



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

**Thursday, September 20, 2018 beginning at 6:30 p.m.  
McLaughlin Branch Board Room**

**MINUTES**

**Present:** Ted Aldridge (Chair), Dan Carter, Mary Fowler, Donald Johnson, Gil Paterson, Doug Thomson and William Thurber

**Regrets:** Lois Gillette, Elizabeth Jamischak, Grant Karcich & Rhea Smith-Schultz

**Staff:** Frances Newman, Chief Executive Officer  
*Stephanie McLean, Executive Assistant, acted as the Recording Secretary*

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

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

**(33-18) MOTION** Moved by Dan Carter, seconded by William Thurber, "That the Oshawa Public Library Board approve the Agenda, as amended, for the September 20, 2018 Board meeting." **CARRIED**

2. **Declaration of Conflict of Interest**

No conflicts were declared.

3. **New Business**

1. **Finance Committee**

a) **Minutes**

Receive the approved minutes of the May 7, 2018 Finance Committee meeting.

b) **2019 Proposed Operating and Capital Budgets**

Gil Paterson, Chair of the Finance Committee, reported that the Finance Committee met twice with Management over the past two of weeks to review the proposed 2019 Operating and Capital budgets. He further reported that as there are fewer grants to apply for in 2019 as a result of the new Provincial Government, and due to the aging infrastructure of the Library facilities, the Finance Committee and Management were not able to successfully meet the 2% target increase as set by the City. Mr. Paterson advised the Board that in order to keep up with the general maintenance and repairs required on the buildings, the Library Board will require additional funds that will exceed the 2% target increase.

Mr. Paterson advised the Board that the Finance Committee is confident presenting the proposed budgets to City Council, as the Library's facilities are City owned buildings, and the capital budget projects are to address certain AODA requirements, general maintenance and repair that is required on the buildings, together with planning ahead for future capital projects. Mr. Paterson further advised the Board members that the Finance Committee would like the Board to consider a motion, which will be presented at the end of this discussion, for the Chair of the Board to submit a letter to the City Manager requesting a meeting to discuss the repairs and maintenance required in Library facilities, and the shortfall in the capital funding budget.

Following Mr. Paterson's update to the Board, Wendy Castanha, Manager, Accounting, presented a high-level overview of the proposed Operating and Capital budgets. She highlighted a few of the key areas including staffing costs which have increased by 2.4% due to a contractual obligation and corresponding benefit increase, building security which proposes a 25% increase as per the City's instructions due to contractual increases, an 8% increase on utilities, and a new annual expenditure of \$14,000 for antivirus software that the City previously paid for on behalf of the Library. The Board also reviewed the 10 year estimated capital projects plan.

**Motions – Approval of the Operating and Capital Budgets**

Following Mr. Paterson's report on the 2019 proposed Operating and Capital budgets, and Wendy Castanha's presentation, the following motions were presented:

**(34-18) MOTION** – Moved by William Thurber, seconded by Doug Thomson,

“That the Oshawa Public Library Board approves the 2019 proposed Operating budget, 2019 Capital budget and the 9 year Estimated Capital Project Plans, as presented.” **CARRIED**

**(35-18) MOTION** – Moved by Doug Thomson, seconded by Gil Paterson,

“That the CEO be authorized to make any necessary adjustments to the budgets, with the concurrence of the Chair, prior to the submission to the City.” **CARRIED**

**(36-18) MOTION** – Moved by Doug Thomson, seconded by Gil Paterson,

“That the Board approves a motion that the Chair of the Board submits a written request for an urgent meeting with the City of Oshawa Manager to discuss the necessary overdue repairs of the City owned Library Buildings, predominantly the McLaughlin branch, to request Capital funding from the City to make up the resultant serious shortfall in the OPL Capital Funding Budget for the financing of these infrastructure repairs and improvements of City owned buildings.” **CARRIED**

c) **Closure of the Compston Reserve Account**

**(37-18) MOTION** – Moved by Doug Thomson, seconded by Gil Paterson,

“That upon recommendation by the Finance Committee, the Oshawa Public Library Board approve the closure of the Compston Reserve Account, as a result of the bequest being disbursed in accordance with the instructions received from the estate.” **CARRIED**

4. **Board Appointment Process**

Frances advised the Board that with respect to the upcoming Municipal Election and the changeover of Board members, SOLS is offering a free webinar on Board transitioning and ensuring the Board orientation process is effective for managing this process. She invited all Board members to participate in the seminar on Wednesday, September 26<sup>th</sup> at 2 p.m. which will be held in the McLaughlin branch Board Room. Alternatively, Board members were advised that the webinar is also being offered during the evening of Monday, September 24<sup>th</sup>. Mary Fowler asked Frances to forward her the link to the SOLS email.

Additionally there was a discussion regarding the City’s process for appointing new members to the Board. Dan Carter advised the Board that as a new process was recently implemented by the City to ensure there is an opportunity to gain a better understanding of the candidates applying and being appointed,

he would get more clarity from the City Clerk's office on the timeline of the process for the upcoming appointments.

5. **Board Meeting Start Time**

The Chair of the Board asked the Board members if the monthly meeting start time of 6:30 p.m. is still suitable for everyone's schedule. All Board members present at the meeting agreed that there was no reason to change the Board meeting start time, and to keep the meeting start time at 6:30 p.m..

At this point of the meeting, Mary Fowler left and did not return.

6. **Approval of the Minutes**

**(38-18) MOTION** Moved by Doug Thomson, seconded by Donald Johnson, "That the Oshawa Public Library Board approve the minutes from the June 21, 2018 Board meeting." **CARRIED**

7. **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. Financial Report
4. Monthly Statistics Report

**(39-18) MOTION** – Moved by William Thurber, seconded by Doug Thomson, "That the Oshawa Public Library Board approve the Consent Agenda for the September 20, 2018 Board meeting." **CARRIED**

8. **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**

- Positive feedback has been received from various customers on our new website, catalogue, and logo
- Launched our "Make it a Play Day" physical activity lending collection this summer which was funded through the City's Healthy Kids Community Challenge

### **Create Vibrant Community Spaces**

- Air conditioning at the McLaughlin branch continues to have problems
- The conveyor belt for the after hours book return at the McLaughlin branch is broken and we are having difficulty sourcing materials to repair due to its age
- Roof repairs are scheduled to take place at the McLaughlin branch
- Had a concrete pathway poured, and trimmed shrubbery to improve the exterior façade at the McLaughlin branch
- Prepared a facilities equipment review including lifespan expectancy and replacement costs
- Applied for another Enabling Accessibility grant for McLaughlin exterior ramp replacement

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

- Held two Repair Cafés to date, with 4 more scheduled, all of which has been funded through the a grant received from the Ministry of Seniors Affairs
- Annual TD Summer Reading Club took place again this year with nearly 1,000 children who participated
- Promoting our Writer in Residence, Jennifer Robson, who will conduct a series of four workshops as well as meet with aspiring writers throughout the month of October

### **Embrace Technology**

- Launched our Electronics Lending Library called “STEM Stars” in partnership with the UOIT Engineering Department

### **Strengthen our Service Delivery**

- Participated in a meeting with the Finance Department at the City and discussed reviewing contractual obligations of the Library and the City in anticipation of creating some synergies and possible cost savings
- Undertook an asset tagging project with the assistance from a student Page
- Conducted an evaluation of work flow at the Legends Centre branch
- Conducted an orientation for our new board member, Elizabeth Jamischak
- Frances is serving on the City’s Development Charges Task Force
- Preparations for the 2019 budget
- Reviewed and updated a number of policies
- Prepared a Board orientation package for new members

9. **Other Business, if any**

1. **Acknowledgement and Appreciation**

Dan Carter provided a brief statement regarding the upcoming Municipal Elections being held on October 22<sup>nd</sup>, and his term ending as the Oshawa City Council Representative. Mr. Carter acknowledged the honour it has been serving as a Board member of the Oshawa Public Library Board, and on behalf of the City he thanked the Board members for their contributions and efforts as serving on the Oshawa Public Library Board. Mr. Carter thanked staff, the Board, Chair, Ted Aldridge and the CEO, Frances Newman, which he noted has been a great addition to the Library.

Gil Paterson acknowledged Dan's appreciation on behalf of the Board and thanked him for his contributions as the City Council Representative.

Gil also took this opportunity to thank Ellen Stroud's team for producing the monthly Activity Report as it continues to be very informative for Board members, and acknowledged all of their hard work developing and facilitating the various programs, including community outreach events that the Library offers.

2. **Staffing Update**

Frances advised the Board that Margaret Wallace has resigned from the Library to assume a position as CEO of Whitchurch-Stouffville Public Library.

10. **Motion to Adjourn** – William Thurber at 7:23 p.m.