



**REGULAR MEETING OF THE
OSHAWA PUBLIC LIBRARY BOARD**

**Thursday, November 15, 2018 beginning at 6:30 p.m.
McLaughlin Branch Board Room**

MINUTES

Present: Ted Aldridge (Chair), Mary Fowler, Lois Gillette, Elizabeth Jamischak, Grant Karcich, Doug Thomson and William Thurber

Regrets: Dan Carter, Donald Johnson, Gil Paterson and Rhea Smith-Schultz

Staff: Frances Newman, Chief Executive Officer
Tracy Munusami, Manager, Service Excellence
Stephanie McLean, Executive Assistant, acted as the Recording Secretary

1. **Call to Order/Approval of Agenda**

The Board meeting was called to order at 6:30 p.m.

(51-18) MOTION – Moved by Doug Thomson, seconded by Lois Gillette,
“That the Oshawa Public Library Board approve the Agenda, as presented, for
the November 15, 2018 Board meeting.” **CARRIED**

2. **Declaration of Conflict of Interest**

No conflicts were declared.

3. **Approval of the Minutes**

(52-18) MOTION Moved by Lois Gillette, seconded by Mary Fowler,
“That the Oshawa Public Library Board approve the minutes from the
October 18, 2018 Board meeting.” **CARRIED**

4. **Consent Agenda**

The Board members received each of the following reports in their meeting packages, which were provided in advance of the meeting:

1. Activity Report
2. Friends of the Library Report
3. Health and Safety Report
4. Financial Report
5. Monthly Statistics Report

Elizabeth asked that the Financial Report be pulled for discussion.

(53-18) MOTION – Moved by Doug Thomson, seconded by Mary Fowler, “That the Oshawa Public Library Board approve the Consent Agenda for the November 15, 2018 Board meeting with the exception of the Financial Report.”
CARRIED

Elizabeth asked for further clarification regarding the 2018 contingency fund and the amount spent to date on library materials. Frances advised Elizabeth that the Library does have a small contingency fund, however it has not been used to date. With respect to the amount spent on library materials as of October 31st, Frances reported it is a matter of timing as annual subscriptions of electronic products and magazine subscriptions are due closer to year end.

(54-18) MOTION – Moved by Doug Thomson, seconded by Lois Gillette, “That the Oshawa Public Library Board approve the Financial Report.”
CARRIED

5. **Business Arising from Minutes**

1. Strategic Plan Update from the CEO

Frances Newman provided the Board members with the following updates as they relate to the Strategic Plan of the Oshawa Public Libraries (“OPL”):

Focus on our Customers

- The Library will be assisting customers with a new federal government program called “Connecting Families Initiative”. This program provides unlimited internet service to qualifying families for only \$10 per month. Up to 220,000 households across the country over the next three years will benefit from this program. In order to be eligible, they must receive the maximum Child Tax Benefit and receive a letter from the government inviting them to apply online. Library staff will assist, as necessary, to complete the online form and will play a key role in the rollout of this program.

- Phone it Forward - A partnership with CELA, CNIB and Apple Canada. This program encourages people to donate their old smartphones to be refurbished and given to the visually impaired. The Library will not be collecting the phones, but will provide information about the program, and also have the envelopes available for pick up, for people who would like to donate their old phones and mail them in. The CNIB will issue tax receipts to those who donate.
- Planning is currently underway for the upcoming “Food for Fines” amnesty to be held in February.

Create Vibrant Community Spaces

- Roof above the Nonquon room at the Northview branch has been repaired due to an unexpected leak.
- Heat pump was replaced at the Northview branch.

Foster Literacy & Life-long Learning

- Our Writer in Residence program has wrapped up for this year, and now we are planning to start a Creative Writing Circle to keep up the creative momentum.

Embrace Technology

- Planning a series of virtual reality programs for the new year.

Strengthen our Service Delivery

- Partnership with Lakeridge Health to promote our digital services in waiting rooms is finally underway.
- 12 Days of Bookmas using social media to take place in December.
- Budget presentation to Council is scheduled for December 17th.

Additionally, Frances advised the Board that effective November 15th, the Legends Centre has been renamed the Delpark Homes Centre. The Library can no longer use the “Legends” name for that branch, and the Library has been advised that it must transition to the new name as soon as possible.

Board Legacy Update

A report prepared by Frances was provided to the Board members in advance of the meeting which included a list of the key deliverables that have been performed from 2011 to 2018, under the current Board’s direction. The report showed the Board the progress of what they were able to accomplish during their time of serving on the Library Board.

William Thurber commented on the 2015 CEO recruitment process, and commented that it should be noted for the new Board, that due to cost, a recruitment firm was not engaged for this process, and all of the work was

performed in-house by the Board members and the Executive Assistant.

2. Facility Rental Policy & Facility Rental Request Form

Lois advised the Board that following the recommended changes submitted by the Board members at the October Board meeting, the Governance Committee reviewed the revised Facility Rental Policy, and accompanying Facility Rental Request Form, and concurred with the proposed changes and had no further amendments. Following Lois' update, a discussion ensued regarding the uses of the meeting rooms. Following the discussion, the following motion was heard:

(55-18) MOTION – Moved by William Thurber, seconded by Mary Fowler,

“That the Oshawa Public Library Board approve the Facility Rental Policy, as amended.”

CARRIED

6. New Business

1. SOLS Trustee Meeting Update

Doug Thomson provided the Board with an overview of the highlights from the SOLS Trustee Meeting that he attended on Saturday, November 3rd in Brooklin. He confirmed that most branches were represented, with approximately 22 members in attendance. Mr. Thomson reported that attendees were asked to be prepared to speak on how their libraries were prepared for the transition of the new Board from a governance perspective. He further reported that he showed the group OPL's new Board Governance Handbook, which was well received, and it was also requested to be shared with the group. Additional highlights from the meeting included:

- Updates were provided on the current status of the FOPL and OLBA's positions within the Library framework of operations.
- The majority of the meeting was spent on roundtable discussions regarding Board Orientation and whether or not the members felt well prepared prior to beginning their term as a library board member.
- Updated and new materials on Boards & Trustees: Governance Resources will be available on the SOLS website by the end of November; and
- OLA Super Conference Boot Camp for library board members will be on Saturday, February 2nd.

7. **Other Business, if any**

At this point of the meeting Lois Gillette acknowledged Doug Thomson for his service as the Board Representative for the SOLS Trustee meetings.

Ted Aldridge, Chair of the Board thanked all Board members for their contributions as Library Board members. William Thurber also acknowledged Mr. Aldridge's role on the Library Board, and thanked him for his contributions and support over the years.

8. **Motion to Adjourn** – William Thurber at 7:24 p.m.

APPROVED