

**MINUTES OF THE FOURTH MEETING OF
THE GREATER SUDBURY PUBLIC LIBRARY BOARD**

May 25, 2023
Hybrid Meeting

Commencement: 5:19 p.m.
Adjournment: 7:10 p.m.

PRESENT

P. Arora, K. Bowman, F. Cormier, M. Lamarche, T. Laughren, A. Thomson

REGRETS

M. Bellmore, M. Signoretti, A. Sizer

STAFF

Brian Harding, CEO and Chief Librarian
Jessica Watts, Manager of Citizen Service Centres
Colleen Burns, Administrative Co-ordinator of Library Services

GUESTS

Gabrielle Servais, Acting Director of Human Resources and Organizational Development

CALL TO ORDER

Meeting was called to order at 5:19 pm.

**LAND
ACKNOWLEDGEMENT**

The Greater Sudbury Public Library serves a community located on the lands of the Anishnawbek Peoples and within the territory of the Robinson Huron Treaty of 1850. This is the traditional territory of Atikameksheng Anishnawbek, the Wahnapiatae First Nation and the Sagamok First Nation. Greater Sudbury Public Library gratefully acknowledges these Indigenous Nations for their guardianship of this land.

**DECLARATIONS OF
CONFLICT OF INTEREST
AND GENERAL NATURE
THEREOF**

None declared

AGENDA

The following motion was presented:

2023-17 A. Thomson / F. Cormier

THAT the agenda of the FOURTH meeting of the Greater Sudbury Public Library Board, May 25, 2023, be approved.

CARRIED

CONSENT AGENDA

The following motion was presented:

2023-18 T. Laughren / M. Lamarche

THAT the Consent Agenda be approved.

CARRIED

**MOTION TO MOVE INTO
CLOSED SESSION**

The following motion was presented:

2023-19 A. Thomson / P. Arora

THAT the Library Board move into a Closed Session at 5:23 p.m. to discuss matters regarding relations or employee negotiations, per section 16.1.4.(d) of the Public Libraries Act, R.S.O. 1990, Chapter P.44.

CARRIED

CLOSED SESSION

7.1 Labour Relations Update - Verbal

The Board met in closed session.

The following item was considered:

- Labour Relations

MOTION TO MOVE OUT OF CLOSED SESSION

The following motion was presented:

2023-20 F. Cormier / K. Bowman

THAT the Greater Sudbury Public Library Board move out of Closed Session at 5:45 p.m.

CARRIED

PRESENTATIONS

N/A

ITEMS FOR ACTION

9.1 Policy – Delegated Authority to the CEO (2nd Review)

Report attached

The CEO's role and responsibilities are outlined in the Public Libraries Act and the Library Board's By-Laws. The purpose of this policy is to define the responsibilities of the CEO, to outline the relationship between the Board and the CEO, and to define how direction is given to the CEO. In preparing this policy, Brian consulted the Ontario Library Service standardized policies, reviewed policies from other libraries, and incorporated current best practices into the proposed policy.

Discussion

A Board member asked about creating a Governance sub-committee to work on policies. Brian suggested that the Policy Review sub-committee defined in the By-laws could transition to a Governance sub-committee. Brian explained that if a Board member tabled a motion to that effect at the June meeting, it could be voted on at the September meeting.

The following motion was presented:

2023-21 A. Thomson / P. Arora

THAT the Greater Sudbury Public Library Board approve the

Delegated Authority to the CEO policy.

CARRIED

9.2 Policy – CEO Performance Evaluation (2nd Review)

Report attached

While there is a requirement that the CEO be evaluated, the Library Board doesn't currently have a policy that outlines how that will happen. The Board's by-laws indicate that the Chair is to initiate the evaluation process but does not give further detail on how that should unfold. The Auditor-General identified this as a missing piece of compliance.

The evaluation process gives direction to the CEO to ensure they are furthering the Board's mandate.

Discussion

The Board identified that the following items be added to this policy:

- an ad-hoc Evaluation Committee would be struck each year
- add definition about the make-up of that committee, including number of members, and roles required to take part
- the first evaluation will take place after 6 months of employment, and then every January thereafter
- a time period within which the evaluation must be completed
- the Board should receive the results of the evaluation

The Board determined that since they do not yet have a Strategic Plan in place, the Operational Plan can act as a proxy to help the Board set some short-term, ad-hoc objectives and performance measures.

The following motion was presented:

2023-22 F. Cormier / P. Arora

THAT the Greater Sudbury Public Library Board approve the CEO Performance Evaluation Policy.

The following subsidiary motion was presented:

2023-23 F. Cormier / A. Thomson

THAT the Greater Sudbury Public Library Board defer this policy to June. The CEO will return with the new draft policy with the suggested amendments for Board consideration.

CARRIED

9.3 GSPL Master Plan – Proposed Scope of Work and Cost Estimate

Report attached

Discussion

Board members wondered if Council may question why the request for a New Central Library has preceded the Library Master Plan, particularly the Facilities Master Plan. It was suggested that the report to Council emphasize the "hub-and-spoke" model of the library system, and reiterate how many previous studies have established the need for a New Central Library. The Facilities Master Plan would encompass all buildings in the 13-branch system.

Brian stated that the Master Plan will ensure the library can deliver on its mandate to operate an efficient library service.

In compiling the estimate, Brian compared 3 similar RFPs from other libraries. As part of the RFP process, Brian will identify consultants who have done comparable work, and invite them to bid.

The following motion was presented:

2023-24 F. Cormier / A. Thomson

THAT the Greater Sudbury Public Library Board approve the Library Master Plan scope of work **AND THAT** the Greater Sudbury Public Library Board authorize the expenditure of up to \$150,000 from the Library and Citizen Services Reserve Fund for the Library Master Plan and that the Board direct the CEO and Chief Librarian to seek authorization for the same from City of Greater Sudbury Council.

CARRIED

9.4 Library Furniture – Reserve Funding Request

Report attached

The Library does not have a Furniture budget line, relying instead on book sales, donations, and capital dollars. This results in inequity across the system as some branches are located in more affluent areas. Brian recommends we add a Furniture budget line in the future. In the meantime, we have identified a need to replace worn out furniture in several branches, to provide a positive experience for patrons.

This request will address many of the biggest needs across the system.

Discussion

It was asked this funding request would include the purchase of computers. Brian explained that computers are managed by the City's IT department and fully funded through the Library's operating budget.

A Board member requested the balance of our Reserve account.

Brian replied that he has reached out to the City's Finance department but has not yet received an update. At last update the Finance department indicated the Library and Citizen Service Centre reserve fund had a balance of approximately \$1.7M. Factoring in recent expenditures, the balance should be approximately \$1.68M. Brian will provide the updated amount via email as soon as he receives it.

A Board member inquired whether we accrue interest on our reserves. Brian replied that the City does accrue interest on certain funds, he is seeking clarification on what happens to the accrued interest in the case of the Library and Citizen Service Centre reserve fund.

The following motion was presented:

2023-25 M. Lamarche / P. Arora

THAT the Greater Sudbury Public Library Board authorize funding in the amount of \$20,999 from the Library and Citizen Services Reserve Fund in support of the outlined bulk furniture purchase.

CARRIED

9.5 Report – Annual Survey of Public Libraries – 2022 Submission

Report attached

While there is no legal requirement of the Board to approve the Annual Survey, the Auditor recommended adding this step to ensure the Board is informed of the library's annual performance.

The following motion was presented:

2023-26 A. Thomson / M. Lamarche

THAT the Greater Sudbury Public Library Board approve the Library's 2022 Annual Survey of Public Libraries submission.

CARRIED

REPORTS

10.1 Chair's Report (Michael Bellmore)

Absent

10.2 CEO's Report (Brian Harding)

Report attached

ITEMS FOR INFORMATION

N/A

CORRESPONDENCE

N/A

OTHER BUSINESS

Junction East Update

Brian reiterated the guidelines around the confidentiality of the site that is being assessed for the New Central Library. He summarized that while the Board requires information about the status of the project, the City has requested that the site under consideration remain confidential at this point. Brian is beholden to the Library Board and agrees that transparency is critical; however, a breach of confidentiality could jeopardize our relationship with the City and jeopardize the process that is unfolding. Brian offered to meet individually with Board members outside of a Board meeting, to discuss the matter or answer questions that individual Board members may have.

A Board member inquired what would happen if the City proposed a site that did not meet the library's space requirements for the New Central Library.

Brian explained that we have recently re-validated our Functional Requirements including the space needed. If a recommendation was being put forth by the City that doesn't meet those needs, the Library Board would have a decision to make. There is some flexibility available, and Brian would be happy to explore options, but given our confidence in our identified Functional Requirements, it would be hard for our staff to recommend a smaller space.

For example, part of the motion in February was to consider a smaller square footage for Junction East, and the Board gave direction to not consider that option.

Brian met with the Mayor today to talk about Junction East. The Mayor understands these concerns, including the square footage. He will take this back in his conversations with Council and City staff to make sure our needs are being reflected.

ADJOURNMENT

The following motion was presented:

2023-27 A. Thomson / F. Cormier

THAT this meeting does now adjourn. Time: 7:10 p.m.

CARRIED



Brian Harding, CEO



Michael Bellmore, Chair

Kate Bowman