



# Pickering Public Library Board Meeting Minutes

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Held September 28, 2017 at 7 pm  
In the Central Library Board Room

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

Absent: A. Vashisht, R. Coelho

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

Meeting Commencement Time: 7:04 pm

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## 1. Public Delegations (none)

## 2. Approval of Agenda, Disclosure of Interest

J Sabean amended the agenda to include New Business and to defer Board Education with the Treasurer to November. No interest was declared.

### **Motion #44.17**

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

**3. Consent agenda (distributed)**

3.1 Legislatively Required Policies for Board Approval

1. Health and Safety
2. Purchasing
3. Hiring
4. Workplace Violence

Discussion regarding Hiring policy. The current practice of the Library not to hiring relatives will remain in place. A relative is defined as a spouse, child, or parent by the Ontario Human Rights Code.

Recommendation was made to link the Library's Workplace Violence Policy to its Harassment Policy with a cross reference at the end of each policy. Also, a request was made to add the word "Prevention" to both policy titles to better reflect the content of these policies.

**Motion #45.17**

Moved by M. Anderson, Seconded by I. Thomaidis. **MOTION** THAT the items on the Consent Agenda be adopted as presented/amended.  
Carried.

**4. Board Education**

**4.1 Treasurer (deferred to November).**

**5. Minutes of the Board meeting held May 26, 2017**

**Motion #46.17**

Moved by M. Brenner, Seconded by S. Sheehy. **MOTION** THAT the minutes of the meeting held May 26, 2017, having been reviewed by each Board Member present at the meeting, be adopted as presented.  
Carried.

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## 6. Ends Discussion

### 6.1 Mid Year Report (Jan – Jun/17) (distributed)

The C. Grant reported that the mid-year review covers statistics, client comments and impact measures to show that the Board ends have been met.

C. Grant mentioned that people are reading less today and that the lifelong learning is being supported. Library facilities are getting older and clients are noticing that our facility does not meet their needs. The Library's goal to "maintain a welcoming public facility" cannot be met without additional funds to improve our facilities.

Improvements that have been made, such as the collaborative spaces or new makerspace, are being done with community consultation. Board members mentioned that they would like to see an expansion of the Library. There was concern expressed about the state of the public washrooms on the first floor.

C. Grant clarified that every client comment is followed up and tracked.

The current book club process is being reviewed.

Councillor M. Brenner mentioned that a LGBTQ community member is enquiring about what the City for this community. A meeting has been set up at the at the City on Oct 11<sup>th</sup> at 11:00 am with the LGBTQ community and the Library is welcome to attend.

### 6.2 Budget Estimates 2018 (distributed)

The 2018 Library budget is a maintenance budget. Concern was expressed that the minimum wage increase by the provincial government will drive up the cost of the Library's security guard service in 2018. Recommendation that we budget for this change. Concern expressed by the Board on the need to renovate Library washrooms on the first floor. Recommendation to look for a grant to make the washroom accessible. C. Grant will look in to this and report back to the Board.

#### **Motion #47.17**

Moved by M. Brenner, Seconded by D. Sharma. **Motion** THAT the Board adopt Budget Estimates 2018 as presented and; THAT the Board adopt Budget Estimates 2018 as presented, the document being, sound and effective.

Carried.

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## 7. Staff Reports

### 7.1 CEO Information Update (distributed)

C. Grant noted that the Library was very busy this summer. The Summer Reading Club grew to over 2,000 kids and the community looks forward to this program. Federal Finance Minister Bill Morneau visited the Library on July 20<sup>th</sup> and he was impressed by our digital programs. George Ashe Library renaming ceremony took place on September 15<sup>th</sup>.

## 8. Monitoring Reports

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

The Board decided that EL 10 Communication and Counsel contained reasonable interpretations and sufficient evidence to conclude that the policy had not been contravened. The Board felt that there were no necessary amendments.

#### **Motion #48.17**

Moved by D. Sharma, Seconded by S. Sheehy. **Motion** THAT the Board adopt Monitoring Report EL 10 Communication and Counsel to the Board as presented and; THAT the Board adopt Policy EL 10 Communication and Counsel to the Board as presented, the Policy being complete, sound and effective. Carried.

### 8.2 EL 5 Financial Planning (distributed)

S. Bhatia reported that ES 5 Financial Planning contained reasonable interpretations and sufficient evidence to conclude that the policy had not been contravened. She felt that there were no necessary amendments.

#### **Motion #49.17**

Moved by S. Bhatia, Seconded by M. Anderson. **Motion** THAT the Board adopt Monitoring Report EL 5 Financial Planning as presented and; THAT the Board adopt Policy EL 5 Financial Planning as presented, the Policy being complete, sound and effective. Carried.

### 8.3 EL 6 Financial Condition (distributed)

I. Thomaidis reported that ES 5 Financial Planning contained reasonable interpretations and sufficient evidence to conclude that the policy had not been contravened. She felt that there were no necessary amendments.

#### **Motion #50.17**

Moved by I. Thomaidis, Seconded by D. Sharma. **Motion** THAT the Board adopt Monitoring Report EL 6 Financial Condition as presented and; THAT the Board adopt Policy EL 6 Financial Condition as presented, the Policy being complete, sound and effective.

Carried.

## 9. Report of the Community Linkage Committee

M. Anderson reported that the Linkage Committee has focused on mental health in 2017. Recommendation that the Library considers the theme of mental health as it moves forward and that the Library does the following: offer the WRAP program (Wellness Recovery Action Plan), create a positive space next year and offer wellness programming during Mental Health month in May each year.

## 10. Ownership

### 10.1 Member Reports

S. Bhatia reported that she now sits on the Board of Lakeridge Health which has cancer care. C. Grant reported that R. Coelho is interested in health literacy because people who understand their treatment tend to do better. Lakeridge Health wants to reach out to the community, especially the culturally diverse community. The Indo-Canadian Cultural Association of Durham will be hosting a ticketed event on Oct 20<sup>th</sup> to honour cancer survivors.

S. Bhatia reported that the Canadian military wants to create an understanding of the navy and she would like to organize a meeting between the Library and the military to see what can be done.

S. Bhatia invites Board members to a flag raising Oct 27<sup>th</sup> 11 :00 am at City hall for the local Legion Hall.

M. Anderson reported that the 48<sup>th</sup> Highland Regimental Hall Chapter of IODE will be hosting a trench lunch to honour Passchendaele.

M. Brenner mentioned the Durham Region is bidding to become a Canadian site for Amazon. Pickering is strategically located in the GTA and can accommodate this company. Amazon is looking for 5 sites.

M. Brenner suggested that the Library twins with one of the devastated islands hit by hurricanes in the Caribbean and send books south. C. Grant will look into book drives that may be taking place at this time.

M. Brenner requested that the Library forward flag raising emails from the City to the Library Board.

J. Sabean handed out two copies of Pathmaster to Board members. The City printed these two editions. The Pickering Township Historical Society applied for a local community grant for next year for printing Pathmaster.

J. Sabean reminded Board Members of the Tom Thomson event being held in Claremont on Oct 14<sup>th</sup>.

J. Sabean pointed out that the wood carvings at the Central Library are from the wood wharf project. The carvings represent pioneers in Pickering. Work is being done on a booklet to discuss all the carvings.

J. Sabean has a SNAP article coming out about a Pickering Sikh, Bukham Singh, who was killed in World War 1.

## 11. Governance

### 11.1 Board Self Evaluation Report

S. Sheehy reported that the evaluations from last month's meeting were satisfactory.

### 11.2 GP 5 Chair's Role

The Board as a whole discussed GP 5 and felt that there were no necessary amendments to GP 5 and that they were in compliance with the policy.

#### **Motion #51.17**

Moved I. Thomaidis, Seconded by S. Bhatia. Board felt that there were no needed amendments to GP 8 and she felt that the Board was in compliance with the policy.

### 11.3 GP 8 Annual Planning

M. Anderson reported that there were no necessary amendments to GP 8 and she felt that the Board was in compliance with the policy.

**Motion #52.17**

Moved by M. Anderson, Seconded by D. Sharma. **Motion** 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 this Policy.  
Carried.

**11.4 GP 9 Governance Investment**

S. Sheehy reported that there were no necessary amendments to GP 9 and she felt that the Board was in compliance with the policy.

**Motion #53.17**

Moved by S. Sheehy, Seconded by D. Sharma. **Motion** THAT the Board adopt Policy GP 9 GP 9 Governance Investment as presented, the Policy being complete, sound and effective and; THAT the Board continue to comply with this Policy.  
Carried.

**11.5 BCD 5 Monitoring Executive Performance**

D. Sharma reported that there were no necessary amendments to BCD 5 Monitoring Executive Performance and he felt that the Board was in compliance with the policy.

**Motion #54.17**

Moved by D. Sharma, Seconded by S. Sheehy. **Motion** THAT the Board adopt BCD 5 Monitoring Executive Performance 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 October 26, 2017 (All members should read):**

EL 2 Treatment of Clients  
GP 6 Board Committee Principles

R. Coelho  
S. Bhatia

### 13. New Business

C. Grant reported that the City would like the Board to expedite ratification of the new Collective Agreement after negotiations take place. A Board meeting has been booked for November 7<sup>th</sup> at 7 pm. Quorum is required in person but additional Board members can phone in.

S. Bhatia reported that is important to understand cultural norms for different cultural groups in order to work with their leaders. She expressed approval of the Library's positive space project that will take place next year.

### 14. Confidential Matter

#### 13.1 Management Salary Review

In camera session to discuss management salary review.

#### **Motion #55.17**

Moved by D. Sharma, Seconded by M. Brenner. **MOTION** That the Board move in camera to a matter of labour relations.

Carried.

#### **Motion #56.17**

Moved by I. Cumming, Seconded by S. Sheehy.

**MOTION** That the Board approve the decision that was made in-Camera.

### 15. Board Self Evaluation (distributed at meeting)

### 16. Date of Next meeting and Adjournment

The next Board meeting will be held on Thursday, October 26, 2017 at 7 pm in the George Ashe Library.



**Motion #57.17**

Moved by D. Sharma, Seconded by I. Cumming. **Motion** THAT the meeting be adjourned.  
Carried

The meeting was adjourned at 9:55 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](mailto:elaineb@picnet.org) or 905-831-6265 ext. 6231.*