



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

**Thursday, June 21, 2018 beginning at 6:30 p.m.
McLaughlin Branch Board Room**

MINUTES

Present: Ted Aldridge (Chair), Dan Carter, Donald Johnson, Lois Gillette, Grant Karcich, Gil Paterson, Rhea Smith-Schultz, Doug Thomson and William Thurber

Regrets: Mary Fowler

Staff: Frances Newman, Chief Executive Officer
Margaret Wallace, Director, Collection Management & Access
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.

(29-18) MOTION Moved by Doug Thomson, seconded by Dan Carter,
"That the Oshawa Public Library Board approve the Agenda, for the June 21, 2018 Board meeting."
CARRIED

2. **New Website Demonstration**

Prior to addressing the formal items of business on the agenda, Margaret Wallace provided the Board with a demonstration of the Library's new website, which is set to launch on Tuesday, June 26th in conjunction with the reveal of the new tagline and logo. Margaret highlighted the key features of the new website.

3. **Demonstration – UOIT STEM Star Kits**

Tracy provided an overview of the new UOIT Stem Star Kits Collection, that is a new partnership with UOIT's Department of Engineering, which supports the Library's strategic direction; embracing technology. She reported that target group for this collection is elementary school aged children, and it will be launching in time for summer break. The Board was also advised that the kits and replacement parts are provided by UOIT, and

UOIT students will be creating and running programs at the Library beginning in September.

4. **Declaration of Conflict of Interest**

No conflicts were declared.

5. **Approval of the Minutes**

(30-18) MOTION Moved by Gil Paterson, seconded by Grant Karcich,
“That the Oshawa Public Library Board approve the minutes from the May 24, 2018
Board meeting.” **CARRIED**

6. **Consent Agenda**

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

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

(31-18) MOTION – Moved by Lois Gillette, seconded by William Thurber,
“That the Oshawa Public Library Board approve the Consent Agenda for the June
21, 2018 Board meeting.” **CARRIED**

7. **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 Oshawa Public Libraries (“OPL”):

Focus on our Customers

- The Library’s new website and catalogue are scheduled to launch on June 26th
- We have started recruiting volunteers for our Repair Cafes that begin in August

Create Vibrant Community Spaces

- Air conditioning at McLaughlin continues to have issues, but the new parts have been ordered and it is anticipated to be fixed by the end of the month
- We will be applying for another Enabling Accessibility grant

Foster Literacy & Life-long Learning

- Annual TD Summer Reading Club started on June 16th, and we have a reading club app this year for kids to log their time
- Seniors Art Contest was held in at the RMG in partnership with the OSCC on June 15th
- Seniors Writing Contest winners were revealed at the Tell-Tale Tea on Tuesday of this week. This contest was another successful partnership with the OSCC

Embrace Technology

- We are anticipating the launch of our Electronics Lending Library called “STEM Stars” in partnership with UOIT Engineering Department this summer
- “Make it a Play Day” physical activity collection is launching June 30th just in time for summer and is funded through the Healthy Kids Community Challenge

Strengthen our Service Delivery

- Rebranding launch of the Library’s new logo and tagline is set for Tuesday, June 26th
- The Library applied for a National Heritage Digitization grant focusing on preserving the McLaughlin legacy and the impact GM had on life in Canada
- A new Collective Agreement has been ratified until 2020
- Frances will be serving on the City’s new Development Charges Task Force

8. New Business

1. Delegating Authority

(32-18) MOTION – Moved by Gil Paterson, seconded by Donald Johnson,

“Should a situation arise during the summer months, that requires the Boards’ decision and a quorum is unattainable, authority is hereby given to the Executives, which includes the Chair, Vice-Chair, and Secretary/CEO, to act on their behalf.”

At this point of the meeting, Grant Karcich left the meeting and did not return.

2. Board Correspondence

Frances reported that a letter dated May 29, 2018 has been received from a customer, and as the Board was named as a recipient on the letter, she is advising the Board of the customer’s concern. As stated in the customer’s letter, her primary concern is with respect to the daily newspaper collections at three of the four Library branches.

Frances advised the Board that as this issue is operational in nature, she would like to proceed to respond to the customer and let the customer know that we acknowledge her concerns, etc. The Board agreed with this approach from an operational perspective.

3. Board Legacy Document

Frances advised the Board that at the Southern Ontario Library Service (“SOLS”) Trustee meeting held in May, they discussed the transition of the Board members; those that will be finishing their terms and those that be joining the Board as new members. In order to support the new Board members, the current Board members were asked to complete the Board Legacy Document that was produced by SOLS, and return same as soon as possible. A hard copy of the document was provided to the Board members, with an electronic version to follow.

9. **Other Business, if any**

None.

10. **Motion to Adjourn** – Lois Gillette at 7:08 p.m.

APPROVED