

---

# The City of Pickering Public Library Board Meeting Minutes

---

Held: Thursday January 24, 2019  
Location: In the Central Library Board Room  
<http://www.picnet.org/libraryboard>

Attendees: M. Anderson, D. Barham, S. Beckett, Councillor M. Brenner, R. Coelho, Councillor I. Cumming, M. Fatema, A. Maginley, D. Sharma, S. Sheehy.

Absent:

Staff: E. Bird – Director SS, T. Sinclair - CEO, K. Williams – Director PS

Meeting Commencement Time: 7 pm

---

Note: T. Sinclair chaired the meeting until a new Board Chair was elected.

## 1. Land Acknowledgement

T. Sinclair read the Land Acknowledgement and informed Board members that the Library will use this acknowledgement at large public events and the first Board meeting each year. As this was the first meeting of the new Board for 2019-2022, board members and staff introduced themselves.

## 2. Public Delegations

None

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

No interest was declared.

### **Motion #19.01**

Moved by M. Brenner, Seconded by R. Coelho.

**Motion** THAT the Agenda be adopted as presented.

Carried.

## 4. Board Education

### **4.1 Legislative Context for Governing Public Libraries**

C. Grant presented information to the Board about the legislation surrounding Libraries and the implications of that legislation on Board governance. In order to ensure that Board members are fulfilling their mandate the need to be sure that the

policies that CEO works within are sound and complete. Important legislation includes the Public Libraries Act, the Municipal Act, Information and Privacy legislation, Employment Standards Act, Human Rights Code and many others.

### 5. Board Elections

#### 5.1 Nomination for Election of Chair for 2019-2020

##### **Motion #19.02**

Moved by M. Brenner, Seconded by M. Anderson.

**Motion** THAT S. Sheehy be elected Chair for 2019/2020.

Carried.

#### 5.2 Nomination for Election of Vice Chair 2019-2020

##### **Motion #19.03**

Moved by M. Brenner Seconded by I. Cumming.

**Motion** THAT the two elected members of Board be Vice Chair for the full Board mandate (2019-2022). The term to be split in two-year sections between the two Councilors on the Board.

Carried.

S. Sheehy noted that the position of Vice Chair is often used to train members of the Board for the Chair role in the future. M. Brenner and I. Cumming explained that their commitment would not lead to either Councillor pursuing the Board Chair position in the future. Also, I. Cumming replied that he would be willing to stand down from the role after two years if the financial concerns are taken care of so that another member could take on the role of Vice Chair to gain experience for Chair role.

#### 5.3 Direction to Destroy Ballots

No ballots were required in the election.

#### 5.4 Opportunity for Chair and Vice Chair to Speak

Newly elected Board Chair S. Sheehy thanked everyone for their support. She said she is very excited about all the new projects and services that are in the planning stages for the next term. She welcomed the new Board members and took over chairing the meeting.

### 6. Approval of Secretary and Treasurer

##### **Motion #19.04**

Moved by R. Coelho, Seconded by A. Maginley

**Motion** THAT the Library CEO be confirmed as Secretary for the Board for the term of this Board (2019 to 2022) and; THAT the City Treasurer be confirmed as Treasurer for the Board for the term of this Board (2019 – 2022).

Carried.

**7. Appointment of Linkage Committee for 2019**

**7.1 Appointment of Linkage Committee Members**

K. Williams explained that Linkage Committee's mandate is to connect with the community and stakeholders. The committee builds relationships with community groups and individuals. They are tasked with raising the profile of the Library and finding out how the library could add benefit the community. The chosen focus for 2019 is public health.

**Motion #19.05**

Moved by D. Sharma, Seconded by A. Maginley.

**Motion** THAT M. Anderson, R. Coelho, M. Fatema, and D. Barham be named to the Board Linkage Committee for 2019.

Carried.

**7.2 Appointment of Staff Liaison**

T. Sinclair appointed K. Williams to act as Staff Liaison to the Linkage Committee for 2019.

**8. Consent Agenda**

**8.1 Board Terms of Reference**

**8.2 Updated Board Calendar**

**8.3 Minutes of the Board Meeting Held November 22, 2018**

**Motion #19.06**

Moved by D. Sharma, Seconded by I. Cumming.

**Motion** THAT the items on the Consent Agenda be adopted as presented.

Carried.

**9. Ends Discussion**

**9.1 Rpt 01-19 EP1 Interpretations of New Ends**

T. Sinclair presented her report that outlines how she intends to interpret the Ends Policy and what she will use to show compliance. She highlighted the change from the concept of equality to that of equitable access for residents. She reminded Board members that there is now an added fifth goal "Residents will have access to library services that support their financial, physical, social and mental well-being". She reported her recommended compliance statement and what evidence would be reported to support that compliance from her report in the future.

**Motion #19.07**

Moved by R. Coelho, Seconded by S. Beckett.

**Motion** THAT the Board approve in principle the proposed Ends Policy interpretations compliance and evidence as presented.  
Carried.

### 9.2 Report 02-19 2019 Budget update

E. Bird presented the report which reviewed the budget changes since the previous report in November. T. Sinclair updated the Board on information learned since the report was written about the City Centre Library Reserve Fund.

#### **Motion #19.08**

Moved by D. Sharma, Seconded by A. Maginley.

**Motion** THAT in order to maintain the quality of library service the Board is not prepared to accept the proposed cuts to the award-winning library budget to fund the Reserve for the new City Centre library.  
Carried.

#### **Motion#19.09**

Moved by D. Sharma, Seconded by R. Coelho.

**Motion** THAT the Board directs that the Councilors Board members and the CEO meet with Treasurer to share this concern and look for a solution.

## 10. Staff Reports

### 10.1 Library Information Update

T. Sinclair noted the report is intended to give the Board information about some of the activities of the Library particularly those that specifically to the Board Ends. It is impossible to report on everything. She highlighted the Noon Year's event that was held on New Year's Eve for families. It was the first time the Library held such an event and it was very successful.

## 11. Monitoring Reports

### 11.1 EP 1 Global Ends Policy

#### **Motion #19.10**

Moved by M. Anderson, Seconded by D. Sharma.

**Motion** THAT the Board adopt Monitoring Report EP 1 Global Ends Policy as presented and; THAT the Board adopt Policy EP 1 Global Ends Policy as presented, the Policy being complete, sound and effective.  
Carried.

M. Brenner suggested that the information in this report would be valuable at the meeting with the Treasurer and the Council budget meeting. It was also confirmed by

T. Sinclair that CEO reporting on Ends Policy compliance is normally completed twice per year in January and August.

**11.2 EL 8 Asset Protection**

T Sinclair briefly reviewed her report. She noted that as much as possible risks are mitigated and assets are protected.

**Motion #19.11**

Moved by R. Coelho, Seconded by S. Beckett.

**Motion:** THAT the Board adopt Monitoring Report EL 8 Asset Protection as presented and; THAT the Board adopt Policy EL 8 Asset Protection as presented, the Policy being complete, sound and effective.

Carried.

Staff will follow up on the issue of upgrading older cameras. Additional capital money was not released to the Library after the Ribfest incident.

**12. Ownership**

**12.1 Member Reports**

R. Coelho reported that she had used the Makerspace in December to make a Christmas present. She was enthusiastic about the service and the staff that assisted her.

**13. Governance**

**13.1 Board Self Evaluation of previous meeting - none**

**13.2 BCD 1 Global Board – CEO Delegation**

**Motion #19.12**

Moved by S. Beckett, Seconded by I. Cumming.

**Motion** THAT the Board adopt Policy BCD 1 Global Board – CEO Delegation, as presented, the Policy being complete, sound and effective; and THAT the Board continue to comply with the Policy.

Carried.

**14. Board Policy Review for next meeting**

14.1 The following policies will be reviewed at next month's Board meeting. Please review prior to the meeting.

EL 3 Staff Treatment

BCD 2 Unity of Control

GP1 Global Governance Commitment

R. Coelho

D. Sharma

M. Anderson

**15. New Business**

---

**15.1 Report 03-19 Vision Statement of Purpose and Architectural Considerations for a City Centre Library – Draft**

T. Sinclair explained that this report was put together for the architects working on the City Centre Library to help them understand the Library's needs. Based on feedback from Board members she will rework the eating area section. Consider not having it at the front entrance of the Library.

T. Sinclair was asked about the size that the Library staff had requested. She reported that the original ask was for 50,000 square feet. This report used the assumption of 50,000 square feet. It was also recommended that the technology section be strengthened to support future client needs. Ensure the inclusion of adequate power outlets, Wi-Fi, phone charging and backbone infrastructure to support client need.

T. Sinclair will add the 2012 Central Library Expansion Report to the Board's SharePoint site for Board members to review.

**Motion #19.13**

Moved by R. Coelho, Seconded by M. Fatema.

**Motion** THAT the Board approve in principle the Vision Statement of Purpose and Architectural Considerations for a City Centre Library Draft report as amended.  
Carried.

**16. Board Self Evaluation**

Link to survey available to Board Members

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

The next Board meeting will be held on Thursday February 28, 2019 at 7 pm in the Central Library Board Room.

**Motion #19.14**

Moved by R. Coelho, Seconded by D. Sharma.

**Motion** THAT the meeting be adjourned.  
Carried

The meeting was adjourned at 8:55 pm.

---

Signature of Board Secretary (CEO):

Date:

Signature of Library Board Chair:

Date:

Alternate formats available upon request. Contact Kathy Williams at [kathyw@picnet.org](mailto:kathyw@picnet.org) or 905-831-6265 ext. 6251.