



Pickering Public Library Board Meeting Minutes

Held March 24, 2015 at 7 pm
In the Central Library Board Room

Attendees: S. Bhatia, M. Brenner, I. Cumming, J. Sabeen, D. Sharma, S. Sheehy,
I. Thomaidis, S. Van Steen.

Absent: M. Anderson, R. Coelho

Staff attending: C. Grant, K. Williams, E. Bird.

Meeting
Commencement Time: 7:03 pm

1. Public Delegations (none)

2. Approval of Agenda, Disclosure of Interest

No interest was declared

Motion #17.16

Moved by I. Thomaidis, Seconded by D. Sharma. **MOTION** THAT the Agenda be adopted as presented.
Carried.

3. Consent Agenda

None

4. Board Education

4.1 Pickering PL Operational Policies

C. Grant gave a brief overview of the various Library Administrative Policies and showed Board members how to access them via the Board and Staff Sharepoint page.

Motion #18.16

Moved by S. Bhatia, Seconded by M. Brenner. **MOTION** THAT the CEO be directed to compile a list of the Executive Limitations policies that relate to the issue of workforce diversity.

Carried.

5. Minutes of the Board meeting held February 25, 2016

Motion #19.16

Moved by S. Van Steen, Seconded by I. Cumming. **MOTION** THAT the minutes of the meeting held February 25, 2016, having been reviewed by each Board Member present at the meeting, be adopted as presented.

Carried.

There was discussion about parking issues in the area of the Central library especially for members of City of Pickering Committees.

6. Ends Discussion

6.1 2016 Budget Review

C. Grant noted that the 2016 Budget had been approved by the Executive Committee but was still to be ratified by Council the week of March 28th. She noted that the increases were in line with most of Durham Region. When the budget is approved it will allow for some facility improvements, a staffing addition and the implementation of scheduling software for staff.

7. Staff Reports

7.1 CEO Information Update (distributed)

C. Grant was excited to share the news that PPL's Summer Reading Club has been selected as the best summer reading program in Canada for 2015. The official announcement will be made at the end of April. Board members suggested that there be a recognition presentation at Council.

The Library is currently working with a consultant and our partners on a Local History and Archives strategic plan. The plan should be available next month.

C. Grant noted that the art bequest that was discussed at last month's meeting has been finalized and the documentation is on file with the Library.

C. Grant noted that the City has updated the costs from the 2012 Central Library Expansion plan adding about \$5 million to the estimated costs to allow for a contingency and cost increases over time. The Board discussed what they needed to do to advocate for this project. C. Grant will include this in the upcoming Advocacy Report.

S. Van Steen asked about the dismantling of the Greenwood branch. C. Grant noted that the City had no plans at the moment for using the building. Collections and furniture will be removed and distributed to various places based on the rules in the Purchasing Policy. Some items may continue to be stored at that location for the moment.

7.2 Impact Survey Report (distributed)

C. Grant reviewed the report highlights. She noted that the survey had been developed by the University of Washington and was a good tool for collecting information from clients about the importance of the Library's digital services. She reported that she was pleased to see that clients recognized these services were useful for the community (beyond what they felt was important for themselves). This shows that the contract that the Library has with the community is still strong. One stat that was interesting is the 73% of people using digital services ask staff for help. People used the computers for education, health, job searching and social connections. Board members asked about increasing the speed of the internet connection. C. Grant replied that research into the options is ongoing.

8. Monitoring Reports

8.1 EL 9 Compensation and Benefits (distributed)

Board members present reported that the Monitoring Report contained reasonable interpretations and sufficient evidence to conclude that the policy had not been contravened. They felt that there were no necessary amendments.

Motion #20.16

Moved by I. Cumming Seconded by I. Thomaidis. **Motion** THAT the Board adopt Monitoring Report EL 9 Compensation and Benefits as presented and; THAT the Board adopt Policy EL 9 Compensation and Benefits as presented, the Policy being complete, sound and effective.
Carried.

9. Report of the Community Linkage Committee

S. Van Steen reported that she had attended programs at the Petticoat Creek during March Break on behalf of the Linkage committee to gather information about the needs of parents and caregivers. She found the branch bustling, with lots of kids and parents attending various program offerings. She was surprised to meet many newcomers to the community at these events. Clients she talked to said they found the staff very helpful in introducing them to the library and its services. They liked the convenience (location) of the branch. One person wanted more quiet space and others asked for more computers and services to be offered from that location including more services for teens. Those she spoke to had enjoyed the Summer Reading Club and there was a suggestion for improved prizes. S. Van Steen was pleased to report that the branch was being used as a community hub.

10. Ownership**10.1 Member Reports**

C. Grant reported on behalf of M. Anderson that the Library had received a \$2,000 donation towards the Summer Reading Club from the I.O.D.E – Bridlewood Chapter.

S. Bhatia reported that she had travelled to Alberta to visit the Armed Forces base. She noted that their Outreach team would love to come to talk to the Board about recruitment. She also reported on the Historical Institute Fair which involves children from Grades 3 to 8 and many community partners including the IndoCanadian Cultural Association, the Library, the Pickering Museum, and Pickering Historical Society. She asked if the winning entries could be displayed in the Library. She noted that 2017 is the 150 anniversary of Canadian Confederation. C. Grant agreed to include Library plans for the celebration in her monthly Information update. S. Bhatia also noted that she and M. Anderson had attended the Library's science fair. She felt it was well organized and very successful. She hoped that the event would be able to continue annually.

11. Governance

11.1 Board Self Evaluation Report

S. Van Steen reported that members felt that the February meeting was very busy but useful. Members noted that there was lots of interesting information. One member felt there should have been more focus on budget and also time management of the meeting. Most members felt that overall there was an appropriate focus on Ends.

11.2 BCD 3 Accountability of the CEO

D. Sharma reported that there were no necessary amendments to BCD 3 and that he felt that the Board was in compliance with the policy.

Motion #21.16

Moved by D. Sharma, Seconded by I. Cumming. **Motion** THAT the Board adopt Policy BCD 3 Accountability of the CEO as presented, the Policy being complete, sound and effective and; THAT the Board continue to comply with this Policy.

Carried.

11.3 GP 2 Governing Style

S. Sheehy reported that there were no necessary amendments to GP 2 and that she felt that the Board was in compliance with the policy.

Motion #22.16

Moved by S. Sheehy, Seconded by S. Van Steen. **Motion** THAT the Board adopt Policy GP 2 Governing Style 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 April 28, 2016 (All members should read):

EL 1 General Executive Constraint
BCD 4 Delegation to the CEO

I. Thomaidis
S. Van Steen

13. New Business

J. Sabeen noted that 2017 was the 150 anniversary of Confederation but also the 100 anniversary of Tom Thomson’s death. The famous artist was born in Pickering Township. He felt this anniversary should also be celebrated by not only the Library but by the City as a whole. He asked that the Councillors on the Board follow up with the City.

14. Confidential Matter

14.1 Legal Case

Motion #23.16

Moved by M. Brenner, Seconded by I. Cumming. **Motion** THAT the Board move in camera for the purpose of discussing a legal matter.

15. Board Self Evaluation (distributed at meeting)

16. Date of Next meeting and Adjournment

The next Board meeting will be held on Thursday April 28, 2016 at 7 pm in the Central Library Board Room.

Motion #24.16

Moved by S. Sheehy, Seconded by D. Sharma. **Motion** THAT the meeting be adjourned.
Carried

The meeting was adjourned at 8:40 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.