

# Whitby Public Library Board Minutes

**Date:** June 21, 2023

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

**Place:** Program Room, Brooklin Branch Library

**Present:**

Lorraine Gray

Akhil Kapoor

Art Maki

Maria McDonnell

Liam Nichols

**Regrets:**

Geoff Anderson

Victoria Bozinovski

Peter Creer

Mitu Verpal

**Also Present:**

Rhonda Jessup, CEO

Michelle Frenette, Director, Corporate Services

Christy Harper, Director, Technology and Operations

Pat Khashmanian, Director, Administrative Services

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

Item **8.d. HR Committee Update** was added to the agenda.

Moved by Liam Nichols

Seconded by Art Maki

That the Agenda be approved as amended.

CARRIED

**2. Declaration of Conflict of Interest**

No conflict of interest was declared.

**3. Steve Stewart, Partner, Deloitte LLP**

Steve Stewart presented the findings of the 2022 audit for the Whitby Public Library. As always, the audit was done using Public Sector Accounting Standards. That means that some items recorded as expenses during the year were changed to capital assets and recorded that way instead in the audit. Although the financial statements in the audit look different, they reflect the same numbers reported to the Board for the end of the fiscal year. No errors or omissions were discovered during the audit process. Rhonda Jessup thanked Pat Khashmanian for her work on this all year and leading up to the audit.

Moved by Liam Nichols

Seconded by Maria McDonnell

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

CARRIED

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

Moved by Liam Nichols

Seconded by Art Maki

That the Consent Agenda items be approved as distributed.

CARRIED

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

Rhonda Jessup reported that Drag Queen Storytime went really well. Jaclyn Derlatka, Jay Whittington and Jess Bellows did a phenomenal job putting it together and working with all the other organizations. An estimated 400 people were there and no protestors, although other local libraries had protestors at their events. An ambulance, fire truck and two police cruisers across the Square may have helped reduce visibility to protestors and certainly kept participants engaged. Flooding closed the Rossland Branch for a couple of days last week. Investigation into the cause is ongoing but may have been pipes in the ceiling. The restoration company True-Care did a great job and the branch re-opened a day earlier than expected. A panel on homelessness is being planned for October, hopefully to include both people with lived experience and service providers. It is intended to help the community better understand the issue and to increase empathy.

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

No verbal report tonight since Councillor Bozinovski was not present.

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

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

Rhonda Jessup distributed Peter Spratt's proposal for work on the new Strategic Plan. His timeline has work starting in August, with a draft plan to the Board in December to be considered by them in early 2024. Since his proposal is for a renewal plan rather than a completely new one, the quoted price is considerably lower than budgeted. Significant discussion took place on what extra information could be gathered during the process that could help to inform the plan.

Moved by Akhil Kapoor

Seconded by Liam Nichols

That the Board accept Peter Spratt's proposal for work on the new Strategic Plan.

CARRIED

Moved by Liam Nichols

Seconded by Maria McDonnell

That the CEO investigate potential additional requirements and scope of work in support of the Strategic Plan.

CARRIED

## **b) Archives Donation Memorandum of Agreement**

Rhonda Jessup reported that she received the latest draft of this agreement just mid-afternoon today. Once she and other staff have had a chance to review it, she will ask the Chair to call a special (virtual) meeting of the Board to approve it.

## **8. New Business**

### **a) Annual Report**

Since the 2022 audit was approved tonight, the annual report is also ready for approval.

Moved by Maria McDonnell

Seconded by Art Maki

That the 2022 Annual Report be approved as distributed.

CARRIED

### **b) Harassment-Free Workplace Policy**

This policy was up for its regular review. Changes were recommended to address harassment of staff by the public. The changes make it clear that members of the public who harass staff or other patrons may be removed from the library.

Moved by Art Maki

Seconded by Akhil Kapoor

That the amended Harassment-Free Workplace Policy be approved as distributed.

CARRIED

**c) Planning Committee Update**

Liam Nichols presented revised Terms of Reference for the Committee as well as a work plan for the remainder of 2023. Both items were discussed extensively, with many constructive comments and suggestions from trustees and staff. In the end both items were sent back to the Committee for further work.

**d) HR Committee Update**

Moved by Art Maki

Seconded by Liam Nichols

That the meeting go into closed session at 8:40 p.m. to discuss this update.

CARRIED

Moved by Liam Nichols  
Seconded by Akhil Kapoor

That the meeting move back into open session at 8:48 p.m.  
CARRIED

Moved by Liam Nichols  
Seconded by Art Maki

That the 2023 CEO goals be approved as presented.  
CARRIED

**9. Next Meeting**

The next meeting will be held on Wednesday, September 20, 2023, at 7:00 p.m., in the Board Room, Central Library.

**10. Adjournment**

The meeting adjourned at 8:50 p.m. on a motion by Akhil Kapoor.

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Board Chair

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Secretary