
The City of Pickering Public Library Board Meeting Minutes

Held: Thursday November 28, 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, A. Maginley, D. Sharma, S. Sheehy (Chair).

Absent: M. Fatema

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

Visitors: D. Quaife (City of Pickering), U. Siva (Manager of Technology)

Meeting Commencement Time: 7:02 pm

1. Public Delegations

J. Farr addressed the Board about the Megan Murphy room booking issue at Toronto Public Library. He felt that Toronto Public Library made the wrong decision and that she has discriminatory views. He wondered if Pickering Public Library has a good policy about Room Bookings? He wanted to ensure that such a situation would not occur here in Pickering.

2. Approval of Agenda, Conflict of Interest Disclosure

No interest was declared.

Motion # 19.82

Moved by D. Sharma, Seconded by R. Coelho. MOTION THAT the Agenda be adopted as amended.

Carried.

3. Consent Agenda

There was a request that the In-Camera minutes from November 20, 2018 (agenda item 3.2) be removed from the Consent Agenda and be discussed elsewhere in tonight's agenda.

Motion # 19.83

Moved by I. Cumming, Seconded M. Anderson. MOTION THAT the remaining item on the Consent Agenda be approved as amended.

Carried.

4. Board Education

4.1 City IT planning update

D. Quaife addressed the Board about the plans for shared IT services between the City and Library. He and U. Siva (the Library's Manager of Technology) are working together on a Library and City IT shared services plan. They are working with their teams to identify skills gaps and skills training. They are also looking closely at security. We are having discussions around integrated email, integrated internet services, integrated wifi. They are looking to identify the best solutions. They plan to use Library or City solutions, whichever is better.

4.2 Room Booking Policy

K. Williams reviewed her report with the Board. She outlined her concerns and recommendations. She noted that we need to develop a shared plan with the City for a planned shared Room Booking process.

Motion # 19.84

Moved by M. Brenner, Seconded D. Sharma. MOTION THAT the recommendations from the report (listed below) are approved with the minor changes as described. AND The CEO is directed to bring the revised Room Booking policy to the January Board meeting. Carried.

Report Recommendations

1. Edit the Section 11a) & 11b) as outlined above to bring the policy in line with current statutes.
2. Develop a comprehensive Room Booking Form with questions that will allow for pre-screening and risk assessment
3. Add a step to the procedures that if a controversial room booking request is submitted, the CEO will bring that information to the Library Board for review.
4. Update the policy, internal procedures and practices to support these recommended changes in the Room Booking Policy.
5. Defer any major edits to the Room Booking Policy until the shared room booking system is discussed with the City in relation to the new Civic Complex.

Changes:

1. Remove the detail about the Ontario Human rights code. The section will then read as follows:

Any violation of the Ontario Human Rights Code.

3. Use the word risk rather than controversial.
5. Clarification that these recommendations are an interim solution. The Board direct CEO to work with City staff on a future policy.

5. Ends Discussion

5.1 Library Information Update

K. Williams highlighted some items from the distributed report. She noted that Council had approved funding for Sunday opening at George Ashe Library. The Board is to report on the service to Council at year end for continuing funding. K. Williams reported that Library staff were looking into possible fundraising options for the new Central Library. She will keep the Board informed as various options are explored.

6. Staff Reports

6.1 Update on Diversity and Inclusion Project

E. Bird discussed the proposed plans for Diversity and Inclusion within the time frame of the current Strategic Plan. Two Board members expressed concern about the effectiveness of unconscious bias training. Another Board member expressed that staff training on diversity and bias was essential. No approval was given for entering into any contract and this item still will need approval from the Board and Council before proceeding.

7. Monitoring Reports

7.1 EL 2 Treatment of Clients

D. Barham was satisfied that the report and the policy are sound now that the Board has reviewed the Room Booking policy.

Motion # 19.85

Moved by D. Barham, Seconded by R. Coelho. **Motion** THAT the Board adopt Monitoring Report Executive Limitation #2 Treatment of Clients as presented; and THAT the Board adopt Executive Limitation #2 Treatment of Clients as presented, the Policy being complete, sound and effective.
Carried.

7.2 EL 7 Emergency Executive Succession

S. Beckett was satisfied with the report and the policy. He noted the compliance issue that was raised in the report and commented that it will be brought back into compliance in 2020. This shows that the policy is working as it is supposed to.

Motion # 19.86

Moved by S. Beckett, Seconded by D. Sharma. **Motion** THAT the Board adopt Monitoring Report Executive Limitation #7 Emergency Executive Succession as presented; and THAT the Board adopt Executive Limitation #7 Emergency Executive Succession as presented, the Policy being complete, sound and effective.
Carried

6. Committee Reports

6.1 Report of the Community Linkage Committee

M. Anderson reported that K. Williams had put together a comprehensive Linkage plan for 2020. She reported that the focus for 2020 would be Seniors in keeping with the Age Friendly work that the Library will be doing with the City.

Motion # 19.87

Moved by M. Anderson, Seconded by R. Coelho. **Motion** THAT the Board approve the 2020 Linkage plan as presented.

Carried

6.2 Report of the Board Building Committee

D. Sharma reported that the November meeting of the committee was cancelled. E. Bird gave a brief update on the two building projects.

7. Governance

7.1 Previous Board Meeting Self Evaluation

M. Brenner reported on the evaluation result from the October meeting.

8. Board Policy Review for next meeting

No Policy reviews are scheduled for the December meeting

9. New Business

11.1 Board Member Reports

None

12. Other Business

12.1 Minutes of the September 26, 2019 Board meeting

The Board discussed corrected wording for MOTION 19.67. The agreed wording is as follows:

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.

Motion # 19.88

Moved by M. Brenner, Seconded by S. Beckett. **Motion** THAT the Board approve the Minutes of the September 26, 2019 meeting as amended.

Carried

13. Confidential Matter

Motion # 19.89

Moved by D. Barham, Seconded by M. Anderson. **Motion** THAT the Board move into camera for the purpose of discussing a personnel matter about an identifiable individual.
Carried

13 Board Meeting Self Evaluation (complete online)

14 Date of Next meeting and Adjournment

The next Board meeting will be held on Thursday December 12, 2019 at 6:30 pm in the Central Library Boardroom.

Motion #19.91

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

The meeting was adjourned at 9:30 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.