



Pickering Public Library Board Meeting Minutes

Held September 27, 2018 at 7:00 pm
In the Central Library Board Room

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

Absent: M. Brenner, D. Sharma

Staff attending: C. Grant, T. Sinclair, E. Bird

Meeting Commencement Time: 7: 00 pm

1. Public Delegations

2. Approval of Agenda, Disclosure of Interest

No interest was declared.

Motion #51.18

Moved by S. Bhatia. Seconded by M. Anderson. **MOTION** THAT the Agenda be adopted as revised. Carried.

3. Staff Reports - Heritage Centre Update

V. Plouffe presented the updated plans from the architect for the Heritage Centre facility. There had been some changes made from the previous plans to accommodate concerns expressed. There was a discussion of current plans and priorities for the building. The Board will be kept up-to-date on the progress of the project.

**4. Consent Agenda (distributed)
2017 Audit**

Motion #52.18

Moved by S. Sheehy, Seconded by R. Coelho. **MOTION** THAT the item on the Consent Agenda be adopted as presented.
Carried.

5. Board Education (None)

6. Minutes of the Board meeting held June 28, 2018 (distributed)

Motion #53.18

Moved by M. Anderson Seconded by S. Sheehy. **MOTION** THAT the Minutes of the meeting held June 28, 2018, having been reviewed by each Board Member present at the meeting, be adopted as presented.
Carried.

Motion #54.18

Moved by S. Sheehy Seconded by R. Coelho. **MOTION** THAT the Minutes of the In-Camera meeting held June 28, 2018 having been reviewed by each Board Member present at the meeting, be adopted as presented.
Carried

Motion #55.18

Moved by S. Sheehy, Seconded by M. Anderson. **MOTION** THAT the Minutes of the In-Camera Meeting held August 23, 2018 having been reviewed by each Board Member present at the meeting, be adopted as presented.
Carried

7. Ends Discussion

7.1 Mid-Year Report (Jan-June/18) (distributed)

C. Grant reminded members that she now presents an Ends report mid-year as well as at the end of the year. In the Report she discussed key indicators by End to ensure that the Board is informed of the progress towards the Ends that they have set out. She also provides a summary of client comments. This year the Library has begun using Project Outcome to measure outcomes of programs. The early results are summarized in the report.

C. Grant noted that several program areas (makerspace and storytimes) have lower numbers for this period because of makerspace construction at the Central Library early in 2018. This resulted in few programs in those areas at the Central Library for the first 2 months of the year.

The report also provides a summary of incidents related to the facilities. Many of the issues are related to an ageing Central Library building. There have also been some issues relating to clients who are homeless. She noted that the Library is working with CDCD on this issue as they are the experts that can offer solutions. She also noted that the Fire Department carries Naloxone and we rely on them in the event of an Opioid overdose.

C. Grant reported that the Library is meeting the Board's Ends. There are some areas that we are still working to improve. The Library is moving more to outcome-based measurement to assist in this improvement process.

7.2 Budget Estimates 2019 (distributed)

C. Grant presented the 2019 budget package. She noted that the City directive of a 2.2% increase was reached and that funds have been included to move to further the Board's Ends for: improved website, faster public internet connectivity and improved facilities.

Motion #56.18

Moved by R. Coelho Seconded by S. Bhatia. **MOTION** THAT the Board adopt the Draft 2019 Capital and Operating Budget Estimates in principle, to enable the CEO to continue the budget process on behalf of the Board.

Carried

7.3 Draft Strategic Plan

C. Grant presented the Strategic Plan Principles Draft Final report to gather feedback from the Board. The Final Report will be presented for approval at the November Board meeting. She noted the report listed a summary of key issues to address. The report was created after extensive community consultation including Street Teams, a client survey, Focus groups and one-on-one interviews with key stakeholders. The four pillars of the plan are:

1. Improve the Library Experience for All
2. Ensure our Financial Sustainability
3. Lead inclusion and Belonging
4. Empower community well-being

Experimental programming and Innovation (which we had originally thought should be goals are now listed as Guiding Principles.

Board members expressed concern that the Strategic Plan document was not inspiring or exciting. There was also a need to communicate that the Library is changing and improving but still serving existing needs.

Motion #57.18

Moved by S. Sheehy Seconded by I. Thomaidis. **Motion** THAT the Draft Strategic Plan be adopted in principle, to allow the CEO and management team to continue the planning process on behalf of the Board.
Carried

8. Staff Reports

8.1 CEO Information Update (distributed)

C. Grant shared highlights of her report.

9. Monitoring Reports

9.1 EL 5 Financial Planning (distributed)

R. Coelho reported that the Monitoring Report is complete and comprehensive.

Motion #58.18

Moved by R. Coelho, Seconded by M. Anderson. **Motion** THAT the Board adopt Monitoring Report EL 5 Financial Planning as presented and; THAT the Board adopt Policy EL5 Financial Planning as presented, the Policy being complete, sound and effective.
Carried.

9.2 EL 6 Financial Condition (distributed)

S. Bhatia reported that the Monitoring Report is clear and comprehensive.

Motion #59.18

Moved by S. Bhatia, Seconded by S. Sheehy. **Motion** THAT the Board adopt Monitoring Report EL 6 Financial Condition as presented and; THAT the Board adopt Policy EL6 Financial Condition as presented, the Policy being complete, sound and effective.
Carried.

10. Report of Community Linkage Committee

Nothing to report.

11. Ownership

Member Reports

S. Bhatia reported that the Robert McLaughlin Gallery had celebrated the art of Tom Thomson. The turnout was good. She also invited Board members to an open house at unit 19, DRPS from 10 am to 11 am on October 2nd all are welcome.

S. Bhatia also mentioned the October 11 open house at 2 pm at CAREA Community Health Centre at Valley Farm and Highway 2. CAREA offers programs and services free and has a kitchen for use by the public.

R. Coelho has visited Erie Pennsylvania and reported that there was a community library in a strip mall.

J. Sabeau noted that City Council will be entertaining a motion about a new development at the Pickering Town Centre at their meeting Monday evening. The discussion will be mostly informational.

12. Governance

12.1 Board Self Evaluation

S. Sheehy reported there were no comments from the June meeting. All was well

12.2 GP 9 Governance Investment

M. Anderson reported that the Board is well informed and trained. Library staff are helpful in sharing information for Board awareness of issue. She reports compliance.

Motion #60.18

Moved by M. Anderson, Seconded by R. Coelho. **Motion** THAT the Board adopt Policy GP 9 Governance Investment, as presented, the Policy being complete, sound and effective; and THAT the Board continue to comply with the Policy.
Carried.

12.3 BCD 5 Monitoring Executive Performance

S. Sheehy asked about the wording “reasonable person test”. The meaning was discussed and clarified to mean: the interpretation that a reasonable person might have (as opposed to the particular interpretation that the Board might hold). It was agreed that this was understandable.

Motion #61.18

Moved by S. Sheehy, Seconded by S. Bhatia. **Motion** THAT the Board adopt Policy BCD 5 Monitoring Executive Performance, as presented, the Policy being complete, sound and effective; and THAT the Board continue to comply with the Policy.
Carried.

13. Board Policy Review

Board Policy Review

13.1 For October 25, 2018 (All members to read):

EL 2 Treatment of Clients

M. Anderson

M. Anderson

GP 6 Board Committee Principles

S. Bhatia

S. Bhatia

14. Board Self Evaluation (distributed at meeting)

15. Date of Next meeting and Adjournment

The next Board meeting will be held on Thursday October 25th, 2018 at 7 pm at the George Ashe Library.

Motion #62.18

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

The meeting was adjourned at 9:17 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.