
The City of Pickering Public Library Board Meeting Minutes

Held: Thursday February 28, 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: T. Sinclair - CEO, K. Williams – Director PS

Meeting Commencement Time: 6:57 pm

1. Public Delegations

None

2. Approval of Agenda, Conflict of Interest Disclosure

No interest was declared.

Motion 19.15

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

Motion THAT the Agenda be adopted as presented.

Carried.

3. Board Education

3.1 Board Orientation – The Role of Library Associations

Stephen Abrams, Executive Director of FOPL presented information on the Library Associations that work together in Ontario, specifically, Southern Ontario Library Service (SOLS), Northern Ontario Library Service Board (OLS North), Ontario Library Association (OLA), Library Information Technology Association (LITA) and the Federation of Ontario Public Libraries (FOPL). All of these agencies work on behalf of libraries in this province but only FOPL can lobby the provincial government.

FOPL represents over 400 library systems in the province. S. Abrams key role is lobbying the government for funding. FOPL lobbied for 80 million dollars from last the Liberal provincial government but these funds have been frozen under the Conservative government. He continues to meet with the Minister of Tourism, Culture

and Sport to share the value of public libraries and to pursue an increase in the provincial grant. The FOPL website has talking points that are useful when meeting with local MPPs.

FOPL develops metrics to show the value of libraries. There are seventeen measurements to compare libraries across Ontario. Pickering ranks #1 at this time. FOPL also handles data, special reports, partnerships and a governance hub. S. Abrams recommends that Library Board members talk about the role of libraries in the community to their networks.

4. Consent Agenda

4.1 Minutes of the Board Meeting Held January 24, 2019 (moved to New Business)

4.2 Minutes of the In-Camera Meetings Held November 22, 2019

Motion 19.16

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

Motion THAT the items remaining in the Consent Agenda be adopted by the Board.

Carried.

5. Ends Discussion

5.1 Library Information Update

T. Sinclair reported on highlights from her report.

5.2 Strategic Plan Presentation

T. Sinclair reviewed the key elements of the Library's new strategic plan. The Library obtained feedback from 800 community residents and stakeholders to develop this new strategic plan. There were community members on the Steering Committee to guide the process. She reviewed the new Vision, Mission and larger Goals for the next five years. The new plan will be presented to City Council on March 25th by Library Board Chair, S. Sheehy.

6. Staff Reports

6.1 Business Arising From Previous Minutes

T. Sinclair was asked to check into upgrading security cameras. E. Bird is looking into this task on her behalf. T. Sinclair made the requested revisions to the Vision document for the new Central Library.

6.2 Library Building Projects Update

T. Sinclair attended a touch base meeting with the City, Cushman Wakefield and Architects Alliance on the new Central Library.

The Library Board asked T. Sinclair about the size of the new Central Library. T. Sinclair reported that the ideal is 51,000 square feet. The current Central Library was 17,000 square feet undersized according to study 10 years ago. Architects currently have it sized at 47,000 square feet. M. Brenner mentioned that he and I. Cumming would like to attend building related meetings to ensure Library needs are met, including raising the issue of the proper size of the Library. M. Anderson asked how the City would manage the smaller building size. T. Sinclair reported that the City wants to maximize shared spaces in the City Centre development. A Project Manager will be hired to oversee the City Centre Project once City Council has approved.

6.3 Budget 2019 Update and Approval

T. Sinclair mentioned that the City requested a Reserve Fund for the new Library build. This request (in the form of a motion about the budget) was defeated at the October 2018 and January 2019 Library Board meetings. T. Sinclair had discussions with City staff as did both Councillors who sit on the Library Board as requested by the Board. The City made it clear that a Reserve fund needed to be created. The Library provided \$65,000 for the 2019 budget and the rest (\$15,000) came from the tax base. The Library Board viewpoint was expressed to Council. The Library budget was approved and the Councillors asked Council to consider this a one-time funding. At the April Board meeting the City and Board Treasurer, S. Karwowski, will be present and the Board can ask questions at that time.

D. Barham asked how this budget was different from last year. T. Sinclair mentioned that the Reserve fund was the atypical item. M. Anderson asked if we could add the caveat that this won't happen again. S. Sheehy said that we can't add this at this time. We will work with this Budget and state objections moving forward.

Motion 19.17

Moved by S. Beckett, Seconded by M. Fatema.

Motion THAT the Board adopt the Capital and Current Budgets for the Library that were approved by Council on February 25, 2019.

Carried.

7. Monitoring Reports

7.1 Executive Limitations (EL) #3 Staff Treatment

R. Coelho met with the CEO to discuss evidence and is satisfied that staff were being treated fairly in alignment with the policy. She was impressed by the Employee Assistance Program and low absenteeism at the Library. She had no recommendations for changes.

Motion 19.18

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

Motion THAT the Board adopt Monitoring Report EL 3 Staff Treatment as presented and; THAT the Board adopt Policy EL 3 Staff Treatment as presented, the Policy being complete, sound and effective.

Carried.

8. Report of Community Linkage Committee

Nothing to Report.

9. Governance

9.1 Previous Board Meeting Evaluation Results

M. Brenner mentioned that there were no issues or concerns from the last meeting. S. Sheehy reminded everyone to fill out this form after each meeting.

9.2 Board CEO Delegation (BCD) #2 Unity of Control

D. Sharma reported that this document states that the Board as a whole gives direction to the Library CEO. The Board has been following this practice.

Motion 19.19

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

Motion THAT the Board adopt Policy BCD 2 Unity of Control, as presented, the Policy being complete, sound and effective; and THAT the Board continue to comply with the Policy.

Carried.

9.3 Governance Policy (GP) #1 Global Governance Commitment

M. Anderson reported that this policy outlines the purpose of the Library Board. She feels that the Library Board is in compliance with this policy.

Motion 19.20

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

Motion THAT the Board adopt Policy GP #1 Global Governance Commitment, as presented, the Policy being complete, sound and effective; and THAT the Board continue to comply with the Policy.

Carried.

9.4 Board Policy Review Process

S. Sheehy asked that the Board consider forming a subcommittee to review the Board policies and recommend any necessary changes to the policies instead of monthly reviews at the Board meeting. The subcommittee would do a full review of all policies against what is available through SOLS governance hub and other sources. This subcommittee would then bring the recommended changes to the policies forward in the fall for review by the whole Library Board. S. Sheehy noted that in this

model the Executive Limitation (EL) policies will follow the existing review cycle at Board meetings for monitoring purposes.

Motion 19.21

Moved by S. Sheehy, Seconded by M. Brenner.

Motion THAT the Board form a subcommittee to review the Board CEO Delegation (BCD) and Governance (GP) policies AND that the committee present recommended changes to those policies to the full Board for approval.
Motion Deferred to the next meeting.

10. Board Policy Review

Note: The following Executive Limitation policy will be discussed at the next Board meeting. All members to review prior to meeting. The Board member listed will review any evidence they feel is necessary and lead the discussion at the meeting

EL 9 Compensation and Benefits

assigned to D. Barham

11. New Business

11.1 Member Community Reports

Nothing to report.

11.2 Ontario Library Association Report

S. Sheehy reported that she had attended the OLA (Ontario Library Association) Conference with M. Anderson and T. Sinclair. She encouraged members to attend in the future because of the relevant topics discussed, especially diversity, economic impacts, governance hub, responsibility of Board Chair, and policy.

11.3 Economic Impact Study Update

S. Sheehy asked the Board to direct the CEO to create an updated Economic Impact Study in 2019 and to update it in the first year of future Strategic Plans.

Motion 19.22

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

Motion THAT the Board direct the CEO to update the Economic Impact Study by the end of 2019.
Carried.

11.4 Minutes of the Board Meeting Held January 24, 2019

D. Barham noted that the January Minutes did not include the commitment by the two Councillors on the Board, that their position as Vice Chair would not lead to them to pursue the Library Chair position.

Motion #19.23

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

Motion THAT the Minutes of the meeting held January 24, 2019 having been reviewed by each Board Member present at the meeting, be adopted as amended.
Carried.

11.5 Building Subcommittee for new Central Library

D. Sharma asked that a Building Subcommittee be created.

Motion 19.24

Moved by D. Sharma, Seconded by S. Beckett.

Motion THAT the Board form a Building subcommittee for the new Central Library and the two Councillors along with S. Beckett and D. Sharma will sit on this subcommittee.
Carried.

12. Confidential Matter (none)

13. Board Self Evaluation (available at meeting)

14. Date of Next meeting and Adjournment

The next Board meeting will be held on Thursday March 28, 2019 at 7:00 pm in the Central Library Board Room.

Motion #19.25

Moved by A. Maginley, Seconded by I. Cumming.

Motion THAT the meeting be adjourned.
Carried

The meeting was adjourned at 9:45 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 or 905-831-6265 ext. 6251.