

# Whitby Public Library Board Minutes

**Date:** May 17, 2023

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

**Place:** Board Room, Central Library

**Present:**

Geoff Anderson  
Victoria Bozinovski  
Peter Creer  
Akhil Kapoor  
Art Maki  
Maria McDonnell  
Liam Nichols  
Mitu Verpal

**Regrets:**

Lorraine Gray

**Also Present:**

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

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

Moved by Peter Creer

Seconded by Maria McDonnell

That the Agenda be approved as distributed.

CARRIED

**2. Declaration of Conflict of Interest**

No conflict of interest was declared.

**3. Central Library Tour**

Donna Bolton-Steele led a tour of the first and second floors of the Central Library to provide Board members with a greater familiarity with all that it offers.

#### **4. Consent Agenda Items**

Moved by Peter Creer  
Seconded by Liam Nichols

That the Consent Agenda items be approved as distributed.  
CARRIED

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

Rhonda Jessup reported that she is now part of the committee developing a Public Art Policy for the Town of Whitby. John Gallen, the Town's Supervisor, Corporate Security, has produced a CPTED (Crime Prevention Through Environmental Design) report for the Central Library. It includes a number of suggestions, some of which are being put into effect already. The Brooklin Branch may be closed for a couple of days in late August or early September to allow some maintenance work. The branch would hopefully still be able to offer at least holds pickups. The Farmers' Market in Celebration Square opened for the season today and was very busy. The Library has arranged for PRIDE hearts to be painted on windows at the Central and Rossland libraries by a local artist when she does the same at other Town facilities for PRIDE month in June.

#### **6. Councillor's Report**

Councillor Bozinovski reported that Town Brewery will be introducing a new pop-up location in the historic pumphouse at the waterfront. Recent restoration work there will preserve and allow the building to be used until a permanent future use is determined. Work continues on a new Parks and Recreation Master Plan. Recommendations are being developed based on recent community engagement. A draft plan is expected to come to Council this fall. Councillor Bozinovski shared some details from Whitby's 2022 Sustainability annual report, which was recently received by Council. Food Truck Frenzy will be happening May 27-28.

#### **7. Business Arising from Minutes**

##### **a) 2024-2028 Strategic Plan**

Liam Nichols reported that the Planning Committee will lead work on this project. They met and had a good discussion with Peter Spratt, the consultant who led the last strategic planning process. Details of the scope of work to be done are not yet decided, but Peter will prepare pricing options. The relative value of doing a completely new plan or a renewal plan this year were discussed again.

#### **8. New Business**

##### **a) Board Code of Conduct**

This policy was up for its regular review. No amendments were recommended.

Moved by Victoria Bozinovski

Seconded by Art Maki

That the Board Code of Conduct be approved as distributed.

CARRIED

**b) Archives Donation**

Rhonda Jessup reported that a lawyer has approached the Library about a client wishing to donate \$50,000 per year to the Library for five years, to hire a technician to digitize their own personal collection, which would be donated to the Archives, as well as any photographs in the Archives collection which are not already digitized. The Library has suggested some conditions and a memorandum of agreement is being prepared. The Board should be able to approve the memorandum in June and work should start this summer.

**c) Planning Committee Update**

Liam Nichols reported that he was chosen as chair of the Planning Committee for 2023. The committee is starting to develop a work plan for the year.

**d) HR Committee Update**

Geoff Anderson reported that Lorraine Grey was chosen as chair of the Human Resources Committee for 2023. That committee is also developing a work plan for the year. Their key role is CEO evaluation, and to that end they have asked Rhonda Jessup for her goals and objectives for 2023.

**9. Next Meeting**

The next meeting will be held on Wednesday, June 21, 2023, at 7:00 p.m., in the Program Room, Brooklin Branch.

**10. Adjournment**

The meeting adjourned at 8:08 p.m. on a motion by Mitu Verpal.

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Board Chair

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Secretary