



Location: George Ashe Library

Attendees: K. Danylak (Virtual departed at 7pm); B. Kenworthy (Arrived at 6:06 pm); A. Maginley (Chair); A. Mir (Virtual departed at 6:45pm); D. Sharma; S. Sheehy; K. Smuk

Absent: Councillor M. Brenner; Councillor S. Butt; Councillor L. Cook; F. Mahjabeen;

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

1. Meeting Called to Order

A. Maginley called the meeting to order at 6:01 pm

2. Land Acknowledgement

S. Sheehy 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 #26.11

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

Carried.

5. Presentations

There were no presentations.

6. Consent Agenda

6.1. Minutes of the Previous Board Meeting –November 27, 2025

6.2. Minutes of the In-Camera Board Meeting – December 11, 2025 [Confidential Minutes provided under separate cover]

6.3. Minutes of the In-Camera Board Meeting – January 8, 2026 [Confidential Minutes provided under separate cover]

6.4. Library Information Update – January 2026

6.5. 2025 Stats Review (KPIs)

6.6. 2025 Incident (Security) Report

6.7. Approved 2026 Capital & Current Budget

6.8. Minutes of the Building Committee

6.9. Minutes of the Combatting Mis-Disinformation Committee

6.10.2026 Draft Board Calendar

Motion #26.12

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

Carried.

7. Correspondence

None.

8. Ends Discussion

8.1. EP 01 Global Ends Monitoring Report and Policy

J. Flowers presented an update about the Library's key activities and achievements for 2025.

She noted a 15% increase in active library cardholders, attributing this growth to the efforts of the Marketing team, OVEE, and outreach initiatives. And progress continues with creating barrier-free and AODA-compliant spaces and services, including improvements to the Central Library's Children's Area and updating the Maker Space to offer better access to the equipment.

The Board was impressed that the Library now delivers nearly 1,000 programs annually. Usage of both physical and digital library materials has surpassed 1,000,000 items borrowed for the first time in 10 years.

Looking ahead to 2026–2027, major projects include the 10-Year Facilities Plan, design of the George Ashe Library renovations, planning for the Seaton Branch, and updates to the spaces at the Central Library.

S. Oza also reported on a recent staff reorganization, noting that teams were streamlined and aligned with managers' portfolios to enhance workflow and teamwork.

Motion #26.13

Moved by A. Maginley, Seconded by S. Sheehy **Motion THAT** the Board has received the monitoring report for policy EP 01 Global Ends and agrees that it provides reasonable interpretation of the policy and evidence of compliance; and THAT the Board adopt policy EP 01 Global Ends as presented, the policy being complete, sound, and effective.

Carried.

9. Staff Reports

9.1. Anti-Black Racism Working Group Update

S. Oza reported that the Terms of Reference have been reviewed and updated, and the process of appointing co-chairs is underway. The Group continues to explore and develop new strategies to strengthen community engagement.

9.2. Report 26-01 Supply and Delivery of Physical Materials

C. Moore reported that the current contract is a three-year agreement with an option to extend for an additional year. Approval is being requested to exercise the one-year extension, with the intention of initiating a new procurement process later this year.

A question was raised regarding the amount budgeted in the previous contract. C. Moore noted that the budget allocation is higher this year in preparation for the grand opening of the Greenwood Heritage Library

Motion #26.14

Moved by A. Maginley, Seconded by S. Sheehy **Motion THAT** the Board approve report Supply and Delivery of Physical Materials as presented.

Carried.

9.3 Report 26-02 Purchasing Policy Sole Source Limit Extension

C. Moore reported that the City increased the sole source purchasing limit from \$5,000 to \$10,000 last year. The Library is seeking approval to temporarily extend this increased limit to remain aligned with the City's current purchasing practices.

It was noted that the City's Purchasing Policy is scheduled to be presented to Council in March 2026, and the Library's policy will then be updated.

Motion #26.15

Moved by A. Maginley, Seconded by K. Smuk **Motion THAT** the Board approve the recommended Purchasing Policy Sole Source Limit Extension as presented.

Carried.

10. Executive Limitations Policies & Monitoring Reports

10.1. EL 08 Asset Protection

K. Smuk met with J. Flowers and S. Oza prior to the Board Meeting to review EL 08 Asset Protection. K. Smuk provided a brief summary of the policy and highlighted element #6, which references the Library's Technology Policy. She noted that an amendment is required, as the policy was recently updated and renamed the Technology Acceptable Use Policy.

Motion #26.16

Moved by A. Maginley, Seconded by D. Sharma **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 amended, the policy being complete, sound, and effective.

Carried.

Executive Limitations policy EL 03 Staff Treatment will be discussed at the next Board meeting. All members were asked to review prior to the next meeting. Assigned to K. Danylak.

11. Board Committee Reports

11.1. Board Committees and Ad Hoc Committees for 2026

Motion #26.17

Moved by A. Maginley, Seconded by D. Sharma **Motion THAT** the Board confirm the establishment of the Building Committee

Motion #26.18

Moved by S. Sheehy, Seconded by B. Kenworthy **Motion** THAT the Board defer/pause the CEO Evaluation Committee, Linkage Committee, and Mis-Disinformation Committee until on or before September 2026

11.2. Committee Member Selection

Motion #26.19

Moved by A. Maginley, Seconded by K. Smuk **Motion** THAT the Board confirms the selection of Councillor Brenner, Councillor Cook, Councillor Butt, K. Danylak, and D. Sharma as members of the Building Committee.

11.3. Committee Staff Liaisons

J. Flowers appointed C. Moore as the Building Ad Hoc Committee staff liaison.

12. Governance

None.

13. Board Policy Review

None.

14. New & Unfinished Business

14.1. Member Community Reports

No member community reports to share.

During this portion of the meeting a question was asked about Directors & Officers insurance. J. Flowers advised that staff would follow up and report back with their findings.

14.2. OLA Super Conference – Trustee Boot Camp

The OLA SuperConference Gala Event is scheduled for Thursday, January 29. A. Maginley and D. Sharma will attend alongside Library staff, as OVEE has been nominated for an award.

The Board requests an update on the outcome once available.

The SuperConference Board Trustee Day will be Saturday, January 31. A. Maginley, D. Sharma and K. Danylak will attend.

14.3. CEO Resignation

J. Flowers requested item 14.3 CEO Resignation be added to the agenda.

Motion #26.20

Moved by A. Maginley, Seconded by S. Sheehy **Motion** That the Board amend the agenda to include item 14.3 CEO Resignation.

Carried.

CEO J. Flowers addressed the Board regarding her upcoming departure. She expressed gratitude to the Board for their dedication to the Library and shared that it had been an honor to work with everyone. J. Flowers also thanked the Board for appointing S. Oza as Acting CEO during the interim period.

The Board expressed appreciation for J. Flower's leadership and contributions to the

growth of the Library during her tenure. Members noted that while her departure was bittersweet, they were happy for her next opportunity and emphasized that she would be greatly missed.

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, February 26, 2026 at 7:00 pm.

Motion #26.21

Moved by A. Maginley, Seconded by D. Sharma **Motion THAT** the meeting be adjourned. **Carried.**

The meeting was adjourned at 6:49 pm.

Signature of Library CEO:



Date: 2025-01-23

Signature of Library Board Chair:



Date: 2025-01-23