

# The City of Pickering Public Library Board

## Meeting Agenda

[Link to Board Sharepoint Site](#)

To be held:	On Thursday <b>July 23, 2020</b> at 7:00 pm
Location:	Held Virtually

In accordance with Pickering Public Library Board Bylaws and Section 16.1(4) of the Public Libraries Act, parts of this meeting may be closed due to the nature of the discussion.

1	Public Delegations - Public attendance registration not required.	<a href="#">By-Laws Link</a> see pg. 6-7		
2	Approval of Agenda, Conflict of Interest Disclosure		S. Sheehy	MOTION to Approve
3	Consent Agenda (includes previous minutes to be approved)	<a href="#">SharePoint Package Link</a>	S. Sheehy	MOTION to Approve
	3.1 Minutes of the June 25 Meeting			
	3.2 Minutes of the In Camera Meeting - June 25, 2020			
4	Board Education	<a href="#">SharePoint Package Link</a>		
	4.1 Children & Teen Virtual Services		B. Williamson	
	4.2 Library Collections		C. Waida	
5	Ends Discussion	<a href="#">SharePoint Package Link</a>		
	5.1 Library Information Update		J. Flowers	
6	Staff Reports	<a href="#">SharePoint Package Link</a>		
	6.1 Recovery Update (verbal update)	<a href="#">SharePoint Package Link</a>	J. Flowers	
	6.2 Anti-Black Racism Working Group update (verbal update)		J. Flowers	
7	Monitoring Reports - EL	<a href="#">SharePoint Package Link</a>		
	None	<a href="#">Policy Link to Picnet.org</a>		
8	Board Committee Reports			
	None			
9	Governance	<a href="#">Policy Link to Picnet.org</a>		
	9.1 Previous Board Meeting Evaluation Results (verbal update)	<a href="#">SharePoint Package Link</a>	M. Brenner	
10	Board Policy Review	<a href="#">Policy Link to Picnet.org</a>		
	10.01 The following EL policies will be discussed at the September Board meeting. All members to review prior to the next meeting			
	EL # 5 Financial Planning		D. Barham	
	EL #6 Financial Condition		S. Beckett	
11	11.1 Member Community Reports (verbal update)	<a href="#">SharePoint Package Link</a>		
	11.2			
12	Other Business			
	12.1 Virtual Meeting Declaration		J. Flowers	

## Meeting Agenda

13	Confidential Matter		
	None		
14	Board Meeting Evaluation	<a href="#">Meeting Evaluation Link</a>	
15	Adjournment		MOTION to Adjourn

### Next Meeting

To be held:

Thursday September 24, 2020 at 7:00 pm

Location:

TBA

### Preliminary List of Motions

- Item # Draft Motion
- 2 THAT the items in the Agenda be adopted by the Board
- 3 THAT the items in the Consent Agenda be adopted by the Board

Alternate formats available upon request. Contact Kathy Williams at [kathyw@picnet.org](mailto:kathyw@picnet.org) or 905-831-6265 ext. 6251.

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# The City of Pickering Public Library Board

## DRAFT Meeting Minutes

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Held: Thursday June 25, 2020

Location: Virtual meeting

<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: J. Flowers – CEO, E. Bird – Director SS, K. Williams – Director PS, Usha Siva – Manager of Technology

Meeting Commencement Time: 7:15 pm

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### 1. In Camera Session

#### **Motion #20.34**

Moved by I. Cumming, Seconded by M. Brenner. **Motion** THAT the Board move in Camera to discuss an item about an identifiable individual.  
Carried.

### 2. Land Acknowledgement

S. Sheehy read aloud the Library's Land Acknowledgement. The Acknowledgement is normally read at the first Board meeting of the year in January, but S. Sheehy noted that it was appropriate to read at this meeting as it is Indigenous People's month.

### 3. Public Delegations

None

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

No interest was declared.

#### **Motion #20.36**

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

## 5. Consent Agenda

### **Motion #20.37**

Moved by S. Beckett, Seconded by M. Fatema. **Motion** THAT the items on the Consent Agenda be adopted as presented.  
Carried.

## 6. Board Education

None

## 7. Ends Discussion

### 7.1 Library Information Update

J. Flowers spoke about the monthly Information Update. She noted that there is a continued focus on virtual programming and curbside service. Pickering PL had offered 50 virtual programs in June and will offer even more in July. We expect this to be a continuing method of offering programming post-pandemic.

J. Flowers noted that since the report was finalized, staff participated in online training on personal resilience in the workplace. Staff have been asked to create their own personal resilience plan and will have follow up discussions within their own teams.

S. Sheehy passed on the Board's thanks for all the great services the staff have been able to offer during the closure.

## 8. Staff Reports

### 8.1 Report on Collection Changes

J. Flowers reported that it has been a growing trend amongst libraries in Ontario to suspend fines during this time of economic uncertainty. She noted that there will be a dramatic decrease in circulation of physical items even with offering curbside service; as a result, the Library could not expect to come close to collecting the fine revenue budgeted for 2020. For some clients, paying fines may be an additional economic burden during a difficult time. It was also noted that the handling of cash is discouraged in order to cut down on potential virus transmission. Pickering Public Library will not be charging fines for remainder of 2020. We will find the unearned revenue through other savings in expenses.

Based on recommendations from Public Health we are trying to reduce the frequency that clients have to visit the library in order to keep clients and staff safe. We will adjust the loan period for all items to a 3week period and make most of the collection holdable. We will also set up autorenewal for clients. These changes are intended to remove stress points for clients. J. Flowers noted that she will bring a report back to the Board late 2020 with a proposal on fines for 2021.

### **Motion #20.38**

Moved by M. Brenner, Seconded by D. Sharma. **Motion** THAT the Report be received.  
Carried.

## 8.2 Report on Diversity Statement

J. Flowers discussed the draft Letter to the Community that she had shared. She noted that she had reviewed approaches taken across Canada and recommends that the Board address the community directly. She wanted to be sure that we include both internal issues as well as external responses. She feels that the library can support the community and create space for community dialogue on this issue.

D. Barham asked that the letter address anti-Black racism directly. M. Brenner noted that the City statement did this.

Discussion was held about using the formal name of Black Lives Matter as they are only one group. It was also pointed out that Black Lives Matter was the name that people are giving to the movement.

It was agreed that it was necessary to include actions that the Library is or will be taking. It was agreed that a call to action was needed to community members who would like to help the Library in doing this work. Concrete actions are needed, not just dialogue. Board members wanted to get a communication out as soon as possible and an action plan can be shared at the next Board meeting.

I Cumming asked that J. Flowers consult with the City to make sure the letter's message is compatible with what the City has put out.

It was requested that this topic be added to the agenda each month, in order to review the action plans and progress.

### **Motion #20.39**

Moved by D. Sharma, Seconded by M. Anderson. **Motion** THAT the Letter to the Community be adopted as amended. Subject to review of the final version by the members of the Board and City staff before it is issued.

Carried

## 8.3 Recovery Update

J. Flowers provided an update on Recovery progress at Pickering PL. The Province has announced that they are now moving into Phase 2. The Library has been preparing for this service level. Libraries can now offer limited onsite service for public computer access including access to printers and photocopiers. The public will not be allowed to handle collections on shelves or stay in the space for any reason other than computer access. Pickering PL will allow clients to book a 45-minute appointment each day for computer use. There will also be some walk-up appointments available.

Pickering PL will start the service as early as July 6<sup>th</sup>. We still need to review the plans with the Health and Safety Committee and the Union as well as the City Legal staff. We plan to have a different group of staff offering curbside service.

I. Cumming asked that staff follow up with an incident where it appeared that a member of the public was sorting through returned items at the Central Curbside Service. J. Flowers will investigate the incident.

Curbside service is now available at George Ashe and Central Libraries. Returns are being accepted through the drop box at George Ashe and will be available soon at the Central Library. Claremont drop box and curbside services will be coming online in July.

## 9 Monitoring Reports

### 8.1 EL 10 Communication and Counsel to the Board

D. Sharma reviewed evidence for each of the policy elements. He is satisfied that he was provided enough evidence to support the interpretations and conclusions.

#### **Motion #20.40**

Moved by D. Sharma, Seconded by R. Coelho. **Motion** THAT the Board adopt Monitoring Report EL 10 Communication and Counsel to the Board as presented and; THAT the Board adopt Policy EL 10 Communication and Counsel to the Board as presented, the Policy being complete, sound and effective.  
Carried.

### 8.2 EL 1 General Executive Constraint

M. Anderson reported that the interpretation is clear and detailed. The Board has always been made aware of issues and she is confident this will continue.

#### **Motion #20.41**

Moved by M. Anderson, Seconded by D. Sharma. **Motion** THAT the Board adopt Monitoring Report EL 1 General Executive Constraint as presented and; THAT the Board adopt EL 1 General Executive Constraint as presented, the Policy being complete, sound and effective.  
Carried.

## 10 Committee Reports

No Committee Reports were presented

## 11 Governance

### 11.01 Previous Board Meeting Self Evaluation

M. Brenner reported that there 7 evaluations completed for the May Board meeting. All were positive in all areas. Virtual meetings seem to be working well. There may be future changes needed for virtual meetings. J. Flowers will check with the City Clerk about any changes in requirements going forward.

## 12 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

No EL reviews are scheduled for the July meeting

## 13 New Business

### 13.1 Board Member Community Reports

D. Barham noted that the Library had provided a great list of anti-racism materials on the website.

A. Maginley reported that he had participated in financial literacy program with his son and felt the program was very well done.

M. Anderson reported that her IODE chapter had been able to find some funds to support the PPL Summer Reading Club. The Library thanks M. Anderson and IODE for their ongoing support.

S. Sheehy had attended the PPL Drag Queen Storytime and noted that she and all the attendees had a great time. The event was very well done and generated lots of questions from the participating children. She was pleased that this has now become an annual event.

### 13.2 Client Correspondence about Drag Queen Storytime

J. Flowers reported that there was one email from a resident this year objecting to Drag Queen Storytime. A response has been drafted based on the communication plan that was created for last year's event. The response includes the information about why we offer this event (building empathy and understanding about differences). It is understood that not everyone will be reflected in all of the programs that the library offers. We will follow up with City because the Mayor was copied on the complaint. S. Sheehy will send the response on behalf of the Board.

## 14 Other Business

### 14.1 Summer Meeting Date

#### Motion #20.42

Moved by R. Coelho, Seconded by M. Anderson. **Motion** THAT **July 23rd** be set as a supplementary meeting date for the Board for 2020.  
Carried.

## 15 Confidential Matter

None

## 16 Board Meeting Self Evaluation (complete online)

**17 Date of Next meeting and Adjournment**

The next Board meeting will be held on Thursday July 23 at 7 pm as a Virtual meeting

**Motion #20.41**

Moved by R. Coelho, Seconded by I. Cumming. **Motion** THAT the meeting be adjourned.

Carried

The meeting was adjourned at 9:00 pm.

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Signature of Library CEO:

Date:

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.*





# Library Update

July 2020

## Board End: Lifelong Learning

### Girls Who Code

The highly successful all-female coding program Girls Who Code (GWC) is back at the Pickering Library this summer. This year will feature a 7-session series that will be conducted completely virtually for the first time. GWC as always, aims to empower young female involvement in STEM, as well as creates strong sisterhood through hands-on group coding projects.

### Senior's Bingo

This first-time program paired bingo with songs from the 50's, 60's and 70's. Clients were given a bingo card, either to print or interact with digitally, with song titles and artists listed. Staff played the beginning of the song for the clients to mark it off on their bingo sheet. After the brief snippet, staff would name the song and artist and singing and dancing would inevitably follow. This program runs again in August.

## Board End: Culture of Reading

### SRC Book Bash held July 4, 2020

Staff kicked off the 2020 TD Summer Reading Club with a brand-new event, the Book Bash. The Book Bash offered clients the opportunity to drive up and receive a free age-appropriate Canadian book for their child. Packaged with the book, they also got information about Summer Reading Club and tips for engaging children with books and reading. Staff distributed 450 books over the course of the event. One client praised it as a “great way to start summer.”



## **TGIS launch**

Teen staff launched the TGIS (Thank Goodness It's Summer) teen summer reading program with an online event on July 2<sup>nd</sup>. 13 teens attended the event to learn how to participate in the summer-long program and win prizes.

## **Board End: Welcoming Public Facilities / Virtual Spaces**

### **Public Computer Access**

Central Library now has 15 computers available for public use including family stations and accessible computers. Public Computer Access has been well received by our community and we average 10 people per session. Some clients we saw on the first day of opening were: a new mom registering for a birth certificate, an accountant printing hundreds of pages of archive documents, and a client researching rental housing options.

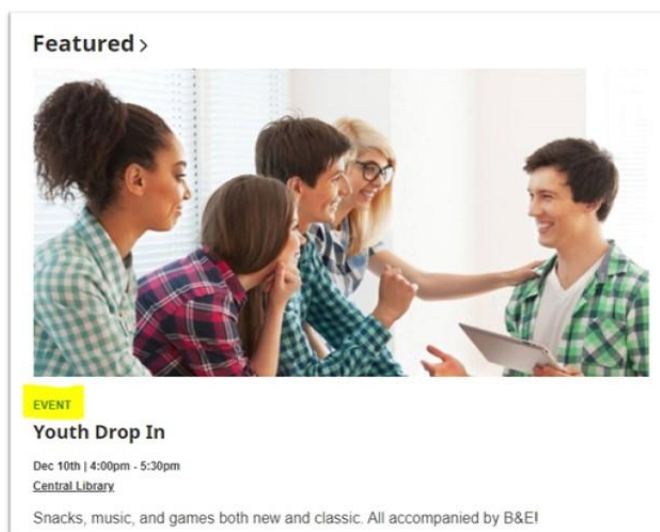


### **Drop boxes opening**

Drop boxes at George Ashe, Central and Claremont are now open. All returned items are transported to quarantine areas (the Quiet Study Room at George Ashe Library, the Auditorium at Central Library, and in the branch for Claremont) for a period of three days before being checked in and returned to the shelves. This quarantine period also applies to new books shipped to us from library suppliers.

## **New website**

The website implementation team is on track to launch a staff preview site on September 3 and public preview on October 1<sup>st</sup>. One important language difference with our new program management software (BiblioEvents) is the use of the term “program”. BiblioEvents uses the term “event” instead of “program” in its terminology. In order to make our new website easy to understand, we will match this terminology in our marketing and in writing for the web.



## **Board End: Community Engagement**

### **5MFF launches**

The 2<sup>nd</sup> annual 5 Minute Film Festival (“5MFF”) programming line-up launched in July with a virtual Film Makers Corner featuring 6-time Emmy Award winning producer Joseph DeBenedictus. The annual Gala will feature writers from the award-winning series, Kim’s Convenience, along with community producers, artists and filmmakers who have submitted to the festival.

### **English Conversation Circle (in partnership with CDCD)**

Our English Conversation Circle partnership program has returned and is now virtual. Our previous partnership with Community Development Council Durham (CDCD) and our local Welcome Centres to provide in-library ESL programming ended several years ago after a period of low attendance. As a response to the pandemic, the Library approached CDCD to ask if they wanted to partner together to deliver virtual programming. In July, the first virtual English Conversation Circle went live for nine registered participants. This program is facilitated by staff from CDCD and the Library.

### **Anti-Black Racism Working Group**

Planning is underway to form an Anti-Black Racism Working Group that will work with the Library to identify and address anti-Black racism in our policies, programs, services, collections and spaces. Methods of engaging key community stakeholders in the recruitment planning and implementation process are currently being developed so that we can connect and engage with voices from across the Black community. To achieve this, we will be looking to our existing community relationships, networks and partners, to ensure a meaningful community collaboration effort in building, scoping, and implementing these working groups.

## Strategic Goals (2019 – 2023)

### Inclusion & Belonging

#### **Stay At Home Drag Queen Storytime**

In celebration of Pride Month and in collaboration with Youth Pride Durham, PPL co-hosted a Stay At Home Drag Queen Storytime. The event, presented by Drag Queen Lucy Flawless on Facebook Live, saw a peak of 40 devices viewing the event, or an estimated 80 clients.