

**MINUTES  
OF THE PICKERING PUBLIC LIBRARY BOARD  
REGULAR MONTHLY BOARD MEETING  
Held June 25, 2009 at 6:30 pm at the Claremont Branch**

**Present:** M. Anderson, O. Chaudhry, B. Littley (6:50pm), J. Lucas, A. Naqvi (6:55pm), J. O’Connell, J. Sabean, P. Savel (Chair)  
**Regrets:** M. Midolo, S. Van Steen  
**Secretary/Treasurer:** C. Grant  
**Staff** V. Ridgway, K. Williams, K. Davis, S. Maclean  
**Meeting Commenced:** 6.35 pm

1. **Confidential Matter**  
None.
2. **Public Delegations**  
None.
3. **Approval of Agenda, Disclosure of Interest**  
No interest was declared.

<b>47.09</b>	<b>Moved:</b>	<b>J. O’Connell</b>	<b>Seconded:</b>	<b>J. Sabean</b>
	<b>THAT the Agenda be adopted as presented.</b>			
	<b>Carried.</b>			

4. **Consent Agenda**  
None.
5. **Board Education**
  - 5.1 OLBA Leadership Tool Kit  
M Anderson provided an overview of the OLBA board self-assessment tool kit, which she recommended to the members as a very helpful process to identify knowledge gaps, for which the OLBA provided some support if required. P. Savel asked the members to complete the self-assessment forms in preparation for a discussion at the September Board meeting; and that staff remind the Board about this task in mid-August.
6. **Minutes of the Board Meeting held May 28, 2009**

<b>48.09</b>	<b>Moved:</b>	<b>J. Lucas</b>	<b>Seconded:</b>	<b>O. Chaudhry</b>
	<b>THAT the Minutes of the meeting held May 28, 2009, having been reviewed by each Board Member present at the meeting, be adopted as presented.</b>			
	<b>Carried.</b>			

**Business Arising**

- 6.1 2007 Cost per circulation (Site costs report)  
 C. Grant reported as a follow-up that system-wide costs per circulation for 2007 and 2008 were \$3.81 and \$4.06 respectively, the latter cost reflecting budgetary increases in building and other costs.
- 6.2 EL4 Staff Conduct  
 C. Grant requested that this item be discussed later in the agenda, before item 12.3 Hiring Policy since the two were related.

**7. ENDS Discussion**

None.

**8. Staff Reports**

- 8.1 Outreach Services  
 K. Davis, Manager of Outreach, Promotion and Programming, provided an overview of the Library’s current emphasis on outreach to the community, reflecting a requirement for library services to be flexibly delivered and more closely aligned to the community of which it strives to be a cornerstone.

6.50 p.m. B. Littley joined the meeting in progress

6.55 p.m. A. Naqvi joined the meeting in progress

- 8.2 Greenwood Branch Report  
 C. Grant noted the major trends in circulation and programming and indicated that another report would be prepared for the Board in six months.

<b>49.09</b>	<b>Moved:</b>	<b>B. Littley</b>	<b>Seconded:</b>	<b>J. Lucas</b>
	<b>THAT the Board adopt the Greenwood Branch Use 2009 report as presented</b>			
	<b>Carried.</b>			

- 8.3 Information Update  
 J. Sabeen reported that Durham West Arts Community had made a request to have temporary offices in the Greenwood branch. He noted that a firm decision was expected shortly.

**9. Monitoring Reports**

- 9.1 EL 10 Communication and Counsel to the Board (distributed)  
 C. Grant noted that EL 10 had not been reviewed annually, since the CEO’s evidence for compliance was available on a continuous basis. She felt, however, that it behooved her to present a review of her compliance to ensure that the Board was satisfied with the scope of the policy. She recommended two changes: Board/Staff was changed to Board/CEO and “consent” was removed from “consent agenda”.

- 9.2 EL 10 Communication and Counsel to the Board (direct inspection of evidence)  
J. Sabean indicated that the CEO's evidence for compliance was satisfactory. He expressed concern about EL policy double negatives: staff was asked to undertake a limited research review of the PG documents and report back to the Board in September.

<b>50.09</b>	<b>Moved:</b>	<b>J. O'Connell</b>	<b>Seconded:</b>	<b>O. Chaudhry</b>
	<b>THAT the Board adopt Monitoring Report EL 10 Communication and Counsel to the Board as presented; and</b>			
	<b>THAT the Board adopt Policy EL 10 Communication and Counsel to the Board as revised, the Policy being complete, sound and effective.</b>			
<b>Carried.</b>				

- 9.3 Direct Inspection Tool Kit

<b>51.09</b>	<b>Moved:</b>	<b>A. Naqvi</b>	<b>Seconded:</b>	<b>M. Anderson</b>
	<b>THAT the Board direct the CEO to develop recommendations for a Direct Inspection Toolkit.</b>			
	<b>Carried.</b>			

**10. Report of Community Linkage Committee**

- 10.1 Minutes of Meeting held June 1, 2009 (distributed)

<b>52.09</b>	<b>Moved:</b>	<b>J. Lucas</b>	<b>Seconded:</b>	<b>Not required</b>
	<b>THAT the Board adopt the Linkage Report as presented</b>			
	<b>Carried.</b>			

B. Littley recommended that the Linkage Committee liaise with the City's Accessibility Committee in the matter of outreach to seniors.

**11. Ownership**

None.

**12. Governance**

- 12.1 Board Self-evaluation Report

None.

- 12.2 GP 5 Chair's Role

The sole recommended change was the replacement of "him or her" with "the Chair".

<b>53.09</b>	<b>Moved:</b>	<b>B. Littley</b>	<b>Seconded:</b>	<b>J. O'Connell</b>
	<b>THAT the Board adopt Policy GP 5 Chair's Role as revised, the Policy being complete, sound and effective;</b>			
	<b>and</b>			
<b>THAT the Board continue to comply with the Policy.</b>				
<b>Carried.</b>				

12.3a EL4 Staff Conduct (brought forward from 6.2)

<b>54.09</b>	<b>Moved:</b>	<b>J. Lucas</b>	<b>Seconded:</b>	<b>J. O’Connell</b>
	<b>THAT the Board adopt Monitoring Report EL 4 Staff Conduct as revised.</b>			
	<b>Carried.</b>			

C. Grant reviewed the legal complexity of the clauses dealing with criminal reference checks and criminal charges brought against staff while employed at the Library. Criminal reference checks were covered adequately in the Library’s operational policies and procedures. Suspension of staff following charges laid during their employment was a complex policy to be applied by the CEO as part of her operational responsibilities. The Board agreed to her recommendation that the two clauses be deleted from the policy.

12.3b Hiring Policy

V. Ridgway reviewed the regulatory requirement for the Board to approve a Hiring Policy specifically on nepotism. Staff recommended that a revised and shortened Hiring Policy be approved by the Board, consisting of a Policy Statement and a section on nepotism, with no inclusion of procedural matters. A copy of the revised policy would be available at the next meeting.

<b>55.09</b>	<b>Moved:</b>	<b>J. Lucas</b>	<b>Seconded:</b>	<b>J. O’Connell</b>
	<b>THAT the Board adopt the Hiring Policy as revised.</b>			
	<b>Carried.</b>			

**13. Board Policy Review**

13.1 Assigned for September 24, 2009 meeting:

GP 9 Governance Investment	J. O’Connell
BC 5 Monitoring Executive Performance	P. Savel
EL 5 Financial Planning (Direct Inspection)	J. Lucas
EL 6 Financial Condition (IR & ER) (Direct Inspection)	J. Lucas

13.2 Please read in preparation for the September 24, 2009 meeting:

GP 9 Governance Investment  
 BC 5 Monitoring Executive Performance  
 EL 5 Financial Planning  
 EL 6 Financial Condition (IR)  
 EL 6 Financial Condition (ER – Audit)

The Chair noted that the official Audit document would be distributed when it was received during the summer.

**14. New Business**

14.1 Farewell Events for Cynthia

P. Savel reviewed the arrangements for farewell events for Cynthia Mearns: July 8, 2009 6.00 pm at The Ports; July 11, 2009 5.30 pm at the Museum; and July 16, 2009 at the City gazebo for the library and city staff farewell, at which he would represent the Board in greeting guests and introducing Mayor Ryan.

**15. Board Self-Evaluation (distributed at meeting)**

**16. Date of Next Meeting and Adjournment:**

The date of the next meeting is Thursday, September 24, 2009 at 6:30 pm at the Whitevale Community Centre

<b>56.09</b>	<b>Moved:</b>	<b>J. Sabean</b>	<b>Seconded:</b>	<b>M. Anderson</b>
	<b>THAT the meeting be adjourned.</b>			
	<b>Carried.</b>			

The meeting was adjourned at 8.20 pm.