, 2025
   - **6.8** Minutes of the Building Ad Hoc Committee – April 8, 2025
   - **6.9** Board Building Committee Terms of Reference

   B. Kenworthy requested the amendment of 6.6 Minutes of the CEO Evaluation Committee to add K. Danylak and B. Kenworthy in attendance. It will be revised to read:

   Attendees: J. Flowers, A. Maginley, K. Danylak, B. Kenworthy

   Motion #25.02
   Moved by K. Danylak, Seconded by S. Sheehy **Motion THAT** the items on the Consent Agenda be adopted, with 6.6 Minutes of the CEO Evaluation Committee be amended.
   Carried.

7. **Correspondence**
   None

8. **Ends Discussion**
   None

9. **Staff Reports**
   - **9.1 Anti-Black Racism Working Group Update**
   - **9.2** S. Oza shared that the ABRWG recently toured the Maker Space and engaged in a productive brainstorming session on how to make the space more inclusive and engaging for the Black community. Discussions focused on potential partnerships and programs, support for Black-owned businesses, and ways to celebrate and amplify Black joy and creativity within the space. A community survey is being developed to encourage greater staff engagement. The group is also looking to expand its membership, with plans to add up to four new members, including one youth representative. The orientation and recruitment process are underway. Everyone is welcome to participate in the Staff Meet and Greet Mixer at George Ashe Library on June 11, 2025, at 6:30 pm – 8:30 pm.

   - **9.3 Tariffs Review**
     C. Moore reviewed the highlights of the Tariffs Review report.

     C. Moore confirmed that procurement processes will be reviewed with a focus on supporting local and Canadian businesses.

     Questions included how the Library could support local entrepreneurs with resources.
     S. Oza shared that the City's Economic Development team is a valuable resource for supporting local businesses and have been collaborating with the Library.

9.4 Purchasing Policy Temporary Amendment

C. Moore provided an update on the Temporary Amendment to the Purchasing Policy, which aims to align with the City's policy to prioritize the purchase of local products and support buy-local initiatives. Full details can be found in Motion 9.3. This amendment is temporary until December 31, 2025, and mirrors the City's current approach.

C. Moore confirmed that the December 31st date is consistent with the City's timeline.

The Board requested an update on the impact of tariffs at the October Board meeting.

Motion #25.03

Moved by D. Sharma, Seconded by S. Sheehy **Motion THAT** the Purchasing Policy Temporary Amendment be approved.
Carried.

9.5 Seaton Library

J. Flowers provided an update on the Seaton Library project and the special meeting of Council held on May 26, 2025, to review the impact of current economic conditions on the project. At this meeting, Council decided to pause further design work on the project until September 2025 when staff report back.

Discussion followed about the impact of tariffs on the project (which has a total budget for the Rec Complex and Library of $240 million).

9.6 Video Game Security Measures

C. Moore provided an update on the new video game security measures that are addressing previously identified issues. Under the current system, empty display cases are housed in the public area and clients bring the empty game case to the front desk so the game can be added and loaned. Staff are now also generating monthly status reports for video games and other high-value loanable items as a preventative measure.

While circulation decreased from 1,900 checkouts in April 2024 compared to 1,500 in April 2025, efforts are underway to replenish the collection and boost circulation.

10. Executive Limitations Policies & Monitoring Reports

10.1 EL 01 General Executive Constraint

K. Danylak met with J. Flowers prior to the meeting and found the report to be straightforward. One notable point was highlighted in Section 2: The current practice of using two-year terms is technically non-compliant, however, this does not carry any direct consequences. J. Flowers confirmed that staff continue to report to the Ministry on an annual basis.

Motion #25.04

Moved by K. Danylak, Seconded by D. Sharma **Motion THAT** Board has received the monitoring report for policy **EL 01 General Executive Constraint** as presented; and agrees that it provides reasonable interpretation of the policy and evidence of compliance; and THAT the Board adopt policy **EL 01 General Executive Constraint** as presented, the policy being complete, sound, and effective.
Carried.

10.2 EL 04 Staff Conduct

B. Kenworthy met with J. Flowers prior to the meeting to review the evidence. It was confirmed that reviewing policies and procedures are part of the orientation process and incorporated into staff training.

Question was answered about whether the Anti-Racism/Anti-Oppression document is finalized and requires Board approval. The response provided is that it is an administrative policy which does not require Board approval.

Motion #25.05

10.3 Moved by K. Danylak, Seconded by B. Kenworthy **Motion THAT** Board has received the monitoring report for policy **EL 04 Staff Conduct** as presented; and agrees that it provides reasonable interpretation of the policy and evidence of compliance; and THAT the Board adopt policy **EL 04 Staff Conduct** as presented, the policy being complete, sound, and effective.
Carried.

Executive Limitations policy **EL 10 Communication and Counsel to the Board** will be discussed at the next Board meeting. All members were asked to review prior to the next meeting. Assigned to F. Mahjabeen.

11. Board Committee Reports

11.1 Report of the Linkage Committee

A. Mir provided a verbal update on the Linkage Committee's meeting held on April 10, 2025. The purpose of the meeting was to find ways to connect with the community and gather feedback to support the Library's Strategic Plan and the upcoming Library Community Celebration in November. Committee members are attending community events to engage residents and better understand their perspectives. Last week, they participated in a tri-ward town hall, and more insights will be shared in June after additional outreach activities.

11.2 Report of the CEO Evaluation Committee

Chair Maginley provided a verbal update noting that there was no meeting this month, but one is scheduled for June.

11.3 Report of the Building Ad Hoc Committee

Councillor Butt provided a verbal update on the Building Ad Hoc Committee's recent meeting. The committee is monitoring the progress of projects, with a particular focus on PHCC and ongoing construction.

The committee is also defining the scope of work for the 2025 Facilities Plan.

12. Governance

12.1 Midterm Review

Chair Maginley provided a verbal update summarizing key priorities and next steps from the last Board meeting. A strategy is being developed to break down key takeaways and ensure effective follow-up.

1. Attendance & Meeting Logistics:
   Due to attendance challenges at the previous meetings, members are reminded to provide advance notice if unable to attend. As per Board by-laws, quorum is essential, and timely communication helps support this. Members are asked to notify library staff at least 72 hours in advance if they cannot attend.

2. Board Retreat:
   A key idea is to enhance strategic engagement through a Board retreat, ideally held offsite during warmer weather. The retreat would focus on strategic and emerging issues and may include guest speakers. A. Maginley will circulate a survey to determine Board availability for a summer or fall retreat.

3. Board Feedback & Meeting Surveys:
   On the administrative side, the Board meeting feedback survey will be revised to be more dynamic and insightful.

4. Training & Speaker Opportunities:
   The group discussed professional development opportunities, with ideas to be integrated into the retreat. A $1,000 budget is available to support potential speakers. While some members expressed a preference not to focus on governance training, there was enthusiasm for sessions led by external speakers to inspire and inform.

5. Role of Ad Hoc Committees:
   There is interest in having Ad Hoc committees help identify and elevate emerging issues and topics. J. Flowers and her team could then provide technical expertise and context to strengthen discussions. Once the retreat is held, strategic and topical items may be covered in future agendas to encourage more meaningful dialogue over routine updates.

   Chair Maginley and D. Sharma have met to begin strategizing and will seek additional feedback from the Board to ensure all voices are included in shaping this process.

13. Board Policy Review

None

14. New & Unfinished Business

14.1 Member Community Reports

Chair Maginley shared that the Battle of the Books event at East Shore was well attended and a great success. Pickering was proud to host, and it was especially exciting to see Fairport win the Junior Division.

14. 2 Canadian Urban Libraries Council

J. Flowers provided a verbal update on the CULC conference she recently attended. She highlighted several key presentation topics, including datafication and privacy, democracy in the workplace, the role of AI, and the broader social impact of libraries.

15. Confidential Matter

There were no confidential matters discussed.

16. 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.

At the next meeting there will be a new format to the meeting agenda evaluation.

17. Date of Next Meeting and Adjournment

The next Board meeting will be held on Thursday, June 19, 2025, at 7:00 pm in the Central Library Auditorium.

Motion #25.06
Moved by B. Kenworthy, Seconded by S. Sheehy **Motion THAT** the meeting be adjourned.
Carried.

The meeting was adjourned at 8:33 pm.

Signature of Library CEO: Date:

Signature of Library Board Chair: Date: