## The City of Pickering Public Library Board

### Meeting Agenda

**Link to Board Sharepoint Site**

**To be held:** On Thursday April 25, 2019 7:00 pm  
**Location:** In the Central Library Boardroom

<table>
<thead>
<tr>
<th>Time</th>
<th>Item</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 PM</td>
<td>1 Public Delegations - Public attendance registration not required.</td>
<td>By-Laws Link see pg. 6-7</td>
</tr>
<tr>
<td>7:05 PM</td>
<td>2 Approval of Agenda, Conflict of Interest Disclosure</td>
<td>S. Sheehy MOTION to Approve</td>
</tr>
<tr>
<td>7:10 PM</td>
<td>3 Consent Agenda (includes previous minutes to be approved)</td>
<td>SharePoint Package Link S. Sheehy MOTION to Approve</td>
</tr>
<tr>
<td></td>
<td>3.1 Minutes of the Previous Meeting - March 28, 2019</td>
<td></td>
</tr>
<tr>
<td>7:15 PM</td>
<td>4 Board Education</td>
<td>S. Beckett MOTION to Adopt</td>
</tr>
<tr>
<td></td>
<td>4.1 City Centre Project</td>
<td></td>
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<td></td>
<td>4.2 Library Technology</td>
<td></td>
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<tr>
<td>7:55 PM</td>
<td>5 Ends Discussion</td>
<td>T. Sinclair MOTION to Adopt</td>
</tr>
<tr>
<td></td>
<td>5.1 Library Information Update</td>
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<tr>
<td>8:00 PM</td>
<td>6 Staff Reports</td>
<td>T. Sinclair MOTION to Adopt</td>
</tr>
<tr>
<td></td>
<td>6.1 Business Arising from previous minutes (verbal update)</td>
<td></td>
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<tr>
<td></td>
<td>6.2 Library Building Projects Update (verbal update)</td>
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<td>6.3 Library Shared Services with the City</td>
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<td>6.4 Board Advocacy Plan 2019-2022</td>
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<tr>
<td>8:05 PM</td>
<td>7 Monitoring Reports</td>
<td>T. Sinclair MOTION to Adopt</td>
</tr>
<tr>
<td></td>
<td>7.1 EL 1 General Executive Constraint</td>
<td></td>
</tr>
<tr>
<td>8:10 PM</td>
<td>8 Board Committee Reports</td>
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<tr>
<td></td>
<td>8.1 Report of the Community Linkage Committee (verbal update)</td>
<td>M. Anderson MOTION to Approve</td>
</tr>
<tr>
<td></td>
<td>8.2 Report of the Board Building Committee (Recommendations attached)</td>
<td>D. Sharma MOTION to Approve</td>
</tr>
<tr>
<td>8:40 PM</td>
<td>9 Governance</td>
<td></td>
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<tr>
<td></td>
<td>9.1 Previous Board Meeting Evaluation Results (verbal update)</td>
<td>M. Brenner</td>
</tr>
<tr>
<td>8:45 PM</td>
<td>10 Board Policy Review</td>
<td></td>
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<tr>
<td></td>
<td>10.01 The following EL policies will be discussed at the next Board meeting. All members to review prior to the next meeting</td>
<td></td>
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<tr>
<td></td>
<td>10.4 Staff Conduct</td>
<td>R. Coelho</td>
</tr>
<tr>
<td>8:50 PM</td>
<td>11 New Business</td>
<td></td>
</tr>
<tr>
<td></td>
<td>11.1 Member Community Reports (verbal update)</td>
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<td></td>
<td>11.2 Library Policy Governance Exploration (verbal update)</td>
<td>S. Sheehy</td>
</tr>
<tr>
<td>8:55 PM</td>
<td>12 Confidential Matter - Personnel Matter (minutes to be taken)</td>
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</tr>
<tr>
<td></td>
<td>12.1 Personnel Matter (minutes to be taken)</td>
<td>S. Sheehy</td>
</tr>
<tr>
<td>9:10 PM</td>
<td>13 Other Business (Items for future agendas)</td>
<td></td>
</tr>
<tr>
<td>9:15 PM</td>
<td>14 Board Meeting Evaluation (complete feedback form online)</td>
<td>Meeting Evaluation Link</td>
</tr>
</tbody>
</table>
Preliminary List of Motions

<table>
<thead>
<tr>
<th>Item #</th>
<th>Draft Motion</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>THAT the items in the Consent Agenda by adopted by the Board</td>
</tr>
<tr>
<td>7.1</td>
<td>THAT the Board adopt Monitoring Report Executive Limitation #1 General Executive Constraint as presented and;</td>
</tr>
<tr>
<td>8.2</td>
<td>THAT the Recommendations of the Building Committee be adopted as amended/presented.</td>
</tr>
<tr>
<td>12.1</td>
<td>THAT the Board move In Camera for the purpose of discussing an identifiable individual.</td>
</tr>
</tbody>
</table>
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 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’ HR management work as well as providing new diversity and inclusion expertise in alignment with the 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 focus of this workshop is on programing 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.
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.
Board End: Lifelong Learning
The Pickering Learning site (a joint initiative by Durham College and Centennial College) hosted their first Library Services Day on Wednesday, March 20. Library staff attended to engage with post-secondary students to promote relevant resources and services. Staff were able to introduce the Pickering Public Library to many students who acknowledged they were unaware of the public library, a short distance away. We appreciate our partners, Durham College and Centennial College, for the opportunity to reach their students as a group.

Board End: Culture of Reading
Pickering Public Library participated in the Regional 2019 Battle of the Books program. In our local competition, Maple Ridge Public School and St. Elizabeth Seaton Catholic School reached the finals for the first time. Powerhouse William Dunbar Public School won gold for both Junior and Senior Finals and represented Pickering at the Regional competition on April 11th, bringing home silver in the Junior category and gold in Senior. We are so proud of our students! For Pickering, we had a total of 33 school teams participate with 155 students who read 1795 total books.
Board End: Community Engagement

On Saturday, April 6th the Spark! Art Show 2019 took place at the Central Library. 37 children age 4-14 submitted artwork to be considered for top prizes in their respective age categories. Three jurors from PineRidge Arts Council selected 1st, 2nd, and 3rd place winners as well as ‘Juror’s Choice Awards’, presented to children deserving of special mention for their originality. 65 clients, including the award recipients attended the show and award ceremony.

The Teen Advisory Group is continuing to build relationships with the public and offer programming to fellow clients. The Teen Advisory Group has committed to helping out at an Earth Day Community Clean-Up at Duffins Creek and is organizing their own series this summer called Tag Teaches.

The Pickering 101 program is facilitated by both The City and the Library with Shauna Muir - Coordinator, Corporate Communications & Community Engagement and Claire Schillaci – Client Experience Specialist – Branch Services co-chairing the program. Forty Pickering residents are registered and approximately 28 people attend each week. Each week several service areas in the City tell residents about their department or area including the Mayor, the Customer Care department, Clerk’s department, Finance, Purchasing and of course the Library. It is a lively and inquisitive group and we have been receiving positive feedback from them thus far. May 15 will be the last meeting which will take place at the Pickering Museum Village.

Community Roots Plaque Unveiling
On April 15, the community was invited to the Nelson F. Tomlinson Community Centre and Claremont Library for the official unveiling of two community art pieces. One hangs in the Library and the other hangs in the lobby of the Community Centre. Both art pieces were created during the City of Pickering’s Canada 150 celebrations in 2017 and are collaborative community roots projects. In October of 2017, Claremont was the site of an event celebrating the life and art of Claremont-born artist, Tom Thomson. 2017 marked the 100th anniversary of the artist’s death, and the 140th anniversary of his birth in Pickering Township. This event inspired these current art projects. Library staff were involved in planning and running the events leading up to these art pieces being created and attended the public unveiling.
Strategic Goals (2019 – 2023)

Financial Literacy
This month Children’s programming staff rolled out a Financial Literacy Storytime series for children ages 2-7 at both Central and George Ashe Libraries. The story time was offered both in the evenings at Central and the morning at George Ashe to accommodate different family schedules. Children at George Ashe worked collaboratively with caregivers to build their own piggy banks. The program was well received with 30 children attending the two story times. The Financial Literacy Storytime series will continue until the end of May.

Wellness
During the month of April, teen staff partnered with the City of Pickering Recreation staff to produce a free paint program for teens. This partnership has led to future planning with the City to provide our youth communities with as many wellness programs as possible. 6 teens attended this workshop and were visibly happy to be offered the opportunity to attend a professional painting workshop for free.

Supporting Organizational Excellence

Public computers upgraded to Windows 10 operating system
Over the past month our IT staff have been hard at work upgrading our public computers to the Windows 10 operating system (previously we were running Windows 7). The move to Windows 10 ensures that our clients are using an up to date technology that they would also see in their homes, at work and at school.
What’s New?

PM Visits Pickering PL

On March 27th, Prime Minister Justin Trudeau visited the Pickering Public Library for a tour of the Makerspace. He was joined by MP Jennifer O’Connell, Mayor Dave Ryan and Tanya Sinclair, the Library’s Chief Engagement Officer. The Makerspace digital activities were demonstrated by both Library staff and clients who have utilized this space. The Prime Minister also had a private meeting with the former CEO of the Library, Cathy Grant, to congratulate her for winning the 2019 Public Librarian of the Year award for Ontario.

SOLS and OLS-North Budget Cuts

It was recently announced that SOLS (Southern Ontario Library Service) and OLS-North budgets have been slashed by 50% by the Provincial Government. It is not yet clear what effect this will have on Ontario Libraries, but there is no doubt there will be an impact. The link below to a CBC article on the topic has further information.


Sinclair
REPORT TO: The Pickering Public Library Board

Report Number: 06-19
Date: April 18, 2019

From: Tanya Sinclair, Chief Engagement Officer - CEO

Subject: 2019 Library/City Shared Services List

Recommendation:

That the Board review the Library Shared Services listing as noted below for awareness and informational purposes.

List of Library Shared Services with the City of Pickering

The Library shares a number of services with the City for greater efficiency. The Library continues to engage in discussions with the City to explore additional opportunities for partial shared services in some aspects of IT and marketing. The City of Pickering Public Library Board is unionized (CUPE Local 3506) and has just under 100 employees (59.13 FTEs). The City of Pickering has a separate union and collective agreements. Library employees and not municipal employees under the Public Libraries Act, they are employees of the Board. The Library is a registered charity benefiting from grant eligibility and contract discounts, especially for technology as a deemed educational institution by service providers.

Below is a chart of common services at the Library and the current sharing status with the City.

<table>
<thead>
<tr>
<th>Library Service</th>
<th>Shared w/ City</th>
<th>Not Shared w/ City</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Receivable A/R</td>
<td>X</td>
<td></td>
<td><strong>Primarily a shared service led by the City.</strong></td>
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<tr>
<td>Benefits - Group Health</td>
<td>X</td>
<td></td>
<td><strong>Partially a shared service led by the City.</strong></td>
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<td></td>
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<td></td>
<td>Shared provider &amp; shared contract. However, in-house Library HR handles</td>
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<td></td>
<td>all benefit administration: benefit system data entry, form processing,</td>
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<td></td>
<td>employee inquiries, benefit orientation, contacts vendor for administrator</td>
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<td></td>
<td></td>
<td>escalation, and verifies monthly billing.</td>
</tr>
<tr>
<td>Collections for overdue client</td>
<td></td>
<td>X</td>
<td><strong>The service is led and executed by the Library.</strong></td>
</tr>
<tr>
<td>accounts</td>
<td></td>
<td></td>
<td>Collections and overdue client account</td>
</tr>
<tr>
<td>Service</td>
<td></td>
<td>Information</td>
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<td>----------------------------------------------</td>
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<td>-----------------------------------------------------------------------------</td>
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<tr>
<td>Cleaning Services</td>
<td>X</td>
<td>Primarily a shared service led by the City. City staff provide cleaning.</td>
<td></td>
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<tr>
<td>Courier &amp; Book Delivery</td>
<td></td>
<td>The service is led and executed by the Library.</td>
<td></td>
</tr>
<tr>
<td>Employee Assistance Program EFAP</td>
<td>X</td>
<td>The service is led and executed by the Library. As a small employer, the library pays a reduced rate of $3.95 per employee per month with the provider. Morneau Shepell rates are double.</td>
<td></td>
</tr>
<tr>
<td>Facilities - Capital Projects</td>
<td>X</td>
<td>Primarily a shared service led by the City. Capital Project management led by the City.</td>
<td></td>
</tr>
<tr>
<td>Facilities - Maintenance</td>
<td>X</td>
<td>Primarily a shared service led by the City. Major work and day-to-day external building maintenance is primarily done by the City including snow removal, lawn garden maintenance, window cleaning. Minor day-to-day elements are done by 1.25 FTE Library staff including changing lights, moving furniture, placing service calls. Several shared City vendors are used. There are some library specific contracts &amp; contractors particularly for library specific equipment.</td>
<td></td>
</tr>
<tr>
<td>Finance &amp; Banking</td>
<td>X</td>
<td>Primarily a shared service led by the City. The library does cash handling and has a bank account as required for provincial funding. The City administer banking for the library.</td>
<td></td>
</tr>
<tr>
<td>HR Human Resources and Health &amp; Safety JHSC &amp; Legal for Employment Law</td>
<td>X</td>
<td>The service is led and executed by the Library. Library employees are not municipal employees according to the Public Libraries Act. Library workers are employees of The City of Pickering Public Library Board. The library has separate: Board, Act, policies, legal identity, bargaining unit, policies, organizational culture, pay equity, and is a registered charity. The library has won awards for its HR practices and is reputed in the library world for HR leadership as a learning org. The HRIS database is shared with the City.</td>
<td></td>
</tr>
<tr>
<td>Insurance &amp; Audit</td>
<td>X</td>
<td>Primarily a shared service led by the City.</td>
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<tr>
<td>Legal – Corporate Matters</td>
<td>X</td>
<td>Primarily a shared service led by the City.</td>
<td></td>
</tr>
<tr>
<td>Marketing &amp; Communications</td>
<td>X</td>
<td>The service is led and executed by the Library. We are currently in discussions with the City to explore partial sharing of services for marketing tasks. Note: Library marketing jobs are union jobs and contracting out is not permitted if it results in layoff of union workers.</td>
<td></td>
</tr>
<tr>
<td>Payroll and Time &amp; Attendance Systems</td>
<td>X</td>
<td>Primarily a shared service led by the City.</td>
<td></td>
</tr>
<tr>
<td>Pension - OMERS</td>
<td>X</td>
<td>Partially a shared service led by the City. Shared provider &amp; shared contract. However, in-house Library HR handles all pension</td>
<td></td>
</tr>
<tr>
<td>Service</td>
<td>X</td>
<td>Notes</td>
<td></td>
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<td>---------------------------------------------</td>
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<td>--------------------------------------------------------------------------------------------</td>
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<tr>
<td>Programs, Event &amp; Customer Service</td>
<td>X</td>
<td>The service is led and executed by the Library. The library collaborates with the City when relevant.</td>
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<tr>
<td>Purchasing (including Purchase Cards)</td>
<td></td>
<td>Primarily a shared service led by the City. Library has its own purchasing policy for staff relevance due to differing org chart structure and job title levels but most policy mirrors the City.</td>
<td></td>
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<tr>
<td>Security @ CN</td>
<td>X</td>
<td>Primarily a shared service led by the City as of Jan 2020. The service is led and executed by the Library. The security contract is $37k ends December 2019. As of January 1, 2020, security will be a shared service with the City at all locations.</td>
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<tr>
<td>Security @ GAL</td>
<td>X</td>
<td>Primarily a shared service led by the City.</td>
<td></td>
</tr>
<tr>
<td>Technology / IT</td>
<td>X</td>
<td>The service is led and executed by the Library. The library collaborates with the City when relevant. We are currently in discussions with the City to explore partial sharing of services for IT tasks with City IT staff potentially providing support for the Wi-Fi, secured networks, wired networks including after-hours support. Note: Library IT jobs are union jobs and contracting out is not permitted if it results in layoff of union workers.</td>
<td></td>
</tr>
<tr>
<td>Telephone System</td>
<td>X</td>
<td>Primarily a shared service led by the City.</td>
<td></td>
</tr>
<tr>
<td>Volunteer Coordination</td>
<td>X</td>
<td>The service is led and executed by the Library. The library has 125 active volunteers, primarily teens. Coordination by library Ops Coordinator</td>
<td></td>
</tr>
<tr>
<td>WSIB</td>
<td>X</td>
<td>Primarily a shared service led by the City. Shared WSIB group number.</td>
<td></td>
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<tr>
<td>TOTAL</td>
<td>15 shared</td>
<td>8 library specific</td>
<td>The majority of Library services are shared services with the City.</td>
</tr>
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</table>
REPORT TO:

The City of Pickering Public Library Board

Report Number: 05-19
Date: April 18, 2019

From: Tanya Sinclair, CEO, Pickering Public Library

Subject: Library Board Advocacy Plan for 2019-2022

Recommendation:
1. THAT the Board approve the Board Advocacy Plan.
2. THAT the Board participate in activities outlined in this Plan and incorporate the principles and practices outlined in this Plan in their Board activities.

Advocacy Plan 2019 - 2022

1. Focus

In the Board’s term 2019-2022, the Board will focus on:

Supporting community engagement endeavours by communicating the significance of a new City Centre Library and the benefits that it will provide to the community

2. Target Groups
   o City Council
   o City Staff
   o Community Groups
   o Library members
   o Community at large

3. Value Messaging:
Connecting advocacy goals to what the community values is essential. The following values will be communicated throughout the advocacy campaign:

   o The City Centre Library is the heart of a Learning City. As a beloved community asset, shifting to a new City Centre Campus is a strategic and solid investment in the future of Pickering and its downtown core.
   o Libraries help build successful communities. Libraries support the promotion of learning in all its forms as a force for improved personal, social, civic, and economic strength in the community.
   o Pickering Public Library is one of the best libraries in the province.
Residents of Pickering value and use their library in record numbers. Each week, the community makes more than 10,000 visits to the Library. 45% of the entire community use the library.

The Library continues to evolve in innovative ways to meet the needs of a 21st century learning environment.

4. Need:
The community needs addressed by the advocacy plan are:

   a. Need for more space at the Central Library, for:
      a. better access to technology and services
      b. excellent library collections to support literacy and creativity
      c. support of programs and activities for a vibrant and safe downtown
      d. provision of safe and sufficient collaboration space in the community
      e. provide shared tools for 21st century learning and innovation

As presented to the Board and Council, the 2011 Central Library Study report as completed by an external consultant, outlined a space deficit of 17,000 square feet and a requirement for a 48,000 square feet library. Currently, the Central Library is 31,000 square feet. The Background Report to the Central Library Expansion and Renovation Study informed the Board, through stakeholder and community input, what improvements the community wanted in an expanded Central Library. This included: increased space for study and collaboration; access to leading edge technology; space for culture; and a civic space that is an active part of the Downtown environment with street and park facing orientation. This comments were again echoed by community members during the strategic planning process in 2018.

The need for library space will only increase with further population growth. This deficit is being felt by the community. The Library does not have adequate space to meet the needs of the community to interact, learn and meet others. Often there is inadequate room for groups of varying sizes to meet. There is constant concern expressed by clients with competing and differing needs about noise and overcrowding.

The following is an excerpt from the Strategic Plan 2019-2023:
While the Pickering Public Library is very successful in meeting the lifelong learning needs of residents, public consultation revealed four major priorities, which represent opportunities to expand and improve on its mission:

1. The Library could improve and expand opportunities to learn, primarily by focusing on its learning spaces, both physical and virtual, and on the client experience within these spaces.
2. Many residents would like to improve their finances. The Library can assist residents with their financial and employment goals by providing financial learning tools and programs, and by providing opportunities for entrepreneurs to learn from and collaborate with each other.
3. Residents expressed a desire for the Library to take a leadership role in celebrating the community’s diversity and representing a culture of inclusion through the provision of its programs and services.

4. Finally, residents expressed a desire for a better state of health – both physical and mental. The Board felt that there was a role for the Library in providing services, programs, and collections which support the community’s well-being goals.

The first priority in the new strategic plan deals with improved library experience through spaces. Combined with the plans to build a new City Centre Library, the Board and take an advocacy role through the community engagement processes that will emerge in more detail as guided by the City throughout the building project.

5. **Cost:**
A City Centre Library will likely cost $21 million.

6. **Benefits:**
1. A new and more spacious City Centre Library contributes to the overall success of the community. Specifically, the library contributes to school success of children and youth, skill development for financial stability and economic growth, all aspects of literacy and lifelong learning for all ages and stages.

2. A new City Centre Library will provide unique opportunities for community engagement and connection by providing useful public space for individuals and groups of all sizes and backgrounds.

4. A new City Centre Library will enhance the Downtown area by providing a significant attraction and venue.

5. A well-supported and new City Centre Library provides almost a 6:1 return on investment and a wide variety of positive social and economic outcomes such as increased employment, higher literacy rates and higher rates of community engagement. as noted in the 2014 Economic Impact Study, for every $1 invested in the Pickering Public Library, Pickering residents receive $5.85 in return.

7. **Campaign Slogan / Brand**

**Make It Your Space**

**Make It Your Space is the slogan for the City Centre Library campaign.**

This slogan speaks to the need for the new library to provide comfortable, meaningful, safe, and flexible access to the tools of self improvement, lifelong learning and discovery for all residents of the community regardless of socio-economic background.

8. **Call to Action:**
Through the Board’s advocacy activities, community members will be asked to:
o Provide ideas & input: Tell us what you need. What ideas do you have for a new City Centre Library?
o Community Engagement: To participate in various events and activities during the construction of the new library and leading up to it’s opening in 2022.

Sample Advocacy Activities & Resources

1. Direct Outreach
Presentation to Council, Ribfest booth, Artfest booth, Makerfest booth, Other Community Outreach Events as they occur

Tactic: Board and Library staff will attend these events to explain the need for and benefits of a new City Centre Library. Supporting materials will be used to create excitement and anticipation within the community such as talking points, brochures, social media template posts.

2. Word of Mouth
Staff communication at library services points
Staff friends and relatives
Board member friends, relatives, and other community contacts

Tactic: Library staff will hand out brochures to create excitement for a new City Centre Library. Staff will be trained to engage in a conversation with community about this initiative. Social media messages will be sent throughout the project. Board and staff will be asked to relay these messages to friends, family and people they meet in the community.

3. Media Relations
News Advertiser, Social Media – Facebook / Twitter / Youtube

Tactic: Articles, photos, & videos on social media will inform the community of the building project.

4. Online Communications
Whats ON Articles, Library TV Ads, Library website posts, City website posts.

Communications will feature stories, project updates, opportunities for community involvement.

Prepared By:

[Signature]

Name: Tanya Sinclair, CEO
INTERNAL MONITORING REPORT

POLICY TYPE: Executive Limitations Policy (EL 01)

POLICY TITLE: General Executive Constraint

I hereby present my monitoring report on The City of Pickering Public Library Board’s Executive Limitations policy for “General Executive Constraint” 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 (CEO) ___________________________ April 18, 2019

Date

Policy Element: Header Paragraph

The CEO will not cause or allow any practices, activities, decisions or organizational circumstances that are unlawful, imprudent or in violation of:

I interpret this as follows:
1. “practices, activities, decisions, or organizational circumstances”: all tools and activities that library staff use to accomplish the objectives of the Library. These include policies, procedures and library initiatives.
2. “imprudent”: foolish, irresponsible, or lacking caution.

Compliance will be demonstrated when:
There are no substantiated occurrences of unlawful or imprudent actions caused or allowed by the CEO.

Evidence Available:
• There have been no unlawful or imprudent actions as evidenced through direct inspection of senior City staff, senior Library staff, CUPE executive, or review of local media.

Policy Element #1
• commonly accepted business and professional ethics

I interpret this as follows:
“commonly accepted business and professional ethics”: ethical standards in comparable business practices such as accounting, intellectual property, and human resources, and common library ethical standards such as intellectual freedom and privacy.

Compliance will be demonstrated when:
There are no substantiated incidents where the CEO has caused or allowed any of these standards to be violated.

Evidence Available:
- There have been no cases where these standards have been violated as evidenced through direct inspection of the most recent audited Financial Statement; direct inspection of the City Treasurer/Library Board Treasurer; direct inspection of CUPE executive, and media reports.
- In April 2018, there was a challenge to intellectual freedom standards, when a local parent requested that we withdraw Asterix from our collection due to offensive images. In this case, which was picked up by the media, the library complied with the intellectual freedom principles and as a result did not withdraw the item from the book collection. The Library openly communicated with the parent and followed protocols to preserve the relationship with the parent while upholding the common mandate of the libraries. The standards listed in this policy were not violated.

Policy Element #2

I interpret this as follows:
1. “deviate materially”: differs in a substantial manner, either by over- or under-rewarding employees.
2. “the Public Libraries Act RSO 1990, c.P.44”: the complete provincial statute with all related regulations and updates.
3. “other relevant statutes”: all statutes, regulations, and bylaws which impact on the operation of the Library. These include but are not limited to: the Constitution Act (Canadian Charter of Rights and Freedoms) the Pay Equity Act, the Employment Standards Act, the Freedom of Information and Privacy Act, the Human Rights Code, the Occupational Health & Safety Act and the Accessibility for Ontarians with Disabilities Act.

Compliance will be demonstrated when:
There are no substantiated incidents where the CEO has caused or allowed any of these standards to be violated.

Evidence Available:
- Direct inspection of the Library’s relevant documents, including: Pay Equity Plan, AODA policies, and Privacy policy show that internal policies are in compliance with the legislative requirements.
- The CEO has explained that the Board is not fully in compliance with the Public Libraries Act by electing a Chair every two years versus once a term (every four years). However, this is a common practice among libraries, especially urban libraries who feel that it is difficult to sustain someone in the volunteer role of the chair for more than a year or two. In 2018, the Board amended it’s by-laws lengthening the term of Board Chair from one year to two years.
Policy Element #3

- Contractual agreements the Board has made.

I interpret this as follows:

"contractual agreements": any binding contracts for products or services made on behalf of the Library. Such contracts include, but are not limited to: the Collective Agreement, contracts with library vendors and suppliers, grant contracts, and partnership contracts.

Compliance will be demonstrated when:

There are no substantiated incidents where the CEO has caused or allowed any contracts to be violated.

Evidence Available:

- Direct inspection of contracts, representatives of contractual partners and direct inspection of CUPE executive shows no violation of these agreements.
The City of Pickering Public Library Board
Building Committee Meeting Minutes

A Building Projects folder is in SharePoint “Documents” [http://www.picnet.org/libraryboard](http://www.picnet.org/libraryboard)

Held: Thursday April 11, 2019
Location: In the Central Library Board Room

Attendees: S. Beckett, Councillor M. Brenner, Councillor I. Cumming, D. Sharma (Chair)
Absent: T. Sinclair - CEO (minutes)

Meeting Commencement Time: 7:45 pm

The Chair called the meeting to order at 7:45pm.

1. **Review of Committee Mandate & Activities**

   The committee discussed and agreed on the following which will be submitted to the Board for approval:

   **Committee Mandate:**

   The main purpose of the Library Board’s Building Committee is to function as a steering committee that advises the Board to make decisions that will direct the CEO in matters that would have a functional impact on the construction of the new City Centre Library and the new Heritage Centre.

   **Committee Activities:**

   - To make recommendations to the entire Board as it pertains to the City Centre Library and the Heritage Centre building projects.
   - To support the CEO by protecting the interests of the Library during building projects.
   - To monitor the progress of the projects including review of and input into building designs and floor plans.

   The Chair stated he will include these elements into a Terms of Reference document which he is drafting for review for the next committee meeting. The committee plans to meet once per month prior to each Board meeting and will then forwards their minutes including recommendations to the Board for consideration.
2. General Discussion

The following documents were viewed at the meeting:

- Sample Terms of Reference drafted by the Chair
- The updated Architectural Vision for the City Centre Library (available on SharePoint)
- A copy of the Draft building floor plans from the Architect as of April 3rd
- A copy of the Pickering Town Centre’s Project Masterplan Schedule

T. Sinclair shared the current Architectural Vision that was provided to the Architect (Architects Alliance). The original document was drafted by management in late 2018 based on client, staff and community partner feedback along with library building industry best practices and trends. The document was updated in 2019 to incorporate additional feedback from the Board (removal of café, added more technology) and from the Library’s management team requests (removal of auditorium theatre references in favour of calling them large multipurpose meeting rooms, added content to better explain the vision for the concourse, service points, and children’s and teens library collection areas). The Chair stated the committee should review the updated document.

I. Cumming and M. Brenner stated that the Library project is going to move quickly. I. Cumming stated that this is the City’s biggest project of this magnitude and that having this committee is important. T. Sinclair stated that she had contacted the CAO earlier in the day to let him know that the Board’s building committee was holding it’s first meeting tonight. The CAO expressed concerns that the committee could delay the project. M. Brenner stated that this afternoon he had reassured the CAO that the committee will not be holding the project back. I. Cumming explained that the committee would not be choosing colours and furniture because that is an operational area reserved for staff. He explained the committee is there to ensure that the purpose and function of the library is upheld, that the CEO is supported should challenges arise requiring Councillor and Board assistance, and that the Library interests are protected during the project. Food in the library was given as an example by I. Cumming as an area that needs further Board input for the new library because food has a negative impact on the maintenance costs.

T. Sinclair explained that the City Centre Campus project has a design team that meets monthly with the City CAO and Library CEO. The CEO then meets with the Library management team to review the latest draft floor plans and to provide change requests based on feedback from the management team. The Library CEO gives monthly building updates at each Board Meeting. M. Brenner indicated the committee need to review the floor plans. It was agreed that this committee needs to review and have input into both the City Centre Library and the Heritage Centre project. T. Sinclair indicated that both projects are targeting a 2022 opening. T. Sinclair has not yet met the building project manager from Sabourin Kimble & Associates SKA. SKA was approved by Council as the project management firm for the City Centre Project. T. Sinclair also stated that the CAO will soon be presenting the City Centre Project business case to Council for approval likely in the next few weeks. The CAO will be attending the Library Board meeting on April 25th and the Board will have an opportunity to ask the CAO questions.
3. Next Steps

The committee agreed on the following as next steps for the committee:

- Schedule a 2-hour meeting for next week to review the current draft floor plans for the building projects
- Review the Architectural Vision for City Centre Library (available on SharePoint)
- T. Sinclair will forward the draft minutes to the committee.

The meeting was adjourned at 8:45 pm.

Alternate formats available upon request. Contact Kathy Williams at kathyw@picnet.org or 905-831-6265 ext. 6251.
The City of Pickering Public Library Board Building Committee Meeting Minutes

A Building Projects folder is in SharePoint “Documents” http://www.picnet.org/libraryboard

Held: Monday April 15, 2019
Location: In the Central Library Board Room

Attendees: S. Beckett, Councillor M. Brenner, Councillor I. Cumming, D. Sharma (Chair)

Absent: 

Staff: T. Sinclair - CEO (minutes)

Meeting Commencement Time: 5:00 pm

The Chair called the meeting to order at 5:05pm.

1. Review and discuss floor plans (50 mins, 5pm-5:50pm)

The following floor plans were reviewed and discussed at the meeting:

- Heritage Centre (Library Archives & Genealogy) presented by E. Bird
  - Heritage Centre & Library Archives Spring 2022 opening. The construction is estimated to cost approximately $15,000,000 and to begin in 2020. 40,000 square feet + basement. Construction begins 2019. Opens Spring 2022. The City’s project manager for this project is Vince Plouffe.

- City Centre Library presented by T. Sinclair
  - Approximately $21,000,000 in construction cost (excluding design) at approx. 45,000 square feet. Construction begins 2020. Opens in 2022. It is unclear who is the City’s project manager for this project since the business case has yet to be approved by council, but currently the CAO appears to be the lead.
  - The City announced a $10M library building sponsorship donation from the Apostolopoulos family (Durham Live) w/ naming rights to the library.

2. Project Status Updates

- Heritage Centre (Library Archives & Genealogy)
  - Update City’s Capital Projects & Facilities Manager, Vince Plouffe Mar 28th: A second open house / workshop was held at the Greenwood on April 8th to update local residents and obtain their feedback on types of programming, events and other activities they would like to see included at the PHCC. This meeting was specifically arranged to address concerns about access to space for the local
community. The latest cost estimate exceeds available budget, but includes the additional basement space supported in principle by Council. No formal request for additional budget has been submitted to reflect that additional cost, though the basement was expected to add roughly $3 million to the project. Staff are actively reviewing architectural, mechanical, electrical and site drawings to explore options for cost savings and efficiencies, but also to ensure that critical features have been included. Council will be requested to support a grant application at their meeting on April 23, which could provide funding for up to ~$9 million of the overall project. The application will be submitted immediately afterwards, if approved. This particular grant is funded by the federal government, and we hope to receive a response prior to the fall election. The project’s design development phase is effectively complete, and the team is starting to work on construction documents. Our goal is to submit drawings for building permit in late June and tender in late October. The project would be awarded in early 2020. Construction would last until December 2020, followed by fit-out. Operations would commence around April 2022.

• City Centre Library
  o The next City Centre Library design team meeting with the Architect is on April 17, April 24, and May 1st. New floor plans are usually provided to the CEO shortly thereafter. The Western Canada public library site tour is delayed due to scheduling conflicts with Cushman Wakefield.
  o The Library management team met on April 10th, April 17th to review the vision, to discuss each library department and service area, and to note requested floor plan changes to submit to the architects.
  o Architects Alliance informed us at the April 3rd monthly meeting that they are working with a Library building consultant’s firm RPG Resource Planning Group Inc. www.rpg.ca RPG advises the architects and create library building programs for Calgary Library, Seattle, Ottawa, Kingston and more. They have scheduled a 2-day meeting next week April 24-26 with library management to better understand library operations. They are library advisors, not architects. https://www.linkedin.com/in/mark-mehrer-32878b28?originalSubdomain=ca

3. General Discussion

The following was discussed during the meeting

• This committee will meet no less than once per month on the 2nd Wednesday of each month from 6:30-8:30pm. T. Sinclair has booked the Boardroom. When she is unable to attend, she will send one of the Directors (E. Bird) as her designate to the meeting. The next meeting is May 8th and E. Bird will sit in for the CEO.
• The committee asked about minutes from the design team meetings. T. Sinclair indicated she has not seen any minutes and does not believe any are taken.
• There are no formal MOU for the existing three libraries to address shared service expectations, space usage, and to clarify responsibilities for maintenance etc. This is a
gap that needs to be addressed for clarity starting with the Heritage Centre and the City Centre Library.

- The committee asked T. Sinclair to obtain the following information:
  - the proximity of the Library to the mall. Is there a connecting wall or a laneway? There is a connecting wall
  - Is there a staff washroom? No only public washrooms.
  - Request a gender-neutral washroom. Architect said they will be build to code.
  - Request a book return bin on the upper floors for client convenience
  - The multi-purpose room needs to have a name with a defined purpose “community incubator space” is a suggestion.
  - Consider co-sponsored space for the Reading Garden tending such as a horticultural society to volunteer for upkeep. This will be a popular space.
  - Public computer stations are the same in the new building as we have now. Is this enough? Yes we are still comfortable with 52 stations.
  - The bridge on the 2nd floor is an important component to enable above ground shared use and access between buildings.
  - T. Sinclair to request to invite Vince to attend the May 8th Board Building Committee meeting.

4. Recommendations

The following are committee recommendations:

- That any formal design team minutes be made available to the Board Building committee.
- That formal MOUs with the City and the Library be created for all the libraries including the Heritage Centre and the City Centre Library.
- That the former Auditorium space on the floor plan for the City Centre Library include dividers that could create small working/meeting space for clients use.
- That a glass bridge remain in the City Centre Library plans to connect to Youth and Seniors Centre for easy shared use access.

5. Next Steps

The committee agreed on the following as next steps for the committee:

- Next meeting is Wednesday May 8th @ 6:30pm
- T. Sinclair will forward the draft minutes to the committee.

The meeting was adjourned at 7:10 pm.

Alternate formats available upon request. Contact Kathy Williams at kathyw@picnet.org or 905-831-6265 ext. 6251.