



# Pickering Public Library Board Meeting Minutes

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Held June 28, 2018 at 7:00 pm  
In the Central Library Board Room

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

Absent: I. Cumming

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

Meeting Commencement Time: 7:02 pm

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## 1. Public Delegations

## 2. Approval of Agenda, Disclosure of Interest

No interest was declared.

### Motion #42.18

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

## 3. Consent Agenda (distributed)

No changes to Health and Safety Policy, Purchasing Policy, Hiring, Workplace Violence Policy in the past year.

### 3.1 Legislatively Required Policies for Board Approval

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**Motion #43.18**

Moved by D. Sharma, Seconded by S. Bhatia. **MOTION** THAT the items on the Consent Agenda be adopted as presented.

Carried

**4. Board Education**

ALA Conference (New Orleans)

C. Grant expressed appreciation for the support to attend this conference. She reported on four major themes:

1. Improve the Library's Digital Branch – With lots of people spending time online, online services need to improve. Consider great educational products such as Tutor.com or Brainfuse, online tutoring options for children. Libraries need to find tools to make local content available online. Tools to make web presence more user friendly should be considered e.g. sign on once and you are done or easily curated lists for student projects. Content management systems should allow staff to add content easily.
2. STEM – STEM learning is a huge need for kids and good for the economy. Kids are now learning outside of school, so libraries need to provide STEM learning opportunities. Digital Citizenship by Google provides curriculum for kids to learn skills. Libraries need to work with partners to deliver this type of learning e.g. Girls Who Code is coming to Canada.
3. Family Engagement – Early literacy models are being used in libraries. Now engagement should include the entire family and older kids. There is a new strategy for the middle years. Engaging entire families will be critical in Seaton.
4. Inclusivity and equity – social justice and libraries as a public space that is inclusive and equitable – Libraries help to provide a fair level playing field by assisting those who need a bit more help. For instance, beyond being a welcoming or tolerant space for the homeless, now libraries should engage with them to see what they need.

T. Sinclair discussed the themes of crisis communication, homelessness and library design.

1. Homelessness – Think about how we can serve this population better by considering word choice, posture and tone. People in authority have privilege and this can impact interactions. Bias training and empathy training for staff is needed.
2. Library design – This is important with building projects taking place in the Library's future. Consider shelving on wheels, design that is clean, open, colourful and accessible. Even old structures can be modernized. Old buildings in Europe are being renovated to look modern inside. Tanya attended a

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session on the planning that goes into a library building and there is an intensive guide on construction management for libraries. The content is also available in an OLA course.

3. Crisis communication – Speaker suggested that libraries should forget technology and focus on civic engagement such as hot topics for discussion. People are scared and uncertain. They watch television alone and feel disconnected. For instance, the Ribfest shooting could have been followed by a community discussion. Libraries belong to everyone. Do programs like Drag Queen storytimes so that the Library is seen as representing everyone in the community. Be prepared for community backlash and prepare your messaging in advance.

C. Grant and T. Sinclair presented a session on PPL’s experience as a Learning Organization. Presenting at conferences helps to put our library on the map.

## 5. Minutes of the Board meeting held May 24, 2018. (distributed)

### **Motion #44.18**

Moved by R. Coelho. Seconded by M. Brenner. **MOTION** THAT the Minutes of the meeting held May 24, 2018, having been reviewed by each Board Member present at the meeting, be adopted as amended. Carried.

### **Motion #45.18**

Moved by M. Brenner. Seconded by M. Anderson. **MOTION** THAT the In-Camera Minutes of the meeting held May 24, 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 Library has collected information for the Strategic Plan in the form of surveys, key informant interviews, stakeholder labs, street teams, discussions with Library CEOs and a SWOT analysis. We need to be aware of an anti-poverty initiative that is being developed at the Region as this may have an impact on future initiatives. C. Grant distributed a Trends document and asked Board members to forward any questions that they might have to her.

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## 7. Staff Reports

### 7.1 CEO Information Update (distributed)

C. Grant explained that the June report is filled with information about current programs and partnerships.

T. Sinclair reported on the shooting incident at Ribfest and the need to check in with staff. She noted that we can learn from this type of incident for future situations. M Brenner mentioned that City staff handled the Ribfest incident very well.

A recent message from teen to a parent that they were in a dangerous situation at a City youth event triggered a social media storm. There was no stabbing as the teen had reported. This was handled well by staff, police and security staff. However, young people experienced trauma but have not had any opportunity to dialogue about this situation. Better to hold these forums through the library and not politically. There are a lot of issues that could be discussed in a library setting.

## 8. Monitoring Reports

### 8.1 EL 10 Communication and Counsel to the Board (distributed)

J. Sabean reported that he is uncomfortable with the double negative statement in the text but has no suggested edits at this time.

#### **Motion #46.18**

Moved by R. Coelho, Seconded by D. Sharma. **Motion** THAT the Board adopt Monitoring Report EL 10 Communication and Counsel to the Board 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

Nothing to report.

## 10. Ownership

### 10.1 Member Reports

S. Bhatia spoke to new citizens in Scarborough. She was given a plaque from Toronto Police Services to recognize her development from a new immigrant to a very involved member of the community. She attended the Iftar dinner at the local Hindu Temple where a speaker talked about empathy to 150 people. She also attended the Lake Ridge Health AGM and noticed that a Library Manager was also present. She has arranged

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a meet and greet with the new Pickering MPP in July. This will be an opportunity to share the importance of libraries. S. Bhatia also spoke at a recent Northern College of Technology convocation.

M. Brenner noted that the new provincial government will make changes and there are a lot of uncertainties. The Library community is nervous. Recommended that the Library consider appointing a Board liaison to connect with the appropriate provincial Ministry. He suggested that we create a position for a Board member to act as the liaison. C. Grant pointed out that the advocacy body for Ontario Libraries is FOPL and that she will need to connect with this organization and ensure that they are not concerned by PPL specific advocacy.

C. Grant will report back to the Board in September.

M. Anderson presented a Summer Reading Club donation to the Library on behalf of IODE.

J. Sabean met with architect for the new Heritage Centre in Greenwood with senior leadership. This multi-use facility will begin construction next year and will be built in two phases. There was a presentation by the architectural firm and he liked their work and ideas. M. Brenner mentioned that it will be a year-round community space. Public consultations will take place as part of the design process for this new public space. J. Sabean will arrange for additional artwork related to Pickering to go into this new facility, particularly an 1814 painting of Fothergill. He successfully negotiated acquisition of this portrait in spite of ROM and Ontario Art Gallery interest. M. Brenner mentioned that a gallery could be considered for inside this new facility. J. Sabean mentioned that DWAC wants to build an art gallery in a new arts facility in Pickering.

J. Sabean mentioned that the Pickering Historical Society hosted a talk by Kim Phuc who was the “Girl in the Picture” in a Vietnam War photo. Kim told her life story which was extremely moving.

## **11. Governance**

### **11.1 Board Self Evaluation**

S. Sheehy reported that there was nothing to report.

### **11.2 GP 5 Chair’s Role**

D. Sharma could not find any items that were contrary to practice and policy. Expressed appreciation for J. Sabean’s chairmanship.

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**Motion #47.18**

Moved by D. Sharma, Seconded by R. Coelho. THAT the Board adopt Policy GP 5 Chair's Role, as presented, the Policy being complete, sound and effective; and THAT the Board continue to comply with the Policy.  
Carried.

**11.3 GP8 Annual Planning**

S. Sheehy reported that this policy reflects the agenda planning that the Board Chair, Vice Chair and CEO do to create the Board calendar and Board educational reports for the year.

**Motion #48.18**

Moved by S. Sheehy, Seconded by S. Bhatia. THAT the Board adopt Policy GP 8 Annual Planning, as presented, the Policy being complete, sound and effective; and THAT the Board continue to comply with the Policy.  
Carried.

**12. Board Policy Review**

12.1 For September 27, 2018 (All members to read):

EL 5 Financial Planning	I. Thomaidis
EL 6 Financial Conditions	M. Anderson
GP 9 Governance Investment	S. Bhatia
BCD5 Monitoring Executive Performance	R. Coelho

**13. Confidential Matter**

**13.1 CEO Succession Report (distributed)**

**Motion #49.18**

Moved by D. Sharma, Seconded by S. Sheehy. **Motion** THAT the Board move in-camera for the purposes of having a discussion of a personnel matter.  
Carried

**14. Board Self Evaluation (distributed at meeting)**

**15. Date of Next meeting and Adjournment**

The next Board meeting will be held on Thursday September 27, 2018 at 7 pm in the Central Library Board Room.

**Motion #50.18**

Moved by M. Anderson. Seconded by D. Sharma. **Motion** THAT the meeting be adjourned.

Carried

The meeting was adjourned at 9:05 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](mailto:kathyw@picnet.org) or 905-831-6265 ext. 6251.*