
The City of Pickering Public Library Board Meeting Minutes

Held: Thursday April 25, 2019

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

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

Absent: S. Beckett

Staff: E. Bird – Director SS, T. Sinclair - CEO, K. Williams – Director PS, C. Harper – Manager of Technology.

Meeting Commencement Time: 7:00 pm

1. Public Delegations

One member of the public was in attendance and addressed the Board. She congratulated T. Sinclair, Library staff and Library Board members for the very successful visit by the Prime Minister. She was proud of the Library and how it was showcased at the event.

She also noted that she had communicated with T. Sinclair about the recent budget cuts to SOLS and OLS North. T. Sinclair had provided a detailed response about what those cuts will mean. She expressed interest in the discussion the Board would have on the topic and what steps would be taken. She was particularly interested in the effect on book clubs.

2. Approval of Agenda, Conflict of Interest Disclosure

No interest was declared.

Motion #19.36

Moved by D. Sharma, Seconded by M. Anderson. **Motion** THAT the Agenda be adopted as amended.

Carried.

3. Consent Agenda

Motion #19.37

Moved by M. Anderson, Seconded by D. Barham. **Motion** THAT the item on the Consent Agenda be adopted as presented.

Carried.

4. Board Education

4.1 Library Technology

C. Harper presented an overview of technology that is available at the Library for clients and the IT service provided for staff.

5. Ends Discussion

5.1 Library Information Update

T. Sinclair highlighted some items from her report. She noted that she had attended the Battle of the Books and encouraged Board members to attend this very exciting event in the future.

She reported that SOLS and OLS-North (agencies that support public libraries in Ontario) had received a cut 50% to their budget. The delivery of interlibrary loan items across the province has been ended. SOLS also provides training for public library staff and board members. PPL impacts: in 2018 we loaned about 1300 items and borrowed about 900 items from and to other libraries in Ontario. This required 6 people about 20 hours a week of total staff time. These hours will be reallocated to other services.

Other impacts PPL will likely see: more requests for purchase, requiring higher expenditures and a larger collection. T. Sinclair will meet with other Durham Library CEOs next week to consider how this loss can be mitigated. SOLS is still looking at options for continuing ILLO without delivery. PPL is sending information to clients and book clubs. Information was posted on the website and will be added to the Library's social media feeds. The Library will make sure that clients are aware of impacts and how to share any concerns. Staff will investigate how many interlibrary loans are from and to Durham Region libraries. More information will be available as options are explored.

T. Sinclair informed the Board about the CUPE Read-In protest is to be held outside libraries across Ontario on May 1st from noon to 2 pm. There will be an event in Pickering. The hashtag #saveourlibraries is being used. M. Brenner reported that he had spoken to our local MPP and the government feels they are not cutting public libraries. The Board will wait until further information is available before making a statement or proceeding with any collective action by the Board.

6. Staff Reports

6.1 Business Arising

T. Sinclair reported back on partnerships and suitability. Library staff were not able to locate a list of partners not to partner with from the City but had used the wording from a Toronto Public Library policy to update the relevant Library policies. Now a new partner must declare that they comply with Ontario Human Rights legislation. Staff will review if something is suspicious in the process.

T. Sinclair reported that the News Advertiser partnership will cost \$2,800. This will reach 25,000 households plus 1,000 for distribution within the Library. The Board expressed some concern about the environmental impacts of this much paper and asked that a survey be completed about the usefulness of this partnership.

Motion #19.38

Moved by M. Anderson, Seconded by I. Cumming. **Motion** THAT the partnership with the News Advertiser be piloted for one year at which time it would be re-evaluated.
Carried.

Staff had reviewed the existing security camera layout and functionality. The poor-quality camera located in one of the collaborative rooms will be replaced.

The City's CAO, Tony Prevedel and Treasurer Stan Karwowski will be attending the May Board meeting to be held in Claremont.

T. Sinclair noted that it was necessary to move Staff Training day to June 10 and that George Ashe Library would be closing on that day.

Motion #19.39

Moved by D. Sharma, Seconded by D. Barham. **Motion** THAT the Board approve the changed date for closure of George Ashe Library to June 10, 2019 to allow as many staff as possible to participate in the annual Staff Learning Day event.
Carried.

6.2 Building Project Updates

City Centre Library

\$21 M estimated budget for this project. This week Library staff held 2 days of meetings with a library design consultant (RPG) brought on by the architect. RPG will write the building program which will help to inform architects about needs in the new building.

Heritage Centre

Recently a 2nd open house was held in Greenwood to gather information from residents about what sorts of programming they would like to see. Costing is currently being completed. The project should be sent out to create a short list of vendors over the summer.

6.3 Library Shared Services

T. Sinclair noted that there had been questions about Shared Services. She created a document to outline what services are shared with the City and what are not. The report was sent out in the meeting package. Discussions continue to take place between the City and Library around possible services that could be shared.

Motion #19.40

Moved by M. Anderson, Seconded by I. Cumming. **Motion** THAT the Board receive the Shared Services report and that the CEO continue to dialogue with the City about shared services and report the outcome to the Board.
Carried.

6.4 Board Advocacy Plan

Motion #19.41

Moved by R. Coelho, Seconded by M. Fatema. **Motion** THAT the Board adopt Board Advocacy Plan as presented.

Carried.

7. Monitoring Reports

7.1 Executive Limitation #1 General Executive Constraint

The content of EL#1 General Executive Constraint and any proposed changes will be discussed at the May Board meeting as S. Beckett was not available at this meeting.

Motion #19.42

Moved by R. Coelho, Seconded by A. Maginley. **Motion** THAT the Board adopt Monitoring Report EL 1 General Executive Constraint as presented.

Carried.

8. Committee Reports

8.1 Report of Community Linkage Committee

K. Williams reported that members of the committee visited CAREA on April 1st and had a tour of the facility. A staff person from CAREA is coming to talk to our Seniors group. CAREA is planning an Indigenous day, library staff will take part in this event. The two groups are going to continue dialogue about joint programming. This will provide great partnership opportunities.

M. Fatemah reported on the visit to Grandview. The staff at Grandview would like the Library to let people know about their services. They are holding a Literacy conference and Library staff will be involved. They suggested that Library staff could promote milestone information (from website) during appropriate programming. There is a long waitlist so any information for parents of activities they can do at home would be helpful. They noted that some parents are embarrassed to come to the library because it is their impression that libraries should be a quiet place. Grandview staff will be a good resource when planning our facilities to be welcoming to a wide variety of people.

8.2 Report of Board Building Committee

D. Sharma reported on the progress of the Committee. The Draft terms of Reference will be available for the next Board meeting. The Committee lens is function not architectural or design.

Motion #19.43

Moved by D. Sharma, Seconded by R. Coelho. **Motion** THAT the Recommendations of the Building Committee be adopted as presented.

Carried.

9. Governance

9.1 Previous Board Meeting Self Evaluation

M. Brenner reported that there were only 4 responses from the last meeting. He reminded all members that everyone should fill out the evaluation form after each meeting. Most responses to the last evaluation were satisfactory. It was noted by at least one member that some improvement was needed on participation, courtesy, rules of order and governance style.

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 the meeting. The Board member listed will review any evidence they feel is necessary and lead the discussion at the meeting

EL Assignment EL 4 Staff Conduct assigned to A. Maginley

11. New Business

11.1 Board Member Community Reports - None

11.2 Library Policy Governance Exploration

S. Sheehy reported that she had consulted the governance experts from SOLS about what models other Ontario libraries use. All Ontario libraries use some form of Policy Governance. She will have a look at other policy governance models and provide another update at the May Board meeting.

12. Other Business (for consideration at future meetings)

None

13. Confidential Matter

Motion #19.44

Moved by I. Cumming, Seconded by R. Coelho. **Motion** THAT the Board move into camera for the purpose of discussing a personnel matter about an identifiable individual.
Carried

14. Board Meeting Self Evaluation (complete online)

15. Date of Next meeting and Adjournment

The next Board meeting will be held on Thursday May 23, 2019 at 7 pm at the George Ashe Library.

Motion #19.45

Moved by M. Anderson, Seconded by D. Sharma. **Motion** THAT the meeting be adjourned.
Carried

The City of Pickering Public Library Board Meeting Minutes

The meeting was adjourned at 10:05 pm.

Signature of Library 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.