



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

**Thursday, October 18, 2018 beginning at 6:30 p.m.  
McLaughlin Branch Board Room**

**MINUTES**

**Present:** Ted Aldridge (Chair), Mary Fowler, Lois Gillette, Elizabeth Jamischak, Donald Johnson, Grant Karcich, Gil Paterson, Rhea Smith-Schultz, Doug Thomson and William Thurber

**Regrets:** Dan Carter

**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.

**(40-18) MOTION** – Moved by Doug Thomson, seconded by Gil Paterson, “That the Oshawa Public Library Board approve the Agenda, as amended, with the inclusion of “City Manager Meeting Update” as agenda item number 5.2 for the October 18, 2018 Board meeting.” **CARRIED**

2. **Declaration of Conflict of Interest**

No conflicts were declared.

3. **Approval of the Minutes**

**(41-18) MOTION** Moved by William Thurber, seconded by Grant Karcich, “That the Oshawa Public Library Board approve the minutes from the September 20, 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. Friends of the Library Report
3. Health and Safety Report
4. Financial Report
5. Monthly Statistics Report

Elizabeth Jamischak asked that the Financial Report be pulled for discussion.

**(42-18) MOTION** – Moved by William Thurber, seconded by Doug Thomson, “That the Oshawa Public Library Board approve the Consent Agenda for the October 18, 2018 Board meeting with the exception of the Financial Report.”

**CARRIED**

Elizabeth asked for some clarification regarding the \$14,000 fee for the Library’s anti-virus software as described in the September board minutes. Frances advised Elizabeth that the \$14,000 charge is a 2019 budget item, which has been included in the 2019 budget, and as such, will not be showing in the September 2018 financial report.

**(43-18) MOTION** – Moved by Lois Gillette, seconded by William Thurber, “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 is hosting more Repair Café’s. Two have been held so far with 93 people participating, as well as 10 volunteers contributing to the success of the Repair Café’s.
- Participation in the City of Oshawa’s Age-Friendly Strategy.
- Hosted a Volunteer Fair for newcomers in cooperation with the Durham Region Unemployed Help Centre and Welcome Centre Immigrant Services.

### **Create Vibrant Community Spaces**

- Replaced the large window in the main reading room of the McLaughlin branch as it was continuously leaking.
- Repaired the broken book return at the McLaughlin branch. This is a temporary fix and a full replacement is included in the Library's Capital Plan pending funding.

### **Foster Literacy & Life-long Learning**

- The Writer in Residence program featuring Jennifer Robson, is proving to be very popular. Not only are her one-on-one creative writing critiques fully booked, her writing and publishing tips workshops have had a great attendance.

### **Embrace Technology**

- Applied for a Digital Skills for Youth grant through the federal government and the Ontario Library Association. This grant subsidizes up to 900 hours for an unemployed youth under the age of 30 and must involve digital-related activities. Our proposal is to enhance our social media strategy to increase more public awareness of all the Library has to offer.

### **Strengthen our Service Delivery**

- Met with Oshawa PUC to explore energy saving initiatives as well as cost-saving programs for the Northview and McLaughlin branches.
- Submitted our 2019 Business Plan, Operating Budget, and 10 Year Capital Needs plan to the City
- Sponsoring one Manager to the APLL (Advancing Public Library Leadership) course offered through Southern Ontario Library Services. This 2 year program is designed to support new library managers by providing them with the tools they require in order to advance their career by developing the leadership skills necessary for the job.
- Eleven staff have completed Six Sigma Lean Yellow Belt training. Lean focuses on what is best for the customer and eliminates extra steps and waste in processes.

## **2. City Manager Meeting Update**

Mr. Aldridge, Chair of the Board, provided the Board with an update on the action item from the previous meeting, which included issuing a letter from the Board to Jag Sharma, City Manager requesting a meeting between the Mr. Sharma and Mr. Aldridge to discuss the Library's capital projects. Mr. Aldridge reported that the letter was issued the day after the Board meeting, and he received notice from the City Manager's office within one (1) business day with a proposed meeting date of October 1<sup>st</sup>. Mr. Aldridge attended the meeting which included Jag Sharma, City Manager, Stephanie Sinnott, Commissioner of Finance Services, and Tracy Adams, Commissioner of Corporate Services. He advised that he prepared and

presented a summary of our concerns to the City Manager's Office, which included the key potential projects, the conveyor belt and windows at the McLaughlin branch and indicated that they are the Board's main concern. Mr. Aldridge further reported that it was a good conversation, and the Board's concerns were heard.

Frances reported that within a few days following Ted's meeting with the City, the City's Engineering Department contacted Frances and scheduled a meeting to look at the conveyor belt, windows and exterior ramps at the McLaughlin branch. They did a full review of the items identified as areas of concern by the Library Board. Frances further reported that the City also set up a meeting with the Oshawa PUC to discuss possible solutions, such as solar panels on the roof, and the possibility of a retrofit of the Northview branch. They were also helpful in choosing the appropriate language for the capital budget.

Additionally, Frances advised the Board that they City requested a list of the Library's external contractors in order to conduct a review to ensure we are receiving the best pricing, etc. and to see if there could be any possible cost savings. The City has reported that it appears we are receiving the best pricing, and there were no areas identified in which we could be saving some money.

Frances and Ted both expressed their gratitude for the City's commitment in helping the Library.

## 6. **New Business**

### 1. **Review Corporate Governance Handbook**

Frances presented the draft Corporate Governance Handbook, which was included in the advance meeting packages, and provided a high-level overview of the contents and purpose of the handbook. Frances reported that this new handbook will be used as part of the new director orientation process, and includes the necessary information for any new incoming Board member. She also reported that there were some previous Board policies that have been identified as more of a procedure rather than a true policy that have been built right into the handbook. It was noted that the Corporate Governance Handbook will be reviewed by the Governance Committee annually, and updated as required.

**(44-18) MOTION** – Moved by Lois Gillette, seconded by Gil Paterson, “That the Oshawa Public Library Board approve the Corporate Governance Handbook, as presented.” **CARRIED**

### 2. **Repeal of Board Policies**

As indicated by Frances earlier in the meeting, following a review of the current Board policies, the following recommendations are now presented for the Board's consideration as some of the Board policies have been identified as procedures,

rather than true policies. Additionally, Frances reported earlier that some of the language from these Board policies have been included in the Corporate Governance Handbook from a procedural perspective, and are no longer required to be set out as formal policies.

The recommendations that were presented to the Board for consideration, are set out below:

	<b>Board Policy</b>	<b>Proposed Amendment(s)</b>	<b>Rationale</b>
1.	OPL-001 Nominating Committee (Ad Hoc)	Repeal the Policy	No longer necessary. As per a board motion made on Feb. 18/16, an amendment to the Bylaw re Standing Committees was approved, disbanding the Nominating Committee.
2.	OPL-002 Acknowledgement of Service Oshawa Public Library Board	Repeal the Policy	Not a true policy. Can include this language in the Corporate Governance Handbook if deemed necessary.
3.	OPL-003 Orientation of New Board Members	Repeal the Policy	Language included in the new Corporate Governance Handbook.
4.	OPL-005 Access to Board Policy	Repeal the Policy	Not necessary. All items are accessible on OPL's website.
5.	OPL-006 Board Conference Expenses	Repeal the Policy	Language included in the new Corporate Governance Handbook.
6.	OPL-008 Board Meeting Policy	Repeal the Policy	Language included in the new Corporate Governance Handbook.
7.	OPL-009 Public Appointments to Committees	Repeal the Policy	Redundant. Language in the policy is covered in the OPLB Code of Ethics and By-law 8: Open Meetings and Exceptions.
8.	OPL-300 Facility Rental	Repeal the Policy	An updated policy was approved in 2016, and this policy was not officially rescinded.

**(45-18) MOTION** – Moved by Gil Paterson, seconded by Doug Thomson, “That the Oshawa Public Library Board repeal each of the following Board policies:

- OPL-001 – Nominating Committee (Ad Hoc)
- OPL-002 – Acknowledgement of Service Oshawa Public Library Board
- OPL-003 – Orientation of New Board Members
- OPL-005 – Access to Board Policy
- OPL-006 – Board Conferences Expenses
- OPL-008 – Board Meeting Policy
- OPL-009 – Public Appointments to Committee
- OPL-300 – Facility Rental” **CARRIED**

3. Review and Approve Board Policies:

The Board was provided with copies of each of the draft policies set out below in their advance meeting packages and were asked to review same prior to the meeting. The Board was advised by Frances that most amendments made to the policies were general house-keeping changes, with the exception of the Membership Policy, Children at the Library Policy and Use of the Internet Service and Technology Policy, as each of these policies were outdated and required more robust language to ensure the Library’s policies and procedures in these areas are clearly stated.

	<b>Board Policy</b>	<b>Proposed Amendment(s)</b>	<b>Rationale</b>
1.	OPL-100 Membership in the Oshawa Public Library	Amend the Policy	Updated policy drafted following a review of the policy to include more robust language.
2.	OPL-102 Children in the Library	Update the Policy	Updated policy drafted. See attached proposed policy <i>Children at the Library</i>
3.	OPL-104 Use of the Internet and Computer	Update the Policy	Updated policy drafted. See attached proposed policy <i>Use of the Internet Service &amp; Technology</i>
4.	Facility Rental Policy	Update the Policy	Following a review, this policy has been updated for ease of the internal booking process. See attached <i>Facility Rental Policy and Facility Rental Agreement</i> .
5.	Donations, Gifts and Sponsorship Policy	Update the Policy; minor amendment on page 2.	Reference to the Income Tax Act not required.

	<b>Board Policy</b>	<b>Proposed Amendment(s)</b>	<b>Rationale</b>
6.	Collection Development Policy	Update the Policy; minor amendments required.	Minor amendments required as the CLA no longer exists and general housekeeping changes required.

The Board members reviewed the policies and a discussion ensued. Staff was able to answer various questions from the Board members and provide clarity on the rationale of the proposed changes. Following a fulsome discussion, the following motions were made:

**(46-18) MOTION** – Moved by William Thurber, seconded by Lois Gillette,

“That the Oshawa Public Library Board approve the Donations, Gifts and Sponsorship Policy and Collection and Development Policy, as presented.”

**CARRIED**

Following a review of the highlighted changes to the proposed Facility Rental Policy and Facility Rental Agreement, the Board requested additional changes to be made to this policy prior to approving the amended policy. Management was asked to bring the revised policy back to the next Board meeting for review.

**(47-18) MOTION** – Moved by William Thurber, seconded by Mary Fowler,

“That the Oshawa Public Library Board refer the Facility Rental Policy and Facility Rental Agreement back to staff for updating.”

**CARRIED**

**(48-18) MOTION** – Moved by William Thurber, seconded by Lois Gillette,

“That the Oshawa Public Library Board approve the Children at the Library Policy, as amended.”

**CARRIED**

**(49-18) MOTION** – Moved by William Thurber, seconded by Mary Fowler,

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

**CARRIED**

**(50-18) MOTION** – Moved by Gil Paterson, seconded by William Thurber,

“That the Oshawa Public Library Board approve the *Use of the Internet Service & Technology*, as presented.”

**CARRIED**

7. **Other Business, if any**
8. **Motion to Adjourn** – William Thurber at 7:56 p.m.

APPROVED