

# Whitby Public Library Board Minutes

**Date:** March 20, 2024

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

**Place:** Board Room, Central Library

**Present:**

Liam Nichols (Vice-Chair)  
Peter Creer (online via Zoom)  
Kate Campbell (online via Zoom from 7:24)  
Art Maki  
Maria McDonnell

**Regrets:**

Geoff Anderson  
Lorraine Gray  
Akhil Kapoor  
Niki Lundquist

**Also Present:**

Rhonda Jessup, CEO  
Donna Bolton-Steele, Director, Community and Service Development  
Christy Harper, Director, Technology and Operations  
Pat Khashmanian, Director, Administrative Services

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## 1. Call to Order/Approval of Agenda

Due to unexpected circumstances, the meeting was called to order at 7:24 when quorum was reached.

Moved by Art Maki  
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. Consent Agenda Items

Moved by Maria McDonnell

Seconded by Peter Creer

That the Consent Agenda items be approved as distributed.

CARRIED

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

Rhonda Jessup reported that the first occupants of the new 1635 Dundas shelter were accepted today. She toured the facility recently and was very impressed. It should give residents a real sense of dignity.

Since her meeting with Lorne Coe, Rhonda has learned that 36 such meetings have taken place with PC Caucus MPPs. The majority seem to be in favour of the proposed Ontario-wide digital library.

Staff training in cybersecurity is paying off. No staff members clicked on the most recent phishing message sent out as a test.

This year's Battle of the Books will be held on April 2 and 4. Board members are encouraged to experience the commitment and enthusiasm of the student participants by volunteering to assist that day.

#### **5. Councillor's Report**

Rhonda Jessup read a report from Councillor Niki Lundquist:

The proposed family shelter near the Central Library is still expected to proceed but is delayed due to the Region's current focus on the 1635 Dundas shelter.

The Town is looking for input of ideas for a signature event to be held downtown in 2025. They welcome input from the Library Board and staff.

In response to recent unconfirmed posts about women being followed in the downtown area, the Town and police are encouraging everyone to report anything concerning.

Niki received a glowing email about the library, its programs, and its safe and welcoming space.

Following recent confusion in the community, Metrolinx has confirmed that there are no updates to report to their planned project through the downtown area.

#### **6. Business Arising from Minutes**

There was no Business Arising.

#### **7. New Business**

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

Rhonda Jessup briefly reviewed the final report on the Strategic Plan prepared by Peter Spratt. The draft Plan includes a new Mission, Values, Vision, three new Strategic Priorities (Strive for Excellence, Foster Resilience, and Engage with Our Community), and three Goals under each of those. The goals will make it possible to track achievements.

In particular it was noted that Library staff – those who work most closely with the public – were very involved in the development of this plan.

Moved by Kate Campbell

Seconded by Maria McDonnell

That the 2024-2028 Strategic Plan be approved as presented.

CARRIED

### **b) Library Tours**

Rhonda Jessup will arrange a tour of the Central Library basement for interested Board members. Further group or one-on-one tours of Library facilities can be arranged as requested.

### **c) Board Dinner**

Potential dates and locations were discussed. Staff will investigate suggested locations and set up a Doodle poll to determine the best date.

### **d) Planning Committee Update**

Liam Nichols reported that the committee met on March 13 with Peter Spratt to discuss and give input to the final report on the Strategic Plan. They are working with Rhonda on an April presentation to Council. Liam and Lorraine Gray will be interviewing Board members to get feedback on how the Board is functioning.

### **e) HR Committee Update**

Peter Creer reported that the committee is working on updating the CEO job description. Michelle Frenette has been asked to have an outside expert consider the DEI (diversity, equity and inclusion) aspect of it. The committee is also interested in investigating a CEO development plan.

## **8. Next Meeting**

The next meeting will be held on Wednesday, April 17, 2024, at 7:00 p.m., in the Board Room, Central Library.

## **9. Adjournment**

The meeting adjourned at 7:40 p.m. on a motion by Art Maki.

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Board Chair

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Secretary