



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

**Thursday, March 21, 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, Councillor Brian Nicholson, Jacqueline Quinn, Linna Tam-Seto and Doug Thomson

**Regrets:** Ted Aldridge

**Staff:** Frances Newman, Chief Executive Officer  
Tracy Munusami, Manager, Service Excellence  
*Stephanie McLean, Executive Assistant, acted as the Recording Secretary*

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

**(14-19) MOTION** – Moved by Kyle Fitzgerald, seconded by Elizabeth Jamischak,  
“That the Oshawa Public Library Board approve the Agenda, as amended, with the inclusion of the item Correspondence from the Board Chair, for the March 21, 2019 Board meeting.” **CARRIED**

Doug Thomson welcomed Councillor Nicholson to his first meeting of the Oshawa Public Library Board. A brief introduction of the Board members took place.

Doug Thomson referenced correspondence received from Ted Aldridge, Chair of the Board, regarding his absence from the past three Library Board meetings. Mr. Aldridge advised the Board in his letter that his absences are due to complications with his health, specifically his hip. Mr. Thomson read Mr. Aldridge’s letter to the Board members, and asked the Board to consider a resolution to authorize the continuance of

Ted Aldridge as the Library Board Chair. The following resolution was presented by Elizabeth Jamischak.

**(15-19) MOTION** – Moved by Elizabeth Jamischak, seconded by Chris Inniss, “In accordance with Section 13 of the Public Libraries Act, the Oshawa Public Library Board acknowledges that due to health matters, Ted Aldridge, Chair of the Board, has been absent from three consecutive Board meetings. The Board authorizes Ted Aldridge to continue to serve as Board Chair, with Doug Thomson, Vice-Chair of the Board, acting in his capacity, as required.”

**CARRIED**

Additionally, the Board agreed that a card be sent to Ted Aldridge on behalf of the Board of Directors.

2. **Declaration of Conflict of Interest**

No conflicts were declared.

3. **Approval of the Minutes**

**(16-19) MOTION** Moved by Linna Tam-Seto, seconded by Michelle Lawson, “That the Oshawa Public Library Board approve the minutes from the February 21, 2019 Board meeting, as amended.” **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. Finance Report
4. Health and Safety Report
5. Monthly Statistics Report

**(17-19) MOTION** – Moved by Linna Seto-Tam, seconded by Chris Inniss, “That the Oshawa Public Library Board approve Consent Agenda items 2, 3 and 4, and items 1 and 5 be pulled for discussion.” **CARRIED**

Linna Tam-Seto had some questions with respect to some partnerships mentioned in the Strategic Plan Update from the CEO, such as the Back Door Mission and the upcoming Bibliotherapy program with the Literacy Network of Durham Region. Frances provided clarity on these partnerships, and advised that the Library Board will be provided with updates on the Bibliotherapy program.

With respect to the Monthly Statistics Report, Chris Inniss asked for some clarification on the “Number of Programs in the Community” item. Frances reported that this statistic is generally lower as this is the number of external events that the Library is invited to throughout the Community. Additionally, Tracy Munusami, Manager, Service Excellence, advised the Board that due to the bad weather conditions in February there were some external events cancelled. A brief discussion ensued.

**(18-19) MOTION** – Moved by Elizabeth Jamischak, seconded by Croydon DeMello

“That the Oshawa Public Library Board approve Consent Agenda items 1 and 5, being the Strategic Plan Update from the CEO and the Monthly Statistics Report, respectively, for the March 21, 2019 Board meeting.”

**CARRIED**

## 5. **Business Arising from Minutes**

### 1. **Objectives & Accomplishments**

As part of the continuing orientation process for the new Board members, Frances presented the Key 2018 Objectives VS Accomplishments Report and the Key Objectives 2019 Report in response to Chris Inniss’ comments from the February Board meeting regarding the Library’s targets & accomplishments.

Prior to providing the Board with a detailed overview of each of the reports, Frances advised the Board that the Library’s objectives are provided and presented to City Council annually, and they are closely tied to the City’s strategic goals and objectives. She reported that the 2019 Objectives were prepared in late 2018, and subsequently presented to City Council in January 2019. Discussion ensued.

### 2. **SOLS Governance Best Practices Workshops**

Doug Thomson reported that further training is being provided by SOLS for Board members, and the dates of the workshops being offered are as follows:

- Saturday May 4<sup>th</sup> from 10 am to 1 pm at the Richmond Hill Public Library; or
- Wednesday, May 8<sup>th</sup> from 6:30 pm to 9:30 pm at the Selywn Public Library in Bridgenorth.

Doug instructed the Board members to advise Frances and/or Stephanie if they are interested in attending, and to register for the preferred workshop date accordingly.

### 3. **Value Calculator**

Frances presented the new Value Calculator feature on the Library's website. She reported that the new Value Calculator provides Library customers an opportunity to quantify what they borrow from the Library, and what their return on investment is. Frances reported that the Library will start to promote this shortly. It is a great public awareness tool from a financial literacy perspective, as customers can be saving money by coming to the Library.

## 6. **New Business**

### 1. **Bridge Toolkit Presentation**

Tracy Munusami, Manager, Service Excellence, introduced herself, and her role at the Library. She presented a PowerPoint presentation to the Board and provided a detailed overview of the purpose of the Bridge Toolkit, which includes the measurement of digital inclusion and digital literacy. She advised the Board that the main goal of this initiative is to determine the value that libraries serve in their community, and to ensure libraries are investing in the right technology to serve their customers. A brief discussion ensued.

### 2. **Regional Government Review**

Frances highlighted the recent announcement made by the Ontario government regarding the Regional Government Review. Councillor Nicholson reported that the City will be holding a public meeting on this matter, however the date has not yet been determined. Board members were encouraged to complete the survey prior to April 23<sup>rd</sup>. The survey allows residents to provide input into the types of service changes they would like to see, as well as the problems they would like the province to consider, and not to consider, etc.

## 7. **Other Business, if any**

A poll was taken to determine if the meeting start time should be changed from 6:30 pm to 6:00 pm. It was decided by a majority vote that the meeting start time should remain at 6:30 pm.

### **Committee Meeting Dates**

Doug advised the Board members that Committee meeting dates for each of the Governance Committee, Finance Committee and Strategic Planning Committee are required to be set, and Frances and Stephanie will be reaching out to the respective Committee members to arrange for these meetings. He further

