

The City of Pickering Public Library Board Meeting Minutes

Location: Central Library Auditorium

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

Absent: F. Mahjabeen; Councillor L. 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 7:02 pm

2. Land Acknowledgement

B. Kenworthy read the City of Pickering Land Acknowledgement.

3. Public Delegations

None.

4. Approval of Agenda, Conflict of Interest Disclosure

No interest was declared.

Motion #24.01

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

Carried.

5. Presentations

5.1 Teens Services Update - K. Graham, Client Experience –Youth Specialist

K. Graham presented an update on programs and projects. In 2024, popular programs included the Gingerbread House Competition, Monster Bash, Wealth & Investing, Prom Boutique, Trivia, and Pride Party. There was also an update to the furniture and layout in the Central Library's teen area. For 2025, standout programs include Ghost Hunting, Anime Club, Prom Boutique, Identity Footprints Workshop, Crochet for the Soul, and Black Brilliance. Future plans involve continuing annual youth forums and further teen area improvements.

Adults Services Update - R. Lewis, Client Experience – Adult Specialist

R. Lewis, presented on new initiatives aligned with the corporate strategic plan. These included seed libraries (with over 10,000 seed packages distributed), the Central Library's older adults area reorganization, and a new board game collection. In 2025, the trendline is positive for number of events offered and program has increased, and event

satisfaction has improved from 67% to 80%. For 2025, key events include yoga and tai chi, estate planning, Alzheimer Society sessions, local history talks, and Claremont events. Future projects include an adult reading challenge and civic engagement events on intellectual freedom.

5.2 Cybersecurity - C. Moore, Director, Corporate Services & Collections

C. Moore's presentation covered cybersecurity challenges and opportunities, ongoing participation in the Durham Area Cybersecurity Taskforce (D-ACT), cyberinsurance coverage, and staff training programs like KnowBe4, Microsoft Defender simulations, and SIEM. Additional updates included a backup server upgrade, policy reviews with an AI lens, and plans to build relationships with legal cyber specialists.

C. Moore confirmed that PPL follows industry-standard testing practices by collaborating with vendors to ensure appropriate security controls are in place. PPL is also working closely with the City to pursue a similar path and plans to engage legal services along with a basic consulting retainer to establish a baseline framework. He noted that PPL staff are currently undergoing a comprehensive training series through KnowBe4, which covers cybersecurity awareness and internal policies and procedures.

6. Consent Agenda

- 6.1** Minutes of the Previous Board Meeting May 16, 2025
- 6.2** Library Information Update – June 2025
- 6.3** Minutes of the CEO Evaluation Committee
- 6.4** A05 Health & Safety Policy
- 6.5** A10 Hiring Policy
- 6.6** A12 Purchasing Policy
- 6.7** A41 Respect in the Workplace Policy

Motion #24.02

Moved by A. Mir, Seconded by K. Danylak **Motion THAT** the items on the Consent Agenda be amended to remove Councillor Cook as an Attendee, and list her as Absent.
Carried.

7. Correspondence

None

8. Ends Discussion

None

9. Staff Reports

9.1 Anti-Black Racism Working Group Update

S. Oza shared that three new members have joined the ABRWG team. A well-attended and energetic gathering was held in June and featured engaging discussions on the community survey, barriers to library access, and 2024 highlights. The upcoming virtual meeting on July 9, 2025, will focus on finalizing the survey, which will launch over the summer and fall and aim to capture diverse community perspectives.

9.2 PHCC Naming Update

J. Flowers shared that at a recent meeting, City Council approved the naming of the Pickering Heritage & Community Centre ("PHCC") as the Dorsay Heritage & Community Centre under a naming rights sponsorship agreement.

This facility will include a new Pickering Public Library branch which requires a branch name. A discussion followed about how branches are currently named. Following a thoughtful discussion on the City Naming Policy's, the Library Board passed a motion to develop a naming policy and explore the Library Board being granted the authority to name library branches.

Motion #24.03

Direction to develop a Naming Policy that gives the Board authority to approve naming of all public libraries. And authorizes the CEO to engage with the City on procedural manners related to naming the library locations.

Moved by S. Sheehy, Seconded by A. Mir **Motion THAT** the Direction to develop a Naming Policy be approved.

Carried.

10. Executive Limitations Policies & Monitoring Reports

10.1 EL 10 Communication and Counsel to the Board

A. Mir provided an update on the report, confirming that the report met all requirements of the policy. He believes it communicates effectively and supports the protection of library resources.

Motion #24.04

- 10.2** Moved by Maginley, Seconded by D. Sharma **Motion THAT** Board has received the monitoring report for policy **EL 10 Communication and Counsel to the Board as presented**; and agrees that it provides reasonable interpretation of the policy and evidence of compliance; and **THAT** the Board adopt policy **EL 10 Communication and Counsel to the Board** as presented, the policy being complete, sound, and effective.
- Carried.**

Executive Limitations policy EL 05 Financial Planning and EL 06 Financial Condition 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 CEO Evaluation Committee

A. Maginley provided a summary of the meeting and met with the CEO Evaluation Committee to review the mid-year progress. J. Flowers walked through the completed projects and metrics at the mid-year point. Overall, the report looks strong. The committee will meet again in November or December for the year-end evaluation.

11.2 Report of the Building Ad Hoc Committee

Councillor Butt shared that the Building Ad Hoc Committee did not meet but plans to arrange a tour of PHCC within the next few months, when the site is closer to being finished. Their next meeting is in September, and an agenda will be created and shared.

11.3 Report of the Linkage Committee

A. Mir shared that the Linkage Committee did not meet; however, the committee will be participating in Pickering Public Library events throughout the summer and will provide an update in the fall.

12. Governance

12.1 Board Offsite Education Session

A. Maginley and D. Sharma shared the idea of a Board Offsite Education Session and suggested using a survey to gauge timing and interest. The goal is to secure Broad participation and collaborate with J. Flowers and the team to finalize the agenda and key topics for this educational initiative. The target timeframe is July or August, and a survey will be sent out to move forward on dates and location.

12.2 Review of New Board Evaluation Form

A. Maginley & D. Sharma sent out a revised version of the survey, incorporating feedback from the Board. The original survey was not very effective, so the updated version aims to be more user-friendly and to gather more meaningful input moving forward. Board members are invited to provide any additional edits, suggestions, or changes.

The Board members were asked to submit feedback within the next few weeks. Revisions will be implemented for the September meeting, and this updated approach will be used moving forward.

13. Board Policy Review

None

14. New & Unfinished Business

14.1 Member Community Reports

A. Mir attended the Rougemount Community Event and thanked J. Flowers and the Outreach team, for a very successful event, sharing that the community loves Ovee.

A. Maginley shared that Drag Queen Story Time had a great turnout, and the venue at the George Ashe Library was an excellent choice.

Councillor Butt shared that senior residents from Seaton would like to add cookbooks to the collection as they feel that there is not enough selection. S. Oza will follow up with her staff to investigate this.

K. Smuk shared that her son loved the Summer Solstice event.

14.2 George Ashe Library & Claremont Library Closure – Staff Learn Day (September 12, 2025)

J. Flowers shared with the Board that Staff Learn Day this year will be on September 12, 2025 and requested permission for the closure of the libraries.

Motion #24.05

Moved by K. Danylak, Seconded by S. Sheehy **Motion THAT** the closure of George Ashe Library and Claremont Library be approved as presented.

Carried.

14.3 Public Libraries in Denmark

J. Flowers shared photos and videos of the Next Library Conference in Denmark and will send a link of the photos to the Board via email.

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, September 25, 2025, at Claremont Library at 7:00 pm.

Motion #24.06

Moved by S. Sheehy, Seconded by K. Danylak **Motion THAT** the meeting be adjourned.
Carried.

The meeting was adjourned at 9:07 pm.

Signature of Library CEO:

Date:

Signature of Library Board Chair:

Date: