

# Whitby Public Library Board Minutes

**Date:** February 15, 2023

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

**Place:** Board Room, Whitby Central Library

**Present:**

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

**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

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

Moved by Liam Nichols

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. Guest Speakers: Social Services Department, Region of Durham**

Lisa McIntosh, Director, Income, Employment and Homelessness Supports, Erin Valant, Area Manager, Income, Employment and Homelessness Supports, and Cheryl Frew, Area Manager, Income, Employment and Homelessness Supports attended the meeting to share information on services provided for individuals experiencing homelessness in Durham Region. They noted that the number of unsheltered individuals served in Whitby increased 144% from 2021 to 2022. There are currently 30 different programs being run across 20 community agencies, all aimed at preventing homelessness, providing support to those in it, and ending it. They answered many questions from Board members, gave

suggestions on what individuals can do to aid their effort, and offered to respond to any questions or concerns. Rhonda Jessup thanked them for their responsiveness to library staff's concerns and questions.

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

It was noted that the noticeable drop in online subscription uses since 2022 reflects the fact that Ancestry is no longer available remotely as it was during COVID, only within the Library now. It was a program that was used heavily when people were forced to isolate.

Moved by Lorraine Gray

Seconded by Liam Nichols

That the Consent Agenda items be approved as distributed.

CARRIED

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

Rhonda Jessup discussed the upcoming launch of Discovery Zones and thanked Donna Bolton-Steele and Christy Harper in particular for their efforts on this. The Central Library hosted a Town Hall meeting for Centre Ward (3), at which over 70 people shared engaged discussion. The Region of Durham is investigating outdoor and overnight security checks for the area between the Central Library and the nearby municipal parking lot. About 16 Library staff attended the recent Ontario Library Super Conference either virtually or in person. Especially for newer staff, this affords a great opportunity to learn and make connections. Rhonda attended the conference Boot Camp for board members and learned that the Whitby board has already been doing much of the advocacy work recommended there.

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

Councillor Bozinovski reported that a motion on the future of the two buildings adjacent to the Central Library was passed by Council on January 30. Final approval of the Town of Whitby budget is expected tomorrow.

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

No business arising.

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

##### **a) Archives Acquisition Policy**

A revised and updated version of this policy was brought forward by staff. Changes included adding culture and diversity to the Mandate, creating a Conflict of Interest section, and updating to reflect current practices.

Moved by Lorraine Gray

Seconded by Peter Creer

That the amended Archives Acquisition Policy be approved as distributed.

CARRIED

**b) Website Policy**

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

Moved by Art Maki

Seconded by Akhil Kapoor

That the Website Policy be approved as distributed.

CARRIED

**c) 2023 Committee Membership**

The following Board Committees were named for 2023:

Human Resources Committee

Geoff Anderson (ex-officio)

Lorraine Gray

Akhil Kapoor

Art Maki

Planning Committee

Geoff Anderson (ex-officio)

Councillor Victoria Bozinovski

Peter Creer

Akhil Kapoor

Maria McDonnell

Liam Nichols

Mitu Verpal

Moved by Maria McDonnell

Seconded by Lorraine Gray

That the 2023 Committee appointments be approved as amended tonight.

CARRIED

**d) Board By-laws Update**

In the past, Library Board by-laws dictated a membership of nine. That figure was changed to ten due to circumstances in 2019. Council appointed ten members in 2023, but one person dropped out before this Board's first meeting. After discussion it was agreed to amend the by-laws again this year, to return to the original figure of nine. The by-laws require 30 days notification of changes, so this amendment is to be included in the April 2023 Board meeting agenda.

**e) 2023 Budget**

Rhonda Jessup discussed the 2023 budget that was passed by the preceding Library Board in November 2022, providing details to those who were not on the Board at that time. She explained that, since the Town of Whitby provides by far the largest portion of funding, the budget is not considered final until the requested municipal grant is approved by Town Council. That decision is expected to be made tomorrow.

**f) Department Speed Rounds**

Rhonda Jessup explained an activity that was first used when the last Library Board was newly appointed. It provides a speedy introduction to Library services and programs by having Board members meet briefly with all the department heads in turn. Next month's meeting will begin with this activity in the Regal Room at the Centennial Building.

**g) Board Appreciation Event**

Rhonda Jessup explained that each year a social dinner gathering is arranged as a thank you for current Board members and their spouses. Board members who left during the previous year are also invited. Potential details for this year's event were discussed and staff were instructed to make the arrangements.

**h) Personnel Matter**

Moved by Art Maki  
Seconded by Liam Nichols

That the meeting go into closed session at 8:27 p.m. to discuss a personnel matter.  
CARRIED

Moved by Liam Nichols  
Seconded by Peter Creer

That the meeting move back into open session at 8:32 p.m.  
CARRIED

**9. Next Meeting**

The next meeting will be held on Wednesday, March 15, 2023, at 7:00 p.m., in the Regal Room, Centennial Building, 416 Centre Street South, Whitby.

**10. Adjournment**

The meeting adjourned at 8:33 p.m. on a motion by Liam Nichols.

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Board Chair

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Secretary