

# Whitby Public Library Board Minutes

**Date:** March 16, 2022

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

**Place:** WebEx Conference

**Present:**

Geoff Anderson, Chair

Michael Emm

Janet Georgieff

Jennifer Maddigan

Art Maki

Maleeha Shahid

John Stafford

**Regrets:**

Lorraine Gray

Fannie Mann

Liam Nichols

**Also Present:**

Rhonda Jessup, CEO

Donna Bolton-Steele, Manager, Community and Service Development

Michelle Frenette, Corporate Services Manager

Pat Khashmanian, Administrative Services Manager

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### **3. Guest Speaker: John Romano, Commissioner, Community Services, Town of Whitby**

This item was moved to the beginning of the night in order to give time for quorum to be reached.

Commissioner Romano spoke about the breadth of what is included in the Community Services department and its four divisions: Marina and Harbour; Parks Planning, Development and Construction; Facilities; and Recreation. Accessibility, diversity and inclusivity also fall within its purview. He then discussed some of the current projects being undertaken, including working on an accessible signage and wayfinding project, renovating the Civic Recreation Complex, creating an outdoor ice plan, developing master plans for Parks and Recreation, Brooklin Memorial Park and Cullen Park, planning four new parks in West Whitby, and designing the new Whitby Sports Complex.

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

The meeting was called to order at 7:44.

Moved by Maleeha Shahid

Seconded by Janet Georgieff

That the Agenda be approved as distributed.

CARRIED

**2. Declaration of Conflict of Interest**

No conflict of interest was declared.

**4. Consent Agenda Items**

Moved by Michael Emm

Seconded by Maleeha Shahid

That the Consent Agenda items be approved as distributed.

CARRIED

**5. Chief Executive Officer's Report**

Rhonda Jessup reported that Young Canada Works will pay for 70% of the cost of a bilingual summer student in CAF this summer. Regular pre-pandemic hours will resume at the community branches as of April 19, and Sunday hours at the Central Library will resume on April 24. Ontario's mask mandate will be gone as of March 21, so masks will no longer be necessary for staff or the public in the Library. However, we will continue to make them available for staff. Trent University and Town of Whitby staff toured Meeting Room 1 as a potential location for a weekend course next winter. Erin Wilson and Jessica Bellows' presentation on TikTok was the second highest viewed at this year's OLA Super Conference. The recruitment window for new boards and committees will be October 31 to November 27. Current Library Board members will need to re-apply.

**6. Councillor's Report**

Maleeha Shahid reported on recent Council issues such as hedge height regulation in town, emergency access to Thistledown Crescent, a temporary cricket field inside the track at Brooklin Memorial Park, and speed regulation on Powell Road.

**7. Business Arising from Minutes**

**a) Ontario Library Service Board Assemblies Representative**

There being no other volunteers, Geoff Anderson will represent Whitby Public Library at Ontario Library Service Board Assembly meetings this year.

## **8. New Business**

### **a) Library and Political Elections Policy**

This policy was updated in accordance with the Municipal Elections Act. Significant changes were made under the guidance of Chris Harris, Town of Whitby Clerk, to make it more comprehensive and to align it with the Town of Whitby's equivalent policy.

Moved by Janet Georgieff  
Seconded by Jenn Maddigan

That the Library and Political Elections Policy be approved as distributed.  
CARRIED

### **b) Visiting Library Service Policy**

This policy was up for its regular review and was updated very slightly to reflect current practice.

Moved by Art Maki  
Seconded by Jenn Maddigan

That the updated Visiting Library Service Policy be approved as distributed.  
CARRIED

### **c) Board Member Request**

For personal reasons Fannie Mann is unable to attend Library Board meetings for three months.

Moved by Michael Emm  
Seconded by Jenn Maddigan

That the Board approve the absence of Fannie Mann from regular Board meetings for the months of March through May 2022, inclusive.  
CARRIED

### **d) Board Meeting Location**

The Board room at the Central Library is not large enough to allow safe distancing at this time for the number of people who attend Library Board meetings. Board members agreed to hold the April Board meeting virtually but to return to in person meetings as of May if possible. Rhonda Jessup was asked to check for availability of a suitably large meeting room for the May date.

### **e) Approval of the In Camera Minutes of February 16, 2022**

Moved by Jenn Maddigan  
Seconded by Maleeha Shahid

That the minutes of the in camera meeting of February 16, 2022 be approved as distributed.

CARRIED

**f) Planning Committee Update**

Michael Emm reported that the committee met on February 23 and March 15. Emails were sent to the Mayor and Councillors thanking them for their support of the Library's 2022 budget and inviting them for coffee. He also discussed the projects the Committee will be working on in 2022, including updating the Board Legacy Document to be shared with next year's new Library Board.

**g) HR Committee Update**

Geoff Anderson reported that Lorraine Gray is the new chair of the committee. The group has looked at a work plan for the year and scheduled their next meeting.

**h) Personnel Matter**

Moved by Janet Georgieff

Seconded by Jenn Maddigan

That the meeting go into closed session to discuss this item at 8:24.

CARRIED

Moved by Michael Emm

Seconded by Janet Georgieff

That the meeting move back into open session at 8:34 p.m.

CARRIED

**9. Next Meeting**

The next meeting will be held on Wednesday, April 20, 2022, at 7:00 p.m., by WebEx Conference.

**10. Adjournment**

The meeting adjourned at 8:34 p.m. on a motion by Michael Emm.

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Board Chair

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Secretary