



Pickering Public Library Board Meeting Minutes

Held October 25, 2018 at 7:00 pm
At the George Ashe Library

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

Absent: I. Cumming

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

Meeting
Commencement Time: 7: 00 pm

1. Public Delegations

One visitor addressed the Board representing 5 library book clubs. They have formed an association. The purpose of the Association is to promote the library books clubs. She asked two questions: How can the Association get information into the What's On newsletter? She also noted that the Association would like to acquire a copy of the Stakeholders Report created as part of the current strategic planning process.

2. Approval of Agenda, Disclosure of Interest

No interest was declared.

Motion #63.18

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

3. Board Education (None)

4. Consent Agenda (distributed)
4.1 Report to the Community

Motion #64.18

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

5. Minutes of the Board meeting held September 27, 2018 (distributed)

Motion #65.18

Moved by R. Coelho, Seconded by M. Anderson. **MOTION** THAT the Minutes of the meeting held September 27, 2018, having been reviewed by each Board Member present at the meeting, be adopted as presented.
Carried.

6. Ends Discussion (none)

7. Staff Reports

7.1 Library Information Update (distributed)

C. Grant shared highlights of her report. She also noted that Pickering Public Library has been shortlisted for two OLA awards.

T. Sinclair and C. Grant had attended the first Seaton building meeting. C. Grant noted that there are three Library building projects coming soon. Seaton, PTC redevelopment, and the Heritage Centre. T. Prevedel has been invited to November Board meeting to discuss the projects.

C. Grant will prepare another Budget update for the November meeting. The City has asked that the Library begin a Reserve fund for the new building. This would be a diversion of existing funds into a reserve account for the Library. C. Grant will provide more information at next month's meeting.

There was a discussion about food in the library. C. Grant pointed out that this is a common approach in public libraries and that we do consider this issue periodically. It is something to consider for our new library design.

S Bhatia joined the meeting as 7:25 pm

7.2 Peer Comparison Report 2017 (distributed)

C. Grant summarized the report and noted that the Board had requested that we pay for this report every two years. The data is more recent than in previous reports. The report is from the Federation of Ontario Libraries, they use algorithms that rank libraries across the province based on various measures. There are three sections of the report: comparison to local libraries, comparison to GTA libraries and comparison to influencers (larger libraries). Pickering Public Library is the best in the province. Board members wondered if we should include this information in a media release? M. Brenner suggested that we consider adding this information to the gateway signs: #1 Library in the Province.

7.3 Board Transition Plan (distributed)

C. Grant reviewed the plan which includes: recruitment tasks, legacy of outgoing Board – successes and challenges and a training plan for 2019 for the new Board.

A discussion was held about what skill sets were needed for the new Board. Ideas included: diversity and inclusiveness, library experience (it was noted that this could be positive and negative), variety of life experience, knowledge of community, knowledge of government, Pickering 101 graduates would be a good source, an LGBTQ representative. It was also noted that there would be some value to having someone on the Board who doesn't use the library. It was important to ensure that new members were really committed to the Library Board. The Library has the CEO to provide professional experience and outlook.

It was also noted that building project experience would be useful. There was a suggestion to include diverse age groups. Youth representation would be helpful perhaps a millennial. It was suggested that a paper form to fill out is not conducive to millennial participation.

The idea of changing the Board structure was discussed. It would be possible, if desired to ask Council to change the Bylaw to allow more seats on the Board. It was also discussed that it may be advantageous to have those Board members that reapply participate in the interview process.

Motion #66.18

Moved by S. Bhatia, Seconded by R. Coelho. **MOTION** THAT the Board hold a special meeting to further discuss the Transition Report and THAT the CEO develop an alternative plan based on the current discussion.

7.4 Strategic Plan Update (verbal)

C. Grant informed the Board that changes had been made to the Strategic Plan document based on the concerns raised at the September Board meeting. Board members were asked to get back to her if there were further changes needed. An action plan will be added with staff input.

8. Monitoring Reports

8.1 EL 2 Treatment of Clients (distributed)

M. Anderson noted that the Report is complete and comprehensive. She felt that compliance has been shown.

Motion #67.18

Moved by M. Anderson, Seconded by R. Coelho. **MOTION** THAT the Board adopt Monitoring Report EL 2 Treatment of Clients as presented and; THAT the Board adopt Policy EL 2 Treatment of Clients as presented, the Policy being complete, sound and effective.
Carried.

9. Report of Community Linkage Committee

9.1 Linkage Report 2018

M. Anderson presented the Linkage Report outlining the 2018 Linkage activities. The Committee had focused on outreach to the community to develop the strategic plan. Members attended a variety of community events to engage with the community.

Motion #68.18

Moved by M. Anderson, Seconded by D. Sharma. **MOTION** THAT the Board adopt the 2018 Linkage Report. Carried.

10. Ownership

10.1 Member Reports

S. Bhatia proposed that we create business cards for Board members to hand out. This will be considered for 2019.

S. Sheehy noted that staff from her son's school recently had a Makerspace school tour. They are very excited about the opportunities presented.

M. Brenner reported on the main themes he heard from residents while campaigning in the recent election. Most residents were complementary about the library. The criticisms he heard were of lack of space and lack of physical book selection.

11. Governance

11.1 Board Self Evaluation

S. Sheehy reported that the comments from the September meeting were that J. Sabeen was doing a good job as chair and that members need to do a better job of not talking over each other.

11.2 GP 6 Board Committee Principles

S. Bhatia reported that the policy it is complete sound and effective. She reports compliance.

Motion #69.18

Moved by S. Bhatia, Seconded by D. Sharma. **MOTION** THAT the Board adopt Policy GP 6 Board Committee Principles, as presented, the Policy being complete, sound and effective; and THAT the Board continue to comply with the Policy. Carried.

11.3 Board By-Law Review

J. Sabean reported that the Board should review the By-Laws periodically. C. Grant noted that the Public Library Act stipulates that there should be a 4-year term for chair and vice-chair. She asked if it was felt that the Board should change the By-Laws to stipulate a 2-year term for chair and vice-chair to move towards compliance with the Act. It was also suggested that the Board cancel the regular June meeting and add an August meeting instead. The Board often has difficulty getting quorum at the June meeting.

Motion #70.18

Moved by I. Thomaidis, Seconded by M. Brenner. **MOTION** THAT the Board adopt the Board By-Laws as amended.
Carried.

12. Board Policy Review

12.1 For November 22, 2018 (All members to read):

EL 7 Emergency Executive Succession	R. Coelho	
GP 10 Principles and Guidelines for Board Members	D. Sharma	M. Anderson S. Bhatia
GP 7 Board Committee Structure	S. Sheehy	

13. New Business

13.1 CEO Evaluation

J. Sabean requested all members send in their evaluation of the CEO based on EL Reports and Ends. Please email your evaluation to J. Sabean. S. Sheehy will send out an email reminder to all members.

13.2 December Meeting

To meet our statutory obligations there is no need for a December Board meeting.

Motion #71.18

Moved by M. Anderson, Seconded by S. Bhatia. **MOTION** THAT the Board cancel the December Board meeting.
Carried.

14. Confidential Matter

Motion #72.18

Moved by D. Sharma, Seconded by S. Sheehy. **MOTION** THAT the Board move into camera for the purpose of discussing an identifiable individual.
Carried.

15. Board Self Evaluation (distributed at meeting)

16. Date of Next meeting and Adjournment

The next Board meeting will be held on Thursday November 22, 2018 at 7 pm at the Central Library.

Motion #73.18

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

The meeting was adjourned at 9:15 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.