



Mississauga Public Library Board Meeting

Wednesday, September 15, 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 Otori
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

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 21st Century Library

The Library





Board Meeting Agenda

Wednesday, September 15, 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 June 16, 2021	Chair
3			Delegation/Guest Speaker	
4			Business Arising from the Minutes	
	4.1	5:40	Elimination of Fines Report	Sue Coles & Dave Penteliuk
	4.2	5:50	Revised Fines & Fees Report	M. Menary
	4.3	5:55	Revised Collection Policy	J. Stirling
	4.4	6:00	Certificate of Insurance for Library Board	R. O'Banion
	4.5	6:05	Status Update on Board Governance Review	R. O'Banion
5			Staff Information Reports	
	5.1	6:20	CEO Report	R. O'Banion
	5.2	6:35	Central Library & Community Development Report	L. Reed
	5.3	6:45	Digital Services & Collections Report	J. Stirling
	5.4	6:55	Facilities & Operations Report	S. Coles
	5.5	7:05	Planning, Development & Analysis Report	M. Menary
6			New Business	
	6.1	7:15	Revised Code of Conduct Policy	S. Coles
	6.2	7:25	Advocacy Opportunity	R. O'Banion
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, June 16, 2021 at 5:30 p.m.,
Virtual via Webex

Present: Margot Almond
Councillor John Kovac
Councillor Matt Mahoney
Priscilla Mak
Laura Naismith
Val Otori
Carol Williams

Absent: Samantha MacKinnon
Wahab Mirjan

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

Minutes Recorded: Anne Marie Solleza

1.0 Call to Order

Meeting Chair, P. Mak called the meeting to order at 5:34pm. She welcomed everyone to the meeting and read the Land Acknowledgment statement.

1.1 Excused Absences

33:21 Resolved that S, Mackinnon and W. Mirjan be excused from the meeting.

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

2.1 Approval of Agenda

34: 21 Resolved that the agenda be approved as presented.

Moved by L. Naismith
Seconded by V. Otori
Carried

2.2 Declaration of Conflict of Interest

There were no conflicts of interest declared.

2.3 Approval of Minutes from April 21, 2021

35:21 Resolved that the minutes from the Library Board regular meeting on April 21, 2021 be approved.

Moved by C. Williams

Seconded by L. Naismith

Carried

3.0 Delegations/Guest Speaker

3.1 Board Development & Training

Intellectual Freedom Session with James Turk

J. Turk spoke about the right to free expression, its meaning and forms, who it includes, related legislation that protects and limits this right, and the role of library boards in upholding this freedom.

He addressed questions from the Board about distinctions in freedom of expressions between adults and children and shared his thoughts on the library's Code of Conduct.

The Board thanked J. Turk for his presentation, perfectly timed with the Board's review of its Collection policy.

4.0 Business Arising from the Minutes

4.1 Facilitated Session Follow up

Consultant's Notes: Discussion

The Chair noted that the consultant, C. Raso provided a reasonable summary of the facilitated session. She suggested that the Board take some time to consider the consultant's notes and how the changes recommended complies with the Public Libraries Act. She requested that feedback or concerns be provided to the CEO and shared with fellow Board members.

The CEO recommended that the Board meet in September for a follow-up session with the consultant. With feedback from the Board, the consultant will continue to work on amending governance policies to better reflect the discussion.

36:21 Resolved that the consultant's notes from the Library Board facilitated session on May 19, 2021 be received.

Moved by V. Otori

Seconded by Laura Naismith

Carried

5.0 Staff Information Reports

5.1 CEO Report

The CEO advised that since the writing of her report, Step 1 regulations to Ontario's "Roadmap to Re-Open" has been published. One significant change was the elimination of the quarantine period. The city is still awaiting regulations for Step 2 but the library is getting staff ready for re-opening with refresher training for procedures and processes.

In response to a question from the Chair, the CEO informed the Board that changes to the reporting template were made to demonstrate that library activities all help to support the Board's strategic priorities identified in the Future Directions Master Plan. And with the Library Leadership Team attending Board meetings, she felt it would be best if they addressed their own portfolio.

37:21 Resolved that the CEO Report dated June 8, 2021 be received for information.

Moved by V. Oori

Seconded by Councillor J. Kovac

Carried

5.2 Central Library & Community Development Report

L. Reed highlighted her report. She added that the Open Window Hub will be offering a second vaccine clinic on July 19, 2021.

38:21 Resolved that the Central Library & Community Development Report dated June 8, 2021 be received for information.

Moved by C. Williams

Seconded by M. Almond

Carried

5.3 Digital Services & Collections Report

J. Stirling shared pictures of the Board's recognition project for 2020. At the beginning of the year, Board members were asked to share the title of their favorite book. A book plate was affixed to the book of their choice and the book was then donated to the library collection in their name. The Chair suggested this cost effective but long lasting tribute.

As an update to her report, J. Stirling reported that Chromebook Lending will launch on July 5th. With community support, work is also underway to extend the Chromebook Lending program through a government grant.

Councillor M. Mahoney shared that Kings Masting residents appreciate having the library in the community.

M. Almond applauded the successful collaboration with Brampton Library for MakerFest. She also asked if the results of the review on collection formats can be brought before the Board.

Councillor J. Kovac expressed concern over proper packaging and potential damage to material while in transit to homebound customers. J. Stirling and the CEO both assured Councillor J. Kovac that with Canada Post packaging materials, books are better protected now than they were before. J. Stirling added that the Canada Post rate fees are very minimal and allows the library to serve one of its most disadvantaged group of library

customers.

39:21 Resolved that the Digital Services & Collections Report dated June 6, 2021 be received for information.

Moved by C. Williams
Seconded by V. Ohori
Carried

5.4 Facilities & Operations Report

S. Coles advised that the library will be welcoming back customers to its spaces starting with computer service on June 28th and if public health trends continue, will move into Step 2 on July 5th.

C. Williams inquired about the donation from the group that thanked the library for the use of its 3D printer to complete a school project that helped them win a scholarship. S. Coles informed the Board that the group has made a suggestion on the equipment they would like to donate but the library needs to confirm that it is appropriate for library use.

40:21 Resolved that the Facilities & Operations Report dated June 9, 2021 be received for information.

Moved by Councillor M. Mahoney
Seconded by C. Williams
Carried

5.5 Planning, Development & Analysis Report

M. Menary presented the 2021 1st Quarter Financial Report.

In response to questions from the Board, he stated that with the submission of the annual provincial survey, the library can expect to receive the provincial library operating grant later in the year.

C. Williams observed that the City is permanently closing the Cashier's Office and asked if the library might also have to close certain branches due to budgetary pressures. M. Menary assured that based on the 2022 budget discussions, there will be no impact to service levels.

41:21 Resolved that the Planning, Development & Analysis Report dated June 9, 2021 be received for information.

Moved by V. Ohori
Seconded Councillor M. Mahoney
Carried

6.0 New Business

6.1 Build Back Better – Strategic Discussion

The CEO explained the process for the Build Back Better initiative that the library is currently undertaking and how the resulting recommendations could inform the next Future Directions Master Plan update. She invited the Board to provide feedback/

recommendations on how the library could use lessons learned from the pandemic to do things better going forward.

The Chair suggested that it may be a good idea for the Board to conduct its own “before & after” inventory. She asked for a report on the Build Back Better project once recommendations from the working teams have been received hoping that this would drive strategic discussion.

6.2 Collection Policy Review

Diana Krawczyk walked the Board members through the review of the Collection Policy. Language was updated to reflect the library’s goal of providing more diverse material, reflect up-to-date library materials and item types, and resource sharing initiatives. Most of the other changes were updates to the names of external library organizations referred to in the policy. The report also recommended a regular review period of 24 months to ensure that the policy is kept up-to-date.

In response to a question from M. Almond, K. Pryma, Collections Supervisor, explained the “Request for Reconsideration” process. M. Almond suggested that the process should be articulated more clearly in the policy so that patrons would not think that their request is being sent to the person who is also in charge of collections.

C. Williams asked about how library partners on Overdrive inform Mississauga Library of their decisions regarding their own collections. J. Stirling explained that owning libraries have the responsibility of addressing questions regarding their own books and because public libraries are governed by the same legislation, collection policies are well aligned.

M. Almond inquired about the library’s space booking policy. The CEO explained that the City controls rental space bookings and they do not subscribe to the same policies that guides the library. The matter will be taken under advisement and the CEO will update the Board after checking with City partners.

42:21 Resolved that recommendations in the report entitled Collection Development Policy dated June 6, 2021 by the Director, Library be approved with amendments as follows:

- 1) that the 24 month review period be approved**
- 2) that the paragraph on “Reconsideration of Materials” be revised and the process more clearly articulated so that patrons are assured that their concerns are addressed fairly.**
- 3) That the remainder of the policy be approved as recommended.**

**Moved by M. Almond
Seconded V. Ohori
Carried**

6.3 Fines and Fees Report

M. Menary presented the Fines and Fees Report. There were no recommended changes

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and the schedule of fees remains the same as last year.

The CEO reminded the Board that the review of the library's fines structure is part of its strategic objectives for 2021. She was happy to report that with the support of staff and the Director of Finance, discussions toward the elimination of library fines is moving forward. This has been the trend with libraries, both at the provincial and national level, helping communities to focus on recovering from the effects of the pandemic.

The review is a procedural requirement, in case the move to eliminate fines doesn't push through, the library will need a fines and fees schedule to be included in the City's Schedule of Fines that Council approves in October.

43:21 Resolved that the report entitled 2022 Fines and Fees Proposal dated June 9, 2021 by the Director, Library be approved.

**Moved by V. Otori
Seconded Councillor J. Kovac
Carried**

7.0 Adjournment

44:21 Resolved that the meeting adjourn at 7:50pm

**Moved by C. Williams
Seconded by V. Otori
Carried**

NEXT MEETING

The next Library Board meeting will be on September 15, 2021 virtually via Webex.

Secretary/Treasurer

Chair