
The City of Pickering Public Library Board Meeting Minutes

Held: Thursday March 28, 2019

Location: In the Central Library Board Room
<http://www.picnet.org/libraryboard>

Attendees: M. Anderson, D. Barham, S. Beckett, Councillor M. Brenner, Councillor I. Cumming, M. Fatema, A. Maginley, D. Sharma, S. Sheehy (Chair).

Absent: R. Coelho

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

Meeting Commencement Time: 7 pm

1. Public Delegations

2. Approval of Agenda, Conflict of Interest Disclosure

No interest was declared.

Motion #19.30

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

Motion THAT the Agenda be adopted as amended.

Carried.

3. Consent Agenda

Motion #19.31

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

Motion THAT the item on the Consent Agenda be adopted as presented.

Carried.

4. Board Education

4.1 Library Partnerships

S. Yung, Manager of Community Engagement & Marketing presented information about Library partnerships. She reported that partnerships are critical to the work of the Library and they strengthen the relationship with the community. In 2018, there were 167 outreach events leading to over 9000 interactions with community members. Because of our many strong partnerships, Library staff are seen as community leaders. All of our partnerships align with the Library's strategic plan and help to serve diverse community needs. M. Brenner asked if the costs for the new marketing partnership with the New Advertiser to distribute What's On could be reported to the Board. Currently our partnerships mainly

focus on programs. We want to expand to include client experience and engagement. Library staff will investigate City protocols for suitable partners.

4.2 Carver Board Governance Training Highlights

S. Sheehy asked Board members to report on their experience at the recent Carver training with the Ajax Library. Several members found it useful to further understand the Carver model. Further discussion was held around other possible models for Policy Governance for the Board. S. Sheehy will investigate what other models are in use in the industry and add this item to the April agenda.

5. Ends Discussion

5.1 Library Information Update (distributed)

T. Sinclair presented highlights from her report. Further information about Pickering 101 and the Prime Minister's visit will be available in the April Report. T. Sinclair reported that the new Library HR Manager started this week. The role replaces T. Sinclair's HR management work as well as providing new diversity and inclusion expertise in alignment with the Library's strategic plan.

6. Staff Reports

6.1 Business arising from previous minutes

- Security cameras. It was confirmed the money that was made available after the RibFest incident was earmarked for external cameras. The Library has no outdoor cameras (all external cameras are part of the City system) so no money was available for the Library. It was noted that this was an operational management matter and poor quality photos are rare for the few serious incidents in the library. T. Sinclair will provide information to the Board about how many of the Library's security cameras are older with lower resolution images for the next Board meeting.
- T. Sinclair has invited the City CAO to attend a Board meeting to present information about the City Centre project to the new Board and to hear what his thoughts are about the Board's Building committee. The date has not been set by the CAO.
- T. Sinclair noted that staff had made the requested change to the production of the Board package to improve readability.

6.2 Library Building projects update (verbal update)

T. Sinclair reported on progress in the City Centre Project. The Design team is going on a library tour to gather best practices. The tour is tentatively planned for April. The next meeting of the Design Team including the Architects will be held April 3. The Design Team is using the Architectural Vision document approved by the Board. The current plans are for a 45,000 sq ft. building.

The Pickering Heritage & Community Centre has now been approved by Council as a single stage build. Museum staff are preparing a grant proposal for partial funding of the building. The costing is currently being done by the architect. A community workshop is

being held in Greenwood on April 8th with E. Bird and B. George attending on behalf of the Library. The focus of this workshop is on programming in the new facility. The building is on track to open to the public in 2022.

7. Monitoring Reports – Executive Limitations (EL)

7.1 EL #9 Compensation and Benefits

D. Barham had reviewed the policy and discussed the evidence in the report with the CEO. She was comfortable with the evidence presented in the report and felt the Library was in compliance with the policy. She didn't feel any changes were needed to the policy.

Motion #19.32

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

Motion THAT the Board adopt Monitoring Report EL #9 Compensation and Benefits as presented and; THAT the Board adopt Policy EL #9 Compensation and Benefits as presented, the Policy being complete, sound and effective.

Carried.

8. Report of Community Linkage Committee

K. Williams has set up meetings with CAREA and Grandview for Linkage Committee members. These are scheduled for April. Other meetings with relevant organizations will be arranged in the future.

9. Governance

9.1 Board Self Evaluation

M. Brenner noted that members felt that the February meeting was 75% ideal. Concerns were expressed about time management by most members.

10. Board Policy Review for next meeting

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

Executive Limitation #1 General Executive Constraint assigned to S. Beckett

11. New Business

11.1 Member Community Reports

M. Brenner reported about his recent meeting at Durham Region – it included discussion about possible amalgamation of regional governments with all the mayors and regional chairs. The first question was about the possible regionalization of public libraries in Ontario. This topic is clearly being investigated, whether it will happen is not yet decided.

M. Brenner reported the Durham Region Transit will implement free public transit for children 12 years and under. Scheduled to be implemented May 1st.

S. Sheehy thanked those Board members who came out Monday evening for the presentation of the Library's Strategic Plan to City Council.

11.2 Board Policy Review Subcommittee

The discussion on this topic is postponed until the issue of Policy Governance Model is decided.

11.3 Building Project Subcommittee

Motion #19.33

Moved by I. Cumming, Seconded by M. Brenner.

Motion THAT D. Sharma be named Chair of the Building Committee, and that T. Sinclair be included in all committee meetings.

Carried.

It is not clear how the committee will work with City. The committee members will create a draft committee mandate for discussion with the full Board. The Committee will report back at the April Board meeting

11.4 Branch closure necessary for June 5 – Staff Learning Day

Motion #19.34

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

Motion THAT the Board approve the closure of George Ashe Library on June 5, 2019 to allow as many staff as possible to participate in the annual Staff Learning Day event.

Carried.

12. Board Self Evaluation

13. Other Business (future meeting discussion items)

M. Brenner requested that April's agenda include an update about Book Clubs and an update on the potential of Claremont service being offered 24/7.

14. Date of Next meeting and Adjournment

The next Board meeting will be held on Thursday April 25, 2019 at 7 pm in the Central Library Board Room.

Motion #19.35

Moved by M. Brenner, Seconded by M. Fatema.

Motion THAT the meeting be adjourned.

Carried

The meeting was adjourned at 8:55 pm.

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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.