

Whitby Public Library Board Minutes

Date: January 18, 2023

Time: 7:00 p.m.

Place: Board Room, Whitby Central Library

Present:

Geoff Anderson
Victoria Bozinovski
Peter Creer
Lorraine Gray
Akhil Kapoor
Maria McDonnell
Liam Nichols
Mitu Verpal

Regrets:

Art Maki

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 opened the meeting, welcoming new Board members and welcoming back former members.

Moved by Lorraine Gray
Seconded by Liam Nichols

That the Agenda be approved as distributed.
CARRIED

2. Welcome and Introductions

Lorraine Gray invited everyone at the table to introduce themselves, including something they love about Whitby and why they wanted to be on the Library Board.

3. Declaration of Conflict of Interest

No conflict of interest was declared.

4. Election of Officers: Chair and Vice-Chair

Moved by Lorraine Gray

Seconded by Liam Nichols

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 2023.

Moved by Lorraine Gray

That Geoff Anderson be nominated as Chair for 2023.

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 2023.

Moved by Liam Nichols

That Lorraine Gray be nominated as Vice-Chair for 2023.

Lorraine Gray accepted the nomination.

Moved by Victoria Bozinovski

That Liam Nichols be nominated as Vice-Chair for 2023.

Liam Nichols declined the nomination.

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

5. Board Orientation – Governance Fundamentals Webinar

Rhonda Jessup introduced a webinar, created in 2019 by Southern Ontario Library Service and Ontario Library Service-North, that outlines the duties and responsibilities of library board members. She provided updates throughout on information that has changed since the webinar was created.

6. Consent Agenda Items

Moved by Liam Nichols

Seconded by Peter Creer

That the Consent Agenda items be approved as distributed.

CARRIED

7. Chief Executive Officer's Report

Rhonda Jessup outlined the Town of Whitby's budget process, which will have budget books available to the public as of January 23. Money to fund the Library shows as a grant in those books. An ad campaign for the Library is now filling all ad space in one Durham Region Transit bus for one year. The ads will stay in that bus as it serves different parts of Whitby throughout the year. The ads tie in with the Library's new Discovery Zones, which will officially launch on March 6. Rather than having a single makerspace in one building, maker equipment will be in various Discovery Zones throughout the library system, including the loanable collection. Thanks to Mayor Roy, transit tickets will soon be available at Durham Region libraries for people who require assistance to access social services. An RFP (Request for Proposal) will soon be issued for library materials, in an effort to see what is available now since we have been using one provider for a very long time. The Town's Community Services Commissioner and Chief Administrative Officer have agreed to fund increased security at the Central Library for its full open hours, and to eventually roll that security into an overall security plan for Town facilities.

8. Councillor's Report

Councillor Bozinovski expressed her pleasure at Rhonda's new about increased security and said that the Mayor and Council continue to work to improve security and homelessness. She reported that a request is being considered to rename Gordon Street, down near the lake and the Abilities Centre, to Jim Flaherty Street. An online survey regarding the Parks and Recreation Master Plan is still available until January 30 and she asked people to complete it. She also announced that applications for summer jobs are now being accepted.

9. Business Arising from Minutes

No business arising.

10. New Business

a) Occupational Health and Safety Policy

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

Moved by Victoria Bozinovski

Seconded by Peter Creer

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

CARRIED

b) Disconnect from Work Policy

This policy was new in 2022 and requires annual review by March 1. No changes were recommended.

Moved by Victoria Bozinovski

Seconded by Peter Creer

That the Disconnect from Work Policy be approved as distributed.

CARRIED

c) Electronic Monitoring Policy

This policy was new in 2022 and requires annual review by March 1. No changes were recommended.

Moved by Victoria Bozinovski

Seconded by Lorraine Gray

That the Electronic Monitoring Policy be approved as distributed.

CARRIED

d) Workplace Accommodation for Disabilities Policy

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

Moved by Victoria Bozinovski

Seconded by Peter Creer

That the Workplace Accommodation for Disabilities Policy be approved as distributed.

CARRIED

e) Accessible Formats and Communications Supports Policy

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

Moved by Liam Nichols

Seconded by Lorraine Grey

That the Accessible Formats and Communications Supports Policy be approved as distributed.

CARRIED

f) OLA Super Conference

Rhonda Jessup described the yearly Super Conference held by Ontario Library Service. On the Saturday, OLBA (Ontario Library Boards' Association) presents a Boot Camp aimed specifically at library board members and library leaders. This year it will be held virtually and will concentrate on educating new board members. If interested, contact Michelle Frenette to be registered.

g) Board Committee Appointments

Rhonda Jessup reported that the Board includes two committees – Planning and Human Resources – and all Board members are asked to serve on at least one of those. Board members were asked to inform Pat Khashmanian by the end of January what committee(s) they wish to be on for 2023. Committee memberships will be approved at the February meeting.

11. Next Meeting

The next meeting will be held on Wednesday, February 15, 2023, at 7:00 p.m., in the Board Room, Central Library.

Between 6:00 and 7:00 that night, head shots of Board members will be taken in the Archives for the Library website. Members are also asked to send a brief biography for the website.

12. Adjournment

The meeting adjourned at 8:14 p.m. on a motion by Liam Nichols.

Board Chair

Secretary