



Pickering Public Library Board Meeting Minutes

Held May 25, 2017 at 7 pm
In the Central Library Board Room

Attendees: M. Anderson, S. Bhatia, M. Brenner, J. Sabeen (chair), D. Sharma, S. Sheehy, I. Thomaidis, A. Vashisht.

Absent: R. Coelho, I. Cumming.

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

Meeting Commencement Time: 7:02 pm

1. Public Delegations (none)

2. Approval of Agenda, Disclosure of Interest

No interest was declared.

Motion #36.17

Moved by M. Brenner. Seconded by S. Sheehy. **MOTION** THAT the Agenda be adopted as presented. Carried.

3. Consent agenda (none)

4. Board Education

4.1 Board Succession Planning – Learn HQ

C. Grant presented information on Board Succession planning. She felt that emergency CEO succession planning is well in hand with existing policies and procedures. She will report to the Board with options and recommendations well in advance of any planned exit. Board succession has a plan which was used in 2010 and 2014. It is available on Sharepoint for review. The plan includes information about recruitment, an application form, and an interview template. Past Boards have created a legacy document that outlines successes and gaps, training and orientation needs. C. Grant will update this document for 2018 and ask for feedback and advice from the Board.

5. Minutes of the Board meeting held April 27, 2017

Motion #37.17

Moved by D. Sharma, Seconded by I. Thomaidis. **MOTION** THAT the minutes of the meeting held April 27, 2017, having been reviewed by each Board Member present at the meeting, be adopted as presented. Carried.

5.1 Business Arising

E. Bird provided an update on the PADA database. We are currently exploring the possibility of using the City's Laserfiche system for the replacement database. The City is very supportive of this option. We hope to have the database live by September (though not all data may be available initially). There may be some staff costs to transfer the data.

6. Ends Discussion (None)

7. Staff Reports

7.1 CEO Information Update (distributed)

C. Grant noted some of the highlights of her report including the Library's participation in local school's Welcome to Kindergarten program. She reported that the City's Pickering 101 program (organized by K. Williams) is a very popular and successful community engagement and learning activity. Collaborative spaces are almost complete. They will be open on Saturday during the Library's How-to-in-Ten Festival. The official opening will be scheduled soon. This will give us an opportunity to demonstrate the Library's evolving role in the community. As part of this

project we have also enlarged the Seniors and Teen spaces at the Central Library. C. Grant thanked M. Anderson for the IODE donation toward the Summer Reading Club.

8. Monitoring Reports

8.1 EL 4 Staff Conduct (distributed)

All Board members reported that the Monitoring Report contained reasonable interpretations and sufficient evidence to conclude that the policy had not been contravened. They felt that there were no necessary amendments.

Motion #38.17

Moved by M. Brenner, Seconded by D. Sharma. **Motion** THAT the Board adopt Monitoring Report EL 4 Staff Conduct as presented and; THAT the Board adopt Policy EL 4 Staff Conduct 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 went to Ontario Shores in Whitby. They met with staff who reported that they are trying to overcome the negative public impression of mental health issues. They gave feedback that the library staff is doing the right thing for clients with mental illness, they also suggested ways that we could improve. They were willing to come out and talk to staff and / or make a public presentation. K. Williams noted that all Library “In charge” staff are certified in mental health first aid and that all public service staff have been trained in crisis intervention. It was noted that some libraries have a social worker available for clients. The next visit will be to Durham Mental Health Services. They will be facilitating a group talking about barriers for people with mental health issues.

10. Ownership

10.1 Member Reports

M. Brenner noted that at the next Council meeting they will be discussing adding funds to the 2018 budget for a City Age friendly strategy. He suggested that the Library should be playing a part in this process. He also noted that he would attend the Clean Air summit in Toronto. He asked that if the Library is doing anything in this area to share it with him.

S. Bhatia had visited various public libraries on her trip. She reported that they were traditional in the services they offered but, interested to hear about our ideas and offerings. She reported on two upcoming events: June 16th at the Foster Memorial and June 11 a Turkish community dinner. More information coming soon.

J. Sabean had published an article in Ontario Federation of Ornithologists publication called Ontario Birds about Charles Fothergill. He lived in Pickering from 1831 - 1837. At the Historical Society meeting in June he will provide a report on that topic.

11. Governance

11.1 Board Self Evaluation Report

S. Sheehy reported that the evaluations were mostly satisfactory. There were some areas that were noted as needing improvement from the previous meeting: ends vs means and rules of order. It was also noted that a long time was spent on topics not related to Library business.

11.2 GP 3 Board Job Description

S. Sheehy reported that she felt that the topic of advocacy should be added to this policy. She felt that the Board was in compliance with the policy. It was decided to add the words “to advocate” to section 1B of the policy.

Motion #39.17

Moved by S. Sheehy, Seconded by M. Brenner. **Motion** THAT the Board adopt Policy GP 3 Board Job Description as amended, the Policy being complete, sound and effective and; THAT the Board continue to comply with this Policy.
Carried.

11.3 GP 4 Board Member’s Code of Conduct

D. Sharma reported that there were no necessary amendments to GP 4 and he felt that the Board was in compliance with the policy

Motion #40.17

Moved by D. Sharma, Seconded by S. Bhatia. **Motion** THAT the Board adopt Policy GP 4 Board Member’s Code of Conduct 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 June 15, 2017 (All members should read):

EL 10 Communication and Counsel to the Board	I. Thomaidis
GP 5 Chair's Role	A. Vashisht
GP 8 Annual Planning	M Anderson

13. Confidential Matter (none)

14. New Business

14.1 Branch Renaming.

Motion #41.17

Moved by M. Brenner, Seconded by S. Bhatia. **Motion** THAT the Board has no objection to the renaming of the Petticoat Creek Community Centre and Library after the first mayor of Pickering, George Ashe.
Carried.

14.2 Library Board Meeting Absence

Motion #42.17

Moved by D. Sharma, Seconded by I. Thomaidis. THAT in accordance with Article 13 (c) of the Public Libraries Act, I. Cumming be excused for absence from three consecutive meetings.
Carried.

15. Board Self Evaluation (distributed at meeting)

16. Date of Next meeting and Adjournment

The next Board meeting will be held on Thursday June 15, 2017 at 7 pm in the Claremont Library.

Motion #43.17

Moved by S. Bhatia, Seconded by D. Sharma. **Motion** THAT the meeting be adjourned.
Carried

The meeting was adjourned at 8:10 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.