

# Whitby Public Library Board Minutes

**Date:** January 19, 2022

**Time:** 7:00 p.m.

**Place:** WebEx Conference

**Present:**

Geoff Anderson  
Janet Georgieff  
Lorraine Gray  
Jennifer Maddigan  
Art Maki  
Fannie Mann  
Liam Nichols  
Maleeha Shahid  
John Stafford

**Regrets:**

Michael Emm

**Also Present:**

Rhonda Jessup, CEO  
Donna Bolton-Steele, Manager, Community and Service Development  
Michelle Frenette, Corporate Services Manager  
Christy Harper, Manager, Technology and Operations  
Pat Khashmanian, Administrative Services Manager

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**1. Call to Order/Approval of Agenda**

Moved by Janet Georgieff

Seconded by Fannie Mann

That the Agenda be approved as distributed.

CARRIED

**2. Declaration of Conflict of Interest**

No conflict of interest was declared.

**3. Guest Speaker: Natasha Downes, Executive Director, Station Gallery**

Natasha Downes explained that Station Gallery plans have to be very fluid right now because of the pandemic. Many events can be/have been moved over to virtual because of the pandemic. She described many of the gallery's current and regular programs, including the annual juried exhibition, Art Talks by curator Olex Wlasenko, Art Trivia evenings, Artist in Residence, Expressive Arts Therapy by a certified arts therapist, school programming virtual workshops, Thursday Night Live performers on the deck outside, Drawing for Art signature event, and various sponsorship efforts.

#### **4. Election of Officers: Chair and Vice-Chair**

Moved by Liam Nichols

Seconded by Janet Georgieff

That Rhonda Jessup take the chair to conduct the election of Chair.

CARRIED

Rhonda Jessup called for nominations for Chair of the Whitby Public Library Board for 2022.

Moved by Liam Nichols

That Art Maki be nominated as Chair for 2022.

Art Maki declined the nomination.

Moved by Jenn Maddigan

That Lorraine Gray be nominated as Chair for 2022.

Lorraine Gray declined the nomination.

Moved by John Stafford

That Geoff Anderson be nominated as Chair for 2022.

Geoff Anderson accepted the nomination. There being no further nominations, Geoff Anderson was acclaimed Chair.

Geoff Anderson called for nominations for Vice-Chair of the Whitby Public Library Board for 2022.

Moved by Lorraine Gray

That Liam Nichols be nominated as Vice-Chair for 2022.

Liam Nichols declined the nomination.

Moved by John Stafford

That Lorraine Gray be nominated as Vice-Chair for 2022.

Lorraine Gray accepted the nomination. There being no further nominations, Lorraine Gray was acclaimed Vice-Chair.

Geoff Anderson complimented Art Maki on doing a great job as Chair during a difficult time.

## **5. Consent Agenda Items**

Moved by John Stafford

Seconded by Liam Nichols

That the Consent Agenda items be approved as distributed.

CARRIED

## **6. Chief Executive Officer's Report**

Rhonda Jessup reported that the provincial move to modified Step 2 pandemic protocols in early January did not affect the Library since it was already operating at 50% capacity. The hot water tank in the second floor staff room gave out this week, leaking water in that room, the Quiet Room that backs onto it, and Meeting room 1 below it. Repair work is underway. The building at 117 King St., across from the Central Library, has been identified by the Town as a location for an overnight warming centre. Some renovation work is necessary but it is expected to be available from the first week of February to at least the end of March. The Metrolinx environmental review has been completed and one month of public consultation is upcoming.

## **7. Councillor's Report**

Maleeha Shahid reported on Town response to the recent huge snowfall, the IDEAS report that recommends two new inclusivity and diversity positions, the Integrity Commissioner's recent report to Council, work by the Muslim Welfare Centre to open a transitional home at the old Canadiana Motel, her tour of the expanded Durham College Skills Trade Centre, and motions by Council in support of the fight against Quebec's Bill 21 and a day of remembrance for the Quebec mosque massacre of 2017.

## **8. Business Arising from Minutes**

### **a) 2021 Capital budget update**

Rhonda Jessup reported that, by the end of 2021, more of the budget for material replacement was spent than expected. Therefore a somewhat smaller portion of that budget was turned back to the Town of Whitby than projected in November.

### **b) 2022 Meetings**

Board members agreed to hold the February and March 2022 Board meetings virtually.

## **9. New Business**

### **a) Patron Satisfaction Survey Results**

Donna Bolton-Steele discussed in detail the results of the Patron Satisfaction Survey done in November 2021, comparing it to the equivalent survey last done in 2019. Results indicated that use of the virtual branch increased, that people continue to rely on and use the Library regularly, that physical collections remain important to them, that they are eager for a return to in-person programming and lounging opportunities, and that overwhelmingly their descriptive words were positive. More specific results will help staff make service adjustments and deploy resources more effectively for the community.

### **b) Rotary Club of Whitby – Memorandum of Understanding**

Rhonda Jessup reported that the Rotary Club of Whitby has been unable to hold meetings at the Library as agreed in its original Memorandum of Understanding since March of 2020 due to the pandemic. As a result, an update to details of the terms is proposed. No date has been set yet for their return to in-person meetings, so the final end date of the new agreement remains undefined and dependent on the pandemic.

Moved by Liam Nichols

Seconded by Fannie Mann

That the revised Memorandum of Understanding be approved as distributed.

CARRIED

### **c) Occupational Health and Safety Policy**

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

Moved by Art Maki

Seconded by Lorraine Gray

That the Occupational Health and Safety Policy be approved as distributed.

CARRIED

### **d) OLA Super Conference**

Rhonda Jessup reported that this conference will take place virtually February 2-5. The Saturday always offers a Boot Camp for Board members. Because this is the last year for current library boards, this year's focus will be on succession planning, the relationship with the municipality, and the CEO/board relationship. Contact Michelle Frenette to be registered. Registration includes access to all conference sessions.

### **e) Board Committee Appointments**

Board members were asked to inform Pat Khashmanian by January 28 what committee(s) they wish to be on for 2022. Committee membership will be approved at the February meeting.

**f) Approval of the in camera minutes of November 17, 2021**

Moved by Janet Georgieff  
Seconded by Lorraine Gray

That the minutes of the in camera meeting of November 17, 2021 be approved as distributed.

CARRIED

**g) HR Committee Update**

Liam Nichols thanked HR Committee members for a productive and thoughtful year 2021, and Michelle Frenette for her extensive assistance. He shared his thoughts on possible actions for 2022 and requested input from all Board members. Current committee members will have a final meeting next week to share their input.

**10. Next Meeting**

The next meeting will be held on Wednesday, February 16, 2022, at 7:00 p.m., by WebEx Conference.

**11. Adjournment**

The meeting adjourned at 8:31 p.m. on a motion by Jenn Maddigan.

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Board Chair

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Secretary