



Pickering Public Library Board Meeting Minutes

Held February 26, 2015 at 7 pm
In the Central Library Board Room

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

Absent: I. Cumming

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

Meeting Commencement Time: 7:02 pm

1. Public Delegations (none)

2. Introduction of New Board Members

C. Grant introduced the new Board members S. Sheehy and Councillor M. Brenner. All members present introduced themselves.

3. Approval of Agenda, Disclosure of Interest

No interest was declared

Motion #01.16

Moved by D. Sharma, Seconded by R. Coelho. **MOTION** THAT the Agenda be adopted as amended
Carried.

4. Board Elections

4.1 Nomination for Election of Chair for 2016

S. Van Steen nominated J. Sabean for the position of Chair for 2016. J. Sabean accepted the nomination.

Motion #02.16

Moved by M. Anderson, Seconded by D. Sharma. **MOTION** THAT J. Sabean be elected Chair for 2016.
Carried.

4.2 Nominations for Election of Vice Chair 2016

M. Anderson nominated S. Van Steen for the position of Vice Chair for 2016. S. Van Steen accepted the nomination.

Motion #03.16

Moved by M. Brenner, Seconded by D. Sharma. **MOTION** THAT S. Van Steen be elected Vice Chair for 2016.
Carried.

4.3 Direction to Destroy Ballots

No ballots were used.

4.4 Opportunity for Chair and Vice Chair to Speak

J. Sabean thanked everyone for their support. He noted that the members of the Board are very talented. He felt the Board was strong as was the organization and he was looking forward to a great year.

S. Van Steen also thanked Board members for their support. She commented that the Board job is made easier by staff great support. Even if difficult issues arise staff provide excellent information and support for decision making.

5. Approval of Secretary and Treasurer for 2016

Motion #04.16

Moved by S. Van Steen, Seconded by R. Coelho. **MOTION** THAT the Library CEO be confirmed as Secretary for the Board for 2016 and; THAT the City Treasurer be confirmed as Treasurer for the Board for 2016.
Carried.

6. Appointment of Linkage Committee

6.1 Appointment of Linkage Committee Members

Motion #05.16

Moved by D. Sharma, Seconded by M. Anderson. **MOTION** THAT S. Bhatia, I. Thomaidis and S. Sheehy be named to the Board Linkage Committee for 2016.
Carried.

6.2 Appointment of Staff Liaison

C. Grant named K. Williams as the Staff Liaison to the Linkage Committee for 2016.

7. Consent Agenda

None

8. Board Education

8.1 Child and Youth Services

S. Yung, Manager of Community Engagement presented an overview of children's and youth services at the Pickering Library.

9. Minutes of the Board meeting held December 10, 2015

Motion #06.16

Moved by S. Van Steen, Seconded by R. Coelho. **MOTION** THAT the minutes of the meeting held December 10, 2015, having been reviewed by each Board Member present at the meeting, be adopted as presented.
Carried.

10. Ends Discussion

10.1 EP 1 Global Ends Policy (distributed)

Motion #07.16

Moved by R. Coelho, Seconded by M. Anderson. **MOTION** THAT the Board adopt Monitoring Report EP 1 Global Ends Policy as presented and: THAT the Board adopt EP1 Global Ends Policy as presented, the policy being complete, sound and effective.

Carried.

D. Sharma noted that the Interpretation section of the first level ends should include a reference to the AOD Act compliance.

10.2 2016 Budget Review (distributed)

C. Grant noted that this report outlines the changes to the 2016 Budget that have been made since the draft budget was approved by the Board. Since then the Library has received the grant funding for the backpack project and the expenditures and receivables have been added and the funding for the archives study has been carried over from 2015. M. Brenner noted that the best way to raise funds for a Central Library expansion may be a special levy.

Motion #08.16

Moved M. Brenner, Seconded by D. Sharma. **MOTION** THAT the Board adopt the Budget Review report as presented.

Carried.

11. Staff Reports

11.1 CEO Information Update (distributed)

C. Grant noted that the report covers two months. S. Van Steen asked if Library staff would attend the Arts Build workshop. C. Grant reported that the workshop was held this week and that she and K. Williams had attended along with City staff. R. Coelho asked what the TAG friends incentive would be. C. Grant reported that the actual incentive was yet to be determined. C. Grant reported that the Pickering 101 program has been very successful. The Library had taken the lead for the City on this project. It involves 30 community members learning more about how the City and municipal government works.

12. Monitoring Reports

12.1 EL 8 Asset Protection (distributed)

D. Sharma reported that the Monitoring Report contained reasonable interpretations and sufficient evidence to conclude that the policy had not been contravened. He felt that there were no necessary amendments. He asked how often a building audit is being done. C. Grant noted that a Facilities Review was completed in 2009 for the Library. Since then the City has taken over the facilities task for the Library and is implementing their own facilities audit process.

Motion #09.16

Moved by D. Sharma, Seconded by R. Coelho. **Motion** THAT the Board adopt Monitoring Report EL 8 Asset Protection as presented and; THAT the Board adopt Policy EL 8 Asset Protection as presented, the Policy being complete, sound and effective.

Carried.

12.2 EL 3 Staff Treatment (distributed)

S. Van Steen reported that the Monitoring Report contained reasonable interpretations and sufficient evidence to conclude that the policy had not been contravened. She felt that there were no necessary amendments. She noted that there is a lot of going on in the area of HR at the library.

Motion #10.16

Moved by S. Van Steen, Seconded by S. Bhatia **Motion** THAT the Board adopt Monitoring Report EL 3 Staff Treatment as presented and; THAT the Board adopt Policy EL 3 Staff Treatment as presented, the Policy being complete, sound and effective.

Carried.

Tanya Sinclair, Director of Human Resources was available for direct inspection regarding staff treatment at the Pickering Public Library. R. Coelho asked about concerns about organizational culture. T. Sinclair replied that she was planning to work on organizational culture and enhance the transition to a learning organization. M. Brenner asked about staffing challenges because of accommodations. T. Sinclair replied that the Library is seeing more medical accommodations especially mental health accommodations. These accommodations tend to be more complex and less visible to other staff. M. Brenner also asked about a mental health strategy. T. Sinclair noted that the Library is one of the leading organization (40 across Canada) that voluntarily implemented the Mental Health Standard. The library is part of a case study project and has a

Workwell committee. The employees on this committee work to raise awareness of mental health issues in the workplace. In response to a question about return to work, T. Sinclair noted that the Library uses Ability management for complex return to work cases. They use a more targeted form for mental health issues. M. Anderson asked about the responses to the question about being bullied at work. T. Sinclair noted that the question asks “have you ever been bullied” so, while we don’t know the details it could have taken place some time ago. S. Sheehy asked why there were fewer responses to the second survey. T. Sinclair suggested that it may have been a timing issue and that staff were surveyed out. She noted that she would look at timing the survey more carefully in the future. S. Bhatia asked if Board members could attend wellness sessions. T. Sinclair will follow up and invite Board members to any sessions that are suitable.

13. Report of the Community Linkage Committee

There was no report from the Linkage Committee as it had been formed at this meeting. K. Williams thanked S. Bhatia, I. Thomaidis, and S. Van Steen for judging the Library’s latest short story contest. She also asked if any Board Members were available Saturday March 5 to help with the Library’s Science Fair.

14. Ownership

14.1 Member Reports

S. Bhatia reported that she had attended the World Religion Day celebration. The focus was inclusiveness and celebrating diversity. She had also co partnered with the Chinese Heritage Association on a Chinese New Year Event. K. Williams had attended on behalf of the library. She is travelling to Cold Lake Alberta for Armed Forces recruitment training next week. She suggested that in the future the Library could host an event with Armed forces recruitment. S. Bhatia suggestion that Library business cards for Board members might be useful to hand out at events. She also reported that her seniors program was going well and is run in conjunction with the library. They are starting a computer literacy focus and she will follow up with Library staff about assisting with this aspect.

I. Thomaidis had attended the Star Wars party and Lego day with her children. She reported that both events were a big hit with lots of children attending. She suggested that a great 3D printer idea would be to print out a name with letters and braille.

J. Sabeau shared the Pickering Township Historical Society spring program schedule. These events take place at the Central Library.

S. Van Steen had attended the recent retirement program held at the Central Library. She like the authors presentation but found the monetary questions for the other speaker much too specific. She also noted that the sound system was problematic. She felt that the attendees had generally enjoyed the program and that it was worth doing again.

15. Governance

15.1 Board Self Evaluation Report (none)

15.2 BCD 2 Unity of Control

M. Anderson reported that there were no necessary amendments to BCD 2 and that she felt that the Board was in compliance with the policy.

Motion #11.16

Moved by M. Anderson, Seconded by R. Coelho. **Motion** THAT the Board adopt Policy BCD 2 Unity of Control as presented, the Policy being complete, sound and effective and; THAT the Board continue to comply with this Policy.
Carried.

15.3 GP 1 Global Governance Commitment

S. Bhatia reported that there were no necessary amendments to GP 1 and that she felt that the Board was in compliance with the policy.

Motion #12.16

Moved by S. Bhatia, Seconded by D. Sharma. **Motion** THAT the Board adopt Policy GP 1 Global Governance Commitment as presented, the Policy being complete, sound and effective and; THAT the Board continue to comply with this Policy.
Carried.

15.4 BCD 1 Global Board – CEO delegation

I. Thomaidis reported that there were no necessary amendments to BCD 1 and that she felt that the Board was in compliance with the policy.

Motion #13.16

Moved by I. Thomaidis, Seconded by R. Coelho. **Motion** THAT the Board adopt Policy BCD 1 Global Board – CEO delegation as presented, the Policy being complete, sound and effective and; THAT the Board continue to comply with this Policy.
Carried.

16. Board Policy Review

16.1 Assigned for March 24, 2016 (All members should read):

EL 9 Compensation and Benefits	R. Coelho
BCD 3 Accountability of the CEO	D. Sharma
GP 2 Governing Style	S. Sheehy

17. Confidential Matter (none)

18. New Business

18.1 Board Calendar 2016 (distributed)

Motion #14.16

Moved by M. Anderson, Seconded by S. Van Steen. **Motion** THAT the Board adopt the 2016 Board calendar as presented.
Carried.

18.2 Claremont Community Centre Name Change

Motion #15.16

Moved by S. Van Steen, Seconded by M. Anderson. **Motion** THAT the Board maintain the name of the library as the Claremont Branch.
Carried.

18.3 iPad Training update

Board members are asked to contact S. Dashtkian further training is required.

18.4 Making up January's missed Board meeting

C. Grant had contacted the Ministry on this topic. The Public Libraries Act mandates 10 meetings each year but it is not uncommon for Library Boards to miss a meeting. It was agreed that if a meeting this year has a long agenda consideration will be given to splitting it into two meetings.

18.5 Artwork

J. Sabeau reported that an Oshawa resident, Jane Beecroft is interested in bequeathing a work of art by Charles Morey to the Pickering Public Library in her will. The painter lived in Pickering.

Motion #15.16

Moved by M. Anderson, Seconded by M. Brenner. **Motion** THAT the Board directs the CEO to consult with the City Solicitor on this matter and proceed with the bequest if feasible.

Carried.

18.6 Parking

J. Sabeau noted that he had received a ticket for parking on The Esplanade during plowing or snow clearing. M. Brenner will follow up with City staff.

19. Board Self Evaluation (distributed at meeting)

20. Date of Next meeting and Adjournment

The next Board meeting will be held on Thursday March 24, 2016 at 7 pm in the Central Library Board Room.

Motion #16.16

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

Carried

The meeting was adjourned at 9:50 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.