

# The City of Pickering Public Library Board Meeting Minutes

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Location: Claremont Library

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

Absent: K. Danylak;

Staff: J. Flowers, CEO/Director of Public Libraries; C. Moore, Director, Corporate Services & Collections; S. Oza, Director, Engagement & Client Experience; L. Wallis, Acting Executive Assistant; Jaclyn Derlatka, Manager Collections & Digital Experience; Matthew Wagner, Client Experience Specialist - Outreach

## 1. Meeting Called to Order

Chair Maginley called the meeting to order at 7:07 pm

## 2. Land Acknowledgement

F. Mahjabeen read the City of Pickering Land Acknowledgement.

## 3. Public Delegations

None.

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

No interest was declared.

### **Motion #25.07**

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

**Carried.**

## 5. Presentations

### 5.1 Ovee

M. Wagner provided the Board with a presentation titled "**One Year of Services**", summarizing the activities and impact of the outreach vehicle, Ovee, in its first year of providing library service.

Ovee completed 218 regularly scheduled weekly and biweekly stops and participated in several large, City-organized events to increase public engagement and awareness. Staff will focus on finding opportunities to add more stops to new communities like Seaton.

Board members shared they have received positive feedback from the community regarding Ovee, particularly from schools.

M. Wagner departed the meeting at 7:49

## **5.2 Collections**

J. Derlatka, Manager, Collections & Digital Experience, delivered a presentation that included a review of statistics pertaining to physical circulation of books, as well as DVDs and video games which have trended upwards over the past two years.

J. Derlatka shared images with the Board of the new collection layout and shelving in the Children's Area at the Central Library which had a soft opening on September 25.

She announced a new collection will launch in October called Baby's First Books, a curated board book collection that supports early literacy development. She also shared that the Multilingual Collection has been renamed to World Languages and continues to expand to include new languages like Farsi.

The number of types of attractions passes offered at the Library has increased from 4 to 12. Attraction passes remain one of the most searched items on the website and are also available through Ovee.

The Board inquired whether changes in the Children's Area layout might present challenges for clients. J. Derlatka emphasized that ongoing evaluation will be conducted, with clear signage and genre labels posted as markers to assist clients in navigating the new space.

The Board raised questions regarding digital collection access and licensing. J. Derlatka discussed the complexities of digital licensing and shared that a new data tool, CollectionHQ, is being implemented to track trends and usage. It also includes a DEI module to help measure diversity of authors and characters in the Library's collections.

A. Mir shared positive feedback about the World Languages collection.

J. Derlatka departed at 7:35pm

## **6. Consent Agenda**

- 6.1 Minutes of the Previous Board Meeting – June 19, 2025 and August 27, 2025**
- 6.2 Library Information Update – July, August & September 2025**
- 6.3 January- June 2025 Client Feedback Review**
- 6.4 2<sup>nd</sup> Quarter Stats Review (KPIs)**
- 6.5 2<sup>nd</sup> Quarter Financial Review**
- 6.6 January - June 2025 Incident (Security Report)**

**Motion #25.08**

Moved by A. Maginley, Seconded by L. Cook **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 (“ABRWG”) [Minutes of the June 11, 2025 and July 9, 2025 ABRWG meetings attached]**

S. Oza shared that the minutes from past ABRWG meetings were included in the meeting package. The Board was informed that representatives from the ABRWG will present an update at the October Board meeting.

S. Oza informed the committee’s recent community survey received over 200 submissions with 47% of the submissions coming from community members who self-identify as Black.

**9.2 2026 Draft Current and Capital Budgets**

With the aid of a slidedeck, C. Moore presented the 2026 Budget highlights linking major capital requests with the Board Ends.

The Library continues to invest in capital projects to improve the user experience for clients. Planned projects for the Central Library include the renovation of the second floor washrooms, new shelving, and a permanent prayer room. The capital budget also includes collections and furniture for the library at the Dorsay Community & Heritage Centre.

When asked about the activities performed by the Library to support next year’s municipal election, C. Moore shared that the library plans to set up a station that allows residents to make a “vote reminder” – an initiative piloted in the 2022 election period and was used by 500 people).

**Motion #25.09**

Moved by D. Sharma, Seconded by A. Mir **Motion THAT** the Board adopt the Draft 2025 Capital and Current Budget Estimates in principle, to enable the CEO to continue the budget process on behalf of the Board.

**Carried.**

**9.3 Naming Policy**

J. Flowers introduced a new Naming Policy which establishes the protocol, criteria and process for naming or renaming Pickering Public Library branches. The Board asked questions and discussed the nature of the policy, the approval process, community considerations, and future naming possibilities.

The Board inquired if they would receive notice if a sponsor expressed interest in naming the new Library Branch in Seaton. Councillor L. Cook advised requests for naming rights would go through the City of Pickering Community Services Department to present the recommendation to Council. The Library Board can delegate and/or endorse a name in front of City Council.

**Motion #25.10**

Moved by A. Maginley, Seconded by L. Cook **Motion That** Board to approve Naming Policy as drafted in Package.

Carried.

#### **9.4 Naming a New Library Branch**

A report was circulated recommending names for the new library branch at the Dorsay Community & Heritage Centre.

Jackie shared an overview of the branch design, the intended brand, and information about the history and geography of the area which inspired some of the recommended names.

Three options were presented to the Board in accordance with criteria outlined in Naming Policy. 1. Duffin's Creek Library; 2. East Duffin's Creek Library; 3. Village Creek Library.

After discussing the three names recommended, the decision was made for Board members to engage in individual research, make suggestions for additional names, and reconvene for further discussion.

The naming report will be brought back to the Library Board meeting in October 2025.

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

##### **10.1 EL 05 Financial Planning**

F. Mahjabeen provided an update on the report, confirming that the report met all requirements of the policy. She highlighted the budget documents are

structured to support both operating and capital budgets and that the budget allocates sufficient funds to support the Governance Investment policy to ensure that the Board effectively fulfills its governance responsibilities.

**Motion # 25.11**

**10.2** Moved by Maginley Seconded by Doodnauth **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.**

**10.3 EL 06 Financial Condition**

F. Mahjabeen provided an update on the report, confirming that the report met all requirements of the policy. She confirmed that the finance processes, including expenditures, aligned with organizational goals. She highlighted that the most recent financial audit raised no concerns.

**Motion #25.12**

**10.4** Moved by Butt, Seconded by Abdullah **Motion THAT** Board has received the monitoring report for policy **EL 06 Financial Condition** as presented.; 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 2 Treatment of Clients** will be discussed at the next Board meeting. All members were asked to review prior to the next meeting.  
Assigned to D. Sharma.

**11. Board Committee Reports**

**11.1 Report of the Building Ad Hoc Committee**

Councillor Butt provided a verbal update noting that the committee had not met since the last Board meeting.

**11.2 Report of the CEO Evaluation Committee**

A. Maginley provided a verbal update noting that the committee had not met since the last Board meeting

**11.3 Report of the Linkage Committee**

A. Mir provided a verbal update noting that the committee had not met since the last Board meeting.

## **12. Governance**

**None**

## **13. Board Policy Review**

### **13.1 Annual Board Bylaws Review**

J. Flowers shared that the PPL Board Bylaws are reviewed annually. She indicated that the meeting package included the current bylaws document, with recommended changes indicated in red.

B. Kenworthy requested further review of the Board Officers section to ensure the Secretary-Treasurer descriptions match and reflect the responsibilities of the position.

### **Motion #25.13**

THAT the Board adopt the Pickering Public Library Bylaws as amended.

**Carried.**

## **14. New & Unfinished Business**

### **14.1 Member Community Reports**

Chair A. Maginley shared information about upcoming Pickering Public Library events. Events included CreatorCon, Ovee's Birthday Bash, the November Book Sale, and a youth Spelling Bee.

S. Oza announced that Anishinaabemowin language classes, organized by Durham Community Health Center & Lakeridge Hospital, will be hosted at the Central Library starting in October.

B. Kenworthy shared that he rented the library's loanable telescope over the summer and enjoyed the opportunity for stargazing activities from his backyard.

Summer Reading launch was attended by Board members, A. Maginley and A. Mir.

### **14.2 Seaton Recreation Complex & Library**

J. Flowers shared that a Special Council meeting will be held on September 29, 2025, to discuss the Seaton Recreation Complex & Library project update.

Library Chair A. Maginley will be a delegate at the meeting to speak about items related to the new library branch.

### **14.3 Emerging Issue Project Plan**

J. Flowers is creating a timeline for dis/misinformation training for the Board in November. She is also exploring the opportunity for the Board to meet with

another Library Boards at the Ontario Library Association Trustee Bootcamp in January 2026.

**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.

**17. Date of Next Meeting and Adjournment**

The next Board meeting will be held on Thursday, October 23, 2025, at 7:00 pm.

**Motion #25.13**

Moved by A. Mir, Seconded by L.cook **Motion THAT** the meeting be adjourned.

**Carried.**

The meeting was adjourned at 9:18 pm.

Signature of Library CEO:

Date:

Signature of Library Board Chair:

Date: