
The City of Pickering Public Library Board Meeting Minutes

Held: Thursday February 27, 2020
Location: In the Central Library Board Room
<http://www.picnet.org/libraryboard>

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

Absent: S. Beckett, Councillor I. Cumming

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

Meeting Commencement Time: 7 pm

1. Public Delegations

None

2. Approval of Agenda, Conflict of Interest Disclosure

No interest was declared.

Motion #20.14

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

3. Consent Agenda

Motion #20.15

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

4. Board Education

D. Sharma, D. Barham and A. Maginley spoke about the Board Bootcamp that they attended during the OLA conference and shared information that they had learned. Through discussion it was agreed that the Board should consider reporting outcomes through the lens of age friendly and community safety, both priority issues for the City. It was also suggested that other City priorities should be confirmed to complete reporting priorities. It was felt that an education meeting hosted by the Board could be held with Council to discuss and share information. K. Williams will check with the City Clerk about how to set up this type of meeting. Board would like to target Fall 2020 for this meeting.

5. Ends Discussion

5.1 Library Information Update

K. Williams highlighted the upcoming quiet zone plans for the Central Library.

6. Staff Reports

6.1 Room Booking Procedure

Board members were satisfied that the procedure supported the revised Room Booking Policy.

7. Monitoring Reports

7.1 EL 3 Staff Treatment

M. Fatema reported she had spoken to C. Addo-Becko, the Library's Manager of People and Culture about how the grievance and other processes work. She noted that there had been no grievances filed in 2019. She also reported that the Library staff had participated in a national mental health survey and the C. Addo-Becko was building an action plan from the outcomes of that survey. Mandatory health and safety, WHIMIS, new orientation training is required for all new employees. New and exiting employees are asked to participate in a survey so the Library can make improvements to employee practices. Absenteeism management program from City is being introduced.

Motion #20.16

Moved by M. Fatema, Seconded by D. Barham. **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. Committee Reports

8.1 Report of the Community Linkage Committee

S. Beckett accompanied S. Yung to Viva Retirement Home. They had a Q&A session with several residents. Most residents are not able to come to the Library and enjoy the Home Service option that the Library offers. They prefer paperback large print books, as hard cover large print books tend to be heavy. They are concerned about fees and interested in the new City Centre Development. They want to learn about technology and prefer one-on-one service.

8.2 Building Committee

E. Bird reviewed the latest plans that were available for the Library. There was concern expressed about the plans for the elevators.

Motion #20.17

Moved by S. Sheehy, Seconded by R. Coelho. **Motion** THAT the Board gives the Council Board members direction to meet with the City CAO to ask that a third elevator be added to the plans to take clients from the main floor to the parking garage, leaving the

two existing elevators available to take clients from the first floor to the other floors within the building.
Carried.

The Board also requested that the architects be invited to attend a Board meeting in April or May to report on the progress of the building. K. Williams and E. Bird will follow up with that request. K. Williams and E. Bird will also follow up with City staff to work out a public presentation plan for the public about the complex.

9. Governance

9.1 Previous Board Meeting Self Evaluation

M. Brenner reported on the results of the January meeting evaluation. One response was received. All questions received a satisfactory rating.

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 **#9 Compensation and Benefits** assigned to **A. Maginley**

11. New Business

11.1 Member Community Reports

It was noted that the Library's budget was approved by Council this week.

M. Anderson noted that she had completed an article about the I Read Canadian Campaign for the IODE. This was shared with all provincial members and has been posted on the IODE website.

D. Barham had attended the Council of Black women movie event held at the Library.

A discussion was held about the Covid-19 virus. K. Williams will reach out to the Regional Health Department to see if there are steps the Library should be taking. She will also see if there is any print material available for clients about the outbreak. Most up-to-date information is on the Province's website. K. Williams will also check with the City and other libraries to see what steps they are taking.

Board members requested that a print copy of the Report on the Nuclear Alert issued by the Province be made available to library clients.

12. Other Business

None

13. Confidential Matter

13.1 Report of the CEO Hiring Committee

Motion #20.18

Moved by M. Anderson, Seconded by D. Barham. **Motion** THAT the Board move into camera for the purpose of discussing personnel issue about identifiable individuals;
Carried

14. Board Meeting Self Evaluation (complete online)

15. Date of Next meeting and Adjournment

The next Board meeting will be held on Thursday March 26 at 7 pm in the Central Library Board Room.

Motion #20.20

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

The meeting was adjourned at 9:15 pm.

Signature of Library Acting 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.