



Pickering Public Library Board Meeting Minutes

Held April 27, 2017 at 7 pm
In the Central Library Board Room

Attendees: M. Brenner, R. Coelho, J. Sabeen (chair), D. Sharma, S. Sheehy, I. Thomaidis.
Absent: M. Anderson, S. Bhatia, I. Cumming, A. Vashisht
Staff attending: C. Grant, E. Bird.
Meeting Commencement Time: 7:03 pm

1. Public Delegations (none)

2. Approval of Agenda, Disclosure of Interest
No interest was declared.

Motion #28.17

Moved by S. Sheehy. Seconded by R. Coelho. **MOTION** THAT the Agenda be adopted as amended.
Carried.

3. Consent agenda (none)

4. Board Education

4.1 Library and Economic Development

C. Grant presented information about public libraries and economic development. She noted that Pickering City Council has a strong interest in strengthening the local economy. Community economic development is part of the Library Ends policy as it refers to enriching “corporate” lives. The Board may want to consider making this topic a larger part of the next strategic plan.

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

Motion #29.17

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

5.1 Business Arising

C. Grant reported that she had checked with the City Clerk about the effect of the new legislation on board appointments. The Clerk reported that the existing Library Board will not be excused until a new one is appointed. The Legislation is still in draft format and the date listed for transition is November 15. Since the City of Pickering normally moves quickly with their appointments a new Board could be appointed by December 2018.

C. Grant also confirmed that when the Board holds a strategic planning session, it must be advertised and open to public in the same way regular Board meetings are posted and open.

C. Grant reported that the Ministry stats on service hours per 10,000 population presented at the previous meeting contained an error, which she had reported. For Pickering PL the open hours remained the same between 2014 and 2015 and the population changed only slightly. The 2014 number is an error.

6. Ends Discussion (None)

7. Staff Reports

7.1 CEO Information Update (distributed)

C. Grant mentioned some highlights from the report. She informed the Board that in order to meet the needs of the community and move towards a Next Generation library, the library's physical collections will be reduced. C. Grant reported that there had been a very successful Parent Math Night in partnership with Glengrove Public School. She will check whether a Parents reaching out grant was used for this and whether we can access these funds for future events. C. Grant reported that because of security concerns with the Library's PADA database it is currently only available to clients in the library and City staff. A plan to resolve these issues is currently being put together with several options being explored. There will be an update on this topic at the May meeting.

7.2 2017 Advocacy Plan

C. Grant reviewed the Advocacy plan for 2017. Most of the tactics planned for 2016 have been completed. Several items remain to be completed in 2017. C. Grant noted that the openings of the Reading Garden, Collaborative Space and Makerspace give the library a great platform to talk about the Next Generation library.

7.3 2017 Revenue Generation Report

C. Grant reviewed the highlights of the 2017 Revenue Generation Report. Revenues are increasing mainly through grants. She recommended no changes to the fines and fees structure. When the makerspace equipment is introduced we plan to use a model of cost recovery for needed supplies. We will also pursue a sponsorship or some other funding for the consumables to allow for equitable use. The Library works in close collaboration with City in the area of sponsorships for efficiency and to avoid redundant requests

Motion #30.17

Moved by R. Coelho, Seconded by M. Brenner. **MOTION** THAT the Board adopt the recommendations of the Revenue Generation report as presented.

Carried.

8. Monitoring Reports

8.1 EL 1 General Executive Constraint (distributed)

I. Thomaidis 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.

Motion #31.17

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

9. Report of the Community Linkage Committee

C. Grant reported on behalf of K. Williams. The Committee members were not able to set up any meetings in April but do have several set up for May.

10. Ownership

10.1 Member Reports

M. Brenner reported that the City is in discussions to change the name of the Petticoat Creek Community Centre to George Ashe Community Centre. George Ashe was the first mayor of Pickering. If approved by Council the matter will go to the community for consultation. Then the Library Board will need to discuss the possibility of changing the name of the library branch. M. Brenner asked that a motion be debated at the June meeting about the name change at which time more information would be available.

C. Grant will investigate why the Board chose to keep the Claremont branch name when the Community Centre was renamed by the City and provide this information at the May meeting.

J. Sabeau reported that Pickering Township Historical Society had celebrated its 20th anniversary. A celebration was held at the Library in April and was very successful with a large turnout.

11. Governance

11.1 Board Self Evaluation Report

S. Sheehy reported that the evaluations were all satisfactory. There was positive feedback about the Pay Equity discussion

11.2 BCD 4 Delegation to the CEO

Board members in attendance reported that there were no necessary amendments to BCD 4 and they felt that the Board was in compliance with the policy.

Motion #32.17

Moved by R. Coelho, Seconded by I. Thomaidis. **Motion** THAT the Board adopt Policy BCD 4 Delegation to the CEO 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 May 25, 2017 (All members should read):

EL 4 Staff Conduct	S. Bhatia
GP 3 Board Job Description	R. Coelho
GP 4 Board Member's Code of Conduct	S. Sheehy

13. New Business

13.1 Reading Circle Anniversary.

C. Grant reported that the Pickering Reading Circle is the last remaining in province. The original set up and training was provided by Frontier college. The Reading Circle is having a 25th anniversary celebration. C. Grant recommended that the Library sponsor a table at the event at a cost of \$500. C. Grant will confirm the date and how many staff members wish to attend and let the Board know how many seats will be available.

Motion #33.17

Moved by M. Brenner, Seconded by D. Sharma. **Motion** THAT the Board sponsor a table at the 25th anniversary event for the Pickering Reading Circle.

Carried.

13.2 Durham Region Heritage Fair

The Library will be sponsoring a prize again at this year's fair. B. George will serve as a judge. Board members are welcome to attend the awards event scheduled for May 18th in the evening. More details to follow in email.

14. Confidential Matter

14.1 Personnel Matter (in camera)

Motion #34.17

Moved by D. Sharma, Seconded by S. Sheehy. **Motion** THAT the Board move in camera to discuss a personnel matter about an identifiable individual.

Carried.

15. Board Self Evaluation (distributed at meeting)

16. Date of Next meeting and Adjournment

The next Board meeting will be held on Thursday May 25, 2017 at 7 pm in the Central Library Board Room.

Motion #35.17

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

Carried

The meeting was adjourned 9:20 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.