

Whitby Public Library Board Minutes

Date: June 19, 2024

Time: 7:00 p.m.

Place: Program Room, Brooklin Branch Library

Present:

Liam Nichols (Vice-Chair)
Lorraine Gray (online via Zoom)
Kate Campbell (online via Zoom)
Peter Creer
Akhil Kapoor (online via Zoom)
Niki Lundquist (online via Zoom)
Art Maki

Regrets:

Geoff Anderson
Maria McDonnell

Also Present:

Rhonda Jessup, CEO
Donna Bolton-Steele, Director, Community and Service Development
Michelle Frenette, Director, Corporate Services
Pat Khashmanian, Director, Administrative Services

1. Call to Order/Approval of Agenda

Meeting was called to order at 7:03 p.m.

2. Declaration of Conflict of Interest

No conflict of interest was declared.

3. Steve Stewart, Partner Audit & Assurance Public Sector, Deloitte LLP

a) 2023 Audit

Steve Stewart presented the findings of Whitby Public Library's 2023 audit. He discussed the rules under which the audit was performed and reported that no adjustments were necessary. One thing of note was the unusually large Liabilities for 2023, which were mostly due to the Library's first CUPE (Canadian Union of Public

Employees) settlement, which was reached late in the year and paid out early in 2024.

Moved by Peter Creer

Seconded by Art Maki

That the 2023 audit of the Whitby Public Library be accepted as presented.

CARRIED

4. Consent Agenda Items

Moved by Art Maki

Seconded by Kate Campbell

That the Consent Agenda items be approved as distributed.

CARRIED

5. Chief Executive Officer's Report

Rhonda Jessup reported that, despite being held the same day as Brooklin Spring Fair, Drag Queen Storytime on June 1 included over 200 participants. There were some loud protestors and counter-protestors but the event went well.

The Central Library has been extremely busy this week with high school students studying for exams.

Senior staff from Durham Region libraries met with representatives of Durham Regional Police Service Wellness and Safety Unit. This was arranged to cultivate a more intentional relationship with police and to allow greater understanding of their processes.

Jaclyn Derlatka has been meeting with staff groups to discuss the new Strategic Plan. Staff have mentioned that they appreciate the increased transparency around this plan, the thought that went into it, and the fact that their opinions were welcomed.

The job evaluation process for CUPE members has begun. Training sessions were held to show staff members how to complete the JAQ (Job Analysis Questionnaire). Those forms should all be completed by Labour Day.

A recent switch to a new payroll provider seems to have gone smoothly.

6. Councillor's Report

Councillor Niki Lundquist discussed her experience of Drag Queen Storytime. She also requested an update on the pond and learned that the consultant has done his investigation and will report directly to Town of Whitby.

7. Business Arising from Minutes

No Business Arising from the minutes.

8. New Business

a) 2025-2027 Budget

Rhonda Jessup has received the schedule for the next Town of Whitby budget process. The new budget will be created as dictated under legislated strong mayor powers. This will move the process earlier and should have the budget passed in December of this year. It will include detail for three fiscal years, so will involve more work than usual this year.

b) Borrowing Policy

Staff drafted this new policy in order to formalize rules and practices that have long been in place at WPL regarding lending materials.

Moved by Art Maki

Seconded by Peter Creer

That the new Borrowing Policy be approved as distributed.

CARRIED

c) Donations Policy

This policy was updated for clarity and plain language and a section was added regarding non-monetary donations. Portions relating to partnerships were removed, to be included in a planned new Partnerships Policy.

Moved by Kate Campbell

Seconded by Art Maki

That the revised Donations Policy be approved as distributed.

CARRIED

d) Board Code of Conduct Policy

This policy was up for its regular review and no changes were recommended.

Moved by Akhil Kapoor

Seconded by Peter Creer

That the Board Code of Conduct Policy be approved as distributed.

CARRIED

e) HR Committee Update

Peter Creer reported that work on the CEO job description is on hold until September. Work on the CEO succession policies is continuing.

Moved by Art Maki
Seconded by Peter Creer

That the meeting go into closed session at 7:45 p.m. to discuss the CEO goals.
CARRIED

Moved by Akhil Kapoor
Seconded by Kate Campbell

That the meeting move back into open session at 8:07 p.m.
CARRIED

Moved by Peter Creer
Seconded by Art Maki

That the 2024 CEO goals and objectives be approved as presented and to delegate the HR Committee Chair to consider the addition of a goal on advocacy in consultation with the Board Chair.
CARRIED

9. Next Meeting

The next meeting will be held on Wednesday, September 18, 2024, at 7:00 p.m., in the Board Room, Central Library.

10. Adjournment

The meeting adjourned at 8:10 p.m. on a motion by Art Maki.

Board Chair

Secretary