



# Mississauga Public Library Board Meeting

Wednesday, June 16, 2021 | 5:30 - 7:30 p.m.  
Virtually via Webex

## Board Members

Margot Almond  
Councillor John Kovac  
Samantha MacKinnon  
Councillor Matt Mahoney  
Priscilla Mak  
Wahab Mirjan  
Laura Naismith  
Val Ohori  
Carol Williams

## Secretary/Treasurer/CEO

Rona O'Banion  
Director, Library

## Leadership Team

Sue Coles  
Manager, Facilities & Operations  
Mike Menary  
Manager, Planning, Development and Analysis  
Laura Reed  
Manager, Central Library & Community Development  
Jennifer Stirling  
Manager, Digital Library Services & Collections

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## The Library Board's Strategic Priorities Are:

- Tell the Library's Story
- Enhance the Customer Experience
- Revolutionize Service Delivery
- Invest in Technology to Bridge the "Digital Divide"
- Invest in our People
- Develop the 21<sup>st</sup> Century Library

**The Library**



# Board Meeting Agenda

Wednesday, June 16, 2021 at 5:30 PM  
Virtual Meeting



Item	Time	Topic	Presenter
1	5:30	Welcome, Call to Order, Land Acknowledgment & Excused Absences	Chair
2		Agenda	Chair
	2.1	5:33 Approval of Agenda	Chair
	2.2	5:35 Declaration of Conflict of Interest	Chair
	2.3	5:36 Approval of Minutes from April 21, 2021 a) Minutes from Regular meeting b) Minutes from In-Camera meeting	Chair
3		Delegation/Guest Speaker	
	3.1	5:37 Board Development & Training Intellectual Freedom	James Turk
4		Business Arising from the Minutes	
	4.1	6:07 Facilitated Session Follow up Consultant's Notes: Discussion	All
5	6:30	Staff Information Reports	
	5.1	CEO Report	R. O'Banion
	5.2	Central Library & Community Development Report	L. Reed
	5.3	Digital Services & Collections Report	J. Stirling
	5.4	Facilities & Operations Report	S. Coles
	5.5	Planning, Development & Analysis Report	M. Menary
6		New Business	
	6.1	7:00 Build Back Better - Strategic Discussion (see CEO Report)	R. O'Banion
	6.2	7:15 Collection Policy Review	Diana Krawczyk/ Katharine Pryma
	6.3	7:25 Library Fines & Fees Report	M. Menary
7		Adjournment	Chair

Next Board Meeting Scheduled For:  
Wednesday, October 20, 2021 at 5:30 PM  
Location: Virtual Meeting





**MISSISSAUGA PUBLIC LIBRARY BOARD**  
**Regular Meeting**  
**Minutes of the meeting held on Wednesday, April 21, 2021 at 5:30 p.m.,**  
**Virtual via Webex**

Present: Margot Almond  
Councillor John Kovac  
Samantha MacKinnon  
Councillor Matt Mahoney  
Priscilla Mak  
Wahab Mirjan  
Val Ogori  
Carol Williams

Absent: Laura Naismith

Staff Present: Rona O'Banion, Director, Library  
Jennifer Stirling, Manager, Library Digital Services & Collections  
Laura Reed, Manager, Central Library & Community Development  
Sue Coles, Manager, Facilities & Operations

Minutes Recorded: Anne Marie Solleza

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**1.0 Call to Order**

The Chair called the meeting to order at 5:30pm.

**1.1 Excused Absences**

**17:21 Resolved that L. Naismith be excused from the meeting.**

**Moved by M. Almond**

**Seconded by Councillor J. Kovac**

**Carried**

**1.2 Approval of Agenda**

The CEO requested that the in camera agenda be revised to include the following item:

Pursuant to Ontario Public Library Act Sections

*(4) (c) a proposed or pending acquisition or disposition of land by the Board*

**18: 21 Resolved that the agenda be approved as amended.**

**Moved by Councillor M. Mahoney**

**Seconded by S. MacKinnon**

**Carried**

### **1.3 Declaration of Conflict of Interest**

There were no conflicts of interest declared.

### **1.4 Delegations**

There were no delegations scheduled for this meeting.

### **1.5 In Camera Agenda**

**Pursuant to Ontario Public Library Act Sections**

***(4) (d) labour relations or employee negotiations***  
**Approval of Collective Agreement with CUPE 1989**

***(4) (b) personal matters about an identifiable individual***  
**Approval of CEO's 2021 PDP**

***(4) (c) a proposed or pending acquisition or disposition of land by the Board***  
**Cooksville Library Update**

**19: 21 Resolved that the Board go into closed session at 5.33pm.**

**Moved by W. Mirjan**  
**Seconded by S. MacKinnon**  
**Carried**

**21: 21 Resolved that the Memorandum of Settlement with Canadian Union of Public Employees Local 1989 effective April 1, 2019 to March 31, 2023 be approved.**

**Moved by P.Mak**  
**Seconded by S. MacKinnon**  
**Carried**

**22: 21 Resolved that the CEO's 2021 Performance Development Plan be approved.**

**Moved by M. Almond**  
**Seconded by Councillor J. Kovac**  
**Carried**

### **1.6 Approval of Minutes from February 17, 2021 Library Board Meeting**

**23: 21 Resolved that the minutes from the February 17, 2021 Library Board meeting be approved.**

**Moved by S. MacKinnon**  
**Seconded by M. Almond**  
**Carried**

### **2.0 Consent Agenda**

There were no items for discussion

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### **3.0 CEO Report**

The CEO highlighted items from her report and also recognized L. Reed for successfully leading all the work that went into closing the Central Library prior to construction.

**24:21 Resolved that the *CEO Report dated February 3, 2021 by the Director, Library* be received for information.**

**Moved by P. Mak**

**Seconded by W. Mirjan**

**Carried**

### **4.0 Policy Review**

There were no items to be reviewed.

### **5.0 Executive Limitations/Internal Monitoring Report**

#### **5.1 Adoption of 2021 Budget and 2022 Budget Process Update**

J. Stirling reviewed the report with the Board.

Councillor M. Mahoney shared that the Budget Committee is starting budget deliberations next week in an effort to try and get ahead of the game and appreciates the effort of the library team in finding the required efficiencies.

**25:21 Resolved that the Library's 2021 operating and capital budgets, as approved by Council on February 24, 2021 be adopted.**

**Moved by Councillor M. Mahoney**

**Seconded by P. Mak**

**Carried**

**26:21 Resolved that the update on the 2022-2025 Business Plan and 2022 Budget Process be received for information.**

**Moved by M. Almond**

**Seconded by W. Mirjan**

**Carried**

#### **5.2 2021 Q1 Utilization Report**

J. Stirling walked the Board through the first quarter Utilization Report which is part of scheduled Key Performance Indicators (KPI) for review by the Board.

**27:21 Resolved that the report entitled "*2021 Q1 Utilization Report*" dated April 12, 2021 from the Director, Library be received.**

**Moved by C. Williams**

**Seconded by W. Mirjan**

**Carried**

## **6.0 Ends**

### **6.1 2021 Proposed Annual Key Objectives**

The Library Board deferred approving the Annual Key Objectives at the February 17, 2021 meeting after requesting some minor revisions to the plan. In the period since that meeting, there have been some operational developments which have further impacted some of the identified objectives and the expected delivery dates. A good number of these objectives involve several City divisions e.g. IT, Legal, Procurement, Facilities & Property Management and this always impacts completion dates.

Following the Board's approval of the proposed annual key objectives, staff initiate work on the objectives and provide progress updates in June and December.

**28:21 Resolved that the report entitled “Annual Key Objectives” dated April 15, 2021 from the Director, Library be approved.**

**Moved by W. Mirjan  
Seconded by P. Mak  
Carried**

### **6.1 CELA Funding**

J. Stirling reviewed this advocacy initiative and the Board agreed to support it as per recommendations in the report:

- 1) Endorsing the delivery of letters to our local Members of Parliament, to Ministers Qualtrough and Freeland and the key opposition Members of Parliament
- 2) Phoning our local MPs to discuss your concerns about the issue.
- 3) Participating in an advocacy campaign against the cuts through personal social media accounts. The Library will send some sample tweets and posts to board members who are interested in participating.

**29:21 Resolved that the recommendation in the report entitled “CELA Funding Advocacy” dated April 11, 2021 from the Director, Library be approved.**

**Moved by S. MacKinnon  
Seconded by M. Almond  
Carried**

## **7.0 Governance**

### **7.1 Review of Workplan**

This item was deferred until after approval of the Annual Key Objectives.

### **7.2 Upcoming Events & Meetings**

While the Board is not scheduled to meet in July, August and September, the Chair asked for appointments to be sent in the event that the Board needed to meet especially during these uncertain times. Upcoming facilitated sessions on governance and mission & vision refresh will also need to be accommodated into the schedule.

### **7.3 Verbal Briefing from CEO on May 19<sup>th</sup> Board Agenda**

Governance Consultant Catherine Raso will be joining the Board at its May 19<sup>th</sup> meeting for

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a facilitated discussion on Board Governance with the goal of providing role clarity for the Board. The CEO will schedule individual phone calls with each Board member in preparation for this session.

**8.0 Ownership Linkage**

There were no items for discussion.

**9.0 Board Advocacy**

There were no items for discussion.

**10.0 Board Development**

There were no items for discussion.

**11.0 Other Business**

**11.1 Action Log Review**

This item was deferred to June.

**12.0 Board Self-Evaluation**

Councillor M. Mahoney led the self-evaluation. He was happy to see everyone and noted that everyone came prepared for the meeting and actively engaged in the discussion. He felt that the meeting was very productive with a lot of the discussion focusing on the future.

**14.0 Adjournment**

**30:21 Resolved that the meeting adjourn at 7:14pm**

**Moved by S. Mackinnon**

**Seconded by Councillor M. Mahoney**

**Carried**

**NEXT MEETING**

The next Library Board meeting will be on May 19<sup>th</sup> virtually via Webex.

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Secretary/Treasurer

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Chair