

Agenda 2.3



# Mississauga Public Library Board

## Regular Meeting

Minutes of the meeting held on Wednesday, November 19, 2025 at 5:30 p.m. at Hazel McCallion Central Library (HMCL) Boardroom.

### **Present**

Reyen Jones (virtually)  
Paul Lee  
Mai Lu  
Councillor Matt Mahoney  
Priscilla Mak  
Chucks Uwandulu (virtually)

### **Absent**

Brad Bass  
Councillor John Kovac  
Suman Kathuria

### **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 5:32 pm.

### 1.1 Excused Absences

44:25 Resolved that B. Bass, S. Kathuria and Councillor J. Kovac be excused from the meeting.

Moved by C. Uwandulu

Seconded by P. Lee

Carried

#### Introduction of New Staff

At this point, L. Reed and S. Coles introduced the following new staff:

- Haider Rizvi, Acting Manager of Customer Experience temporarily covering for Peter Ferrell
- Tamara Stojakovic, Manager of Community Development, a new position overseeing the library's outreach strategy and the Open Window Hub
- Suzanne Main, Acting Manager for Program Development & Training temporarily covering for Kate Alatsas
- Jode Mandarin, new Manager of Burnhamthorpe & Mississauga Valley Libraries
- Assil Hajj, new Administrative Assistant

### 2.1 Approval of Agenda

45:25 Resolved that the agenda be approved as presented.

Moved by M. Lu

Seconded by P. Lee

Carried

### 2.2 Declaration of Conflict of Interest

There were no conflicts of interest declared.

### 2.3 Approval of Minutes

46:25 Resolved that the Minutes from the October 16,2025 Board meeting be approved.

Moved by P. Lee

Seconded by M. Lu

Carried

## 2.4 In Camera Agenda

Pursuant to Ontario Public Library Act Sections

(4) A meeting or part of a meeting may be closed to the public if the subject matter being considered is

(b) personal matters about an identifiable individual

47:25 Resolved that the Board move into closed session to discuss the CEO's Performance Development Plan (PDP).

Moved by M. Lu

Seconded by P. Lee

Carried

At this point, the CEO took the opportunity to remind the Board that last-minute changes regarding in-person attendance can create issues, particularly related to catering. Over the last few months, several last-minute changes and cancellations for attendance at board meetings have resulted in having too much food and overpaying for catering. Any changes to catering orders require a minimum of 72 hours. Accordingly, staff ask that Board members give careful consideration when RSVPing to board meetings and/or library events and that they reply as promptly as possible.

The Board moved into closed session at 5:45pm and returned to open session at 6:19pm.

## 3.0 Delegation/Guest Speaker – Nil.

The Board acknowledged Samantha Devotta, a member of the public who came to attend the Library Board meeting.

## 4.0 Business Arising from Minutes

### 4.1 Review of Governance Policy 08- Board Self- Evaluation

R. O'Banion discussed the board self-evaluation tool, explaining that the purpose of the tool is to encourage board members to think about their role and reflect on their performance, an exercise to help identify board issues that may need attention. Over the next few months, the plan is to refine the tool and feedback is encouraged, as certain elements may need to be changed and adapted to the Mississauga model.

In answer to a question from the Board, R. O'Banion explained that the forms are not collected and are simply a self-check tool for members. She added that if the Board wanted a deeper discussion, they could schedule a separate meeting to talk informally about how things are going, what is working well, and what needs improvement.

Board members and staff agreed that the results gathered from the evaluation could be compiled and used to improve future work plans and processes, including as part of a legacy document that can be useful for onboarding new Board members.

48:25 Resolved that the Board approve the following recommendations:

- 1) That the Self-Evaluation tool be converted into an anonymous electronic survey for the Board to complete with the results collated and included in the February 2026 Board package.
- 2) That Governance Policy 08 be revised as follows:
  - a) Change sentence #4 to read: To facilitate the evaluation process, the Library Board will review and endorse the staff recommended annual work plan, comprised of the schedule of activities and reports and advocacy plan, at the first meeting of each year.
  - b) Change sentence #5 to read: At the last meeting of each year, the Board will evaluate its success, reviewing the annual work plan.

Moved by M. Lu  
 Seconded by P. Lee  
 Carried

#### **5.0 Consent Agenda: Staff Information Reports**

Discussion highlights are as follows:

- The CEO provided a recap of the discussions at CULC, a major portion of which focused heavily on AI. She informed the Board of the Mississauga Urban Design Award won by HMCL and the upcoming 25<sup>th</sup> Anniversary celebration for Frank McKechnie Library.
- L. Reed highlighted the huge turnout for the Mississauga Comic Expo, an event that the community looks forward to every year. She also spoke to a number of building improvements that have been completed i.e. awnings, snow guards and air curtains, which may not be exciting but have resulted in a positive impact on customers and staff.
- J. Stirling drew attention to the following:  
 The 2026 Raves & Faves collection currently being finalized and will be prominently displayed in all branches in the new year.

Kids touch tables were delivered to the branches this month and have been met with great enthusiasm by children in the branches.

Robert Simeon has been selected as the permanent Manager of the Social Engagement team. Rob has effectively managed the evolution of the virtual branch and supported marketing and operational communications as the Acting Manager.

- S. Coles shared some heartwarming stories regarding the various services and programs offered by the libraries and how it impacts the community. She also provided an update on the many facility upgrades and repairs at the branches including the Reading Garden at Lakeview, the Reading Terrace at Meadowvale, electrical and lighting upgrades at Malton and security equipment at Sheridan.

- F. Raja provided a budget update. She explained that the 3.9% overspending is driven primarily by labour. She also spoke to the year-to-date utilization data which shows an increase in foot traffic by 5.39% for the same January to October period last year. Overall circulation is up with digital products accounting for most of the 2.93% increase.

49: 25 Resolved that item 5.1 to 5.4 on the consent agenda be received.

Moved by Councillor M. Mahoney  
 Seconded by M. Lu  
 Carried

## **6.0 New Business**

### **6.1 Future Directions Update**

F. Raja reviewed key achievements in line with the Future Directions (FD) plan recommendations. The FD plan had a total of 21 recommendations and since its adoption in early 2024, the library has taken multiple steps toward realizing its strategic goals. The Board is already aware of the strong progress being made on these recommendations as staff have regularly provided updates in its monthly reports. The FD plan will continue to guide the library's efforts for ongoing service improvements.

50:25 Resolved that the Board receive the Future Directions Update report.

Moved by R. Jones  
 Seconded by P. Lee  
 Carried

### **6.2 Unattended Children Policy**

The following changes were made:

Section 3: Language was added to reflect that some spaces within the Mississauga Library may be subject to participants requiring a guardian due to equipment available and potential risks associated with the care and use of such equipment.

Section 5: Language around contacting appropriate authorities has been updated to reflect that library staff would contact security or police. For unattended children, police would be the decision makers around contacting the Children's Aid Society.

51:25 Resolved that the Board approve the proposed updates to the Unattended Children Policy.

Moved by M. Lu  
 Seconded by Councillor M. Mahoney  
 Carried

## 7.0 Adjournment

52:25 Resolved that the meeting adjourn at 7:30pm.

Moved by P. Lee  
Seconded by M. Lu  
Carried

## Next Meeting

The next Library Board meeting will be on February 18, 2026 at Hazel McCallion Central Library.

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Secretary/Treasurer

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Chair