



Pickering Public Library Board Meeting Minutes

Held November 23, 2017 at 7 pm
In the Central Library Board Room

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

Absent: I. Thomaidis, M. Brenner

Staff attending: C. Grant, K. Williams, T. Sinclair, E. Knox., S. Karwowski.

Meeting Commencement Time: 7: 03 pm

1. Public Delegations (none)

One local resident, F. Morris, observed the Library Board meeting.

2. Approval of Agenda, Disclosure of Interest

No interest was declared.

Motion #64.17

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

3. Board Education

3.1 Treasurer

S. Karwowski reviewed the Draft 2017 DC Background Study which covers the Library capital projects needed for the Library system. Three library facilities are being planned: Central Library expansion, Pickering Heritage Centre and Archives space, and the Seaton Regional Library.

3.2 Teen Advisory Group

E. Knox and the Teen Advisory Group reported on how the group had grown over the past few years. This group of dedicated teens, ages 15 to 17 years, advocate for the Library. The members talked about the impact of TAG on their lives. They reviewed the activities and events that they planned for teens in the community. They have partnered with Pac4Teens at the City and participated in larger City and community events. They did a survey with 100 students at Dunbarton HS and found that the youth really wanted a designated teen space where they can thrive at the Library. They also wanted a monthly yoga class at the Library. In addition, the teens would like a Culture Day with a global perspective, classes taught by teens and a Good on One Side or GOOS program. GOOS is an environmental program which encourages people to put paper that is written on one side in a scrap paper box so others can use the other side to write on. Tag wants a vlog to promote programs and books. They intend to promote TAG to grade 8 students to explain the opportunities that participation offers. They requested that the Library consider providing bus tickets for TAG members to attend meetings to make the meetings more accessible. I. Cumming suggested that the TAG group do a presentation to Council and apply for a Community Grant from the City for funding.

4. Consent agenda (none)

5. Minutes of the Board meeting held October 26, 2017 (distributed)

Motion #65.17

Moved by D. Sharma. Seconded by I. Cumming. **MOTION** THAT the minutes of the meeting held October 26, 2017, having been reviewed by each Board Member present at the meeting, be adopted as presented. Carried.

5.1 Minutes of Special Board Meeting Held Nov 7, 2017

Motion #66.17

Moved by M. Anderson. Seconded by I. Cumming. **MOTION** THAT the minutes of the Special meeting held November 7, 2017, 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 CEO Information Update (distributed)

C. Grant discussed several of the Library activities that had taken place over the last month.

8. Monitoring Reports

8.1 EL 7 Emergency Executive Succession (distributed)

D. Sharma reported that EL 7 Emergency Executive Succession contained reasonable interpretations and sufficient evidence to conclude that the policy had not been contravened. He felt that there were no necessary amendments.

Motion #67.17

Moved by D. Sharma, Seconded by R. Coelho. **Motion** THAT the Board adopt EL 7 Emergency Executive Succession to the Board as presented and; THAT the Board adopt EL 7 Emergency Executive Succession as presented, the Policy being complete, sound and effective.

Carried.

9. Report of the Community Linkage Committee

9.1 2017 Linkage Plan Review

M. Anderson presented the Linkage Plan Review for 2017. It was focused on mental health. She reported that the Library has created positive outcomes by meeting needs of clients who have mental health challenges.

Library staff provide support and referrals and in-charge staff have Mental Health First Aid training. WRAP, Wellness Recovery Action Program, will be offered in 2018.

9.2 2018 Linkage Plan

M. Anderson presented the Draft Linkage Plan for 2018 which focuses on the Strategic Planning process.

Motion #68.17

Moved by M. Anderson, Seconded by D. Sharma. **MOTION** THAT the 2018 Board Linkage Plan be adopted as presented.

Carried

10. Ownership

10.1 Member Reports (none)

11. Governance

11.1 Board Self Evaluation Report

S. Sheehy reported that she only received one evaluation from last month's meeting and reminded Library Board members to submit their reports to her after each meeting.

11.2 GP 7 Board Committee Structure

The Board members present reported that there were no necessary amendments to GP 7 Board Committee Structure and that the Board was in compliance with the policy.

Motion #69.17

Moved R. Coelho, Seconded by S. Sheehy. That the Board adopt GP 7 Board Committee Structure as presented, the Policy being complete, sound and effective and; THAT the Board continue to comply with this policy.

Carried.

11.3 GP 10 Principles and Guidelines for Board Members

A. Vashisht reported that there were no necessary amendments to GP 10 Principles and Guidelines for Board Members and that the Board was in compliance with the policy.

Motion #70.17

Moved A. Vashisht. Seconded by S. Sheehy. That the Board adopt GP 10 Principles and Guidelines for Board Members as presented, the Policy being complete, sound and effective and; THAT the Board continue to comply with this policy.

Carried.

12. Board Policy Review (none for December)

13. New Business

C. Grant asked the Library Board members to review the OLA Conference guide and if they wanted to attend this conference to let her know. The Board members who attended in the past pointed out that this was a great learning opportunity.

J. Sabeau asked that the Library create a wall of honour to showcase the awards that the Library has won. T. Sinclair informed the Board that we are going to be creating an online award page on the Library website.

14. Confidential Matter

14.1 CEO Evaluation

Motion #71.17

Moved by D. Sharma, Seconded by M. Brenner. **MOTION** THAT the Board move in camera to discuss a personnel matter about 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, December 14, 2017 at 6:30 pm in the Central Library Board Room followed by Annual Board Dinner.

Motion #71.17

Moved by D. Sharma, Seconded by A. Vashisht. **Motion** THAT the meeting be adjourned.
Carried

The meeting was adjourned at 8:50 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 or 905-831-6265 ext. 6231.