



# Pickering Public Library Board Meeting Minutes

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Held October 26, 2017 at 7 pm  
In the George Ashe Library

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Attendees: S. Bhatia, M. Brenner, R. Coelho, J. Sabeen (chair), D. Sharma,  
S. Sheehy, I Cumming, A. Vashisht.

Absent: M. Anderson, I. Thomaidis

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

Meeting  
Commencement Time: 7: 01 pm

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## 1. Public Delegations (none)

## 2. Approval of Agenda, Disclosure of Interest

No interest was declared.

### **Motion #58.17**

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

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There was one change to the agenda. The Treasurer was not available to attend but he will be at the November meeting.

### 3. Board Education 3.1 Treasurer

C. Grant spoke about development charges on the Treasurer's behalf. Development charges are the fees collected from developers to help pay for the cost of infrastructure which includes libraries. A new development study on development charges is done every five years and it is currently posted on the City website. There will be public meeting that covers this topic. C. Grant gave out chart on development charges and what funds will be recovered from development charges for library projects. There are plans to build a Pickering Heritage and Community Centre at the at the Pickering Museum Village site.

M. Brenner mentioned that one side of the Pickering Town Centre is becoming vacant. He wanted the Board to explore building the new Central Library in the mall. He expressed concern that it might take a long time for the new Central Library expansion if this isn't considered.

#### **Motion #59.17**

Motion for the CEO to talk to the City's CAO about exploring the mall location for the Pickering Public Library Central Library. Motion by R. Coelho. Seconded by M. Brenner.  
Carried.

### 4. Consent agenda (none)

### 5. Minutes of the Board meeting held September 28, 2017 (distributed)

#### **Motion #60.17**

Moved by R. Coelho. Seconded by S. Shashi. **MOTION** THAT the minutes of the meeting held September 28, 2017, having been reviewed by each Board Member present at the meeting, be adopted as presented.  
Carried.

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R. Coelho removed from attendance at September Board meeting.

## 6. Ends Discussion (none)

## 7. Staff Reports

### 7.1 CEO Information Update (distributed)

C. Grant reported that there is a greater demand for story times at the Central Library than we can accommodate with current staff resources. The Baby and Tot program is running over 40 people in one program.

The Local history database will be launched in November. Thanks to a great partnership with the City to assist in launching this database.

### 7.2 Library Partnerships 2017

S. Yung presented information about the Library partnerships that have been forged over the past year. Highlights include the Durham College partnership which provided \$26,000 in value from January to June 2017. The courses that were offered at the Library were provided due to a grant received by Durham College. These courses have not been impacted by the College strikes. Durham College is currently hiring a new facilitator and then courses will resume. This partnership will continue into 2019. We have great feedback from the community. Local community groups and businesses have expressed appreciation for these courses.

Pickering central Library is the sole site for infant hearing assessments for Markham Stouffville Hospital. We have 90% uptake on this service due to our accessibility.

S. Yung handed out a document from the EDI coalition. This infographic contains the key results from the community consultations. Mixed consultation and information workshops were held to obtain information from target group. Four key outcomes: lack of inclusion, lack of transportation, need to use social media to create awareness and the importance of timely information at the point of need. This information was presented to stakeholders across the community to see how they can make changes to their existing programs. The results are too new to see how this information has been utilized.

The Board expressed appreciation to S. Yung for the wide range of partnerships that she maintains for the Library.

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S. Yung said that we have not been able to build consistent relations with the faith based community as a whole. It is difficult to maintain relationships with every organization in the community due to limited staff resources. J. Sabean mentioned the Pickering churches have youth centers and the Library could reach out to the youth at these facilities. R. Coelho suggested connecting with faith based institutions in higher at-risk areas in Pickering.

## 8. Monitoring Reports

### 8.1 EL 2 Treatment of Clients (distributed)

Board reported that EL 2 Treatment of Clients 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 #61.17**

Moved by M. Brenner, Seconded by R. Coelho. **Motion** THAT the Board adopt EL 2 Treatment of Clients to the Board as presented and; THAT the Board adopt EL 2 Treatment of Clients as presented, the Policy being complete, sound and effective.

Carried.

## 9. Report of the Community Linkage Committee

K. Williams pointed out that the WRAP (Wellness Recovery Action Program) flyer was in the Board package. This program came about as a result of the Library's outreach activity related to mental health. Board members are free to share this flyer with their community contacts.

## 10. Ownership

### 10.1 Member Reports

S. Bhatia mentioned that November is Hindu Heritage month. She suggested that the Library provide a booth at the Hindu Heritage Month celebration on November 13<sup>th</sup>. She has arranged for a display at the Pickering Central Library.

S. Bhatia sits on Lake Ridge Health Board and they were willing to share information about their facility, Ontario Shores.

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S. Bhatia would like to invite the Canadian Armed Forces to speak at the Library.

S. Bhatia mentioned that this year's Mayor's Gala has a Caribbean theme this year.

S. Bhatia mentioned that there is a flag raising at City Hall to start the poppy drive for the local Royal Canadian Legion Branch 606 on Friday, October 27<sup>th</sup>.

## 11. Governance

### 11.1 Board Self Evaluation Report

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

### 11.2 GP 6 Board Committee Principles

S. Bhatia reported that there were no necessary amendments to GP 6 Board Committee Principles and that they were in compliance with the policy.

#### **Motion #62.17**

Moved S. Bhatia, Seconded by D. Sharma. That the Board adopt GP 6 Board Committee Principles 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 For November 23, 2017 (All members to read):

EL 7 Emergency Executive Succession  
GP 10 Principles and Guidelines for Board Members  
GP 7 Board Committee Structure

R. Coelho  
D. Sharma  
S. Sheehy

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**13. New Business**

CEO Evaluation

J. Sabeau mentioned the CEO evaluations is based on the Executive Limitations reports and Ends Policies. S. Sheehy will write the report. Input from Board members should be sent to her. Additional comments are welcome after the above topics are covered. The draft will be confirmed in November and provided to the CEO in December.

Reminders. November 7<sup>th</sup> at 7 pm there will be a special meeting to ratify collective agreement. November 13<sup>th</sup> is the Board's presentation to Council.

**14. Confidential Matter (none)**

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

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

The next Board meeting will be held on Thursday, November 23, 2017 at 7 pm in the Central Library Board Room.

**Motion #63.17**

Moved by S. Sheehy, Seconded by R. Coelho. **Motion** THAT the meeting be adjourned.

Carried

The meeting was adjourned at 8:30 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.*