



Pickering Public Library Board Meeting Minutes

Held September 22, 2016 at 7 pm
In the Central Library Board Room

Attendees: R. Coelho, I. Cumming, J. Sabeen, D. Sharma, S. Sheehy, I. Thomaidis.
Absent: M. Anderson, M. Brenner, S. Bhatia
Staff attending: C. Grant, E. Bird
Visitors: K. Senior, J. Perrin
Meeting Commencement Time: 7:06 pm

1. Public Delegations (none)

2. Approval of Agenda, Disclosure of Interest

No interest was declared

Motion #45.16

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

3. Board Education

3.1 Library Audit and Financial Information

K. Senior, the Manager of Accounting for the City of Pickering, was available to answer Board member's questions about the audit or other accounting matters. Board members ask K. Senior to elaborate on the

purchasing card issue. She reported that it was a general issue throughout the City that there was more online use of purchase cards and an increase in cards being compromised. There was a meeting with all departments to ensure tighter controls. There were no financial repercussions as the credit card company absorbs the losses. Board members also asked about the carryover of funds from year to year. K. Senior noted that that only capital funds can be carried over, assuming the project is still ongoing. No carryover of unused funds at the end of a project is allowed. She also noted that the City hopes to purchase a new financial system in the next couple of years and that it was unlikely there would be changes to peripheral systems until the main system had been replaced.

K. Senior left the meeting

4. Board Election

4.1 Nominations for Election of Vice Chair

C. Grant took the chair for the election of a Vice Chair and called for nominations from the floor for the position of Vice Chair.

J. Sabean nominated S. Sheehy for the position of Vice Chair. S. Sheehy accepted the nomination.

Motion #46.16

Moved by J. Sabean. Seconded by I. Thomaidis. **MOTION** THAT S. Sheehy be elected as Vice Chair for the remainder of 2016.

Carried

4.2 Direction to Destroy Ballots

As no vote was held there were no ballots to destroy.

5. Consent Agenda

5.1 2015 Audit

5.2 Letter to Ministry re: Internet funding

Motion #47.16

Moved by R. Coelho, Seconded by I. Cumming. **MOTION** THAT the items on the Consent Agenda be

adopted as presented.
Carried.

6. Minutes of the Board meeting held June 23, 2016

Motion #48.16

Moved by D. Sharma, Seconded by I. Cumming. **MOTION** THAT the minutes of the meeting held June 23, 2016, having been reviewed by each Board Member present at the meeting, be adopted as presented.
Carried.

7. Ends Discussion

7.1 Mid-year Report on Ends (distributed)

C. Grant reported on the highlights of the report and noted that she felt that the document serves to give the Board a good sense of what is happening at the library. Board members noted that the inclusion of client comments and the report in general was very helpful. C. Grant noted that programming numbers have increased dramatically as has the variety of programming. Board asked about the number of incidents, C. Grant replied that she felt that there had been fewer substantial issues but a number of smaller issues. Board members asked what Client In-house software use included. C. Grant replied that include client use of the Microsoft suite of software as well as our creative software such as 3D modeling, video production, and audio production software. Board members noted that the use of the library catalogue is dropping. C. Grant noted that we had ended the Teen reviewer volunteer role which had contributed to catalogue use, also the overall circulation is down so clients are using the catalogue less and are in some cases using our ebook resources directly and by-passing the catalogue. C. Grant explained that the website hits drop is likely due to an anomaly in 2015 where we sent clients in-house to the library's homepage. Compared to 2014 the numbers are a reasonable increase. She also noted the drop in 3D printer use is due to the problems we have had with reliable hardware. The demand does not seem to have decreased.

7.2 Budget 2017 Estimates (distributed)

C. Grant reported that the City had set a tough budget target for 2017 basically limited to a cost of living increase. It was necessary to limit the number of new projects or improvements that we could undertake in 2017. She did note that she had added increased internet to the City wish list for further discussion. C. Grant reported that staff were using design thinking process to develop the silent study area into 3 collaborative use rooms for clients. When clients were consulted about the use of our space this was the most common request that was

made. This project will use the funds available in 2016. In 2017 the Library has budgeted \$100,000 for a makerspace with hands on tools and learning. The Board asked about the possibility of injury issues. C. Grant responded that many libraries have implemented such spaces and we can learn from them about best practices. C. Grant will present this draft budget to the City and she will keep the Board informed of changes made to the budget each month.

Motion #49.16

Moved by R. Coelho, Seconded by D. Sharma. **MOTION** THAT the Board adopt the Draft 2017 Capital and Operating Budget Estimates in principle, to enable the CEO to continue the budget process on behalf of the Board.
Carried.

7.3 Reciprocal Borrowing (distributed)

C. Grant reviewed the history of this issue and why we had charged non-resident fees in the past. She noted that there were fewer risks now to allowing free reciprocal membership for Durham residents and more rewards as we work more collaboratively with other Durham libraries. C. Grant clarified that the change would apply to Durham region residents only and others would still be charged a membership fee.

Motion #50.16

Moved by R. Coelho, Seconded by S. Sheehy. **MOTION** THAT the Board adopt the recommendations of the Durham Region Reciprocal Borrowing Report as presented
Carried.

8. Staff Reports

8.1 CEO Information Update (distributed)

C. Grant reviewed the highlights of her report. She noted that she had not included the very successful teen sleepover in the library program. Board members asked if they could have more information on planning for a new building. C. Grant will arrange to show a webinar on process of creating a vision for a new library at the November Board meeting. The City Treasurer, S. Karwowski will be available at the October Board meeting for questions about development charges related to new buildings and the expansion of the Central Library.

9. Monitoring Reports

9.1 EL 6 Financial Condition (distributed)

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 #51.16

Moved by D. Sharma. Seconded by R. Coelho. **Motion** THAT the Board adopt Monitoring Report EL 6 Financial Condition as presented and; THAT the Board adopt Policy EL 6 Financial Condition as presented, the Policy being complete, sound and effective.

Carried.

9.2 EL 5 Financial Planning (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 #52.16

Moved by I. Thomaidis. Seconded by R. Coelho. **Motion** THAT the Board adopt Monitoring Report EL 5 Financial Planning as presented and; THAT the Board adopt Policy EL 5 Financial Planning as presented, the Policy being complete, sound and effective.

Carried.

10. Report of the Community Linkage Committee

S. Sheehy had nothing to report. Planning for fall activities is underway.

11. Ownership

11.1 Member Reports

S. Sheehy reported that she and her mother had started a care closet at Bayfair Baptist Church for people who are in crisis. They have clothes, grocery cards and other needed supplies. She would like the Library to help connect clients to them. They have already been working with the food bank. S. Sheehy will provide cards with contact information for the library.

12. Governance

12.1 Board Self Evaluation Report

J. Sabean reported that there were no issues noted in the feedback from the previous meeting.

12.2 GP 9 Governance Investment

R. Coelho reported that there were no necessary amendments to GP 9 Governance Investment and that she felt that the Board was in compliance with the policy.

Motion #53.16

Moved by R. Coelho, Seconded by D. Sharma. **Motion** THAT the Board adopt Policy GP 9 Governance Investment as presented, the Policy being complete, sound and effective and; THAT the Board continue to comply with this Policy.

Carried.

12.3 BCD 5 Monitoring Executive Performance

S. Sheehy reported that there were no necessary amendments to BCD 5 Monitoring Executive Performance and that she felt that the Board was in compliance with the policy.

Motion #54.16

Moved by S. Sheehy, Seconded by D. Sharma. **Motion** THAT the Board adopt Policy BCD 5 Monitoring Executive Performance as presented, the Policy being complete, sound and effective and; THAT the Board continue to comply with this Policy.

Carried.

13. Board Policy Review

13.1 Assigned for October 27, 2016 (All members should read):

EL 2 Treatment of Clients

D. Sharma

GP 6 Board Committee Principles

I. Thomaidis

14. New Business

14.1 New Board member recruitment

The vacant Board position created by the departure of S. Van Steen has been advertised to the public on the City and Library websites. There is an application deadline of September 30 for submission to the City Clerk. The recruitment guide requires a subcommittee of the Board be struck to review the submitted applications and make a recommendation to the Clerk to be passed on to Council. The Council will choose the new member but are usually willing to follow the Board's recommendation.

Motion #55.16

Moved by D. Sharma, Seconded by R. Coelho. **Motion** THAT the Board create a subcommittee consisting of J. Sabeau, I. Cumming and C. Grant to review the applications and make a recommendation to the Clerk to be passed on to Council.
Carried.

15. Confidential Matter (none)

16. Board Self Evaluation (not distributed)

17. Date of Next meeting and Adjournment

The next Board meeting will be held on Thursday October 27 at 7 pm at the Petticoat Creek Branch.

Motion #56.16

Moved by R. Coelho, Seconded by I. Thomaidis. **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.