



**Minutes of Community Engagement Committee  
Meeting held Monday, March 27, 2017 – 5:00 PM  
Poolside Training Room – Artillery Park**

Committee Members Present: Julia Bryan, Jane Neil, Claudette Richardson, Monica Stewart (Chair)

Patricia Enright (Chief Librarian/Chief Executive Officer, ex-officio, non-voting member)

Regrets: Councillor Jim Neill; Somnath Sinha

**1. Approval of Agenda**

The meeting was called to order at 5:10 PM by M. Stewart

The agenda as distributed was approved.

**2. Approval of Minutes of Meeting held March 13, 2017**

It was moved by Jane Neil, seconded by J. Bryan and carried that the minutes of the March 13, 2017 meeting be approved.

**3. Community Engagement Toolkit – report from Library Board meeting March 22**

The community engagement toolkit was approved by the Library Board at the March 22, 2017 meeting with acknowledgement and thanks to the committee members for all of their work. There were some minor changes brought forward at the Board meeting that have been incorporated into the document.

**4. Plan for Community Consultation – Code of Conduct**

The committee reviewed the proposed plan for public consultation. The first recommendation mentions ownership linkages and J. Bryan sees this as separate and distinct from policy development. The Board may or may not use the tool kit to develop ownership linkages. There was a discussion about the Board's policies that are classified as operational, such as the code of conduct. Normally, the library staff would use the tool kit to determine the level of community engagement and bring a report to the Board. Because of the public feedback regarding the code of conduct it is at the Board level.

There was discussion about using the toolkit to determine the level of community engagement and to develop a plan. The Board has committed to a public meeting.

Committee members who used the toolkit ranked the Code of Conduct as high impact/high complexity. There were questions in the tool kit to define community engagement goals and objectives. M. Stewart sees this as a Board responsibility. The committee may make recommendations but the Board needs to complete the questions.

The committee reviewed the recommendations. There was a discussion about the sequence of the recommendations as it implies weighting. The document regarding a suggested process for community engagement authored by Emma Sobel recommended a focused meeting or charrette not a public meeting. Should there be a public meeting during which members of the public bring forward their concerns and these are then brought to the focused group. There is a huge scope for potential at a public meeting but it has to be facilitated. There was a discussion about engaging and hearing from marginalized populations.

There was also a discussion about what is on the table as per the toolkit? Health and safety was one of the drivers of the code's revision. It has to be clear what decisions are not up for debate as the Board committed to transparency. What is the outcome? Will the community groups revise the code or contribute to the code development?

J. Neil sees the public consultation as a link to long term planning. Everyone is invited to discuss the role of the public library in the community. It's an opportunity to gather information. The bigger conversation is the public library as public space. Most people will understand that two hundred people cannot write policy.

C. Richardson suggested that the Board realize that the next step is theirs. The Board promised to hold a public meeting. This committee has completed their work and now the Board needs to strike the next committee to develop the process.

The initial feedback (emails, letters) will be reviewed, analysed and shared. The feedback will inform the consultations and identify stakeholders. There needs to be some objectivity.

#### **5. Protocol for dealing with media inquiries (from Terms of Reference)**

The committee members brought forward policies from other public libraries and organizations. M. Stewart will distribute them to the Library Board for review, and also summarize some information from the trustee boot camp at OLA.

## **6. Next Steps**

The committee will bring forward the following recommendations to the Library Board:

1. That the Community Engagement Toolkit be used to develop a community engagement process to help to create a Patron Code of Conduct for our libraries.
2. That, as per the initial motion for deferral of the new code of conduct, a public meeting be included in the community engagement process.
3. That the attached consultation proposal be used as a guideline for community engagement towards a new Patron Code of Conduct.
4. That information from the initial community feedback (letters, emails) be reviewed and summarized to inform the consultation.
5. That the community engagement around the code of conduct inform our evaluation of both the engagement process and engagement outcomes.

## **7. Other Business**

There was no other business.

## **8. Adjournment & Next Meeting Date**

It was moved by J. Bryan to adjourn at 6:45 PM.

The next meeting, if required, will be at the call of the Chair, location to be announced.