

Whitby Public Library Board Minutes

Date: November 16, 2022

Time: 7:00 p.m.

Place: Board Room, Whitby Central Library

Present:

Geoff Anderson, Chair
Victoria Bozinovski
Janet Georgieff
Lorraine Gray
Art Maki
Liam Nichols
John Stafford

Regrets:

Michael Emm
Fannie Mann

Also Present:

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

1. Call to Order/Approval of Agenda

Geoff Anderson noted that there was no meeting in October since quorum could not be achieved. Since the municipal election on October 24, Victoria Bozinovski has been appointed Mayor's Designate to the Library Board, and she was welcomed to her first meeting tonight.

Moved by John Stafford

Seconded by Art Maki

That the Agenda be approved as distributed.

CARRIED

2. Declaration of Conflict of Interest

No conflict of interest was declared.

3. Consent Agenda Items

It was noted that usage has not yet returned fully to pre-pandemic levels. That is expected; however, things will still take time to normalize.

Moved by John Stafford

Seconded by Art Maki

That the Consent Agenda items be approved as distributed.

CARRIED

4. Chief Executive Officer's Report

Rhonda Jessup reported that she and Geoff Anderson attended the Chamber of Commerce's Peter Perry & Business Achievement Awards celebration, where Joe Drumm won the 2022 Peter Perry Award. She particularly noted the camaraderie among the local business community. John Stafford and Michelle Frenette represented the Library at a meeting for prospective Town board and advisory committee members. They spoke to about 25 interested people at the busy Library table. The initial meeting of the new Town Council was held last night and Mayor Roy plans to work immediately on a new strategic plan. Rhonda will represent the Library at an upcoming Council orientation session. A major furniture refresh at the Central Library has been completed. This week the Library will begin circulating nine CO2 monitors that measure indoor air circulation. The warming centre in the building adjacent to the Central Library will re-open next Monday, with drop-in services and ten overnight beds.

5. Business Arising from Minutes

No business arising.

6. New Business

a) Approval of the in camera minutes of September 21, 2022

Moved by Art Maki

Seconded by John Stafford

That the minutes of the in camera meeting of September 21, 2022 be approved as distributed.

CARRIED

b) 2023 Budget

Children's and teens' materials are currently fines free. Adult materials have been made the same in the draft budget for 2023. The intention is to use reserves to allow this change to affect the budget gradually over a few years. Additional money has

been designated for staff training, but the anticipated increase to publicity is not going to happen in 2023. The proposed budget is therefore reduced by \$4000 from what was distributed.

Moved by John Stafford
Seconded by Janet Georgieff

That the proposed 2023 operating and capital budgets be approved as amended tonight.

CARRIED

c) Collection and Disclosure of Personal Information Policy

This policy was due for its regular review. On the advice of Town of Whitby legal counsel, significant changes were suggested to address ambiguity regarding disclosure of information to law enforcement. A data collection form and procedures were also removed as they are operational.

Moved by Lorraine Grey
Seconded by Janet Georgieff

That the revised Collection and Disclosure of Personal Information Policy be approved as distributed.

CARRIED

d) Privacy Policy

This policy was due for its regular review. Staff and Town of Whitby legal counsel suggested significant updates.

Moved by John Stafford
Seconded by Lorraine Grey

That the updated Privacy Policy be approved as distributed.

CARRIED

e) Violence in the Workplace Policy

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

Moved by Janet Georgieff
Seconded by Lorraine Grey

That the Violence in the Workplace Policy be approved as distributed.

CARRIED

f) Board Appointments

Rhonda Jessup reminded Board members that applications for positions on the next Library Board will close on November 28. Current members must re-apply in order to be considered for it. The Town Clerk will share information on applicants shortly after the closing date. A small team of herself, Geoff Anderson and John Stafford will evaluate that information per the Board Succession Plan in order to provide input to Council. Council is expected to make appointments on January 9.

g) Planning Committee Update

i. Board Evaluation

Art Maki discussed the detailed report and analysis done by the Committee. Unfortunately the October meeting that would have allowed more input from the full Board was missed. The recommendations in it are intended as intelligence offered to the next Library Board.

Moved by Lorraine Grey
Seconded by Liam Nichols

That the recommendations from the Board Evaluation report, excluding the last two, be included in the Board's Legacy Document.

CARRIED

ii. Board Strategic Advocacy

Janet Georgieff discussed her report on strategic advocacy initiatives taken on by the Library Board since 2017. It is intended to inform the next Board and to recommend potential ongoing actions. After discussion, an amendment was made to the recommendation.

Moved by John Stafford
Seconded by Art Maki

That the Strategic Advocacy report, as amended tonight, be passed on to the new Board.

CARRIED

iii. Board Legacy Document

John Stafford discussed the Board Legacy Document, which he described as a love letter from this Board to the next, including recommendations. After discussion, one additional recommendation was added. The Board Evaluation described above was also added.

Moved by Liam Nichols
Seconded by Janet Georgieff

That the Board Legacy Document, as amended tonight, be approved to pass on to the next Library Board.

CARRIED

iv. Board Succession Plan

Rhonda Jessup discussed this document, which is intended to aid the Library Board in recruitment and in providing input to Council on applicants for the Board. Board members expressed concern that the evaluation matrix included does not sufficiently

consider diversity. They were informed that Town staff are collecting diversity information but it is optional.

Moved by Liam Nichols
Seconded by Janet Georgieff

That the Board Succession Plan be approved as presented, with the recommendation that the next Library Board work to modify the matrix to better reflect diversity in candidate selection.

CARRIED

h) HR Committee Update

Moved by Lorraine Grey
Seconded by Liam Nichols

That the meeting go into closed session at 8:20 p.m.

CARRIED

Moved by Liam Nichols
Seconded by Janet Georgieff

That the meeting move back into open session at 8:40 p.m.

CARRIED

Moved by Janet Georgieff
Seconded by Lorraine Gray

To approve the CEO evaluation as presented by the HR Committee.

CARRIED

7. Next Meeting

The next meeting will be held on Wednesday, January 18, 2023, at 7:00 p.m., in the Board Room, Central Library.

8. Adjournment

The meeting adjourned at 8:42 p.m. on a motion by Liam Nichols.

Board Chair

Secretary