

Whitby Public Library Board Minutes

Date: May 18, 2022

Time: 7:00 p.m.

Place: WebEx Conference

Present:

Geoff Anderson, Chair

Michael Emm

Janet Georgieff

Jennifer Maddigan

Maleeha Shahid

John Stafford

Regrets:

Lorraine Gray

Art Maki

Fannie Mann

Liam Nichols

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

1. Call to Order/Approval of Agenda

Moved by John Stafford

Seconded by Maleeha Shahid

That the Agenda be approved as distributed.

CARRIED

2. Declaration of Conflict of Interest

No conflict of interest was declared.

3. Lilian Cheung, Partner, Assurance & Advisory, Deloitte LLP

a) 2021 Audit

Lilian Cheung presented the findings of the 2021 audit for the Whitby Public Library. As always, the audit was done using Public Sector Accounting Standards. Areas for risk assessment and materiality levels were determined during the planning stage. The audit itself revealed everything was very clean and there were no issues to report. Lilian went through the audit report and the financial statement in some detail for the benefit of Board members. Thanks were expressed to Pat Khashmanian and Lilian for their work on the audit.

Moved by Maleeha Shahid
Seconded by Jenn Maddigan

That the 2022 audit of the Whitby Public Library be accepted as presented.
CARRIED

4. Consent Agenda Items

Moved by Maleeha Shahid
Seconded by Janet Georgieff

That the Consent Agenda items be approved as distributed.
CARRIED

5. Chief Executive Officer's Report

Rhonda Jessup reported that nominations for this fall's municipal election have begun. Information on Meet the Candidates events to be held at the Library in the fall is included in nomination packages. Library staff at all public service desks will be trained to make revisions to the voters list and to encourage people to check their listing. Some Library staff will work at polls on election day. Rhonda and Michelle Frenette had an introductory meeting with Rayanne Lees, the CUPE representative who will be the bargaining agent for staff, and are working to set up collective bargaining dates for the fall. Management staff are working with Rob Luke of Allen Leigh Consulting to develop their new extended team. Training on leadership styles and the one-on-one coaching sessions have been very useful. Rhonda attended the Women of Whitby Employee Resource Group to talk about her career path and answer questions about her leadership experience. She also picked their first book club reading – **Dare to Lead** by Brené Brown. Rhonda also attended a meeting with the Chamber of Commerce and other panelists for the upcoming Business Summit.

6. Councillor's Report

Councillor Maleeha Shahid spoke about Whitby's new Tourism Strategy, an upcoming community survey regarding fireworks, a report on Lynde Creek water levels and culverts, the Whitby in Bloom Committee becoming part of the Special Events Committee, in-person events being planned by 55+ Recreation, and

information from Inspector Gerry Moote of Durham Regional Police on car theft, human trafficking, and fraud against seniors.

7. Business Arising from Minutes

a) Meeting format

It was decided to hold the June Board meeting virtually once again and to consider the September meeting at that time.

8. New Business

a) Approval of the in camera minutes of April 20, 2022

Moved by Michael Emm

Seconded by Jenn Maddigan

That the minutes of the in camera meeting of April 20, 2022 be approved as distributed.

CARRIED

b) Accessible Customer Service Policy

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

Moved by Maleeha Shahid

Seconded by Michael Emm

That the Accessible Customer Service Policy be approved as distributed.

CARRIED

c) Board Code of Conduct Policy

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

Moved by John Stafford

Seconded by Maleeha Shahid

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

CARRIED

d) Rules of Conduct

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

Moved by Michael Emm

Seconded by Maleeha Shahid

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

CARRIED

e) Disconnecting From Work Policy

With the changing nature of work and the advancement of technology, boundaries between being "at work" and "outside of work" have blurred. This new policy was created in response to the Ontario Working for Workers Act, 2021, to help address

this work life balance concern. It mandates that employees should not engage in work-related communications outside of normal working hours, excluding recognized exceptions, and that they should report if their workload cannot be managed within their normal working hours. It also dictates that management and supervisors should ensure that employees are able to disconnect and are not penalized for doing so.

Moved by Jenn Maddigan

Seconded by Janet Georgieff

That the new Disconnecting From Work Policy be approved as distributed.

CARRIED

f) Planning Committee Update

Michael Emm reported that the committee met briefly tonight. A report on the Board Evaluation document should be ready by the June meeting. Michael, John Stafford and Rhonda Jessup have met regarding the Board Legacy document and will be working on that over the next few months.

g) HR Committee Update

Jenn Maddigan reported that the committee met last week and Lorraine Gray is now chair. They discussed their work plan for the year and have put the CEO scorecard on hold since this year's goals and objectives are changing due to unionization. A change to the committee's terms of reference is recommended because work related to the service delivery review more properly belongs with the Planning Committee.

Moved by Jenn Maddigan

Seconded by Maleeha Shahid

That the revised Human Resources Committee Terms of Reference be approved as distributed.

CARRIED

9. Next Meeting

The next meeting will be held on Wednesday, June 15, 2022, at 7:00 p.m., by WebEx Conference.

10. Adjournment

The meeting adjourned at 7:56 p.m. on a motion by Michael Emm.

Board Chair

Secretary