

# Whitby Public Library Board Minutes

**Date:** September 20, 2023

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

**Place:** Program Room, Central Library

**Present:**

Geoff Anderson  
Victoria Bozinovski  
Peter Creer  
Lorraine Gray (until 8:00 p.m.)  
Akhil Kapoor  
Art Maki  
Maria McDonnell  
Liam Nichols

**Regrets:**

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. Board Activity – My Story**

Lorraine Gray led an activity in which each person shared an achievement, an adversity and a person they admire. The activity gave the group an opportunity to bond and connect through sharing and vulnerability.

#### **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 summer this year finally felt more like a pre-pandemic summer, with lots of energy and buzz. Durham Children's Aid Society held an event to recognize their partnership with local libraries in presenting Drag Queen Storytime events throughout the region this year. Jaclyn Derlatka, Manager, Children's and Adult Fiction, led much of the work involved in Whitby's event and was present to receive a certificate on behalf of Whitby Public Library.

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

Councillor Bozinovski, as part of the board of CAS, again recognized everyone's fine work on DQST. She reported that shovels are now in the ground on the new sports complex in Brooklin. Harvest Festival took place last weekend in Brooklin and was a wonderful event. Council has given approval for consideration of a new location for Animal Services and By-law. The contentious plan to open a homeless shelter at 1635 Dundas is not yet in front of Council. Nominations are being accepted for 2023 Celebrating Youth Awards until October 23.

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

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

Rhonda Jessup reported that work on the strategic plan is in the first stakeholder consultation stage. Peter Spratt is holding interviews with many local stakeholders, as well as focus groups with Library staff. An environmental scan is being prepared. Several meetings with the Library Board will take place in October to hear results and discuss ideas.

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

Rhonda Jessup reported that this memorandum has been signed. Archivist Sarah Ferencz is reviewing the donated items now.

##### **c) Durham Libraries Social Worker Contract**

Rhonda Jessup reported that this contract has been signed. The various Durham libraries are working jointly, focusing on common issues. Donna Bolton-Steele reported that they have shared their policies and incidents and held an initial

meeting with the consultants. Three public consultations are being arranged, as well as a joint staff focus group.

## **8. New Business**

### **a) 2024 Budget**

Rhonda Jessup reported that she and her team met Monday with Town of Whitby Treasury and Finance staff to review the Library's draft budget. The Town's Senior Leadership team is now discussing the full Town budget. A budget target report will go to Council in October, the Library's draft budget should come to the Board in November, and Council is expected to finalize the full budget on February 15.

### **b) Ontario Library Service Board Assembly Representative**

Geoff Anderson reported that he would like to be replaced in the role of Whitby's representative to this group. Now that they are held virtually, the Assembly meetings bring together libraries of similar size (rather than similar geography as is in the past).

Moved by Liam Nichols  
Seconded by Peter Creer

That Maria McDonnell be named Whitby Public Library's new representative to the Ontario Library Service Board.

CARRIED

### **c) HR Committee Update**

Geoff Anderson reported that this group met last week and has begun work on the CEO evaluation. Rhonda Jessup is preparing her self-evaluation. All Board members will receive evaluation forms and will be required to complete them.

Geoff also reported that the Planning and HR committees are very unbalanced. As a result Peter Creer will change from Planning to HR.

Further, it was agreed that the full Board will be involved in work on the strategic plan.

## **9. Next Meeting**

The next meeting will be held on Wednesday, October 18, 2023, at 6:30 p.m., in the Board Room, Central Library.

## **10. Adjournment**

The meeting adjourned at 8:28 p.m. on a motion by Liam Nichols.

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Board Chair

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Secretary