

Whitby Public Library Board Minutes

Date: January 17, 2024

Time: 7:00 p.m.

Place: Board Room, Central Library

Present:

Geoff Anderson
Kate Campbell
Lorraine Gray
Niki Lundquist
Art Maki
Maria McDonnell
Liam Nichols

Regrets:

Peter Creer
Akhil Kapoor

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

Moved by Art Maki

Seconded by Lorraine Gray

That the Agenda be approved as distributed.

CARRIED

2. Welcome and Introductions

Geoff Anderson introduced Kate Campbell, who replaces Mitu Verpal following her resignation, and Councillor Niki Lundquist, who replaces Councillor's Victoria Bozinovski as the Mayor's Designate on the Board.

3. Declaration of Conflict of Interest

No conflict of interest was declared.

4. Election of Officers: Chair and Vice-Chair

Moved by Geoff Anderson

Seconded by Art Maki

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 2024.

Moved by Geoff Anderson

That Lorraine Gray be nominated as Chair for 2024.

Lorraine Gray accepted the nomination.

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

Lorraine Gray called for nominations for Vice-Chair of the Whitby Public Library Board for 2024.

Moved by Geoff Anderson

That Maria McDonnell be nominated as Vice-Chair for 2024.

Maria McDonnell declined the nomination.

Moved by Lorraine Gray

That Liam Nichols be nominated as Vice-Chair for 2024.

Liam Nichols accepted the nomination.

There being no further nominations, Liam Nichols was acclaimed Vice-Chair.

5. Consent Agenda Items

Moved by Geoff Anderson

Seconded by Liam Nichols

That the Consent Agenda items be approved as distributed.

CARRIED

6. Chief Executive Officer's Report

Rhonda Jessup reported that a first collective agreement has been reached with CUPE. The first Labour-Management meeting will be held next week and those will continue every two months. Managers and union representatives did a joint two-day training on Leadership in a Unionized Environment.

In response to a request from the Federation of Ontario Public Libraries and the Ontario Library Association, Rhonda is arranging to meet with local MPP Lorne Coe to advocate for a provincewide digital public library, which would be of particular benefit to smaller and First Nations libraries.

Durham Region's public libraries and Children's Aid Society are being awarded both the Ontario Library Association Les Fowlie Intellectual Freedom Award and the Ontario Library Board Association Joyce Cunningham Award for their collaboration on Drag Queen Storytime.

A new key card access system has been installed at the Central Library.

7. Councillor's Report

Councillor Niki Lundquist did not have a report to share because she is so new to the Board.

8. Business Arising from Minutes

a) Board Assembly Items

As promised at the November meeting, Rhonda Jessup provided details on Kingston Public Library's extended access program, on the new Valuing Ontario Libraries Toolkit, and on upcoming changes to book recycling rules.

9. New Business

a) Strategic Plan Update

Rhonda Jessup shared staff input on the draft mission, vision, and values. The vision in particular did not resonate with staff. The Board directed staff to bring forward new draft vision options for their consideration at the February meeting.

b) 2024 Budget

Staff described the work that has gone into developing the newest version of the 2024 budget, including input from the Town of Whitby.

Moved by Liam Nichols

Seconded by Geoff Anderson

That the 2024 Operating and Capital Budgets be approved as distributed.

CARRIED

c) Disconnect from Work Policy

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

Moved by Maria McDonnell

Seconded by Geoff Anderson

That the Disconnect from Work Policy be approved as distributed.

CARRIED

d) Electronic Monitoring Policy

This policy was up for its regular review. One minor change was recommended to reflect the move from a key fob system to key card access at the Central Library.

Moved by Art Maki

Seconded by Maria McDonnell

That the updated Electronic Monitoring Policy be approved as distributed.

CARRIED

e) Health and Safety Policy

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

Moved by Geoff Anderson

Seconded by Art Maki

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

CARRIED

f) Media Relations Policy

This policy was up for its regular review. Minor changes were recommended to reflect the addition of the Manager, Communications to the organization, and for clarity.

Moved by Kate Campbell

Seconded by Art Maki

That the revised Media Relations Policy be approved as distributed.

CARRIED

g) Room Rental Policy

Staff recommended adding a requirement to the policy that all groups or individuals renting space at the Library must provide a Certificate of Liability Insurance for each rental. This would bring the Library's process more closely in line with the Town of Whitby's.

Moved by Maria McDonnell

Seconded by Geoff Anderson

That the revised Room Rental Policy be approved as distributed.

CARRIED

h) HR Committee Update

Moved by Liam Nichols

Seconded by Art Maki

That the meeting go into closed session at 8:08 p.m. to discuss this item.

CARRIED

Moved by Art Maki

Seconded by Geoff Anderson

That the meeting move back into open session at 8:23 p.m.

CARRIED

Moved by Geoff Anderson

Seconded by Liam Nichols

That the recommendations of the HR Committee be approved.

CARRIED

10. Next Meeting

The next meeting will be held on Wednesday, February 21, 2024, at 7:00 p.m., in the Board Room, Central Library.

11. Adjournment

The meeting adjourned at 8:24 p.m. on a motion by Maria McDonnell.

Board Chair

Secretary