



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

**Thursday, February 21, 2019 beginning at 6:30 p.m.
McLaughlin Branch Board Room**

MINUTES

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

Regrets: Ted Aldridge, Kyle Fitzgerald and Brian Nicholson

Staff: Frances Newman, Chief Executive Officer
Tracy Munusami, Manager, Service Excellence
Adina Negru, Health & Safety and Building Operations
Stephanie McLean, Executive Assistant, acted as the Recording Secretary

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

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

(06-19) MOTION – Moved by Chris Inniss, seconded by Elizabeth Jamischak, “That the Oshawa Public Library Board approve the Agenda, as amended, with the inclusion of the items SOLS Governance Training and April Board Meeting Date for the February 21, 2019 Board meeting.” **CARRIED**

2. **Declaration of Conflict of Interest**

No conflicts were declared.

3. **Approval of the Minutes**

(07-19) MOTION Moved by Linna Seto-Tam, seconded by Eric Guernsey,

“That the Oshawa Public Library Board approve the minutes from the January 17, 2019 Board meeting.” **CARRIED**

4. **Consent Agenda**

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

1. Strategic Plan Update from the CEO
2. Activity Report
3. Friends of the Library Report
4. Health and Safety Report
5. Monthly Statistics Report
6. Board Policies for Review (Orientation purposes only):
 - I. Financial Controls Policy
 - II. Procurement Policy

(08-19) MOTION – Moved by Elizabeth Jamischak, seconded by Croydon DeMello,
“That the Oshawa Public Library Board approve Consent Agenda items 3 and 4, and items 1, 2, 5 and 6 be pulled for discussion.” **CARRIED**

Frances Newman provided responses to each of the Board members questions with respect to certain reports on the Consent Agenda including the Strategic Plan Update from the CEO, Activity Report, Monthly Statistics Report, and each of the two Board policies that were provided for orientation purposes only.

Frances provided a high-level overview of the information that was presented at the Human Trafficking workshop that was attended by some Management and staff of the Library in February. The workshop was held at the Whitby Public Library and was conducted by the Durham Region Police Services. Frances reported that the Durham libraries will discuss an awareness strategy.

A discussion took place regarding the statistics for each of the branches. It was noted that the statistics for each of Delpark and Northview branches have been consistently lower. Frances reported that circulation statistics tend to fluctuate, and it is not uncommon to see the statistics decline at one branch, and increase at another. Additionally, Tracy Munusami reported that from a collection maintenance perspective the staff at the Delpark branch are currently working on an initiative to clean up the collection, for example replacing old DVD cases with new ones, reducing the overcrowding of shelves, with the goal of making the space look more fresh for the customers.

Chris Inniss requested that if possible, more comparative data be provided in the monthly Statistics Report going forward, including trend analysis data and possibly setting targets to certain items in order to compare the actuals against the targets.

Certain Board members also had some suggested changes to each of the Financial Controls Policy and Procurement Policy. Frances advised them that now that a formal Governance Committee has been established, these policies can be reviewed and amended as necessary.

(09-19) MOTION – Moved by Elizabeth Jamischak, seconded by Eric Guernsey,

“That the Oshawa Public Library Board approve Consent Agenda items 1, 2, 5 and 6, being the Strategic Plan Update from the CEO, the Activity Report, the Monthly Statistics Report and the Financial Control and Procurement Board Policies, respectively, for the February 21, 2019 Board meeting.”

CARRIED

5. **Business Arising from Minutes**

1. **Review of the Skills & Competency Matrix**

Frances presented the updated Skills & Competency Matrix which was provided to the Board in advance of the meeting. The updated Skills & Competency Matrix included all Board members self-evaluations of their skills and competency levels. Frances and Doug jointly advised the Board that based on the information provided by each Board member they have reviewed the information and compiled a list of who appears to be best suited for the Library’s Board Committee, which can be used during the Committee appointment process.

2/3. **Appointment of OPLB Committee Members**

As discussed during the previous agenda item, the Board was provided with the updated Skills & Competency Matrix, as a tool for assisting in the Committee appointment process. Doug Thomson, acting Chair of the meeting, advised the Board that although some suggestions have been made by himself and the CEO based on a review of the matrix, the Board members have full discretion on the composition of the Committees. Additionally, Board members are free to sit on any of the Committees, as well as attend any of the Committee meetings. However, if they are not a Board appointed Committee member, they will not have a vote on any business requiring a motion. Following this update from Doug Thomson, the Board discussed the composition of the various Board Committees, and the following motion was presented:

(10-19) MOTION Moved by Elizabeth Jamischak, seconded by Chris Inniss, “That the following Board Committee Appointments for 2019 be approved:”

CARRIED

Committee Members	
Finance Committee	Doug Thomson, Chair Eric Guernsey, Vice-Chair Elizabeth Jamischak Croydon DeMello Ted Aldridge, as Ex-Officio
Governance Committee	Elizabeth Jamischak, Chair Kyle Fitzgerald, Vice-Chair Linna Tam-Seto Croydon DeMello Chris Inniss Ted Aldridge, as Ex-Officio
CEO Evaluation Committee	Ted Aldridge, Chair Doug Thomson Jacqueline Quinn
Strategic Planning Committee	Ted Aldridge, Chair Doug Thomson Chris Inniss Michelle Lawson
SOLS Trustee Representative	Doug Thomson

4. Revised 2019 Operating and Capital Budget

Frances provided an overview of the Library's proposed revised budget, following the City's motion to freeze the Library's 2019 budget at the 2018 rate. Frances reported that as a result of the cut, the Library has had to reduce the overall budget by approximately \$271,000. As previously reported to the Board, staffing costs have increased as well as corresponding benefits by approximately 2.4 % due to contractual obligations, and as a result of these increases, the Library must make up the shortfall. A brief discussion ensued with respect to the items in the budget that will be affected, including programs and events and certain capital projects.

At this point of the meeting Chris Inniss left and did not return.

Adina Negru, Manager, Health & Safety and Building Operations joined the meeting. She provided a brief introduction of her previous work experience and her responsibilities at the Library prior to providing an explanation of the Estimated Capital Projects 10 year plan set out in the proposed capital budget.

Adina also provided an overview of the McLaughlin Ramp Repair Project that has been identified as a capital project for 2019. She presented a PowerPoint presentation supporting the definite need to have this area updated from a

safety perspective, together with making the area more accessible for our customers. Adina advised the Board that the Library applied for an Enabling Accessibility in Communities Grant in July 2018, and has recently learned that it was successful in receiving the grant to help offset the costs of this project.

Additionally, Adina also highlighted the need to repair the southeast ramp at the McLaughlin branch. Adina advised the Board that from a cost savings perspective, completing the Southeast Ramp Project in tandem with the larger ramp project at the front of the Library, will save the Library on staging costs, which can be quite significant in these types of projects.

Adina also advised the Board that two (2) smaller upgrades slated to take place also at the McLaughlin branch in 2019, which include the following:

- A new flag pole which can be accessed from ground level, not the roof as is the current set up, removing the need to purchase safety harnesses and provide required training to staff; and
- The installation of a new bike rack in sight of the City's external security camera. The current bike rack cannot be seen by a security camera, and many bike thefts occur.

In addition to the required repairs at the McLaughlin branch, Adina reported that the Northview branch requires some repairs to the roof and skylight.

Adina referred the Board to the three (3) items on the 2019 capital budget that have been deferred as a result of the budget freeze which include: Stage 1 of the Window Retrofit at McLaughlin, Carpet Replacement in the North Wing at McLaughlin and money to be set aside for a new book return also at McLaughlin.

At this point of the meeting, Frances provided a brief overview of the current book return system and end of life status of the equipment of the book return system at the McLaughlin branch. She reported that the McLaughlin book return system is approximately 40 years old and it is becoming increasingly difficult to repair as the replacement parts are difficult to find due to the age of the equipment.

Following a review of the revised budget for 2019, the following motion was presented:

(11-19) MOTION – Moved by Michelle Lawson, seconded by Croydon DeMello,

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

Another motion was presented to the Board at this point of the meeting with respect to the acknowledgement and approval of the Enabling Accessibility in

Communities Grant for the McLaughlin Accessibility Ramp Project as previously reported by Adina Negru.

Acknowledgement and Approval of the Enabling Accessibility in Communities Grant for the McLaughlin Accessibility Ramp Project:

(12-19) MOTION – Moved by Doug Thomson, seconded by Elizabeth Jamischak,

“That the Oshawa Public Library Board acknowledges and is pleased to receive funding for the McLaughlin Library Accessibility Ramp Improvement administered through Employment and Social Development Canada, and the Enabling Accessibility Fund. Furthermore the Board agrees to:

- i) execute this project as per the terms and conditions of the agreement, including contributing the required 35% matching funds of the total cost of the project, being approximately \$126,300, for a total contribution of approximately \$44,205 plus a 15% contingency and HST, to be funded out of capital reserves; and
- ii) award the tender for the Accessibility Ramp Project in its entirety to Fayer Construction Ltd. based on their bid of \$94,550 plus a 15% contingency and applicable HST. The projected grand total will be \$122,867.” **CARRIED**

5. OLBA Boot Camp Debrief

Kyle Fitzgerald, Elizabeth Jamischak, Croydon DeMello and Doug Thomson each attended the OLBA Boot Camp on Saturday, February 2nd. OLBA Boot Camp attendees present at the meeting provided a brief synopsis of the content of the session. A key takeaway from the session was that Library Board members should be great advocates for the Library, and they must lead by example for their respective communities. It was also noted that the information provided at the Boot Camp session was very helpful, especially for new Library Board members.

A discussion ensued regarding the completion of an Economic Impact Study for the Oshawa Public Libraries, similar to the one that Markham Public Library and others have recently completed.

At this point of the meeting Elizabeth Jamischak and Linna Tam-Seto each left and did not return.

6. **New Business**

1. **Approval of McLaughlin Library Accessibility Ramp Improvement Expenditures**

Please refer to agenda item no. 5.4 above.

7. **Other Business, if any**

None

8. **SOLS Governance Training**

Doug Thomson, acting Chair of the meeting, briefly spoke to the handout provided to Board members at the beginning of the meeting with respect to Governance Training being offered by SOLS. Board members were instructed to sign up if they would like to participate in the training.

9. **April 2019 Board Meeting Date**

Doug Thomson advised the Board that as the April Board meeting date is currently scheduled for Thursday, April 18th which leads into the Easter long week-end, there is a possibility to change the date if the majority of the Board members would prefer to do so. The Board agreed to finding a meeting date that the majority can attend.

10. **Adjournment**

(13-19) MOTION – Moved by Eric Guernsey, seconded by Doug Thomson,

“That the meeting adjourn.”

CARRIED

The meeting adjourned at 7:50 p.m.