



Pickering Public Library Board Meeting Minutes

Held March 23, 2017 at 7 pm
In the Central Library Board Room

Attendees: M. Anderson, M. Brenner, R. Coelho, D. Sharma, S. Sheehy (Chair), I. Thomaidis, A. Vashisht.

Absent: S. Bhatia, I. Cumming, J. Sabeau

Staff attending: C. Grant, K. Williams, E. Bird.

Meeting Commencement Time: 7:04 pm

1. Public Delegations (none)

2. Approval of Agenda, Disclosure of Interest

No interest was declared.

Motion #20.17

Moved by M. Anderson. Seconded by D. Sharma. **MOTION** THAT the Agenda be adopted as presented. Carried.

3. Consent agenda (none)

4. Board Education

4.1 Strategic Planning (Learn HQ)

C. Grant gave an overview of Strategic Planning and the planned Pickering Public Library process and timeline. M. Brenner noted that the New Municipal Act may have an impact on the time lines as it may mean that the Board is dissolved earlier than in previous years. C. Grant will follow up with the City Clerk about implications of the new Act on Board appointment timing in 2018.

It was suggested that it might be possible to move the timeline forward by sending out the RFP for consulting earlier, with the caveat that it is subject to budget approval. C. Grant will follow up with the City Treasurer to see if that is possible within the City's policies. Board members also asked whether the Board event to work exclusively on the Strategic Plan needs to be open to the public. C. Grant will check with the City Clerk about this issue.

5. Minutes of the Board meeting held February 23, 2017.

Motion #21.17

Moved by M. Brenner, Seconded R. Coelho. **MOTION** THAT the minutes of the meeting held February 23, 2017, having been reviewed by each Board Member present at the meeting, be adopted as presented. Carried.

C. Grant asked whether the concern noted in the minutes regarding allowing time for Strategic Planning had been addressed by the previous discussion. Board members agreed that it had.

6. Ends Discussion

6.1 2015 Ministry Statistics

C. Grant discussed some of the findings of the report. Statistics are only available for 2015 at this time. The older statistics are useful as an indicator of major changes that were felt to be important but it is a retrospective look. C. Grant will investigate the anomaly in service hours for 2014 and report back.

7. Staff Reports

7.1 CEO Information Update (distributed)

C. Grant reported that it had been brought to our attention that PPL Connect had been trademarked by a business in Quebec. The owner asked that we stop promoting this brand online to avoid confusion. The Library has never trademarked anything before so this was a learning experience. We are working on a plan to resolve this issue.

C. Grant reported that the Library is working on two exciting projects: the Collaborative spaces at the Central Library (3 collaborative work rooms being built in the quiet study room space), and the Reading Garden at Petticoat Creek. Both projects give us an opportunity to promote the new role of libraries. M. Brenner asked if the projects had been reviewed by the Accessibility Advisory Committee. C. Grant replied that would be done as soon as possible.

C. Grant reported that the Library had received a plaque for our participation in the group implementing the Mental Health and Safety voluntary standard. Pickering PL has been working with the Mental Health Commission for a case study.

8. Monitoring Reports

8.1 EL 9 Compensation and Benefits (distributed)

M. Anderson reported that the Monitoring Report contained reasonable interpretations and sufficient evidence to conclude that the policy had not been contravened. She felt that there were no necessary amendments.

Board members asked about the compensation of Library staff compared to City staff.

Motion #22.17

Moved by I. Thomaidis, Seconded R. Coelho. **MOTION** THAT the CEO be directed to investigate where Library management salaries would fall in the City's Job Evaluation system in the spirit of pay equity. Carried.

Motion #23.17

Moved by M. Anderson, Seconded by R. Coelho. **Motion** THAT the Board adopt Monitoring Report EL 9 Compensation and Benefits as presented and; THAT the Board adopt Policy EL 9 Compensation and Benefits as presented, the Policy being complete, sound and effective.
Carried.

9. Report of the Community Linkage Committee

M. Anderson reported that she and K. Williams had visited the Canadian Mental Health Association offices in Oshawa. They spoke about training and awareness of mental health issues. M. Anderson was pleased to report that a lot of the suggestions presented were already in progress at Pickering PL. They offered to present some lunchtime training for staff and a suicide prevention workshop for clients. Pickering PL already provides mental health first aid and CPI training to our staff. M. Anderson noted that the staff told them to expect an increase in homelessness in Durham in the future and that currently there is a lack of services for those who are homeless.

10. Ownership

10.1 Member Reports

M. Anderson reported that she and M. Brenner had attended the Science Fair program and awards at the Library. She felt the projects were well done and wished that more kids were involved.

11. Governance

11.1 Board Self Evaluation Report

S. Sheehy reported that the evaluations were all satisfactory.

11.2 BCD 3 Accountability of the CEO

R. Coelho reported that there were no necessary amendments to BCD 3 and that she felt that the Board was in compliance with the policy.

Motion #24.17

Moved by R. Coelho, Seconded by D. Sharma. **Motion** THAT the Board adopt Policy BCD 3 Accountability of the CEO as presented, the Policy being complete, sound and effective and; THAT the Board continue to comply with this Policy.
Carried.

11.3 GP 2 Governing Style

D. Sharma reported that there were no necessary amendments to BCD 3 and that he felt that the Board was in compliance with the policy.

C. Grant will review revision dates on the governance policies and ensure that the dating practice is clear.

Motion #25.17

Moved by D. Sharma, Seconded by R. Coelho. **Motion** THAT the Board adopt Policy GP 2 Governing Style as presented, the Policy being complete, sound and effective and; THAT the Board continue to comply with this Policy.
Carried.

12. Board Policy Review

12.1 Assigned for April 27, 2017 (All members should read):

EL 1 General Executive Constraint
BCD 4 Delegation to the CEO

I. Thomaidis
M. Anderson

13. Confidential Matter (none)

14. New Business

14.1 2017 Current and Capital Budgets

C. Grant reported that the Library budgets were approved by Council at their meeting of February 28, 2017.

Motion #26.17

Moved by D. Sharma, Seconded by M. Anderson. **Motion** THAT the Board adopt the 2017 Capital and Current Budgets for the Library that were approved by Council on February 28, 2017.
Carried

15. Board Self Evaluation (distributed at meeting)

16. Date of Next meeting and Adjournment

The next Board meeting will be held on Thursday April 27, 2017 at 7 pm in the Central Library Board Room.

Motion #27.17

Moved by I. Thomaidis, Seconded by A. Vashisht. **Motion** THAT the meeting be adjourned.
Carried

The meeting was adjourned at 8:40 pm.

Signature of Board Secretary

Date

Signature of Library Board Chair

Date

Alternate formats available upon request. Please contact Elaine Bird at elaineb@picnet.org or 905-831-6265 ext. 6231.