

Agenda 2.3



Mississauga Public Library Board

Regular Meeting

Minutes of the meeting held on Wednesday, February 19, 2025 at 6:00 p.m. at Hazel McCallion Central Library.

Present

Brad Bass
Reyen Jones
Suman Kathuria
Councillor John Kovac
Paul Lee
Mai Lu
Priscilla Mak
Chucks Uwandulu

Absent

Councillor Matt Mahoney

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
Fawzia Raja, Manager, Library Operations Planning & Analysis

Minutes Recorded

Anne Marie Solleza

Minutes

1.0 Call to Order

The Chair, called the meeting to order at 6:05pm.

1.1 Excused Absences

01:25 Resolved that Councillor Matt Mahoney be excused from the meeting.

Moved by Councillor J. Kovac

Seconded by C. Uwandulu

Carried

The Chair acknowledged the presence of the following Library Managers who were present for the meeting:

Elizabeth Caione – Manager, Program Development & Training

Dale Campbell – Manager, Malton & Lakeview Libraries

Diana Krawczyk – Manager, Collections & Material Handling

Kate Marczynski – Manager, Information Services

Ryan Miller – Manager, Makerspaces

Kevin Mullally – Manager, Port Credit & McKechnie Libraries

Merley Wheaton – Manager, Meadowvale & Churchill Meadows Libraries

2.1 Approval of Agenda

02:25 Resolved that the agenda be approved as presented.

Moved by B. Bass

Seconded by R. Jones

Carried

2.2 Declaration of Conflict of Interest

There were no conflicts of interest declared.

2.3 Approval of Minutes

03:25 Resolved that the Minutes from the November 20, 2024 Board meeting be approved.

Moved by S. Kathuria

Seconded by P. Lee

Carried

2.4 In Camera Agenda

There were no in-camera items to discuss.

3.0 Delegation/Guest Speaker

3.1 Issues and deficiencies with the sound equipment and booths at HMCL

Tony Cupido, resident, spoke regarding his concerns about the sound booths and recording studio in the Makerspace at HMCL:

- a) The lack of proper insulation allows sound from adjacent rooms to bleed through the walls e.g. toilets flushing in the washrooms can be heard in the sound booth.
- b) Drivers need to be installed in order for the equipment software to properly function.

J. Stirling spoke to the improvements that have already been made to the sound booths and recording studio, some of which were at Mr. Cupido's recommendations, i.e.

- a) Additional insulation has been put in to decrease sound bleed from adjacent rooms
- b) Purchase of new microphones to provide an alternative for more customers with more advanced needs.
- c) Microphone activators to provide additional input volume for customers that request it
- d) Software enhancements were also made by the IT team to ensure that portions of the Adobe Suite which were missing were installed.

In response to inquiries from several Board members as to which concern he would consider as most urgent, Mr. Cupido responded that the sound insulation issue is still his main concern.

Staff shared that the recording studio was designed for beginner users as a place to learn and explore the use of the equipment. The space was not meant to be for professional use. The sound equipment has been tested and is functioning as expected. The Library Leadership Team is optimistic that Ryan Miller, the new Manager of Makerspaces who happens to have a background in recording will help to ensure that Makerspace resources are being utilized to the fullest.

Councillor J. Kovac thanked Mr. Cupido for attending the meeting and voicing his concerns. He directed staff to provide him with information on how much had been spent on recording studios enhancements since the Makerspace launch.

3.2 Item 6.3 Intellectual Freedom Overview

D. Krawczyk presented an overview on Intellectual Freedom, how it is defined and the legislative framework that guarantees and limits it. She also spoke about the library's Collection Policy and how it is used daily to identify the scope of the collection, what is included and excluded, how materials are evaluated and prioritized for purchasing. She emphasized the importance of the Board understanding its role and responsibility in setting policy and ensuring that it stays current with changes to legislation through regular review.

4.0 Business Arising from Minutes

There were no items for discussion.

5.0 Consent Agenda: Staff Information Reports

Discussion highlights are as follows:

- City will launch campaign encouraging residents to buy local.
- Mississauga Library was not selected to participate in CULC's full-service model review. Instead, it will be part of the national study which will survey Mississauga residents as a part of the broader report.

- The 2024 Annual Report to the Information & Privacy Commissioner report has been submitted and there were zero disclosures.
- Staff at HMCL have been busy running and facilitating multiple programs for newcomers, older adults, children and young adults. These programs include Small Business Resources ,Microsoft Basics, Author Talk, Newcomer Wellness Sessions, English Conversation Circle, Basic Interview Skills, Scrabble Club, One-on-One Resume Workshops, Handicraft Social, Book Club, and Therapy Dogs among many others.
- 2025 Collection Budget has been released. This year the library will spend slightly more on electronic resources than physical collections. Purchases will include a strong focus on children's titles, fiction, non fiction and multilingual and a small budget to increase "library of things" items in the collection.
- Based on successful pilots at Courtneypark and Port Credit Libraries, the Library switched to debit and credit card only payment at the majority of locations. This new process allows the library to free up staff time to assist customers with activities of higher value and also reduces the risks associated with having cash onsite and cash handling. Procedures have been developed to manage situations where customers do not have payment cards with them. Cash is accepted at Hazel McCallion Central Library.
- Labour expenses being over budget by 6 per cent is primarily resulting from the 2-year retroactive adjustment related to the signing of the new Collective Agreement. As the Library was directed to absorb this cost into operating budgets, along with in-year minimum wage increases, library was significantly over-budget in this area.
- Library continued to see an increase in foot traffic (in-person visits) year-over-year with the reopening of HMCL in 2024. For comparison, while the Library recorded 2.5 million in-person in 2023, 3.79 million in-person visits were recorded in 2024; an increase of 27.59 per cent.

04:25 Resolved that item 5.1 to 5.5 on the consent agenda be received.

Moved by B. Bass
 Seconded by S. Kathuria
 Carried

6.0 New Business

6.1 Adoption of 2025 Budget

05:25 Resolved that the 2025 Budget as approved by Council be adopted by the Library Board.

Moved by B. Bass
 Seconded by C. Uwandulu
 Carried

6.2 Review of Governance Policies 01-03

At the November 2024 meeting, the Board approved a review schedule for its Governance policies. Based on that schedule, staff conducted a preliminary review of Governance policies 01-03, recommending no changes currently.

S. Kathuria inquired about ongoing training (Governance Policy 02, Section 2) for the Board. The CEO cited the presentation on Intellectual Freedom as an example of training provided to the Board. Presentations have also been scheduled throughout the year to further familiarize the Board with the various library departments.

06:25 Resolved that the report dated February 19, 2025 entitled “*Review of Mississauga Library Board Governance Policies 01-03*” from the Director, Library be approved.

Moved by B. Bass
 Seconded by M. Lu
 Carried

6.3 Intellectual Freedom Overview

See item 3.2

7.0 Adjournment

07:25 Resolved that the meeting adjourn at 7:40pm.

Moved by B. Bass
 Seconded by R. Jones
 Carried

Next Meeting

The next Library Board meeting will be on April 16, 2025 at Hazel McCallion Central Library.

Secretary/Treasurer

Chair