

Whitby Public Library Board Minutes

Date: February 21, 2024

Time: 7:00 p.m.

Place: Board Room, Central Library

Present:

Lorraine Gray, Chair
Geoff Anderson
Kate Campbell
Akhil Kapoor (from 7:12)
Niki Lundquist (online via Teams)
Art Maki
Maria McDonnell
Liam Nichols

Regrets:

Peter Creer

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 Geoff Anderson

Seconded by Art Maki

That the Agenda be approved as distributed.

CARRIED

2. Declaration of Conflict of Interest

No conflict of interest was declared.

3. Consent Agenda Items

Moved by Liam Nichols

Seconded by Art Maki

That the Consent Agenda items be approved as distributed.

CARRIED

4. Chief Executive Officer's Report

Rhonda Jessup reported that, at its April 29 meeting, Council will recognize staff efforts that led to two awards recently received in relation to Drag Queen Storytime.

Christian Faith Outreach Centre (CFOC) has been selected as the service operator for 1635 Dundas Street East. In the meantime the overnight warming centre currently providing service is going well, though it is able to provide only Muskoka chairs rather than cots.

Blind Date and Play Date with a Book have been extremely popular with patrons this month. Books are wrapped in plain paper with just basic descriptors, so people are encouraged to take a chance in their book choice and perhaps discover something new. Board members were encouraged to choose from a sample provided.

MPP Lorne Coe met with Rhonda regarding a potential Ontario digital library. He was very receptive and will advocate for the request. If established, it would benefit WPL by freeing up significant funds to use on other collections.

5. Councillor's Report

Councillor Niki Lundquist reported that Council has mainly been involved recently with the Town's budget. Discussion on budget night included the fountain in Celebration Square outside the Central Library. Funding was approved to investigate and hopefully repair issues that have kept it closed in recent years.

6. Business Arising from Minutes

a) 2024 Budget Update

Rhonda Jessup reported that the Town's budget passed on February 15, including the Library's request as presented. She expressed her thanks to Councillor Lundquist for Council's support of the Library.

b) Room Rental Policy

This policy required further amendment following last month's revision that added a requirement for liability insurance. This amendment ensures that both the Whitby Public Library Board and the Town of Whitby are named insured on the liability insurance.

Moved by Art Maki

Seconded by Maria McDonnel

That the revised Room Rental Policy be approved as distributed.

CARRIED

c) Vision Statement

Rhonda Jessup introduced two potential vision statements for the Board's consideration. She explained that staff felt the main vision should be to have the Library be top of mind for members of the community. Board members discussed the options and chose their preference to be shared with Peter Spratt for his Strategic Plan report.

7. New Business

a) 2024 Committee Memberships

The following Board Committees were named for 2024:

Human Resources Committee

Lorraine Gray (ex-officio)

Geoff Anderson

Pater Creer

Akhil Kapoor

Art Maki

Planning Committee

Lorraine Gray (ex-officio)

Councillor Niki Lundquist

Kate Campbell

Akhil Kapoor

Maria McDonnell

Liam Nichols

Moved by Kate Campbell

Seconded by Akhil Kapoor

That the 2024 Committee appointments be approved as distributed.

CARRIED

It was further recommended that, when reviewing their terms of reference, each committee should consider the other team's so the two become more equivalent.

b) Planning Committee Update

The committee will consider how virtual attendance at Board meetings is addressed in the by-laws and will make a report to the Board. They will meet in the week before the next Board meeting.

c) HR Committee Update

The committee has met with Rhonda to review her performance appraisal. They will meet with her again to review her feedback on the performance appraisal process and career development opportunities. They will be voting in a new Chair.

d) Cybersecurity

Moved by Kate Campbell

Seconded by Akhil Kapoor

That the meeting go into closed session at 7:38 p.m. to discuss this matter and the next.

CARRIED

e) Personnel Update

Moved by Maria McDonnell

Seconded by Art Maki

That the meeting move back into open session at 7:53 p.m.

CARRIED

8. Next Meeting

The next meeting will be held on Wednesday, March 20, 2024, at 7:00 p.m., in the Board Room, Central Library.

9. Adjournment

The meeting adjourned at 7:54 p.m. on a motion by Art Maki.

Board Chair

Secretary