



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

**Thursday, May 24, 2018 beginning at 6:30 p.m.
McLaughlin Branch Board Room**

MINUTES

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

Regrets: Donald Johnson

Staff: Frances Newman, Chief Executive Officer
Ellen Stroud, Director, Service Design & Delivery
Tracy Munusami, Manager, Service Excellence
Stephanie McLean, Executive Assistant, acted as the Recording Secretary

1. **New Library Catalogue Demonstration**

Prior to addressing the formal items of business on the agenda, the Board received a demonstration of the Library's new catalogue software, BiblioCore, from Tracy Munusami, on behalf of Margaret Wallace. Tracy reported that the new catalogue is very easy to use, allowing for a more user-friendly experience for the customer. Tracy advised the Board that the soft launch of the new software is anticipated for June 4th.

Gil Paterson made a statement on behalf of the Board, acknowledging the efforts of Margaret Wallace, Director, Collection Management, and her team on implementing the Library's new catalogue.

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

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

(25-18) MOTION Moved by Lois Gillette, seconded by Grant Karcich,
"That the Oshawa Public Library Board approve the Agenda, as amended, for the
May 24, 2018 Board meeting." **CARRIED**

2. **Declaration of Conflict of Interest**

No conflicts were declared.

3. **Approval of the Minutes**

(26-18) MOTION Moved by Mary Fowler, seconded by Doug Thomson,
“That the Oshawa Public Library Board approve the minutes from the April 19, 2018
Board meeting.” **CARRIED**

4. **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

William Thurber asked that the Monthly Statistics Report be pulled for discussion.

(27-18) MOTION – Moved by William Thurber, seconded by Rhea Smith-Schultz,
“That the Oshawa Public Library Board approve the Consent Agenda for the May
24, 2018 Board meeting with the exception of the Monthly Statistics Report.”
CARRIED

Mr. Thurber acknowledged the increase of statistics with respect to the circulation of the electronic resources. Frances advised the Board that these statistics are comparable to other Durham libraries. Additionally, she advised that Cloud Linking is also contributing to the Library’s increase of electronic borrowing.

(28-18) MOTION – Moved by Lois Gillette, seconded by Doug Thomson,
“That the Oshawa Public Library Board approve the Monthly Statistics Report.”
CARRIED

6. **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

- There will be a new website launching in June
- As previously reported by Tracy Munusami, BiblioCore the new online catalogue, will be launching on July 4th

Create Vibrant Community Spaces

- Estimates are being obtained to replace windows at McLaughlin and also to improve the lighting in the Children's area at Northview
- The room rental procedures are currently being reviewed

Foster Literacy & Life-Long Learning

- Planning is currently underway for "Repair Cafés" as a result of a Seniors Community grant. The first Repair Café is scheduled for August 19th
- Planning is in progress for the annual TD Summer Reading Club, Seniors Art Contest, and Seniors Writing Contest

Embrace Technology

- Planning has started for an Electronics Lending Library called "STEM Stars" in partnership with the UOIT Engineering Department
- Virtual Reality (VR) programs will be introduced this spring and summer

Strengthen our Service Delivery

- Planning underway to implement the Library's new branding. The launch of new logo and tagline is scheduled for Tuesday, June 26th
- The Library will be applying for a National Heritage Digitization grant focusing on preserving the McLaughlin legacy and the impact GM had on life in Canada
- The annual Staff Development Day was held on May 10th
- The 2017 Annual Report & Audit have been completed
- The annual 2017 statistics report was submitted to the Province, CULC (Canadian Urban Libraries Council), and PLA (Public Library Association of North America)
- There is a new Collective Agreement pending ratification

7. New Business

1. Finance Committee

- a) **Minutes:** The Board of Directors received a copy of the Finance Committee's approved minutes dated November 29, 2017 for their review.

b) **Motion – Approval of Audited Financial Statements**

Gil Paterson, Chair of the Finance Committee advised the Board that on May 7, 2018 the external auditor attended the Finance Committee meeting and presented the draft 2017 financial statements to the Committee members. Overall it was reported that it was another good year for Oshawa Public Libraries with a clean review. Following Mr. Paterson's report, the following motion was presented:

(29-18) MOTION – Moved by Gil Paterson, seconded by Doug Thomson,

"That the Oshawa Public Library Board approves the 2017 audited financial statements as recommended by the Finance Committee following a review of the draft financial statements at the meeting held on May 7, 2018." **CARRIED**

2. **SOLS Trustee Meeting Update**

Doug Thomson provided the Board with an update on the May 12th Southern Ontario Library Services Trustees meeting that was held in the Auditorium at the McLaughlin Branch. He reported that 20 of the 28 branches were represented, and it was a very well attended meeting.

Mr. Thomson advised the Board that the main topics of discussion were regarding the upcoming provincial elections and the libraries' position. Discussions also included board succession planning given this is a municipal election year and the turnover of new board members and City Councillors. He advised that the legacy document, discussed at the last SOLS Trustee meeting, is currently being updated and will be available to assist the new Board members.

Doug personally thanked Ted Aldridge, Frances Newman and Dan Carter for their attendance and contributions to the meeting, and Stephanie McLean for her assistance with coordinating the meeting.

3. **2017 Annual Report**

The Board members each received a copy of the 2017 Annual Report and Frances provided a high-level overview highlighting the key areas of the report, including the Children's Department renovation and the creation of the new Local History Room each at the McLaughlin branch. The Board was impressed with the design and content of the Annual Report, and advised Frances that overall the Annual Report highlights the Library's strategic plan effectively.

4. **Board Vacancy**

As an additional item on the agenda, Grant Karcich asked the Chair for a status update with respect to the current vacancy on the Board. Ted Aldridge advised Mr. Karcich, together with the other Board members, that interviews with Board candidates are scheduled to be conducted on Tuesday, May 29th by City employees which include Mary Medeiros, Felicia Bianchet, Dan Carter and himself.

8. **Other Business, if any**

None.

9. **Motion to Adjourn** – William Thurber at 7:13 p.m.