

Whitby Public Library Board Minutes

Date: Sept 18, 2024

Time: 7:00 p.m.

Place: Board Room, Central Library

Present:

Lorraine Gray (Chair)
Liam Nichols (Vice-Chair)
Geoff Anderson
Kate Campbell
Akhil Kapoor
Niki Lundquist
Art Maki
Maria McDonnell

Regrets:

Peter Creer

Also Present:

Rhonda Jessup, CEO
Donna Bolton-Steele, Director, Community and Service Development
Michelle Frenette, Director, Corporate Services
Christy Harper, Director, Technology and Operations
Mandy Beaton, Finance and Administration Associate

1. Call to Order/Approval of Agenda

Meeting was called to order at 7:02 p.m.

2. Declaration of Conflict of Interest

No conflict of interest was declared.

3. Consent Agenda Items

An updated version of item 3. f) Q2 Statistics were handed out as an error was discovered on the version in the Board package.

Moved by Kate Campbell
Seconded by Geoff Anderson

That the Consent Agenda items be approved with the correction distributed this evening.

CARRIED

4. Chief Executive Officer's Report

Rhonda Jessup reported that the new key messages section of the written CEO report came out of a discussion with the Board Chair and Vice-Chair. Board members can use the key messages when speaking with community members. She also reported that the Federation of Ontario Public Libraries is launching their campaign for provincial funding of the Ontario Digital Library. The joint job evaluation review process with CUPE has started and will continue over the fall. She advised that the Library has submitted the Changing the Face of Homelessness program for an Ontario Public Library Service Award.

5. Councillor's Report

Councillor Niki Lundquist advised that Council has resumed operations after summer break. The Downtown Whitby Action Plan will be reviewed to address issues of concern, and the Library should participate. Meetings with Metrolinx regarding the Dundas corridor should happen soon. There is a possibility that the corridor plans may no longer affect Celebration Square. Council is awaiting a report on the fountain in Celebration Square. Councillor Lundquist suggested the Board should be prepared with a position regarding the future of the fountain. The Region is hosting a Truth and Reconciliation Awareness Walk on September 20.

6. Business Arising from Previous Minutes

a) Multi-year Budgets

Rhonda reported that she had spoken with other libraries who have been involved with multi-year budgets as requested by the Board at the June meeting. They advised that there was no real impact with the change as libraries normally present forecasted budgets.

7. New Business

a) Budget Update (verbal update)

The draft budget has been submitted to the Town. Christy Harper has been working with the Town on Asset Management and there have been some discussions that some of our materials which are presently in the capital budget may need to be moved to operating in future budget years.

b) Forum Research (verbal update)

Rhonda Jessup advised that we have retained the services of Forum Research to assist with learning more about our users and future users. They previously worked with the Town so they already have knowledge of the community. The plan is for them to survey WPL users, lapsed users and future users in order to gain further insights into demographics, perception of the library, how they use the library and motivation for using library services.

c) Displays and Exhibits Policy (motion)

This policy is up for regular review. The only change recommended is for clarity purposes.

Moved by Art Maki

Seconded by Akhil Kapoor

That the Displays and Exhibits Policy be approved as distributed.

CARRIED

d) Partnership Policy (motion)

This is a new policy created to provide guidelines for partnerships with community organizations and agencies, and to inform the public about the principles and criteria behind these decisions.

A change was recommended to the wording of this policy on the portion regarding concluding partnerships.

Moved by Kate Campbell

Seconded by Liam Nichols

That the Partnership Policy be approved as amended.

CARRIED

e) CEO Succession Policy -Unplanned and Temporary Absences (motion)

The Board discussed items 7.e) and 7.f) and requested that the two separate policies be merged back into one. The HR Committee will rewrite and bring the policy back at next month's meeting.

Moved by Geoff Anderson

Seconded by Liam Nichols

That the two CEO Succession Policies be referred to the HR Committee.

CARRIED

f) Chief Executive Officer (CEO) Succession Policy (motion)

See above.

g) Unattended Child Policy (motion)

Changes were recommended to remove the procedures from the policy and to add the Board's endorsement of the Children's Rights in the Library statement.

Moved by Maria McDonnell

Seconded by Art Maki

That the Unattended Child Policy be approved as distributed.

CARRIED

h) HR Committee Update (G. Anderson)

Geoff Anderson provided an update regarding the diversity review of the CEO job description. Quotes received were beyond budget and it was decided that this work be undertaken as part of the full recruitment process when the Board is hiring a new CEO rather than now. Because the CEO goals and objectives were only passed at the June meeting, the normal CEO review timelines will be pushed back to later in the year to allow the CEO time to achieve these. There was some discussion regarding the roles of the Board Committees. This will be tabled back to the Committees for future consideration.

i) Planning Committee Update (L. Nichols)

Liam and Lorraine interviewed Board members to gain insight into their experiences as well as for succession purposes. Liam reviewed the responses with the Board. There was some discussion regarding the Chair and Vice-Chair roles, bylaws, and the role of Board members including advocacy.

j) Personnel Matter (in camera)

Moved by Art Maki

Seconded by Liam Nichols

That the meeting go into closed session at 8:06 p.m. to discuss a personnel matter.

CARRIED

Moved by Liam Nichols

Seconded by Geoff Anderson

That the meeting move back into open session at 8:46 p.m.

CARRIED

Moved by Liam Nichols

Seconded by Geoff Anderson

To defer the personnel matter to the October Library Board meeting to provide an opportunity for staff to secure answers to the questions posed by the Board.

CARRIED

8. Next Meeting

The next meeting will be held on Wednesday, October 16, 2024, at 7:00 p.m., in the Board Room, Central Library, 405 Dundas Street West, Whitby.

9. Adjournment

The meeting adjourned at 8:48 p.m. on a motion by Liam Nichols

Board Chair

Secretary