



Draft Pickering Public Library Board Meeting Minutes

Held May 24, 2018 at 7 pm
In the Central Library Board Room

Attendees: M. Anderson, S. Bhatia, M. Brenner, I. Cumming, J. Sabean (Chair), D. Sharma, S. Sheehy, R. Coelho

Absent: I. Thomaidis, A. Vashist.

Staff attending: C. Grant, T. Sinclair, K. Williams

Meeting
Commencement Time: 7:05 pm

1. Public Delegations

G. Schwabe spoke about the book club restructuring plan. She thinks that it is management's desire to make a decision in July. She is concerned about the equity of service. A decision is going to be made that implies that book clubs are not worthy of service. The book clubs don't mind losing coffee/tea and treats if this minimizes work. Individual interlibrary loan requests would be exclusionary for seniors. They might not be able to purchase books or they might not have the tech skills to order books online. At Oshawa Public Library they are having a Book Club celebration next week. This is a welcoming event where clients will mingle and discuss books. They are welcoming and Pickering Public Library is being mean spirited.

J. Sabean replied that this is an operational issue. The CEO has decided to change the model of book clubs in alignment with Board principles. No decisions from the Board are needed in this matter and none are outstanding. The Mayor has promised space for all book clubs that need space. He could not comment on interlibrary loans.

C. Grant mentioned that batch loaning is discontinuing in most libraries because it can take up to 15 hours for each book club set each month. The coordination of a single title from multiple locations to arrange at a guaranteed time is something that the online system has not been set up to do. We are encouraging the entire community to use book club's sets. You can ask for a title that we don't have. We are expanding our book club sets. We would welcome a book club celebration for every book club in the community and in fact the Library is making these changes in order to expand book club offerings to more community members.

I. Cumming mentioned that the Library is not being mean spirited. From the City perspective, they are trying to come up with an equitable process. The Library is trying to be fair, not wipe out books clubs.

C. Schwabe mentioned that members of the community now run their own books clubs. Now we feel like we are losing something more and we are being considered a nuisance. We appreciate the space for free. I wanted you to understand how we feel.

I. Cumming wanted to assure her that the Library isn't trying to make book clubs feel disregarded or not valued.

M. Brenner asked if the July session is a problem-solving exercise. C. Grant responded that the decision has been made regarding existing books clubs. Everyone from existing book clubs will be invited to the July meeting. This will be an information sharing session and new book club options will be discussed.

2. Approval of Agenda, Disclosure of Interest

No interest was declared.

Motion #33.18

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

3. Consent Agenda (none)

4. Board Education

4.1 PLA Presentation

T. Sinclair reported on themes from the conference. One theme is social justice and the impact on libraries. Libraries are becoming social centers for issues like homelessness, poverty and drug abuse. Seattle Public Library staff visit tent cities where the homeless reside. They show them resources such as wifi hotspots and

try to restore their dignity. They also work on changing the perception of the homeless. They challenge the term homeless and suggest “housing insecure” as a better term. Not everyone is really homeless but maybe couch surfing for a time. Detroit Public Library struggles with literacy issues. The staff visit non-traditional places, like laundromats, to connect with clients. Cleveland Public Library feeds children after school because of child poverty. They partner with social agencies and have a funded meal program for children. There is often no food at home. Kids cannot learn if they are hungry. Philadelphia Public Library deals with drug issues, particularly opioids, and staff are responding. These libraries recommended having a social worker on staff. There is a shift in what libraries mean even though literacy is still at their core.

T. Sinclair mentioned that fines are being questioned. Research shows that fines don't return a lot of money – 1% or less of budget totals. However, they are a barrier to service and some clients will stop coming to the library out of embarrassment. South Carolina PL stopped charging fines and circulation increased. Fines had been a barrier. Sometimes, clients don't take out items because they aren't sure when they will be back. Some parents are worried about children damaging books. Some libraries provide fine free cards for children or “conscience” jars for clients to make a donation if they like.

Another trend is the creation of more open space for clients to gather and the reduction of collections to make space. Design changes: co-located spaces with a radio station, café or immigration services in one building to do a variety of things; moving beyond one service point to no service points – serve clients throughout the Library and staff move through the Library. Let clients decide how to use the space, they can move items around as needed. An area can be a child space one day and an adult space the next.

Best practices for ending or changing programs that have a long legacy was also discussed. They talk about how to evolve and do things better. Consider client attendance, time, cost, effort = ROI. Empathy, regular communication, celebrating the change is necessary throughout the process.

Pickering Public Library presented a session about the Learning Organization and there was a large attendance.

C. Harper presented via video to the Board. She discussed building meaningful relationships through community engagement. This was accomplished by: inviting yourself to the table, listening and understanding what a group is working on, building a connection to the library to show how we can help. She also talked about the community as collaborator. The idea of the library as a participatory cultural institution where visitors can create content. The link to the full presentation will be sent to the Library Board.

5. Minutes of the Board meeting held April 26, 2018. (distributed)

Motion #34.18

Moved by M. Brenner, Seconded by M. Anderson. **MOTION** THAT the Minutes of the meeting held April 26, 2018, having been reviewed by each Board Member present at the meeting, be adopted as amended. Carried.

Motion #35.18

Moved by D. Sharma, Seconded by S. Sheehy. **MOTION** THAT the In-Camera Minutes of the meeting held April 26, 2018 having been reviewed by each Board Member present at the meeting, be adopted as presented.

6. Ends Discussion

6.1 Strategic Plan Update

C. Grant reported that the Strategic Advisory Committee will report back to the Board each month. There are various types of community engagement planned. We will be having street teams going out to the community and listening. There will also be an online survey that is being promoted in various ways including the Library's social media channels and website. Stakeholder labs have also been arranged on particular topics and meetings with key informants. There will be an offsite meeting in July to review all this information and to develop the basis of the strategic plan. S. Sheehy reported that working with Overlap (the consultant team) has been great.

M. Brenner asked about doing outreach to a non-traditional setting. S. Sheehy mentioned that street teams will attend many outside locations and events. M. Brenner wanted to make sure that we reach people that aren't usually reached.

7. Staff Reports

7.1 CEO Information Update (distributed)

C. Grant reported that Heritage Centre architect has been selected and this project is moving forward.

8. Monitoring Reports

8.1 EL 4 Staff Conduct (distributed)

Motion #36.18

Moved by M. Brenner, Seconded by R. Coelho. **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 Community Linkage Committee

K. Williams mentioned that street teams have been trained and will be in operating at specific community events. Any Board member who missed the training and would like to participate is welcome to get in touch with Elaine Bird.

10. Ownership

10.1 Member Reports

D. Sharma attended the Trustee Library Board meeting in Oshawa. He found it very informative. They discussed how to recruit Board members, what is happening in the Library world, and CEO recruitment. He recommends attending future meetings. M. Anderson had also attended. She was struck by the skills and diversity of Board members that are being sought today.

J. Sabean and B. George presented an award to a student from Oshawa who did a project on Tom Thomson at an event at the Durham District School Board. J. Sabean was very impressed by the work done by students.

11. Governance

11.1 Board Self Evaluation

S. Sheehy reported that comments were all good from last month.

11.2 GP Board Job Description

Motion #37.18

Moved by D. Sharma, Seconded by R. Coelho. THAT the Board adopt Policy GP 3 Board Job Description, as presented, the Policy being complete, sound and effective; and THAT the Board continue to comply with the Policy. Carried.

11.3 GP4 Board Member’s Code of Conduct

M. Anderson reported that GP4 is very clear. It outlines expectations with regard to staff and client interactions. Board members do not act as individuals but act as a unit. They support decisions, once made, by the Board. The evidence presented shows compliance.

Motion #38.18

Moved by M. Anderson, Seconded by D. Sharma. THAT the Board adopt Policy GP 4 Board Members Code of Conduct, as presented, the Policy being complete, sound and effective; and THAT the Board continue to comply with the Policy.
Carried.

12. Board Policy Review

For June 15, 2018 (All members to read):

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| EL 10 Communication and Counsel to the Board | R.Coelho |
| GP 5 Chair’s Role | D. Sharma |
| GP 8 Annual Planning | S. Sheehy |

13. New Business

13.1 Board Resignation

A. Vashist has resigned from the Board. The City Clerk has approved continuing with nine members for the rest of the term.

Motion #39.18

Moved by S. Sheehy, M. Anderson Seconded by R. Coelho. **Motion** THAT the Board continue to the end of the current term with nine members.
Carried

14. Confidential Matter

14.1 Personnel Matter (distributed)

Motion #40.18

Moved by D. Sharma, Seconded by M. Brenner. **Motion** THAT the Board move in-camera for the purposes of having a discussion of a personnel matter.
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 28, 2018 at 7 pm in the Central Library Board Room.

Motion #41.18

Moved by , Seconded by . **Motion** THAT the meeting be adjourned.
Carried

The meeting was adjourned at pm.

Signature of Board Secretary

Date

Signature of Library Board Chair

Date

Alternate formats available upon request. Please contact Kathy Williams at kathyw@picnet.org or 905-831-6265 ext. 6251.