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**ENGAGE**  
WITH OUR COMMUNITY

**RECOGNIZED**  
AS A KEY LEARNING INSTITUTION

**INSPIRING,**  
WELCOMING AND  
CREATIVE SPACE

**MULTI-TALENTED**  
PEOPLE CHANGING LIVES

**ACCESS**  
TO MANY RESOURCES IN MANY WAYS

**The Library** [mississauga.ca/library](http://mississauga.ca/library) 

## MISSISSAUGA PUBLIC LIBRARY BOARD MEETING

**Wednesday, March 20, 2019  
5:30 to 7:30 p.m. Central Library  
301 Burnhamthorpe Road West, Mississauga ON**

### **Members**

Margot Almond  
Raj Chopra  
Nokha Dakroub  
Harry Hastilow  
Councillor John Kovac  
Councillor Matt Mahoney  
Priscilla Mak  
Antonio Maraschiello  
Laura Naismith  
Val Ohori  
Thomas Thomas

**Secretary/Treasurer/CEO**

**Lori Kelly –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**



# Land Acknowledgement

We acknowledge the land on which we stand is part of the Treaty Lands and Territory of the Mississaugas of the Credit First Nation Territory, Traditional Territory of the Anishinaabe, Huron-Wendat, Haudenosaunee and Ojibway-Chippewa Sovereign Nations. This Territory is covered by the Upper Canada Treaties, as well as the Dish with One Spoon Wampum Belt Covenant. We are grateful to have the opportunity to work with the community on this Territory.

**Library Board Meeting – Agenda**  
**Wednesday, March 20, 2019**  
**Central Library Boardroom**

<b>Item No.</b>	<b>Item Description</b>	<b>Time Allotted</b>
1.0	<b><u>Call to order: Welcomes &amp; Land Acknowledgement Statement</u></b>	3
1.1	<b><u>Excused Absences</u></b> <i>(Motion required to excuse absences)</i>	
1.2	<b><u>Approval of Agenda</u></b> <i>(Motion required to approve agenda)</i>	2
1.3	<b><u>Declaration of Conflict of Interest</u></b>	1
1.4	<b><u>Delegations</u></b>	
	<b><u>Mary Ellen Bench &amp; Connie Mesih – COM Procurement Policy</u></b>	30
2.0	<b><u>Consent Agenda –</u></b> <i>(Motion required to approve consent agenda)</i> <i>(All items listed under the Consent Agenda are considered to be routine and are recommended for approval by the Chair. They may be enacted in one motion or any item may be discussed if a member so requests.)</i>	5
2.1	Minutes of the Regular Meeting on February 20, 2019	
2.2	Minutes of the In-Camera Meeting on February 20, 2019	
2.3	CEO Report	
3.0	<b><u>CEO Report (see consent agenda)</u></b>	
4.0	<b><u>Policy Review</u></b>	
5.0	<b><u>Executive Limitations/Internal Monitoring Reports</u></b>	
5.1	Policy B14- Meetings Policy <i>(Motion required to approve)</i>	15
6.0	<b><u>Ends</u></b>	20
6.1	New Library Website Demo	
7.0	<b><u>Governance</u></b>	
7.1	Legacy Document Final Proof <i>(Motion required to approve)</i>	15
7.2	Board Orientation Plan <i>(Motion required to approve)</i>	20
7.3	Review of Workplan	5
7.4	Upcoming Meetings/Events/Chair Rotation	5
8.0	<b><u>Ownership Linkage</u></b>	
9.0	<b><u>Board Advocacy</u></b>	
10.0	<b><u>Board Development</u></b>	
11.0	<b><u>Incidental Information</u></b>	
12.0	<b><u>Other Business</u></b>	
12.1	Action Log Review	5
13.0	<b><u>In Camera Agenda</u></b>	
14.0	<b><u>Board Self-Evaluation –</u></b> Councillor J. Kovac to lead self-evaluation-	5

	Prepared for the meeting...time spent appropriately on Ends...full participation...courteous treatment of others...adherence to Rules of Order...emphasis on the future.	
15.0	<b>Adjournment</b> <i>(Motion required to adjourn)</i>	2
	<b><u>TOTAL TIME</u></b>	133



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**DATE:** March 20, 2019  
**TO:** Mississauga Public Library Board  
**FROM:** Lori Kelly, Director, Library  
**SUBJECT:** **Consent Agenda**

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**RECOMMENDATION:** That the Consent Agenda comprising of Agenda 2.0 to 2.3 are hereby approved as written and the CEO of the Library is hereby authorized and directed to take such action that may be necessary to give effect to the recommendations as therein contained:

**2.0 Consent Agenda**

- 2.1 Minutes of the Regular Meeting on February 20, 2019
- 2.2 Minutes of the In-Camera Meeting on February 20, 2019
- 2.3 CEO Report

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Lori Kelly  
Director, Library



**MISSISSAUGA PUBLIC LIBRARY BOARD  
Regular Meeting**

**Minutes of the meeting held on Wednesday, February 19, 2019 at 5:30 p.m.,  
Mississauga Central Library, 301 Burnhamthorpe Road West, Mississauga, On**

Present: Margot Almond  
Harry Hastilow  
John Kovac  
Priscilla Mak  
Councillor Matt Mahoney  
Laura Naismith  
Thomas Thomas  
Val Ohori

Absent: Raj Chopra  
Nokha Dakroub  
Antonio Maraschiello

Staff Present: Lori Kelly, Director, Library  
Jennifer Stirling, Manager, Library Digital Services & Collections  
Laura Reed, Manager, Central Library & Community Development  
Sue Coles, Manager, Facilities & Operations  
Paul Mitcham, Commissioner, Community Services

Minutes Recorded: Anne Marie Solleza

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**1.0 Call to Order/Excused Absences**

Acting Chair Laura Naismith called the meeting to order at 5:34pm.

**11:19 Resolved that R. Chopra, A. Maraschiello and N. Dakroub be excused  
from the meeting.**

**Moved by T. Thomas  
Seconded by M. Almond  
Carried**

**1.1 Approval of Agenda**

**12:19 Resolved that the agenda be approved as presented.**

**Moved by M. Almond  
Seconded by P. Mak  
Carried**

Mississauga Public Library Board Meeting  
Wednesday, February 20, 2019

## **1.2 Declaration of Conflict of Interest**

There were no conflicts of interest declared.

## **1.3 Delegations**

There were no delegations scheduled for this meeting.

## **1.4 In Camera Agenda**

### **Pursuant to Ontario Public Library Act Sections**

#### **(4) (d) labour relations**

A. Employee Engagement Survey

#### **(4) (b) personal matters about an identifiable individual**

B. Semi-Annual Review of CEO's Efforts

**13:19 Resolved that the Board move into closed session at 5:45pm**

**Moved by P. Mak**

**Seconded by T. Thomas**

**Carried**

**15:19 Resolved, that in accordance with the Public Library Act of the Province of Ontario and the City of Mississauga Performance Management Program, the Library Board approve the Director's (Lori Kelly) 2018 performance evaluation and that that the Director's salary be adjusted in accordance with the performance evaluation and the 2018 Performance Year Reward Schedule.**

**Moved by V. Ohori**

**Seconded by H. Hastilow**

**Carried**

## **1.5 Library Board Composition**

The Chair requested Councillor M. Mahoney to lead the discussion.

Recent feedback from Board members has prompted the Chair to look at the current composition of the Library Board. As a result of the discussion, the Library Board will recommend to Council the composition of its membership be 9 members (7 citizen members and 2 Councillors) effective April 17, 2019 and that Councillor Matt Mahoney be identified as the Board liaison to the Dufferin-Peel Catholic School Board and the Peel District School Board. The Board invites both the Dufferin-Peel Catholic School Board and the Peel District School Board to appoint a liaison for the Board to serve as a key communications contact with the Board; for both information sharing and issues resolution.

*Mississauga Public Library Board Meeting  
Wednesday, February 20, 2019*

**16:19 Resolved that the CEO in coordination with the City Clerk's Office develop a resolution reflecting the new Board composition and that said resolution be sent to the school boards for information prior to submission to Council.**

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

## **2.0 Consent Agenda**

M. Almond requested that the report entitled Adoption of 2019 Budget be pulled for discussion.

**17:19 Resolved that Item 2.4 be pulled out and that the remaining items in the Consent Agenda be approved and the CEO of the Library is hereby authorized and directed to take such action that may be necessary to give effect to the recommendations as therein contained.**

**Moved by Councillor M. Mahoney  
Seconded by M. Almond  
Carried**

**3.0 CEO Report**  
See Consent Agenda.

**4.0 Policy Review**  
There were no policies scheduled for review.

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

**5.1 Policy B-14 – Meetings Policy**  
Item deferred to next meeting.

**5.2 Adoption of 2019 Budget**  
The CEO and J. Stirling clarified questions on sole sourcing. The CEO also informed the Board, that all sole source contracts go to Council for approval. The Board requested that it be provided with regular updates as the procurement process goes further along in the year. To help the Board understand the City's Procurement Policy and process, the CEO suggested that it invite City Solicitor Mary Ellen Bench and Director of Material Management, Connie Mesih.

**18:19 Resolved that the Library's 2019 operating and capital budgets, as approved by Council be adopted.**



Mississauga Public Library Board Meeting  
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**Moved by P. Mak**  
**Seconded by T. Thomas**  
**Carried**

**6.0 Ends**

There were no items for discussion.

**7.0 Governance**

**7.1 Legacy Document**

The Chair will send the remaining changes to the document to the CEO and the final document will be brought to the Board for approval at the March meeting.

**7.2 Review of Workplan**

The CEO was asked to prepare a Board Orientation Plan for discussion at the March meeting. The CEO recommended inviting Peter Fularczuk, Legal Counsel, to the Board Orientation session to explain the City and Library Board relationship. The Board suggested that training be parsed out over the course of the year to avoid information overload.

**7.3 Upcoming Meetings/Events/Chair Rotation**

There were no changes to the schedule.

**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 Incidental Information**

**12.0 Other Business**

**12.1 Action Log Review**

a) Revise item #3 to include invitation to City Solicitor and Director of Material Management to come to the March Board meeting to discuss the City Procurement Policy.

b) Update status of item 7 to state that final edits will be forwarded to CEO and final copy will be brought to the Board in March

Mississauga Public Library Board Meeting  
Wednesday, February 20, 2019

### **13.0 Board Self-Evaluation**

M. Almond led the self-evaluation. She thanked everyone for an excellent meeting that had good substantive discussion. She praised L. Naismith for her very capable chairing and keeping everyone on time and on tract. She appreciated how everyone adhered to the rules and remained courteous and respectful amid some contentious discussions. Over all, a great meeting.

### **14.0 Adjournment**

**19:19 Resolved that the meeting adjourn at 7:45pm**

**Moved by T. Thomas  
Seconded by H. Hastilow  
Carried**

### **NEXT MEETING**

The next Library Board meeting will be on March 20, 2019 at Central Library.

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Secretary/Treasurer

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Chair



# Briefing Note

<b>To:</b>	<b>Mississauga Library Board</b>
<b>From:</b>	Lori Kelly, Director, Library
<b>Date:</b>	March 11, 2019
<b>Subject:</b>	<b>CEO Report – March 2019</b>

## **BACKGROUND**

The following report demonstrates compliance with Item 2 of policy A-1. Inform the Board of relevant trends, significant changes in provincial or municipal policies, anticipated adverse media coverage, material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.

## **GOVERNMENT UPDATES**

### **Immigration Refugees and Citizenship Canada Call for Proposal**

Immigration Refugees and Citizenship Canada (IRCC) administers the Settlement Program and Resettlement Assistance Program to help newcomers settle and adapt to life in Canada. Through these programs, IRCC works with partners to deliver a set of ongoing high-quality programs and services to newcomers to settle them on a path to full citizenship. IRCC has issued a call for proposal to establish a comprehensive set of Settlement and Resettlement Assistance Program services across Canada. Extensive national consultations with partners and stakeholders have identified the key priority areas that will be addressed through the call. These include providing support services and programs for newcomers that build strong community connections, foster the entrepreneurial spirit of newcomers, as well as an increased focus on the integration of vulnerable newcomer populations, such as refugees, youth and LGBTQ2+. Proposals will be accepted until April 12, 2019 and assessed based on their merit including ensuring the proposed services are widely available, avoiding duplication of services, and ensuring good value for taxpayer's money. The final decision will be issued by August 3, 2019. Funding for recommended projects will commence on April 1, 2020 and will be eligible for a duration of up to 5 years, ending no later than March 31, 2025. The Library is currently working on an application to respond to this call for proposal and is considering proposing

services to address newcomer gaps and needs in the community based on the identified key priority areas.

## **ORGANIZATIONAL CHANGES**

There are no organizational changes to note at this time.

## **SYSTEM HIGHLIGHTS**

### **Smart Cities Master Plan Update**

As a follow-up to the Smart City public consultation sessions held in 2018, the project team is seeking input for the Smart City Master Plan at several community engagement sessions taking place in March and April. The first event was held on March 2, 2019 with “standing room” only attendance. Dates, times and locations of community engagement events can be found at this [link](#). On line engagement is also being actively pursued and contributions can be made at this [link](#). Once completed the Master Plan will reinforce Mississauga’s commitment to using data and communication technologies to create sustainable economic development, increase operational efficiency and improve government services and quality of life. The Library is an active participant in the Master Plan development and implementation including having representation on the Steering Committee. Several key initiatives are being planned in partnership with the Information Technology Division that will show case the Library’s important role in delivering the Master Plan and contributing to a Smart City. The Master Plan is scheduled to receive Council approval before the summer.

### **BRIDGE Project Customer Survey Launched**

Toronto Public Library with funding from the Ministry of Tourism, Culture and Sport, is leading an initiative called BRIDGE that the Library is currently participating in. It is an initiative to support libraries in building measures and understanding the effectiveness of their technology resources. The purpose of this initiative is to provide a way for libraries to give evidence to the value and impact of their investment in technology. Through data collection, surveys (including customer surveys and staff readiness surveys), as well as peer to peer comparisons the Library will have much more information about the advancements being made to improve digital literacy and digital inclusion.

A staff survey was available from February 4 – 18, 2019 and is now complete. The customer survey will be available from March 4 – 18, 2019. It is open to all customers 13 years and older. The public survey appears as the homepage on all public workstations after login in via Request A Computer (RAC). Additionally, the login screen for Wireless Mississauga has a link to the survey, increasing the chances of participation from customers with their own laptops and devices. A digital marketing campaign has also launched including a website banner, screen savers on all computers, social media campaign, digital displays in all locations with digital TVs

and an eNewsletter article. After just four days of the survey being available there were almost 900 responses.

By participating in the study, the Library will have an opportunity to measure outputs, benchmark technology service levels against other Ontario public libraries, understand how prepared frontline staff are to support technology services and identify priorities for technology service based on evidence.

### **Mississauga Poetry Month**

In partnership with the Culture Division, the Library is celebrating Poetry Month. With workshops, events and slams throughout March and April there is a wide variety of program offerings focused on learning, creating and presenting poetry for ages 11-24. The highlight of the month will be a poetry slam hosted at the Noel Ryan Auditorium on April 25 starting at 6:00 pm. The call for submissions has been made and the deadline for entries is April 15. Workshops are being hosted by Mississauga Poet Laureates Wali Shah and Pujita Verma to help aspiring poets prepare for the slam. More information on Poetry Month can be found at this [link](#).

### **Launch of the Port Credit Seed Library**

On March 2, 2019 the Port Credit Library launched its fourth annual seed library offering native seed “lending” to the community. Customers are encouraged to borrow seeds from the library and return this Fall with seeds to add to the library. In addition to the unveiling of the seed library a variety of gardening and environmental groups were on hand to display and provide information to customers including local garden clubs, the Riverwood Conservancy, Ecosource and the Environment Division. The next related event for the Port Credit Library will be opening the pollinator garden on June 8, 2019.

### **Family Storytime with Drag Queens**

In the May/June What's On guide, shipping to branches on March 29, the Library will be offering four Family Storytime with Drag Queens programs throughout June in support of PRIDE month. This will be first time this program has been offered at the Library. It is a 60 minute program for all ages. During the program, a drag queen from the East Toronto Drag Queen Storytime company will read two or three picture books, based on the themes of acceptance, social justice, gender and racial equality. The Storytime is interspersed with simple songs and movement activities. Participants will be encouraged to come dressed in an outfit that celebrates who they are to reinforce an inclusive and interactive atmosphere. As with all the Library's new programs, a survey will be distributed asking for feedback from the participants on the program. The survey results will inform future LGBTQ2S+ program offerings.

## **STAFF DEVELOPMENT**

### **Staff Conference 2019**

The annual Library Staff Conference is scheduled for March 19-22, 2019. Highlights of the Conference include an address by Richard Pinnock, Senior Manager, Diversity & Inclusion for Walmart Canada, a session with staff from Brampton and Caledon libraries for perspective across the region of Peel as well as an opportunity for staff to pitch new ideas to a leadership panel in a kinder, gentler version of the popular TV show Dragon's Den. Chief Administrative Officer and City Manager Janice Baker and Commissioner Paul Mitcham will be kicking off the Conference in a panel discussion joined by myself and moderated by Laura Reed, Manager Central Library and Community Development.

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Lori Kelly  
Director, Library

City of Mississauga  
**Library Board Report**



Date: February 11, 2019  
*(deferred from February 20, 2019 Meeting)*  
To: Mississauga Library Board  
  
From: Lori Kelly, Director Library

**Agenda 5.1**

Meeting date:  
March 20, 2019

**Subject**

Approval of Policy B14 - Meetings

**Recommendation**

That the Board approve *Policy B14 – Meetings, attached as Appendix 1.*

**REPORT HIGHLIGHTS:**

- An action was logged at the June 20, 2017 Board meeting to invite the City Clerk to come and do a presentation on chairing meetings.
- Upon the advice of the Deputy City Clerk, it was recommended that the Board adopt meeting procedures first and then, if required, the Clerk’s Office could attend to make a presentation based on the procedures.
- Policy B14 – Meetings was first reviewed by the Board on February 21, 2018. Feedback was provided on the policy with recommendations for edits.
- A request was made by the CEO to the City Clerk to provide feedback on the draft policy B14 – Meetings.
- The revised policy, attached as Appendix 1 with suggested edits from the City Clerk, was presented to the Board at the June 2018 meeting. Further discussion by the Board Chair was requested.

## **Background**

In the Fall of 2017, the Board implemented a practice to rotate Chair duties for monthly Board meetings. It was suggested that training be offered to members in chairing a meeting. It was also suggested that some assistance be sought from the Clerk's Office. The Clerk's Office recommended that a policy be created to outline the specific features of the Board meeting including the duties of the Chair. A draft policy was developed and was reviewed by the Board in January 2018. Feedback from the Board was provided for revisions to the policy at that time. With those revisions completed, a request was made by the CEO in May 2018 to the City Clerk to provide feedback on the draft policy B14 – Meetings. The Board reviewed the revised policy, including feedback from the City Clerk in June 2018.

## **Comments**

With feedback from the City Clerk the following edits have been made to the draft policy reviewed by the Board in January and June 2018:

1. The time line for Board Members to request agenda items has been extended from seven to ten days.
2. Removal of statement, "Lack of receipt of notice for a Regular Meeting, shall not affect the validity of holding the meeting or any action taken thereat, provided a quorum is obtained."
3. Removal of statement, "Lack of receipt of notice for a Special Meeting, shall not affect the validity of holding the meeting or any action taken thereat, provided a quorum is obtained."
4. Addition of provision from the Public Libraries Act that if a Member is absent for three consecutive meetings without being excused by Board resolution the Member ceases to be qualified for membership and forfeits their membership on the Board.
5. Addition of reference to the City of Mississauga's Codes of Conduct for Members of Local Boards and the Board's Code of Conduct (B7).
6. Addition of discretion of Chair to hold a meeting without quorum
7. Addition of a five minute time limit for a Member to speak at one time with no limits on the number of times a Member can speak to an issue



Additional edits were made to the original draft policy for formatting, grammar and points of clarification e.g. to describe that agendas are sent and posted electronically, to remove the reference to Special Meetings in the Regular Meetings section A.3, clarification of calendar days versus business days for submission of agenda items and meeting documents package.

With approval of a Board policy on meetings, the City Clerk is pleased to come to the Board to provide guidance and training on chairing meetings based on the policy, if the Board requires.

## **Financial Impact**

There is no financial impact as a result of this report.

## **Conclusion**

The Board has been pursuing a Meeting policy since January 2018 and received a draft policy at that time for review. Feedback from the Board received in January and June 2018 on the draft Meeting policy has been incorporated into a revised draft policy. In addition, feedback on the draft policy has been received and incorporated from the City Clerk. With Board approval of the new policy the City Clerk is pleased to come to the Board to provide guidance and training on chairing meetings based on the policy, if the Board requires,

## **Attachments**

Appendix 1: Draft Policy B14 -- Meetings

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Lori Kelly  
Director, Library

## **POLICY B14**

Policy Type: GOVERNANCE POLICIES  
Policy Name: **BOARD MEETINGS**  
Date Approved:  
Reviewed: Annual in March

To ensure orderly, effective and productive Board meetings, the Board shall observe the following framework:

### **A. MEETINGS**

#### **A.1 Meetings**

All Board meetings shall be open to the public.

#### **A.2 Inaugural Meeting in New Term**

The Public Libraries Act, Section 14(1) and (2) authorize the CEO/Secretary-Treasurer to call the first Board Meeting in each new term.

#### **A.3 Regular Meetings**

The Board shall hold at least 10 scheduled meetings each year. These regular meetings shall be held at 5:30pm on the 3<sup>rd</sup> Wednesday of each month from January to June and from September to December. The Board may pass a motion to amend this schedule as required but preferably at the first meeting of each new year.

The Board shall not hold a Board meeting that falls on a municipal, provincial or federal election date.

The Secretary shall provide a meeting date schedule to members at the beginning of each year.

The Secretary shall provide to each member written notice of all Regular Meetings, together with the proposed agenda and the minutes of the immediately preceding Regular Meeting, five calendar days in advance of such meetings.

#### **A.4 Meeting Notification**

The Notice shall be in an electronic form of an agenda accompanied by its supporting documents. All documents will be posted electronically on the Mississauga Library System (MLS) website five calendar days in advance of the meeting.

The Chair, in consultation with the CEO/Secretary-Treasurer, shall prepare the agenda. Any member wishing to place an item on the agenda may make the request to do so through the Chair or

CEO/Secretary-Treasurer no later than ten calendar days in advance of the meeting. Such requests shall then be considered at the Chair's discretion.

### **A.5 Order of Business**

The Order of Business at regular meetings shall be as follows:

- Call to Order
  - Chair's Remarks
  - Excused Absences
  - Approval of Agenda
  - Declaration of Conflicts of Interest
  - Delegations
- Consent Agenda
  - E.g. Minutes of previous meeting
- CEO Report
- Policy Review
- Executive Limitations/Internal Monitoring Reports
- Ends
- Governance
- Ownership Linkage
- Board Advocacy
- Board Development
- Incidental Information
- Other Business
- In Camera Agenda
- Board Self-Evaluation
- Adjournment

### **A.6 Special Meetings**

The Chair or any 2 members may summon a Special Meeting at any time. The meeting's purpose must be stated in the notice and no other business will be transacted without the consent of a Board majority. Special emergency meetings may be called with notice 24 hours prior to the meeting.

### **A.7 In-Camera Meetings**

When the Board determines that matters should be dealt with in the absence of the public, a motion to move into an In-Camera session must be moved, seconded, and approved by majority vote, prior to the meeting being closed. Motions to move in-camera are not debatable.

The following subjects may be discussed at properly constituted closed meetings:

- (a) Debate as to whether or not an item is properly in-camera or not, if in the Chair's opinion, such discussion would be prejudicial if discussed at an open meeting.

- (b) The security of the Board's property
- (c) Personal matters about an identifiable individual
- (d) A proposed or pending acquisition or disposition of land by the Board
- (e) Labour relations or employees negotiations
- (f) Litigation or potential litigation, including matters before any Court or Administrative Tribunal, affecting the Board
- (g) Advice that is subject to solicitor-client privilege, including communications for that purpose
- (h) A matter in respect of which a Board or Board committee may hold a closed meeting under another Act
- (i) A request under the Municipal Freedom of Information And Protection of Privacy Act

A meeting may be closed to the public during a vote only if conditions permitting or requiring the meeting to be closed to the public exist as described in the *Public Libraries Act*.

The Board may invite appropriate persons, such as the CEO/Secretary-Treasurer and Secretary to attend an In-Camera session. The Secretary takes the minutes of In-Camera meetings. Minutes are kept brief and do not contain the discussions at the In-Camera meeting. Motions passed in camera are ratified when the Board returns to its regular meeting. Minutes are circulated to the Board and appropriate staff and approved at a subsequent meeting.

### **A.8 Meeting Procedures**

The Chair will preside at all Board meetings, maintain order, decide whether motions are in order, and rule on all procedural matters.

If the Chair is not present at the time for the meeting to begin, The Vice-Chair will call the meeting to order and will preside for that meeting or until the Chair arrives.

If both the Chair and Vice-Chair are not present within 15 minutes after the time for the meeting to begin, the CEO/Secretary-Treasurer will call the meeting to order and will preside for the election of the Acting Chair. While presiding, the Acting Chair will have all the Chair's rights, duties and responsibilities.

For purposes of succession training, the Chair may from time to time, assign members to chair the meeting.

#### **A.9 Attendance**

Members shall notify the Secretary if they are unable to attend the Board Meeting. Meeting attendance shall be recorded. If a Member is absent for three consecutive meetings without being excused by Board resolution the Member ceases to be qualified for membership and forfeits their membership on the Board.

#### **A.10 Conflict of Interest**

The *Municipal Conflict of Interest Act* shall govern the Board, and the agenda shall include provision for members to disclose a direct or indirect pecuniary interest in a matter and the general nature thereof. Members are also subject to the City of Mississauga's [Codes of Conduct for Members of Local Boards](#) and the Board Member's Code of Conduct policy (B7).

#### **A.11 Quorum**

A quorum shall be a simple majority of the Board.

As soon as there is a quorum present, the chair shall call the meeting to order.

When a quorum is not present within the 30 minutes after the time fixed for a meeting, the meeting may continue at the discretion of the Chair, however no motion may be made or passed.

#### **A.12 Voting**

The Chair or Acting Chair may vote with the other members upon all questions. The Chair or Acting Chair shall cast a vote after all members have voted.

Any question on which there is a tied vote shall be deemed to be negative.

Voting shall be a show of hands, unless otherwise indicated. Upon the request of a member who is present when a question is stated, a recorded vote shall be taken.

#### **A.13 Rules of Order**

The Chair may use *Robert's Rules of Order* as a tool to govern proceedings and member conduct.

#### **A.14 Chair's Procedures**

The Chair will:

1. Open meetings by taking the chair and calling meetings to order.
2. Determine the presence of a quorum.
3. Maintain a list of members who have signaled-that they wish to speak or ask questions.

4. Recognize members in the order in which they signaled that they wish to speak or ask questions.
5. Receive and submit, in the proper manner, all motions presented by the members, unless a motion is contrary to the Board's policies. If the Chair rules that a motion is contrary, the Chair will tell the members immediately and will cite the rule, policy or authority applicable to the case without argument or comment.
6. Determine whether a question is properly one of privilege and admissible and to be dealt with immediately. The Chair's ruling on order or procedure may only be appealed by Board motion, duly seconded. If the motion is carried, the Chair's decision is overturned.
7. State and put to a vote all motions, which are moved and seconded in the course of proceedings, and announce the results.
8. Expedite business.
9. Decide all questions of order.
10. Ensure appropriate conduct of members and the public.
11. Sign on behalf of the Board, where applicable.
12. Ensure the decisions of the Board are in conformity with the Board policies and the *Public Library Act*.
13. Declare the meeting adjourned when moved by the Board.

#### **A.15 Public Conduct**

Members of the public will be courteous and will not engage in any action that disturbs the meeting.

Members of the public will only address the Board if they have prior appointment or permission, using polite, respectful language. Refer to the Board's Delegations Policy.

#### **B. MOTIONS**

##### **B.1 Decisions**

All decisions will be made on the basis of motions.

##### **B.2 Moving a Motion**

To make a motion, a member must have the floor first.

A motion properly moved before the Board must be completed before any other motion can be received, except a motion to amend or adjourn or on a matter of privilege.

### **B.3 Seconding a Motion**

Another member must second every motion.

A motion will not be debated until it has been moved or seconded and put on the floor by the Chair.

The Chair will not put any matter to the vote, and a member will not move a procedural motion to have the vote taken, until every member who wishes to speak has spoken at least once. Members who have already spoken may speak again only after all other members have been given the opportunity to speak. Members may speak for a maximum of five minutes each time they speak. After members debate a motion, the Chair puts the question to a vote and announces the voting result.

Any member may require the question or motion under discussion to be read at any time during the debate.

There will only be one substantive motion before the Board at any one time. An amendment may be made to a motion, but may not negate the main motion or materially alter its intent.

### **B.4 Notice of Motion**

All motions other than routine business or those arising out of reports from standing or special committees may be void unless the mover gives notice thereof at least 10 calendar days before the meeting at which said motion is to be presented. This notice shall be given in writing to the Secretary and it shall be accompanied by a copy of the proposed motion. Said notice and motion shall be mailed to all members 5 calendar days before the meeting.

### **B.5 Withdrawing a Motion**

When a motion is before the Board and the mover wants to withdraw or modify it or substitute another motion, the Chair shall grant permission if no member objects. If a member objects, the Chair will have to put the question on granting the request to a vote, or someone can make a motion to grant it. A motion to withdraw another motion cannot be debated or amended.

### **B.6 Adjournment**

A motion to adjourn is not debatable, cannot be amended and, if resolved in the negative, cannot be made again until after the Board shall have completed some intermediate proceeding.

## **C. MINUTES AND AGENDA**

### **C.1 Distribution**

Regular Board Meeting agenda and minutes are public information and will be made available to the public by posting on the MLS website.

Copies of all approved Regular Meeting and Committee Meeting minutes are retained in an official minute book filed in the Administration Office.

### **C.2 Regular Meeting Minutes**

The Secretary records minutes for later transcription in draft form and forwards to members before

the next meeting.

Amendments are brought to the following Regular Meeting for adoption in the minutes.

The minutes shall be confirmed at the following Regular Meeting.

### **C.3 Committee Minutes**

The Secretary, or Committee Member, records Committee Meeting minutes.

### **C.4 New Business**

At the beginning of any Regular Meeting, The Chair may announce additional items to be added to the agenda.



City of Mississauga  
**Library Board Report**



Date: March 11, 2019	<b>Agenda 4.1</b>
To: Mississauga Public Library Board	
From: Lori Kelly, Director, Library	Meeting date: March 20, 2019

**Subject**

2018-2022 Mississauga Public Library Board Orientation Plan

**Recommendation**

1. That the reported dated March 11, 2019 from the Director, Library entitled “*2018-2022 Mississauga Public Library Board Orientation Plan*” be received for information.
2. That the Orientation Plan provided on page three of the report be approved.

<b>REPORT HIGHLIGHTS:</b>	<ul style="list-style-type: none"><li>• Orientation is provided for Board members as an essential part of establishing the new Board.</li><li>• Typically, orientation is held before the first Board meeting and is focussed on Board members reviewing and discussing governance, roles and responsibilities and policies along with learning about each other and Library staff.</li><li>• The topics included in the orientation session reinforce the Library’s purpose and mission, provide an overview of how the Board and the Library operate and introduces core areas of service.</li><li>• A plan for the 2018-2022 Board orientation is being recommended for approval that includes a half day face to face orientation, the provision of documents in advance of the orientation as well as a commitment to ongoing Board learning as standing item on Board agendas.</li></ul>
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## **Background**

Every four years, consistent with the timing of the municipal election and in compliance with the Public Libraries Act (Act), Council approves the membership of the Mississauga Public Library Board (Board). Orientation is provided to Board members as an essential part of establishing the new Board. Typically, orientation is held before the first Board meeting and is focussed on Board members reviewing and discussing governance, roles and responsibilities and policies along with learning about each other and Library staff. The orientation session also provides Board members with a common frame of reference for how the Board and Library operate and prepares Board members to participate fully in the work of the Board.

The topics included in the orientation session reinforce the Library's purpose and mission, provide an overview of how the Board and the Library operate and introduces core areas of service. Best practice Board orientations include:

- An introduction to Board members and library staff;
- Information on the library's vision, mission and values;
- A review of the municipal and library planning documents;
- A review of relevant municipal and Board policies including policies related to Board conduct and accessibility;
- Overview of the library operating model and organizational structure;
- Overview of the library budget; and
- A review of duties and responsibilities as required by current library and other legislation.

In addition Board members are provided with a package of background material either electronically or on paper including:

- Current public library legislation;
- Relevant municipal and all Board policies;
- Current municipal and library planning documents; and
- Recent audited financial statement.

Best practice also recommends conducting the orientation for all Board members, including returning Board members and members of Council, to establish a shared commitment to the success of the Board. In addition, Boards are encouraged to include continuous learning throughout the term, perhaps as a standing item at each meeting, and not force all learning into the orientation session.

## Comments

Based on best practice and feedback from the most recent Board orientation in 2014 the following agenda is recommended for the 2018-2022 Board orientation:

- Welcome and Introductions for Board Members, Commissioner Community Services and Library Leadership Team
- Review of Purpose of the Orientation
- The Public Libraries Act
- The Integrated Mississauga Library Model
- Role of the Board
- Duties and Responsibilities of Individual Board Members
- Introduction to the Mississauga Library: Vision, Mission and Strategic Plan (Our Future Mississauga and Future Directions)
- Introduction to the Carver Model of Governance including Board meeting agenda format
- Resources from the Ontario Library Association and the Southern Ontario Library Service
- Next Steps for Library Board Development (Examples of future Library Board Development could include Board meeting management, Central Library Revitalization, KPI Dashboard, Smart Cities Master Plan, Entrepreneurship and Innovation Strategy, and city building projects like the Downtown 21 Master Plan, Vision Cooksville etc.)

All Board members, both new and returning, would be invited to the orientation session. The orientation session would be conducted by a variety of staff including the current Library Board Chair, Director, Library, members of the Library Leadership Team and Legal Services. Based on the above agenda it is anticipated the orientation would take a half day and would be conducted prior to the new Board's first meeting. Board members would be sent materials in advance of the orientation for preparation.

Board members will be provided with a package of background material either electronically or on paper including:

- Current public library legislation;
- Relevant municipal and all Board policies;
- Current municipal and Library planning documents;
- 2014-2018 Board Legacy document; and
- Recent audited financial statement.

## **Financial Impact**

There is no financial impact as a result of this report.

## **Conclusion:**

Orientation is provided for Board members as an essential part of establishing the new Board. Orientation for new Boards is held before the first Board meeting and is focussed on Board members reviewing and discussing governance, roles and responsibilities and policies along with learning about each other and Library staff. The orientation session also provides Board members with a common frame of reference for how the Board and Library operate and prepares Board members to participate fully in the work of the Board. Based on feedback from the previous Board orientation an orientation plan has been proposed for the new Board including making a commitment to ongoing learning as a standing item on the Board agenda.

## **Attachments:**

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Lori Kelly  
Director, Library

**MISSISSAUGA PUBLIC LIBRARY BOARD  
2019 Work Plan**

Month	Executive Limitations	Governance	Board CEO Linkage	Ends	Consent Items
<b>2019</b>					
March		Meetings Policy B14; Board Orientation Plan		Board Legacy Document	
April	Budget Discussion; Utilization Report	Elections; Review of Anti-Spam Policy;	Annual Key Objectives (CEO); Review Board-CEO Linkage Policies (CEO)		Introductory Activity
May	KPI Update(Recognized as a Key Learning Institution)			Quarterly Report on Ends (LLT);	Review Year-End Financial Report; Review 1st Qtr Financial Report
June	KPI Update(Inspiring, Welcoming & Creative Spaces)	Review Governance Policies (CEO);			Business Plan; Approve Audited Financial Statement
September	Review of Exec. Limitations Policies (CEO); KPI Update (Multi-Talented People Changing Lives)			Quarterly Report on Ends (LLT); Staff Appreciation (Long Service)	
October	Budget Estimates Report; KPI Update(Access to Many Resources in Many Ways)	Annual Board Self-Evaluation; Review of Fines & Fees		Quarterly Report on Ends (LLT);	Review Mid-Year Financial Report (includes 2nd & 3rd Qtr)
November	KPI(Know & Engage with Our Community)				
December	Business Plan and Budget				Count Week Report (current year)
January	CEO Report (Monthly); Review Exec. Limitations Policies (CEO); Social Engagement Workplan; New Technology Update; Customer Service Survey Tool				Review Count Week;
February	Utilization Review(for previous year); Review of CEOs Efforts & PMP			Trends Report Collection HQ;	Adopt 2019 Budget

## Action Items – from February 20, 2019 Library Board Meeting

Agenda Item and Related Follow Up Actions	Status	Updates	Originator	PMR	Resolution
<b>Carried Over from May 17, 2017 meeting</b>					
1)Val to connect with Mike for feedback re Q1 Financial Report	On Hold	Val to touch base with Mike	V. Ohori	V. Ohori	
From June 20, 2017 meeting					
2)Invite City clerk to come and do short session on chairing a meeting.	Deferred until appointment of new Board.	Policy to be considered at March Board meeting.	Councillor Mahoney	L. Kelly	
<b>From January 17, 2018 Meeting</b>					
3) Develop a Procurement Policy that is specific to Mississauga Library that builds on the existing City of Mississauga procurement policy.	Active	Lori and M. Almond met over the summer. Information gathering has been completed and a process has been identified for discussion.	M. Almond	M. Almond	
<p><b>3.A Update from February 2019 meeting:</b></p> <p>Invite Mary Ellen Bench (City Solicitor) &amp; Connie Mesih( Director, Material Management) to discuss City Procurement Policy</p>					
<b>From June 20, 2018 Meeting</b>					
4)B14 Meetings Policy	Active	Val to send out email to Board re 6 questions about policy.	V. Ohori	L. Kelly	
5)Provide update on new technology activity and usage at 6 months	Active	To be included in April 2019 following six month implementation	V. Ohori	J. Stirling	
<b>From September 19, 2018 Meeting</b>					

6)Provide update on School Board connections	Active	Discussion to be scheduled at a future meeting.	V. Ohori	L. Kelly	
<b>From December 13, 2018 Meeting</b>					
<u>For Legacy Document</u>  <u>Val</u>  7)Write additional piece to reflect what we learned from the strike  8)Add paragraph under “Thank You” to acknowledge past and present LLT and Union executive	Active	Edits to be sent to Lori; revised document to be discussed/approved in March	V. Ohori	V. Ohori	