

Location: Central Library Auditorium

Attendees: Councillor M. Brenner; K. Danylak; B. Kenworthy; A. Maginley (Chair); A. Mir; D. Sharma (Vice Chair); S. Sheehy; Councillor S. Butt (attended virtually); F. Mahjabeen (attended virtually departed at 8:34)

Absent: Councillor L. Cook; K. Smuk

Staff: J. Flowers, CEO/Director of Public Libraries; C. Moore, (Acting) Director, Corporate Services & Collections; S. Oza, Director, Engagement & Client Experience; L. Wallis, (Acting) Executive Assistant; Sabrina Yung, Manager Marketing & Community Relations

1. Meeting Called to Order

A. Maginley called the meeting to order at 7:02pm

2. Land Acknowledgement

D. Sharma read the City of Pickering Land Acknowledgement.

3. Public Delegations

None.

4. Approval of Agenda, Conflict of Interest Disclosure

No interest was declared.

Motion #25.21

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

Carried.

5. Presentations

5.1 Leigh Anne Palmer, Executive Director, Public Library InterLINK & Deb Hutchison Koep, Chief Librarian, North Vancouver City Library Re: Board Training – Mis/Disinformation

L. Palmer and D. Hutchison Koep delivered a board training session on mis/disinformation, based on work by an exploratory committee of senior library leaders. The initiative aims to identify collective approaches for public libraries across Canada to use when addressing the growing challenges of misinformation.

The Board inquired about accelerating research findings for training and implementation, and potential costs. L. Palmer confirmed work will begin in January using the existing curriculum to ensure consistency. Findings will be shared nationally by summer 2026,

with updates provided through conferences and training sessions. These services will be free to libraries; internal costs will mainly involve staff time and capacity building.

Leigh Anne Palmer and Deb Hutchison Koep departed at 7:43 PM.

The Advisory Ad Hoc committee on Mis/Disinformation will hold its first meeting in early December and bring ideas back to the board.

Sabrina Yung, Manager Marketing & Community Relations

Re: Marketing & Philanthropy

S. Yung, supported by a PowerPoint presentation and a merchandise display, provided the board with an update on the library's philanthropy and fundraising initiatives. Efforts remain focused on developing innovative ways to connect with the community and attract new donors. The Book Sale continues to be the largest fundraising activity, bringing in nearly 60% of all funds raised.

S. Yung also shared plans for the fundraising campaign for the new Greenwood Heritage Library which will feature donor acknowledgments through art installations, such as engraved glass panels and window art.

S. Yung departed at 8:28

6. Consent Agenda

6.1 Minutes of the Previous Board Meeting – October 23, 2025

6.2 Library Information Update – November 2025

Motion #25.22

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

Carried.

7. Correspondence

7.1 None.

8. Ends Discussion

8.1 None.

9. Staff Reports

9.1 Anti-Black Racism Working Group Update

S. Oza shared that the group plans to make a more distinct effort in community engagement by being more active in community events as well as promoting both group and individual work.

S. Oza expressed appreciation on behalf of the ABRWG for the board's support, thoughtful questions, and genuine interest in the group's initiatives.

9.2 Report 05-25 10 Year Facilities Plan Vendor Recommendation

C. Moore presented a report to select Monteith Brown Planning Consultants Ltd. as the

successful proponent to provide consulting services for development of the Pickering Public Library 10-Year Facilities Plan.

Motion #25.23

Moved by A. Maginley Seconded by D. Sharma **Motion THAT** the Board approve report 05-25 Procurement of Consulting Services for Development of Pickering Public Library Facilities 10-Year Plan as presented.

9.3 City Property Naming of the Pickering Public Library Branch in Dorsay Community & Heritage Centre

J. Flowers reported that a joint report prepared by herself and CAO Marisa Carpino was presented to Council in November and the name Greenwood Heritage Library was approved by Council.

9.4 2026 Operating Budget Review

The updated 2026 operating budget was presented to the Board in order to share the impact of the Greenwood Heritage Library which was not reflected in the budget presented to the Board in September 2025.

9.5 Report 06-25 Xerox Contract

C. Moore presented a proposal to establish a new contract with the Xerox vendor, Red X Inc. The proposed pricing model is approximately \$150,000 for the lease, and a five-year term offers the lowest cost per sheet. All current machines will be returned as they operate under a lease system.

As part of the new contract, tap payment terminals will be added to public machines. The library does not plan to increase printing or copying fees at this time but may review them in the future.

Motion #25.24

Moved by S. Sheehy Seconded by K. Danylak **Motion THAT** the Board approve report 06-25 Procurement for Photocopying and Printing Services (5-Year Term) as presented.

10. Executive Limitations Policies & Monitoring Reports

10.1 EL 07 Emergency Executive Succession

S. Sheehy reported that she met with J. Flowers to discuss the Executive Limitation (EL) policy. The policy addresses the sudden change in the CEO's ability to continue in her role and ensures that the CEO keeps senior leadership up to date on relevant City and Board activities. S. Sheehy stated that she had no concerns, and that the policy appeared clear and in compliance.

Motion #25.25

Moved by S. Sheehy, Seconded by A. Mir **Motion THAT** Board has received the monitoring report for policy **EL 07 Emergency Executive Succession** as presented; and agrees that it provides reasonable interpretation of the policy and evidence of compliance; and **THAT** the Board adopt policy **EL 07 Emergency Executive Succession** as presented, the policy being complete, sound, and effective.

Carried.

11. Board Committee Reports

11.1 Report of the Board Building Committee

Nothing to report. Meeting scheduled for next week.

11.2 Report of the Community Linkage Committee

K. Smuk was confirmed as the new Chair of the Community Linkage Committee. A. Mir advised that the committee will be engaging with the hamlets of Greenwood and Brougham to better understand community needs in relation to the Greenwood and Seaton Library branches. Updates from these visits will be shared with the Board as they occur.

11.3 Report of the CEO Evaluation Committee

Committee is scheduled to meet with J. Flowers on December 4, 2025, to discuss feedback and provide the evaluation matrix. Based on input from Board members, the evaluation will be finalized. An in-camera Board meeting is planned for December 11, 2025 to review, discuss, and approve the evaluation.

12. Governance

12.1 None.

13. Board Policy Review

13.1 None.

14. New & Unfinished Business

14.1 Member Community Reports

The Board thanked J. Flowers and staff for organizing and facilitating a Library Board tour of the new Dorsay Community & Heritage Center.

14.2 George Ashe Renovation Announcement

J. Flowers shared that at the previous Executive Committee meeting, a contract was awarded to Barry Bryan Associates for consulting services related to the renovations of the George Ashe Library & Community Centre. There will be an opportunity for the Library Board to participate in the design process for the library side, and a request was made for the Building Committee to be involved.

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, December 11 at 7:00 pm.

Motion #25.26

Moved by S. Sheehy, Seconded by A. Mir **Motion THAT** the meeting be adjourned.

Carried.

The meeting was adjourned at 9:04 pm.

Signature of Library CEO:

Date:

Signature of Library Board Chair:

Date: