

1. **Meeting Called to Order** Chair
2. **Land Acknowledgement** B. Kenworthy
3. **Public Delegations**
Members of the public looking to provide a verbal delegation to the Board are required to register by completing a [Delegation Request form](#). For more information please email board@pickeringlibrary.ca or refer to the Delegations Section of the [PPL Board Bylaws](#).

Please be advised that your name will appear in the public record and will be posted on the Library's website as part of the meeting minutes.

4. **Approval of Agenda** Chair MOTION
Conflict of Interest Disclosure to Approve
5. **Presentations**
 - 5.1 M. Carpino, CAO City of Pickering
CAO Townhall
6. **Consent Agenda** Chair MOTION
to Approve
 - 6.1 Minutes of the Previous Board Meeting – April 23, 2026 [Pg 01](#)
 - 6.2 Library Information Update - April [Pg 07](#)
 - 6.3 2024 Audited Financial Statement [Link](#)
7. **Correspondence**
 - 7.1 None.
8. **Ends Discussion**
 - 8.1 None.
9. **Staff Reports**
 - 9.1 Anti-Black Racism Working Group Update Verbal S. Oza
[Minutes of the April 8, 2026 ABRWG Update
meeting attached - [Pg 17](#)]
10. **Monitoring Reports – Executive Limitations**
 - 10.1 EL 04 Staff Conduct [Pg 20](#) A. Mir MOTION
to Receive
/ Adopt

The following EL Policy will be discussed at the next Board meeting. All members to review prior to the next meeting.

EL 10 Communication and Counsel to the Board D. Sharma

11. Board Committee Reports

11.1 Report of the Building Committee Verbal Update Committee Chair

11.2 Report of the CEO Recruitment Committee Verbal Update Committee Chair

12. Governance

12.1 None.

13. Board Policy Review

13.1 Board Policy Review Verbal Update S. Oza

14. New & Unfinished Business

14.1 Member Community Reports

14.2 Appointment of Board Designate – Alberta Bill 28 Verbal Update S. Oza MOTION to Approve

15. Confidential Matter

15.1 CEO Recruitment Update Verbal Update Committee Chair MOTION to Approve

16. Board Meeting Evaluation

16.1 Review of Previous Meeting Results Verbal Update Chair

16.2 Completion of Evaluation for Current Meeting

17. Adjournment

Chair MOTION to Adjourn

Next Meeting:

To be Held: June 18, 2026

Location: Central Library

Preliminary List of Motions

Item # Motion

4. THAT the items in the Agenda be approved by the Board as presented.

6. THAT the items in the Consent Agenda be approved by the Board as presented.

- 10.1** THAT the Board has received the monitoring report for policy EL 04 Staff Conduct 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.
- 14.2** THAT the Board appoint [Name/Position] as its designate, with delegated authority to represent and communicate the Board's position, and, where appropriate, to endorse that position with respect to Alberta Bill 28, the Municipal Affairs and Housing Statutes Amendment Act, 2026, in a manner consistent with the direction provided by the Board to the City of Pickering Municipal Council.
- 15.1** THAT the Board move into IN-Camera in accordance with the provisions of Section 16.1(4) of the Ontario Libraries Act and Section 3.9 of the Pickering Public Library Board Bylaws, in that the matters to be discussed are related to:
d) Personal matters about an identifiable individual

THAT R. Perera, Deputy Clerk, City of Pickering, be appointed as secretary for the Pickering Public Library Board to record minutes and provide procedural advice as needed during the course of the in-camera portion of the meeting. [Rising from In-Camera] THAT the Board rise from the closed session of the Pickering Public Library Board Meeting.

- 17.** THAT the meeting be adjourned.

Held: Thursday, April 23, 2026 at 7pm

Location: Central Library

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

Absent: Councillor M. Brenner; B. Kenworthy

Staff: S. Oza, (Acting) CEO/Director of Public Libraries; C. Moore, Director, Corporate Services & Collections; L. Wallis, (Acting) Executive Assistant; J. Derlatka, Manager, Collections & Digital Experience; D. Martin-Wylie, Client Experience Specialist – Local History; R. Perera, Deputy Clerk, City of Pickering (Virtual – departed at 7:32pm)

1. Meeting Called to Order

A. Maginley called the meeting to order at 7:04 pm

2. Land Acknowledgement

K. Danylak 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.

Agenda was amended to include item 14.2 Canadian Urban Library Council Advocacy Update.

Motion #26.41

Moved by D. Sharma, Seconded by Councillor L. Cook **Motion THAT** the Agenda be adopted as amended.

Carried.

5. Presentations

5.1 Indigenous Relations

Presentation did not take place and will be rescheduled for a later meeting.

5.2 Local History

J. Derlatka and D. Martin-Wylie introduced themselves and delivered a presentation on the Pickering Public Library's Local History Collection.

D. Martin-Wylie advised that the Local History Collection is a specialized component of the library's overall holdings and includes approximately 20,000 physical and digital items.

The collection has been relocated to the Dorsay Community and Heritage Centre, where materials previously housed at the Central Library and offsite storage locations are now consolidated within the new Local History Experience Centre (LHEC). The LHEC will increase public access through enhanced researcher support, interactive displays, specialized programming and school visits, the addition of a memory station and other technology-based experiences, and more streamlined research services.

Recent acquisitions include over 50 boxes of materials donated by a local historical society and more than 500 boxes transferred from the Archives of Ontario, dating from 1811–1960. A significant volume of material remains to be processed prior to public access.

An overview of the collection processing workflow was provided, including assessment against the collection policy, identification and arrangement of materials, digitization, and public access through Laserfiche.

Board members participated in an augmented reality demonstration showcasing selected collection items.

During the discussion period, staff clarified donations are not being sought at this time. The focus is on reviewing the existing collection and identifying gaps. As well, future outreach will prioritize materials to expand the collection, particularly from underrepresented communities.

It was noted that the collection currently includes limited Indigenous materials. The next steps planned include building relationships with Indigenous communities and exploring oral history initiatives. Outreach to Mississauga's communities through the Region was suggested.

Staff confirmed that archival standards are followed, the new facility is climate-controlled, and the collection policy permits deaccessioning when appropriate, with full documentation.

Discussion occurred regarding potential eligibility and interest in applying for heritage grant funding, noting that Pickering Museum Village received a Heritage Ontario Grant in the previous year.

LHEC staffing consists of one specialist, which is standard for archives of this size. Summer students provide additional support, and service capacity will be monitored as usage increases.

Authenticity verification processes include donor interviews, documentation review, physical examination, and research. Materials outside the collection's scope may be referred to other institutions.

Appreciation was expressed for the establishment of the new space and the advancement of an initiative that has been under discussion for many years.

6. Consent Agenda

6.1 Minutes of the Previous Board Meeting – March 26, 2026

6.2 Library Information Update - March

6.3 2025 Financial Review

6.4 2026 Q1 Stats Review

6.5 2026 Q1 Financial Review

6.6 P22 Use of Library Resources During an Election Campaign Policy

Motion #26.42

Moved by Councillor S. Butt, Seconded by A. Mir **Motion THAT** the items on the Consent Agenda be adopted.

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 provided an update from the Anti-Black Racism Working Group meeting held on April 8. During February and March, members focused on community engagement and shared feedback and insights gained through that work. ABRWG members also met and spoke directly with Library staff.

It was shared the Working Group has identified the need to review and revisit the African-Canadian Ancestral Land Acknowledgement currently in use by the Pickering Public Library. The Working Group is exploring potential revisions to ensure accuracy and appropriateness.

The ABRWG has been selected by the City of Pickering to receive the 2025 City of Pickering's Community Group Award, in recognition of the ABRWG's outstanding achievements. This award will be presented at the City of Pickering's Civic Awards Ceremony on May 12, 2026. Hearty congratulations were extended to the group.

10. Executive Limitations Policies & Monitoring Reports

10.1 EL 01 General Executive Constraint

The EL-01 Report was reviewed and found to be in compliance based on the evidence available.

With J. Flowers leaving the CEO position in February F. Mahjabeen inquired how and when the reported metrics and evidence was gathered. Corresponding information was provided by C. Moore, Director of Corporate Services and Collections, to support the report.

Questions were raised regarding whether grant-related financial information is shared with the City. It was confirmed that the Library follows City policies and procedures and is included in the City's annual financial audit.

The request was made to amend the report to update the reference year, as it was advised by C. Moore that the Library works with City HR to submit the required applications and staff lists on an annual basis.

Clarification was provided regarding Pay Equity Review processes:
Management positions are reviewed using the City's framework.
Union staff follow a different format based on the Collective Agreement

A question was asked as to whether the Library maintains its own bank account.
C. Moore confirmed that Library-generated revenue is transferred to the City and recorded as donation revenue.
The Library is exploring the implementation of a designated fund for specific projects.

Motion #26.43

Moved by F. Mahjabeen, Seconded by D. Sharma **Motion THAT** Board has received the monitoring report for policy EL 01 General Executive Constraint as amended; 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.

Executive Limitations policy EL 04 Staff Conduct will be discussed at the next Board meeting. All members were asked to review prior to the next meeting. Assigned to A. Mir.

11. Board Committee Reports

11.1 Report of the Building Committee

Did not meet.

11.2 Report of the CEO Recruitment Committee

Update provided during in-camera portion of meeting.

12. Governance

12.1 None.

13. Board Policy Review

13.1 None.

14. New & Unfinished Business

14.1 Member Community Reports

A. Maginley shared that he visited the George Ashe Library last week while his son was attending a program. He noted that the building was very busy and well attended.

L. Cook shared that she observed OVEE at the Pickering Waterfront as part of its outreach efforts.

14.2 Canadian Urban Library Council (CULC) Advocacy Update

S. Oza provided an update regarding Bill 28, which addresses public library governance in Alberta. A briefing document was shared with the Board.

A comparison was presented between Ontario's current library governance model, which operates at the local level, and the proposed changes under Bill 28, which would shift governance to the Provincial level in that province.

A recommendation was made for the Board to oppose Bill 28 and to align with advocacy efforts, including those led by CULC.

Discussion and agreement took place to bring forward this opposition to Alberta's Bill 28 to City Council in June.

The Board expressed support to communicate this opposition with CULC and offered support to S. Oza in other advocacy efforts.

Motion # 26.44

Moved by Councillor S. Butt, Seconded by Councillor L. Cook **MOTION THAT** the Pickering Public Library Board: Express its opposition to Alberta Bill 28, the Municipal Affairs and Housing Statutes Amendment Act, 2026, in order to preserve library independence, as the bill would transfer authority over public library collections and customer access from locally appointed library boards and professional library staff to provincial government ministers;

THAT this Board reaffirm its commitment to an independent library system, intellectual freedom, customer privacy, equitable access to information, and the principle of local governance of public libraries, consistent with the Public Libraries Act of Ontario; and THAT this Board direct the (Acting) Chief Executive Officer/Director of Public Library's to communicate this resolution to the Canadian Urban Libraries Council, and this municipality's Members of Provincial Parliament and City of Pickering Mayor and Council.

Carried.

15. Confidential Matter

The meeting format was restructured. The meeting began with item 15 Confidential Matter. The Board moved into a closed session.

Motion #26.38

THAT the Board move into IN-Camera in accordance with provisions of Section 16.1 (4) of the Ontario Libraries Act and Section 3.9 of the Pickering Public Library Board Bylaws, in the matters to be discussed are related to:

d) Personal matters about an identifiable individual.

Carried.

Library staff exited the meeting as the Board appointed R. Perera, Deputy Clerk for the City of Pickering, to serve as Recording Secretary.

Motion #26.39

THAT R. Perera, Deputy Clerk, City of Pickering, be appointed as secretary for the Pickering Public Library Board to record minutes and provide procedural advice as needed during the course of the in-camera portion of the meeting.

Carried.

Motion #26.40

THAT the Board rise from the closed session of the Pickering Public Library Board Meeting.

Carried.

This portion of the meeting was closed to the public. Refer to the In Camera meeting minutes for further information. [Deputy Clerk, City of Pickering has custody and control of the In

Camera minutes].

No decision was made during the closed session. The CEO Recruitment Committee will continue with the CEO selection process.

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, May 21 at 7:00 pm.

Motion #26.45

Moved by Councillor S. Butt, Seconded by F. Mahjabeen **Motion THAT** the meeting be adjourned.

Carried.

The meeting was adjourned at 8:40pm.

Signature of Library CEO:

Date:

Signature of Library Board Chair:

Date:

1 The Best Place For Everyone To Learn

Battle of the Books

Pickering Public Library participated in the annual Durham Region Battle of the Books competition, a literacy-focused initiative that promotes reading engagement, teamwork, and critical thinking among students. Participation from Pickering schools remained exceptionally strong, with 110 students in Grades 4–6 and 72 students in Grades 7–8 collectively reading an impressive 2,128 books throughout the competition.

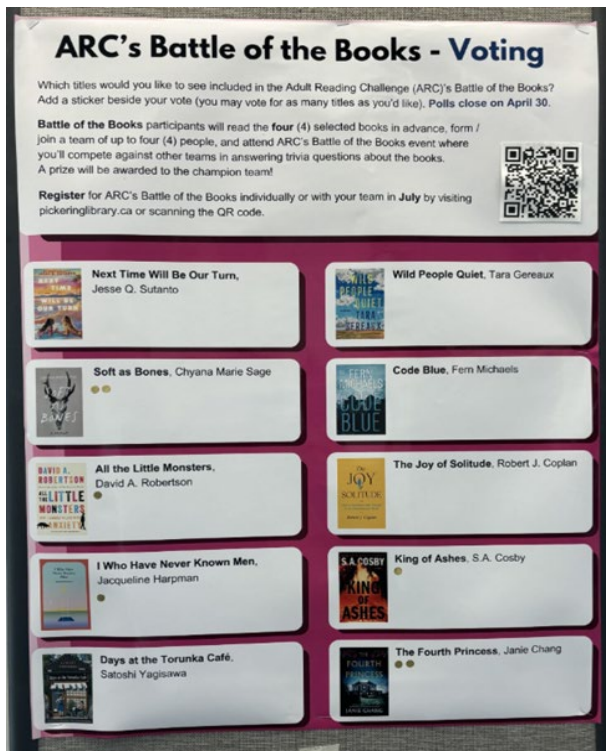
Pickering was proudly represented at the Regional Championship by William Dunbar Public School (Junior Division) and Fairport Beach Public School (Intermediate Division). William Dunbar Public School achieved an outstanding third-place finish at the regional level, while Fairport Beach Public School placed fifth.



These accomplishments reflect the enthusiasm, dedication, and collaborative spirit of participating students, as well as the continued success of literacy partnerships between local schools and the Library.

Battle of the Books Voting

Inspired by Battle of the Books for teens and children, the Adult Engagement Team will be running an Adults Battle of the Books. Throughout May, Adults were asked which titles they would like to read and answer questions about as part of the Adult Reading Challenge (ARC)'s Battle of the Books. 45 clients voted across library locations, from ten Popular Picks options. The winning books that will be read during the challenge are: *The Fourth Princess* by Janie Chang, *Soft as Bones* by Chyana Marie Sage, *Next Time Will Be Our Turn* by Jesse Q. Sutanto, and *I Who Have Never Known Men* by Jacqueline Harpman. This initiative is expected to increase engagement, encourage participation across branches, and foster a shared reading experience that will support discussion, program attendance, and sustained adult readership throughout the challenge period.



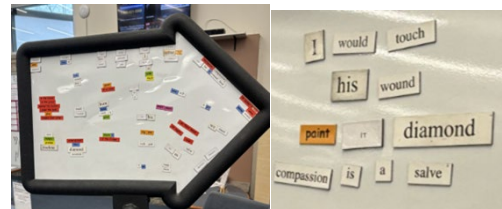
Shell-ebrate Turtle Conservation

In celebration of Earth Month, the Children's Team partnered with the City of Pickering Sustainability Team, Pickering Animal Services, Parks Canada and the Toronto Region Conservation Authority to deliver an engaging, hands-on turtle conservation program. The initiative reached 180 participants, equipping children and their families with the ability to identify local turtle species. This event strengthened community partnerships and allowed participants to gain practical knowledge about turtle species and conservation.



Magnetic Poetry (Passive)

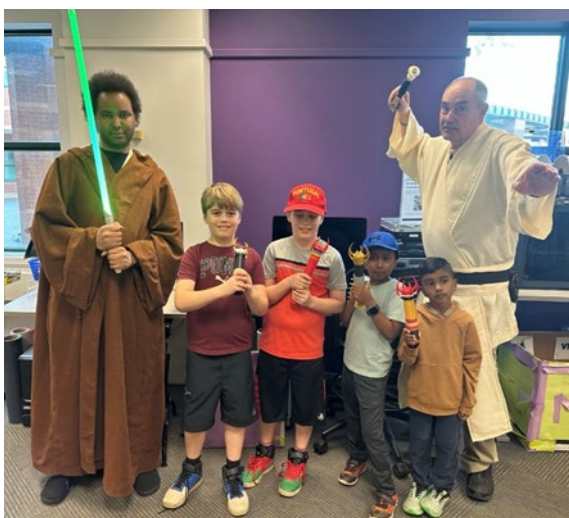
In honour of National Poetry Month, clients were encouraged to turn random magnetic words into a poetic masterpiece by visiting the Adult area at any of our library locations. This initiative is expected to promote creative expression, increase engagement with in-branch spaces, and provide an accessible, low-barrier activity that encourages participation and connection among adult clients.



Program: Heat Press T-Shirt Demo

Staff ran two events on the Heat Press to demonstrate its use and allow attendees to create their own shirt. While the designs were pre-made, they were offered in different colours and variations, allowing clients to mix and match and create a unique design. In addition to the hands-on experience, participants learned the basics of heat press technology, including design placement, material considerations, and safe equipment operation, helping to build both creativity and practical maker skills they can use in the future for personal or professional projects. This initiative is expected to increase awareness and use of maker technologies, build client confidence in hands-on learning environments, and support skill development that encourages future participation in creative and technology-based programming.

Program: Build Your Own 3D Printed Light Saber



Staff held a Build Your Own Lightsaber event for Star Wars Day together with the Children's team. Attendees were able to build their own lightsaber from a variety of parts printed on the library's 3D printers. We also had some additional takeaways for attendees from the 3D printer, including Star Wars medallions and Kit Cards which clients could use to make their own Star Wars ship. We also had staff and partners in costume for families to take pictures with. The program provided an opportunity to learn about the 3D printers in a fun way and residents were able to engage with other community members who are Star Wars fans.

Program: "AI in Your Daily Life" and "Introduction to AI"

Staff ran two programs in April and May dedicated to learning more about AI: "A.I. in Your Daily Life" and "Introduction to AI." The first program demonstrated practical ways to integrate AI into daily routines, such as adding timed events and appointments into Google Calendar. This session had 12 registrations and 9 attendees. The second program, "Introduction to AI," was delivered as a hybrid event with both a live audience and an online stream. It provided a more in-depth, theoretical overview of AI. This program was attended by 13 participants in person and 23 online, for a total of 36 attendees.

Both sessions generated strong engagement, with lively discussion and opportunities for clients to learn how to use AI safely to complete tasks.

These initiatives are expected to enhance digital literacy, increase client confidence in using emerging technologies, and support ongoing engagement with technology-focused programming across both in-person and virtual formats

2 Committed To Care, Inclusion And Belonging

City of Pickering Civic Awards



The Library's Anti-Black Racism Working Group (ABRWG) was selected by the City of Pickering to receive the 2025 City of Pickering's Community Group Award, in recognition of the ABRWG's outstanding achievements.

The Civic Awards are hosted by Pickering City Council annually each year. A selection panel reviews the nominations and determines recipients in each of the several categories. The Community Group Award is given to the community group whose activities stand out amongst all other community groups in Pickering for their contributions and service to the community over the past year.

Over the past several years, the ABRWG has extended its impact far beyond the library's walls, collaborating with staff, sharing lived experiences, and delivering seven work plans that continue to shape service planning and enhance the community's library experience.

The Library is delighted to celebrate the ABRWG's achievements through the presentation of this award. Representatives of the ABRWG attended the Civic Awards Ceremony to celebrate this special acknowledgement.



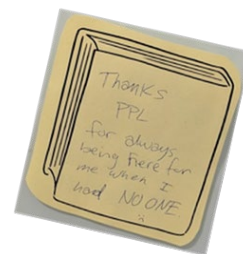
Revamping Teen Area

The Teen Engagement team has been actively engaging youth in shaping the future of the Library's teen spaces and services through initiatives such as the Youth Forum and Teen Feedback Survey. These efforts have provided valuable insight into teen needs, interests, and priorities, ensuring that planned enhancements are informed directly by youth voice and lived experience. To support this work, Teen staff have also been collaborating with peer libraries by touring teen spaces and exchanging best practices related to service delivery, space design, and programming models. Based on the feedback and research gathered, updates to the teen area and related programming are now underway and will continue to be developed over the coming months, with a focus on creating more inclusive, engaging, and responsive experiences for teen clients.

3 A Connected Community

National Librarian Day

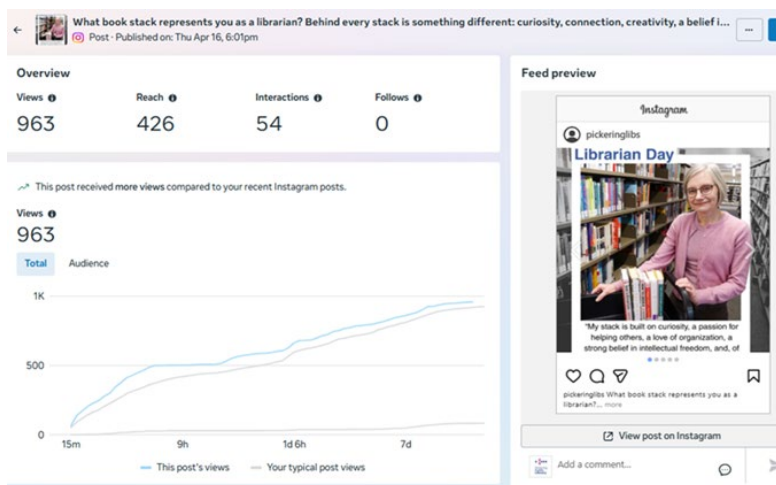
To celebrate International Librarian's day, clients showed their library love by writing mini thank-you cards while reading up on the importance of libraries in communities. This initiative is expected to foster appreciation for library services, strengthen connections between clients and staff, and highlight the role of libraries as vital, community-centered spaces.



In addition to in-person activities, Librarian Day was also highlighted across our social media channels: a post was shared across social media featuring members of the Collections team with curated book stacks. Their selections responded to the question, "What stack represents you as a librarian?" The post generated a combined 78 interactions and 2,300 views across Facebook and Instagram. Posts that spotlight staff continue to perform well, reflecting a clear interest in the people behind the library.

Beyond highlighting collection items, this type of digital storytelling offers a more personal connection and helps strengthen the library's presence as a welcoming, community-focused space.

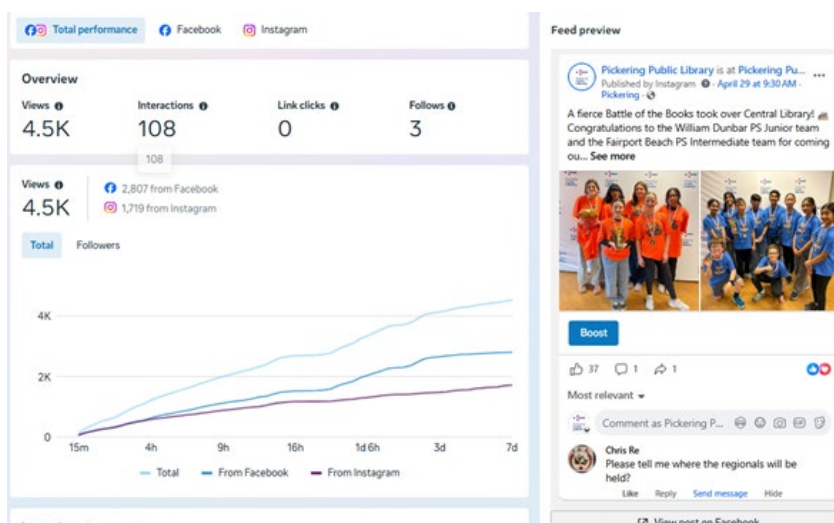
Library Day is celebrated by the American Library Association (ALA) annually on April 16 and is often associated with National Library Week.



Annual Battle of the Books

A recent social media post highlighting Battle of the Books generated strong community engagement, indicating sustained local interest in shared experiences. The post achieved 93 reactions, 10 shares, and reached nearly 2,000 users, surpassing typical performance benchmarks and extending visibility beyond the library's immediate audience.

These reactions, particularly shares, suggest the content resonates not only with participants but also with broader networks of families, schools, and peers. This supports increased awareness of library offerings and reinforces the library's role as a hub for the community.



Battle of the Books is not only a great team building and literacy experience for local students, but an opportunity to showcase the love for reading amongst local youth. Sharing and celebrating the achievements of these youth not only brings a positive community response to the content shared, but it also further demonstrates the library's commitment to literacy and to cultivating community connection through reading.

4 Building For The Future

Tax Workshops

Throughout the tax season, the Library supported financial literacy and community access to tax resources through a series of workshops and tax clinics. Three instructional workshops were offered to help residents learn how to independently file their income taxes using Wealthsimple, with staff guiding 17 participants through the filing process step-by-step. In addition to building self-sufficiency through these educational sessions, the Library also hosted several drop-in tax clinics in partnership with the Community Volunteer Income Tax Program (CVITP). A total of 51 clients accessed the clinics, resulting in over \$50,000 in tax returns being secured for low-income community members. Collectively, these initiatives helped improve access to financial supports while reducing barriers to essential tax filing services.

Successful Community Engagement Marks Soft Opening of Dorsay Centre

As part of the soft opening of the Dorsay Community and Heritage Centre, the Library participated in a community BBQ for local residents and a First Look Tour for City Council. Both events provided an excellent opportunity to generate excitement about the upcoming Greenwood Heritage Library and the collections and services that will be available at the new branch. Community members were particularly pleased about having closer access to a Library location.



The events also gave our Local History Specialist the chance to showcase the new Local History Experience Centre (LHEC), including a sneak peek of the vision for experiential learning using augmented reality. Residents at the BBQ were eager to speak with staff about the types of information available in the LHEC, how they could contribute to the archives, and to ask questions about the area's history.

The Community Engagement team also connected with local residents to gather valuable input on programs and services that will help shape offerings in the new space. Overall, residents are very excited to return once the Library is fully open!



Recycled Art Workshop

In celebration of Earth Day on April 22, 2026, the Library hosted a creative sustainability-focused program that invited clients to collaboratively create a colourful work of art using recycled paper materials. The program encouraged meaningful conversations around environmental awareness, sustainable art practices, and the importance of recycling within everyday life. Participants were highly engaged throughout the session, demonstrating strong community interest in environmentally conscious programming that combines creativity, education, and social connection.



Pickering Public Library LinkedIn Engagement Growth

As part of a revised digital engagement strategy, marketing efforts have been renewed and strategically put towards offering more curated LinkedIn content to engage the over 1000 followers generated prior to the start of the year.

Follower highlights

1,043
Total followers

10
New followers in the last 30 days
▲100%

During Q2, various content has been piloted on LinkedIn to learn about the interest and engagement opportunities available in the platform's audience. Results of the content trials have been positive thus far. In the last month, the volume of users reached and the reactions to library content has increased significantly.

Highlights

Data for 4/5/2026 - 5/4/2026

1,180
Impressions
▲2,126.4%

23
Reactions
▲2,200%

0
Comments
●0%

1
Reposts
●0%

Additionally, follower growth is starting to pick up. These metrics will be included in social media counts moving forward to ensure these engagement opportunities and outcomes are captured and reflected in on-going marketing plans.

Maker Space: Learning and using Maker Space for business start-up

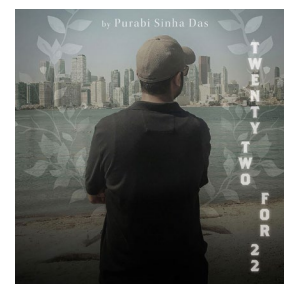
A client used the latest Maker Space addition, the X-tool S1 laser engraver, to brand a model car. This sparked more interest in the x-Tool among clients and reflects the x-Tool's versatility. (Model car pictured.)

Over the span of two days, a client used multiple pieces of Maker Space equipment, including the Cricut, 3D printer, and X-tool S1 laser cutter to make branded merchandise to propose to a business in her home country. She remarked that Pickering Library's Maker Space was a very useful resource to the community and is helping her to accelerate her professional endeavors.



Maker Space: Local Author Publishes Audiobook

Local author and Pickering resident Purabi Sinha Das made extensive use of the Maker Space sound booth during autumn of 2025 to record the audio for her 2022 debut book titled "Twenty-Two for 22". She spent many hours in the sound booth and tech team staff helped her with much of the technical setup needed, which included software and hardware setup. Tech team staff also coached her on how to properly use the microphone and tune her voice to get proper recording levels for the best possible audio quality. Purabi recently reached out to notify library and tech team staff that the release of her audiobook is now live on Amazon's Audible.



<https://www.amazon.ca/Audible-Twenty-Two-for-22/dp/B0GS3YMZ9N>

Maker Space Helps Clients Backup Old Photos

The Photo Scanner available in the Maker Space has helped various clients back up photos that are kept as slides or film, formats that would normally be difficult for the average person to properly backup without the correct equipment. One client in particular has made back-to-back appointments using the Photo Scanner to convert their photo slides into high quality digital files they can easily share with friends and family. They have even learned how to set up and use the software on their own computer so they can save the files directly to their hard drive.

This service is expected to increase awareness and use of specialized maker equipment, support digital preservation of personal and community histories, and build client confidence in using technology to independently manage and share their media collections.

Organizational Excellence

TD Summer Reading Club Library Awards

Pickering Public Library received national recognition for its outstanding delivery of the 2025 TD Summer Reading Club, earning third place in Canada through an award presented by Library and Archives Canada. The award recognizes exemplary leadership in promoting literacy and reading engagement among Canadian youth through dynamic, innovative programming and impactful reading challenges. This achievement reflects the Library's ongoing commitment to fostering lifelong literacy, creativity, and learning opportunities for children and families within the community.

In recognition of this accomplishment, Children's Engagement Specialist Sadiya Mohamed was invited to attend the Marigold Library System Conference in Calgary to formally accept the award on behalf of the Library, along with a \$1,000 prize. This national recognition highlights both the strength of the Library's children's programming initiatives and the dedication of staff in delivering high-quality, engaging literacy experiences for young readers.

What's New

Local History Collection Successfully Relocated to Greenwood Heritage Library

The Library's Local History collection has been successfully relocated to its new home at the Greenwood Heritage Library. The move included approximately 20,000 archival materials from the Central Library and offsite storage, 300 items from the Archives of Ontario, and a major donation of 30 boxes from the Pickering Township Historical Society.

Items received from the Archives of Ontario and the Pickering Township Historical Society will now be processed to ensure their long-term preservation.

Once complete, they will be fully integrated into the new Local History Experience Centre (LHEC). When the LHEC opens, visitors will be able to access the entire collection in one convenient location for research and exploration.



Meeting Minutes

Anti-Black Racism Working Group

Wednesday, April 8, 2026, 6:30 pm

Location: In-person – George Ashe Library, Quiet Study Room

Attendees: Charmain Brown (Notetaker), Nicole Facey, Romina Diaz-Matus, Salome Odeny, Samantha Adebisi, Scerena Officer, Teronie Donaldson

Library Staff: Shobha Oza, Sabrina Yung

Absent: Simone Grant

1. Welcome! Land Acknowledgement and Ancestral Acknowledgement
 - Read by SY and RDM.
 - SA spoke to the importance of the African Ancestral Acknowledgement especially since the [UN General Assembly passed a landmark resolution](#) designating the transatlantic slave trade as the "gravest crime against humanity" and calling for reparatory justice on March 25, 2026.
 - Members shared the importance of continuing to read this acknowledgement and to ensure space is held for reflection, so as not to simply read the acknowledgement without thinking about the intentions and individual commitments to this work.
 - SY and SO provided context as a refresher, for how the current ABRWG African Ancestral Acknowledgement (brought forward by a previous member and adopted from the City of Toronto) came to be. Shared understanding was confirmed that members can table changes and/or work to develop a different version of the acknowledgement that aligns and/or suits the reflections and acknowledgements of current members.
 - SY shared regrets from SG (new member with a deferred start time).
 - Deferred from January, due to ScO absence, SY acknowledged ScO and RDM as the nominated co-chairs for 2026. ScO confirmed acceptance of this role, along with RDM who accepted at the January meeting. SY thanked TD for his time and contribution as last year's Co-Chair.
 - Time was taken to congratulate the ABRWG for being selected to receive the 2025 City of Pickering Community Group Award, in recognition of the ABRWG's outstanding achievements. The Civic Awards Ceremony will take place on May 12. All ABRWG members are invited to attend and need to RSVP to SY by the end of the week.
 - SY to send a calendar appointment (with additional event details).
2. Conflict of Interest Declaration
 - No conflicts declared.

3. Review Meeting Minutes
 - January meeting minutes were reviewed
 - No edits or changes were expressed.
4. City of Pickering Civic Awards Ceremony Information Review and Preparations
 - SY shared details about the awards ceremony.
 - The group selected RDM and TD as the two delegates to participate in the awards procession and to receive the award on stage.
5. February and March Engagement Summary and Review of ABRWG Observation Months and Feedback Form
 - SY shared the highlights from the reviews submitted by ABRWG members during their time in libraries during February and March.
 - Discussion took place as to whether completing the observation form was meaningful to members (considering time, personal energy, etc.)
 - Members shared they valued completing the form as documentation of the work that the ABRWG is doing and to build accountability for members during observation months.
 - Clarification was provided for when to use the form. Members are not required to seek out conversations, however if they come across direct or indirect feedback about the library, or trends/gaps they observe/hear from community members related to local services/resources/supports, this information can be submitted.
 - It's helpful to know what community members are looking for and to explore how the library may offer support through collections, events, and other forms of services.
6. High Level Review of Active Work Plans and Progress and ABR Community Survey Follow Up: Client Feedback Survey Outcomes
 - Members took time to rotate around the room, across different stations, to review the seven ABRWG Recommendations and Work Plans that staff are implementing and to review the 2025 ABR Community Survey results.
 - Members gave feedback regarding what needs to stop, start and continue for each set of Work Plans.
 - Due to time, a brief discussion took place regarding observations and considerations (client experience, AI, youth engagement, connecting with community partners). The discussion will be continued at the May meeting.
7. PPL BHM Page Renaming – Feedback Requested
 - The Web Content Team has proposed a change to the existing Black History Month page name, to better reflect the initiatives, resources, and events taking place year-round beyond February.
 - Due to time limitations, a discussion could not take place. Instead, SY will send some information and a poll for members to provide their input. Note, the poll will include suggestions from the team but alternative ideas from ABRWG members are encouraged.

8. May Meeting Preparation

- Due to the construction delays, the ABRWG tour of the Greenwood Heritage Library originally planned for the May meeting will need to be postponed until the July meeting (no ABRWG meeting in June per the Work Plan).
- Topics to be covered during the May meeting include:
 - Dana from local history society will be sharing updates
 - Updates on the new Seaton Library
 - Follow-up on the ABRWG work plan
 - Greenwood Heritage Library Is

Next Meeting: Wednesday, May 13, 6:30 pm (online)

POLICY TYPE: Executive Limitations

POLICY TITLE: [EL 04 Staff Conduct](#)

I hereby present my monitoring report on your Executive Limitations policy “Staff Conduct” according to the schedule set out. I certify that the information contained in this report is true and represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise.



Signed (Acting) CEO

May 14, 2026

Date

Policy Element: Header Paragraph

The CEO may not cause or allow conditions of employment that fail to spell out the expectations for employee behaviour and which do not enforce these expectations in a fair and due process manner.

I interpret this as follows:

1. “spell out the expectations for employee behaviour”: the provision of written policies regarding employee behaviour.
2. “enforce these expectations in a fair and due process manner”: provision of clear and balanced written procedures to be followed should any infractions occur.

Compliance will be demonstrated when:

1. Policies are available, and staff are aware of these.
2. Procedures are available to be followed, and these procedures are enforced in a fair and timely manner.

Evidence:

1. Review of the relevant administrative policies that are part of the new staff orientation: Accessible Employment Standards policy, Anti-Racism Anti-Oppression policy, Employee Code of Conduct, Respect in the Workplace, Health & Safety policy, and employment letter template.

2. Review of the relevant administrative policies that reviewed bi-annually by staff as part of performance review process: Employee Code of Conduct, Respect in the Workplace, Accessible Employment Standards, and the Health & Safety policy. Procedures clearly outline how infractions are dealt with.

Additionally, an Anti-Racism/Anti-Oppression workplan have been developed to support staff wellbeing in the workplace.

3. Two concerns regarding staff treatment were raised by staff members in the last 12 months. Human Resources investigated the first concern and found that policies were adequate and adhered to. Additional policy and procedure updates were completed to ensure clear guidelines and communications pertaining to the safety and wellbeing of staff when working with clients. The second concern is currently being addressed as Step 1 of the grievance process as per the Collective Agreement.

Policy Element #1

Accordingly, the CEO will not:

Allow staff to be unaware of prohibited behaviour, including conflict of interest, harassment of customers or others.

I interpret this as follows:

“allow staff to be unaware”: not ensuring that staff have access to and understand relevant policies including, but not limited to, conflict of interest and harassment.

Compliance will be demonstrated when:

1. Policies are available, staff are aware of them and have an opportunity to ask for more information.

Evidence:

1. Review of relevant administrative policies: Employee Code of Conduct, Respect in the Workplace, Use of Library Spaces, Accessible Employment Standards, and Health & Safety – which staff indicate they review on a bi-annual basis as part of their performance review.

Policy Element #2

Allow any employee to accept gifts, payments or services, which might appear to compromise the unconflicted position of staff.

I interpret this as follows:

“gifts, payments or services”: items offered to employees beyond small token gifts of appreciation, of a value estimated at \$50.00 or less.

Compliance will be demonstrated when:

1. Staff are aware of and comply with the Employee Code of Conduct policy, which outlines the Library’s acceptance of gifts policy.

Evidence:

1. Review of the Employee Code of Conduct. There have been no reports that staff have received gifts, payments or services which do not comply with the policy.

Policy Element #3

Allow any employee to claim ownership of any product which has been developed using the time and resources of the employer.

I interpret this as follows:

1. "product": reports, documentation, software, or any other work developed as part of an employee's duties.
2. "employee": current and past staff members.

Compliance will be demonstrated when:

1. All staff are aware of and comply with policies and guidelines in the hiring letter, Technology Acceptable Use Policy, and Employee

Code of Conduct. Evidence:

1. Review of the employment letter template, the Technology Acceptable Use Policy, and the Employee Code of Conduct.
2. Confirmation with Director of Corporate Services & Collections that there have been no occurrences in the last year in which staff have claimed ownership of any work or intellectual property developed during employment at PPL.