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# The City of Pickering Public Library Board Meeting Minutes

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Held: Thursday July 23, 2020  
Location: Virtual meeting  
<http://www.picnet.org/libraryboard>

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

Absent: S. Beckett.

Staff: J. Flowers – CEO, E. Bird – Director of Support Services, U. Siva – Manager of  
Technology, C. Waida – Manager of Support Services, B. Williamson – Client  
Service Specialist – Teen and Children, R. Coutinho – Administrative Services  
Assistant

Meeting Commencement Time: 7:05 pm

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## 1. Public Delegations

None

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

No interest was declared.

### Motion #20.44

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

Carried.

## 3. Consent Agenda

### Motion #20.45

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

Carried.

## 4. Board Education

### 4.1 Children and Teen Virtual Services

B. Williams spoke to the Board about a variety of virtual programming being offered to  
children and teens during the pandemic. He also reported on programs such as TGIS  
(teen summer reading program), TDSRC (children's summer reading program) and an  
upcoming program with author Zetta Elliot, a Black Canadian Author from Ajax. The  
program staff also piloted a Regional collaboration where clients from Ajax, Oshawa and

Clarington can attend two online programs from the Pickering Library and vice versa to increase programming options for Pickering clients.

Staff are committed to continuing virtual programming as they perceive value in it even once the library is opened to the public. In answer to a question from the Board, B. Williamson noted that, staff will offer some informal programming at the library, but no registered in-house programs are planned for the rest of the year.

### **4.2 Library Collections**

C. Waida gave the Board a collections update. Year-to-date physical collection circulation is down as the library was closed for three months with no public access to the physical collections. The Library has only started accepting shipments of new materials since the end of June. During the pandemic, usage trends have been changing and adjustments are being made to collections. Before the pandemic the average number of new clients using the Library's digital resources was 92 per month. This has increased to an average of 140 per month during the pandemic.

C. Waida also discussed future plans for a revitalized and curated collections project. This project will include weeding materials to create space for clients and other projects to promote the collection.

## **5. Ends Discussion**

### **5.1 Library Information Update**

J. Flowers spoke about the monthly Information Update. She noted that the Pickering Library has received a \$15,000 grant from the Emergency Community Support Fund. This grant will be used to purchase iPads with data to loan to clients.

She reported that virtual support had been found for clients who had signed up for the Library's tax clinics. Fifteen clients have been served by this service.

The Library is offering two Anti-black racism virtual programs. Both are being held next week. The first is a panel discussing the topic "Combating the Roots of Anti-Black Racism" and the second is a presentation called "Racism in 2020".

The Library will be undertaking a review of its Land Acknowledgement to make sure it is inclusive and respectful to all peoples who have resided here for thousands of years. J. Flowers will provide an update at the September Board meeting.

## **6. Staff Reports**

### **6.1 Recovery Update (verbal)**

J. Flowers updated the Library Services Recovery Roadmap. She discussed the current and planned service levels at all three branches.

She noted that Durham Region is moving into Stage 3 as of July 24th. In Stage 3, there will be a 50-person capacity for clients at the Central Library. The Central branch of the library is expected to move to Stage 3 by mid-August, Claremont Library by late August and George Ashe Library by September. In this stage, there would be a certain number of spots for longer use like studying and some spots for a quick visit to the library to pick up holds.

Masks will be provided to all clients who do not bring masks. Client contact information will be kept in case contact tracing is necessary. Clients are expected to wear masks for their entire visit at the library. No appointments will be necessary for curbside service or for computer use.

Virtual programming will continue until the end of 2020. Staff are currently developing a strategy for virtual programming for the future. Virtual programming offers great potential. More information will be available in the fall with a plan in place by year end. The Library will be investing in staff skills to provide this important service.

### **6.2 Anti-Black Racism Working Group update (verbal)**

J. Flowers reported that the Letter to the Community was posted on July 2, 2020. The letter included a call to action where people were asked to subscribe to receive Anti-Black Racism Working Group updates. Currently there are 25 members of the email group from the community.

S. Yung, Manager of Community Engagement and Marketing has been appointed as project lead for this group. The process for forming the Anti-Black Racism Working Group will be community-led.

The Anti-Black Racism Working Group will identify and make recommendations that will improve Library programs, services, collections, spaces, and policies and will be made up of individuals with voices and experiences that represent the diversity within Pickering's Black community.

Meetings with community partners are ongoing. A staff survey and community survey will be sent out. The community survey will shape the draft Anti-Black Racism Working Group's Terms of Reference. There will also be a call for interested staff and community members to participate in the process. The first Anti-Black Racism Working Group meeting is expected to take place on September 30<sup>th</sup>.

A #ReadThisPPL social media campaign will be launched August 5<sup>th</sup> to amplify community voices addressing anti-Black racism through recommendations of books, movies and music.

### **7. Monitoring Reports**

None

### **8. Committee Reports**

No Committee Reports were presented

### **9. Governance**

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

M. Brenner reported that there was only one online evaluation completed and it was 100% positive.

**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 #5 Financial Planning  
EL #6 Financial Condition

D. Barham  
S. Beckett

**11. Member Community Reports**

None.

**12. Other Business**

**12.1 Virtual Meeting Declaration**

Pickering City Council is continuing to meet virtually. The Library Board members agreed to follow the City Council's lead and continue meeting virtually. J. Flowers will inform the Board is there are any changes based on Ministry updates or changes to City Council plans.

**13. Confidential Matter**

None

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

The Board Chair requested that Board members complete the Board Meeting Self Evaluation for this meeting online.

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

The next Board meeting will be held on Thursday September 24, 2020 at 7 pm as a virtual meeting.

**Motion #20.46**

Moved by M. Anderson, Seconded by M. Brenner. **Motion** THAT the meeting be adjourned.

Carried

The meeting was adjourned at 8:45 pm.

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Signature of Library CEO:

Date:

Signature of Library Board Chair:

Date: