

**MINUTES OF THE FIFTH MEETING OF
THE GREATER SUDBURY PUBLIC LIBRARY BOARD**

June 22, 2023
Hybrid Meeting

Commencement: 5:22 p.m.
Adjournment: 7:00 p.m.

PRESENT

M. Bellmore, K. Bowman, M. Lamarche, T. Laughren, A. Sizer, A. Thomson

REGRETS

P. Arora, F. Cormier, M. Signoretti

STAFF

Brian Harding, CEO and Chief Librarian
Jessica Watts, Manager of Citizen Service Centres
Colleen Burns, Administrative Co-ordinator of Library Services
Quinn Van Essen, Coordinator of Programming and Partnerships

GUESTS

N/A

CALL TO ORDER

Meeting was called to order at 5:22 pm.

**LAND
ACKNOWLEDGEMENT**

The Greater Sudbury Public Library serves a community located on the lands of the Anishnawbek Peoples and within the territory of the Robinson Huron Treaty of 1850. This is the traditional territory of Atikameksheng Anishnawbek, the Wahnapiatae First Nation and the Sagamok First Nation. Greater Sudbury Public Library gratefully acknowledges these Indigenous Nations for their guardianship of this land.

**DECLARATIONS OF
CONFLICT OF INTEREST
AND GENERAL NATURE
THEREOF**

None declared

AGENDA

The following motion was presented:

2023-28 K. Bowman / A. Sizer

THAT the agenda of the FIFTH meeting of the Greater Sudbury Public Library Board, June 22, 2023, be approved.

CARRIED

CONSENT AGENDA

The following motion was presented:

2023-29 A. Thomson / M. Lamarche

THAT the Consent Agenda be approved.

CARRIED

PRESENTATIONS

8.1 Summer Programming Update (Quinn Van Essen)

Quinn provided an update about summer programming.

This year's focus is on overcoming the summer reading slump by keeping kids reading throughout the summer. Programs are centred around books, reading and words, beginning with a book and offering connected activities.

Programs are planned both at libraries and beyond library walls such as beaches, parks, splash pads, and trails. This is an opportunity to reach families that don't yet use the library regularly.

Some programs include:

- New "Stay and Play" programs at branches which support literacy.
- Bedtime Book Club where children can read along with the story time
- Partnerships with City Day Camps: programmers visit the camps, do programs, and leave bins of books

Discussion

A Board member asked what age group is targeted with these programs. Quinn responded that they are mostly aimed at school age kids, and that TD (sponsors of Summer Reading Club) provides materials for both pre-readers, and readers.

Another Board member asked how books work at splash pads. Quinn replied they read books to kids near the splash pad, and then have activities to participate in.

A Board member asked if these are one-off events or a series. Quinn explained that families can choose to participate in one-off events, or they can sign up for the Summer Reading Club, but it's not necessary.

A Board member asked how the programs are evaluated. Quinn explained that looking at attendance numbers is one element, while they also consider the connections made with people, especially those who may not have visited the library before.

A Board member asked about bilingual programs. Quinn shared that all programmers are bilingual and they can adapt programming to the audience. Programs will be promoted as either French or English but all efforts will be made to deliver content in both languages.

Quinn shared the web page with the program information and offered to share the Summer Reading Club Program Guide with the Board.

The Chair asked if there are any concerns about liability at off-site events. Jessica let him know we've done this at other City facilities, and we fall under the City's liability insurance.

8.2 New Central Library Update (Brian Harding)

Brian provided a New Central Library update to the Board.

There is a City report to Council planned for July which is expected to

be for information only. The Board has been notified through confidential memo of the locations being considered in this phase of the project. There are multiple sites being considered for different partners, but only one being looked at for the library. The locations are expected to be made public at the July Council meeting.

Library staff conducted an evaluation, comparing the potential site with the Mackenzie Library as our benchmark. On June 5, City staff convened a mini design charrette to see if our functional program could potentially fit in one of the possible sites.

Brian has requested the following on behalf of the Board:

(1) a formal update to the Board regarding any proposal being made to Council for decision, including sharing the Feasibility Report and Structural Analysis report commissioned by the City with the Board;

(2) time to consider and deliberate on that proposal; and

(3) opportunity to formally endorse the proposal (or not) before Council approves it (assuming that approval will effectively commit CGS and GSPL to pursuing this option).

Brian has also asked that the Board have an opportunity to review any presentation before it's made for Council (especially if it is for decision).

Brian will provide the Feasibility Assessment and Structural Assessment reports to the Board via email. We may need to call a special meeting over the summer to review this material.

Discussion

A Board member asked if a budget has yet been discussed for this new iteration of the project. Brian indicated that there was no budget identified in Option 2 in the resolution, and no budget has been formally identified to us. Brian will review the Feasibility Study to see if a budget was identified in that document.

The member also asked if this new iteration is still going to be a Net Zero project. Brian replied that there hasn't been anything definitive from the City about this. However, since the City has adopted their CEEP goals, that framework would apply to this project.

A Board member thanked Brian for advocating that the Board have a voice in the next steps taken by City staff.

ITEMS FOR ACTION

9.1 Member's Motion – Governance Committee

Report attached

Ashley Thomson presented his report, advising the formation of a Governance committee, based on his experience with other organizations.

Discussion

The Chair supports Ashley's motion. He noted that many Boards have mandated in their constitution that there be a Governance Committee.

The Chair offered to send an email to the Board Members to determine who is interested in joining the committee.

The following motion was presented:

2023-30 A. Thomson / M. Lamarche

Be it resolved that the GSPL establish a Committee on Governance whose Terms of Reference will include the following (see item 9.1 *Member's Motion – Governance Committee*)

CARRIED

9.2 Policy – CEO Performance Evaluation (Revised)

Report attached

Brian incorporated the feedback and suggestions offered by the Board at the last meeting.

Discussion

The CEO performance review is outstanding. Lacking a Strategic Plan to measure performance against, Brian suggests the Board use the Operating Plan as a proxy for that document for this year's review. The template for reviewing Non-Union City staff could be used this year.

The following motion was presented:

2023-31 A. Thomson / K. Bowman

THAT the Greater Sudbury Public Library Board approve the CEO Performance Evaluation Policy.

CARRIED

REPORTS

10.1 Chair's Report (Michael Bellmore)

Michael will meet with the mayor in the next month.

Michael wished the Board a safe, happy, and enjoyable summer.

The Chair thanked the GSPL staff for working hard and keeping the library running throughout the year, and for delivering amazing service to our patrons.

10.2 CEO's Report (Brian Harding)

Report attached

Brian shared that the Memorial plaque unveiling in Dowling was a very positive event; the family of Diana Young was very pleased with the mounting of the plaque at the Dowling Library. Brian thanked Ashley, Mayor Paul Lefebvre, and Councillor Montpellier for attending.

Discussion

A Board member suggested rotating Board meetings to different library branches. Brian agreed that it would be possible to make this work, starting in the Fall.

ITEMS FOR INFORMATION

11.1 GSPL/CGS Operating Agreement Draft

Brian presented the draft GSPL/CGS Operating Agreement to the Board. Brian hopes to bring a resolution to the Board relating to the draft in September or October.

The Chair is pleased to have the draft, but disappointed it took so much longer than the City had initially indicated.

Highlights

Item 3.1: Ownership of facilities

The GSPL Board has title of 2 of the 13 facilities we operate: the Mackenzie Street Library and the Coniston Library. The remaining locations are City-owned. There is a potential opportunity to rationalize the ownership and operational responsibilities for all branches.

3.4 Citizen Service Centres

The Operating Agreement is proposed as an umbrella agreement, but we are proposing an allowance for sub-agreements. For example, setting service hours for Libraries is the role of the Board, but the City could set the service hours for CSCs. This needs to be worked through.

3.6 Providing additional services

Sometimes the City will ask us to support them in things we aren't necessarily budgeted for. For example, the Library supports the City's municipal election process but we're not budgeted for the staffing resources required to support the an election. In the spirit of collaboration and partnership, the Board may decide to provide those services to support the City.

6.2 Applicability of City by-laws and policies to the library

There had been language saying that the library would by default adopt the City policy unless we had a "more rigorous" policy. Rooted in the Public Libraries Act, the Library Board has jurisdiction to set its own rules, and there is some concern that this language could be understood to supercede the Board's authority under the PLA. One example is the Library's policies on the use of meeting rooms which are different from but necessarily more rigorous than

City policies.

7.3 Record keeping

This could result in being compelled to continue submitting data to MBNCan, for example, even if we developed better Key Performance Indicators which would better describe our performance.

Discussion

A Board member inquired if a third party should be hired to look at this agreement. Brian agreed that would be prudent.

A Board member asked about the service charges outlined in section 5.1. He asked how the Library Board can protect itself from over-paying. Brian replied that in some cases there is a need to create a sub-schedule. For example, regarding IT recoveries, there is a need to develop an alternative funding model that better reflects our use of that service.

A Board member asked about communications. Brian replied that the library has developed the capacity to manage its own corporate communications, and though we've maintained some connection with the Communications department, there is no cost for this.

The Chair encouraged the Board to review the draft plan over the summer. His goal is to have the agreement signed by October. Once the Board reviews the draft plan, members should submit feedback by September 1, 2023, after which he advises the CEO go to legal counsel for advice.

A Board member asked Brian to confirm whether Council needs to approve the document, or if the City CAO's sign-off is sufficient.

11.2 Operational Plan

Brian presented the Operational Plan which outlines the library's priority projects for 2023.

The Vice Chair shared that Laurentian University is doing a study on gender neutral washrooms, which might inform the library's work on the subject. Brian indicated he would be interested in seeing the LU report, and shared that library had staff has done some work on this in the context of Junction East, including community consultation with members of 2SLGBTQ+ and harm reduction community groups.

A Board member asked what the connection is between the Operational Plan and strategic goals. Brian explained that the library doesn't have a current strategic plan, which is a concern for the Board and staff. Since we have a sense of what some of our strategic goals will likely be, the Operational Plan is meant to guide us until the Strategic Plan is in place.

The Chair recommended holding a strategic planning session in the Fall.

11.3 Governance Audit Management Update

Brian provided an update on the progress the library has made in addressing the Auditor's recommendations. The only outstanding piece is the Operating Agreement which he hopes will be finalized in the Fall.

CORRESPONDENCE

N/A

OTHER BUSINESS

Food at Board meetings

A Board member suggested that providing sandwiches at meetings would guarantee better attendance.

Another member indicated they are strongly against the proposal, and feel the funds are better spent on programs and services at the library.

The Chair suggested doing a survey to see what the Board members would prefer.

ADJOURNMENT

The following motion was presented:

2023-32 M. Lamarche / A. Sizer

THAT this meeting does now adjourn. Time: 7:00 p.m.

CARRIED



Brian Harding, CEO



Michael Bellmore, Chair