



## REGULAR MEETING OF THE OSHAWA PUBLIC LIBRARY BOARD

Thursday, January 17, 2019 beginning at 6:30 p.m.  
McLaughlin Branch Board Room

### MINUTES

**Present:** Croydon DeMello, Kyle Fitzgerald, Eric Guernsey, Chris Inniss, Elizabeth Jamischak, Michelle Lawson, Jacqueline Quinn, Linna Tam-Seto and Doug Thomson

**Regrets:** Ted Aldridge and Brian Nicholson

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

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

Frances Newman assumed the role of Chair to facilitate the introductions and to conduct the election of the officers.

### Welcome and Orientation Session

#### 1. **Welcome and Introductions of Board Members**

Frances Newman welcomed the new Board members to their first meeting. She advised the Board that Brian Nicholson, the City appointed City Councillor was not able to attend the meeting due to a City Council Budget Meeting. Frances also reported that the previous Chair, Ted Aldridge, was also not able to be present for the meeting.

Frances provided the Board with an overview of her role and responsibilities as CEO of the Oshawa Public Library, as well as a brief summary of her work experience. In addition, a roundtable was held whereby each Board member

introduced themselves including where applicable, their current occupation, and their interest and experience with the Library.

## 2. **Election of Officers – 2019 (Chair and Vice-Chair)**

### **Chair**

Frances opened the floor for nominations for the role of Chair of the Oshawa Public Library Board. There was one nomination made. Doug Thomson nominated Ted Aldridge, the former Chair. In Mr. Aldridge's absence, Mr. Thomson advised the Board that Mr. Aldridge has served on the Board for the past four years, the last two as Board Chair. Mr. Thomson read a letter prepared by Mr. Aldridge which expressed Mr. Aldridge's interest in continuing to serve as Chair of the Board. There being no further nominations, and upon the following motion, Ted Aldridge was declared Chair of the Board of Directors.

**(01-19) MOTION** – Moved by Doug Thomson, seconded by Elizabeth Jamischak,  
“That Ted Aldridge be elected as Chair of the Board of Directors.”  
**CARRIED**

### **Vice-Chair**

Frances opened the floor for nominations for the role of Vice-Chair of the Oshawa Public Library Board. There was one nomination made.

**(02-19) MOTION** – Moved by Eric Guernsey, seconded by Elizabeth Jamischak,  
“That Doug Thomson be elected as Vice-Chair of the Board of Directors.”  
**CARRIED**

Doug Thomson accepted the nomination.

In Mr. Aldridge's absence, Doug Thomson assumed the role as Chair of the meeting.

## 3. **Skills & Competency Matrix**

The Board members were provided with a Skills & Competency Matrix in advance of the meeting, and were asked to have the matrix completed, and returned at the meeting.

Frances advised the Board that the purpose of the matrix is to be able to use it as a tool for determining the Board members skills, and aligning these skills to the applicable Board Committees when the Committee elections are held in February.

Directors were asked to complete the matrix, if not yet completed, and return same at their earliest convenience.

4. **Orientation – Review of Board Member Orientation Package**

Frances advised the Board that the main purpose of this meeting is to focus on Board Orientation and to ensure each Board member has a solid understanding of his/her responsibility as a Board member of the Oshawa Public Library Board. Each Board member was provided with a package prior to the meeting, which included material to help support them in their role as Board Trustee, including items such as the Public Libraries Act, the Library's Board Governance Handbook, Strategic Plan, Annual Report and the Board Legacy report, a report that sets out major accomplishments completed by the previous Board. A fulsome overview of the materials was provided by Frances, including a review of the Board Governance Handbook, which sets out the duties and responsibilities of Board members.

The orientation session was held in an open dialogue format, with many questions from Board members being answered by Frances Newman and Doug Thomson.

**Regular Business**

1. **Approval of Agenda**

**(03-19) MOTION** – Moved by Elizabeth Jamischak, seconded by Chris Inniss, "That the Oshawa Public Library Board approve the Agenda, for the January 17, 2019 Board meeting." **CARRIED**

2. **Declaration of Conflict of Interest**

No conflicts were declared.

3. **Approval of the Minutes**

**(04-19) MOTION** Moved by Elizabeth Jamischak, seconded by Doug Thomson, "That the Oshawa Public Library Board approve the minutes from the November 15, 2018 Board meeting." **CARRIED**

#### 4. **Business Arising from Minutes**

1. Nil

#### 5. **New Business**

##### 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**

- Working with Cisco Networking Academy and Durham College to create learning circles and training opportunities for displaced GM workers as well as others considering career changes. Toronto Public Library successfully launched this non-credit program in March 2018, and is designed to provide a stepping stone to formal education using the peer-to-peer learning model.
- Planning underway for “Food for Fines” amnesty to be held in February, whereby overdue fines are forgiven in exchange for donations to Feed the Need Durham.
- Partnering with CELA, CNIB and Apple in the “Phone it Forward” program. 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 as well as envelopes for people to mail their old phones. The CNIB will issue tax receipts to those who donate. And this nation-wide program is expected to launch in late February or early March.
- Our annual Volunteer Tax Clinics in partnership with Revenue Canada will begin in March and volunteers are still needed. Last year volunteers prepared almost 600 returns for low-income individuals and families resulting in a grand total of 1.6 million dollars in tax refunds and tax credits.

##### **Create Vibrant Community Spaces**

- Successfully secured an Enabling Accessibility in Communities grant to repair the exterior ramp to the auditorium, rear emergency ramp, and the uneven exterior stairs to the “Boys & Girls Entrance” at McLaughlin. This grant covers two-thirds of the estimated costs related directly to accessibility and is part of our ongoing efforts towards AODA compliance.

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

- As a direct result of the success of our Writer in Residence program last Fall, we are organizing monthly writing circles to promote creative writing to budding authors. The writing circles will be facilitated by author Sue Reynolds and begin in March.

## **Embrace Technology**

- Volunteers from UOIT Engineering program will be sharing their expertise and conducting coding classes for teens. Younger kids ages 9-12 can get in on the fun with our Coding Club.
- TumbleBooks, an online learning tool for beginner readers, has proved popular so the Library is subscribing to another module to help early literacy – TumbleMath.

## **Strengthen our Service Delivery**

- You will soon see advertisements in the Food Court at Lakeridge Health to promote the Library's digital services – the idea to promote our eBooks and eAudio in places where people wait and do not have access to reading materials.
- Participating in a nation-wide social media public awareness campaign about the challenges libraries face in providing digital content such as eBooks and eAudiobooks due to pricing models, license restrictions, and lack of availability of digital titles for libraries to purchase.
- Presented our proposed budget to the Finance Committee of City Council on January 7<sup>th</sup>. We expect budget results on February 8<sup>th</sup>.

## **2. Board Development**

### **i) OLA Trustee Boot Camp (Saturday, February 2<sup>nd</sup>)**

Doug Thomson provided the Board members with some background information on the OLA, the Ontario Library Association, and the upcoming annual OLA Conference, in particular the OLA Boot Camp which is targeted for Library Board Trustees. Mr. Thomson referred the Board to the OLA handout which was provided at the beginning of meeting which sets out the sessions scheduled to take place at the Boot Camp on February 2<sup>nd</sup>. He advised the Board that if anyone would like to attend the Boot Camp, to please let Frances know by the end of next week. Frances confirmed that she would send each Board member a link to the OLA website which contains more information on the Annual Conference and the Boot Camp.

ii) **SOLS – Learn HQ**

Mr. Thomson also provided the Board with an overview of SOLS, Southern Ontario Library Services, and its role for Public Libraries in Ontario. He advised the Board that as Board Trustees they will have access to Learn HQ, and eventually a library board governance website which will offer additional training and orientation information suitable for their role as a Library Board Trustee. Mr. Thomson further advised that each library must appoint a SOLS Representative who will be responsible for attending bi-annual meetings as representatives of the Oshawa Public Library Board.

6. **Other Business, if any**

None

7. **Adjournment**

**(05-19) MOTION** – Moved by Elizabeth Jamischak, seconded by Doug Thomson,

“That the meeting adjourn.”

**CARRIED**

The meeting adjourned at 8:35 p.m.