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# The City of Pickering Public Library Board Meeting Minutes

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Held: Thursday September 26, 2019  
Location: At Pickering Central Library  
<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 (Chair).

Absent:

Staff: E. Bird – Acting Deputy CEO, K. Williams – Acting CEO.

Visitors E. Knox – Teen Client Experience Specialist, J. Trinier – Adult Client Experience Specialist

Meeting Commencement Time: 7:01 pm

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## 1. Public Delegations

None

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

No interest was declared.

### **Motion # 19.65**

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

## 3. Consent Agenda

### **Motion # 19.66**

Moved by M. Brenner, Seconded by D. Barham. **Motion** THAT the items on the Consent Agenda be adopted as presented.  
Carried.

## 4. Board Education

### 4.1 Library Services to Teens and Adults

E. Knox presented information about Library Teen Services to the Board. She noted with recent changes she has been able to spend more time on the floor with teens. This has been invaluable. TGIS Teen Summer Reading program administration this year was all paperless. E. Knox asked if Board members would be willing to participate in the Battle of the Books Event. In 2020 the event would take place on April 15 and 16. K. Williams will

send a request in the new year. E. Knox mentioned that she was having some success with Lifehacks Programming for teens, the Teen Advisory Group has 48 members and has lots of ideas and plans.

R. Coelho joined the meeting at 7:12 pm.

J. Trinier presented information about Library Adult Services to the Board. There are 3 major groups targeted in adult programming. The Y/Z group made up of 20 and 30 somethings, programming for this group focuses on making connections and financial opportunities. Seniors which the Library defines as 55+ programming for this group focuses on mitigating social isolation and lifelong learning for brain stimulation. The final group is the general adult population 18+. This group Current events – such as the All Candidates meeting. The target this year (based on the Strategic Plan goals) is: Financial programming 30%, Wellness programming 30%, Literacy Programming 20% and Fun/General Programming 20%.

### 4.2 Intellectual Freedom Discussion

The Board discussed the article “CAN PUBLIC LIBRARIES MAINTAIN THEIR COMMITMENT TO INTELLECTUAL FREEDOM IN THE FACE OF OUTRAGE OVER UNPOPULAR SPEAKERS?” K. Williams noted that the PPL Room Booking policy is based on Toronto Public Library policy. It was noted that the Library will have to work with City in future to align this policy since the new City Centre Library will have shared rooms.

## 5. Ends Discussion

### 5.1 Library Information Update

K. Williams noted that the Library has requested extra funding for Sunday Openings at George Ashe in 2020. It was suggested that we ask for pre-approval before 2020 and that the service start early in 2020. K. Williams will prepare a resolution for the October Board meeting, to request pre-approval from Council. Do a resolution at October Board meeting.

K. Williams reminded Board members that the Library was holding an All Candidates meeting on Monday evening at the Central Library. Please spread the word and attend if possible.

K. Williams informed Board members that the Ontario Library Association Conference will be held in Toronto from January 29 to February 1, 2020. There is a day of training focused on Board members on Saturday February 1<sup>st</sup>. K. Williams will send information when it is available early in October to all members.

### 5.2 Draft 2020 Budget Estimates

E. Bird answered questions about the report and the draft budget. She outlined the Budget process. A report outlining the Diversity and Inclusion project plan will be presented at the next Board meeting.

#### **Motion # 19.67**

Moved by R. Coelho, Seconded by D. Sharma. **Motion** THAT the Board approve the

draft 2020 Capital and Current preliminary budget estimates in principle, to enable the CEO to continue the budget process on behalf of the Board. AND the CEO report back to the Board no later than the January Board meeting on the recommended budget that is being presented to council.

Carried.

## 6. Staff Reports

### 6.1 Report on Updated Policies

K. Williams reviewed the report that she submitted.

#### **Motion # 19.68**

Moved by D. Barham, Seconded by A. Maginley. **Motion** THAT the Board adopt the Hiring, Health and Safety, Workplace Violence and Purchasing Policies as amended  
Carried.

Minor amendment to the Hiring policy: change the word “fair” to the word “equitable” in the introductory statement.

Note that the Purchasing policy had been reviewed by the City’s Manager of Supply and Services and will be reviewed with the Treasurer. Any suggested changes to the policy by the Treasurer will be brought to the Board.

### 6.2 Plan for review of other administrative policies (verbal update)

K. Williams noted that there are 24 other administrative policies that do not require Board approval although the Board is free to review them at any time. Those policies will be reviewed and whenever possible we will align them with related City policies.

## 7. Monitoring Reports

### 7.1 EL 5 Financial Planning

M. Anderson reported that she feels confident that the Board is getting good finance information and that the report and the policy are sound.

#### **Motion # 19.69**

Moved by M. Anderson, Seconded by D. Sharma. **Motion** THAT the Board adopt Monitoring Report Executive Limitation #5 Financial Planning as presented; and THAT the Board adopt Executive Limitation #5 Financial Planning as presented, the Policy being complete, sound and effective.  
Carried.

### 7.2 EL #6 Financial Condition

M. Fatemah reported that she met with E. Bird to review the evidence for this policy. She felt that all required information was supplied, and she was satisfied that the limitations had not been breached. Minor error in date and total in the report will be corrected.

### **Motion # 19.70**

Moved by M. Fatemah, Seconded by S. Beckett. **Motion** THAT the Board adopt Monitoring Report Executive Limitation #6 Financial Condition as presented; and THAT the Board adopt Executive Limitation #6 Financial Condition as presented, the Policy being complete, sound and effective.  
Carried.

## **8. Committee Reports**

### **8.1 Report of the Community Linkage Committee**

M. Anderson presented the Summary of Linkage Activities 2019. The Committee focus for 2019 had been Health. Members had visited Carea, Grandview and Durham Public Health. They participated in Library activities and programs such as the summer reading club, and the telescope donation. It was a successful and busy year. The theme recommendation for 2020 had not yet been finalized. It will be brought forward at a future Board meeting.

### **8.2 Building Committee**

E. Bird and D. Sharma updated the Board on the two building projects. A grant had been received for the PHCC project and it is moving ahead. No meeting have yet been held. The City Centre Library project is moving ahead. K. Williams and E. Bird had a meeting Wednesday to discuss the security issues and a tentative solution has been crafted. Costing is still unknown. Other issues were also discussed. The major outstanding layout issue is office and storage space. Library staff are working on those needs.

### **8.3 Terms of Reference for the Board Building Committee**

D. Sharma presented the Draft Terms of Reference of the Building Committee.

### **Motion # 19.71**

Moved by D. Sharma and Seconded by A. Maginley. **Motion** That the Board adopt the Building Committee Terms of Reference as presented.  
Carried

## **9. Governance**

### **9.1 Previous Board Meeting Self Evaluation**

M. Brenner reported that there had been 8 responses. All were generally positive except one person expressed a need for improvement in some areas. There were no actionable comments.

## **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

EL Assignment #2 Treatment of Clients

assigned to D. Barham

**11. New Business**

**11.1 Board Member Reports**

S. Sheehy reported that she had participate in the City's People of Pickering project. She had promoted the Library as part of her responses.

D. Barham reported that she had come to the library with the Congress of Black Women and had used one of the collaborative rooms to meet. It was a very useful spot that didn't have to be booked ahead of time.

M. Brenner reported on the wellness event on that took place on Tuesday. Maurice. He noted that the room was full and the program was well received. This was a joint venture with Culture & Recreation.

M. Brenner also reported that a program will be held October about the Umbrella Movement. K. Williams will send out date and further information.

**12. Other Business (for consideration at future meetings)**

None

**13. Confidential Matter**

None

**14. Board Meeting Self Evaluation (complete online)**

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

The next Board meeting will be held on Thursday October 24. 2019 at 7 pm in the Claremont Library in the Thomlinson Community Centre.

**Motion #19.72**

Moved by R. Coelho, Seconded by D. Barham. **Motion** THAT the meeting be adjourned.

Carried

The meeting was adjourned at 9:15 pm.

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Signature of Library CEO:

Date:

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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.*