



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

**Thursday, April 25, 2019 beginning at 6:30 p.m.
McLaughlin Branch Board Room**

MINUTES

Present: Croydon DeMello, Kyle Fitzgerald, Eric Guernsey, Michelle Lawson, Jacqueline Quinn and Doug Thomson

Regrets: Ted Aldridge, Chris Inniss, Elizabeth Jamischak, Councillor Brian Nicholson and Linna Tam-Seto

Staff: Frances Newman, Chief Executive Officer
Ellen Stroud, Director, Service Design & Delivery
Tracy Munusami, Manager, Service Excellence
Stephanie McLean, Executive Assistant, acted as the Recording Secretary

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

(20-19) MOTION – Moved by Kyle Fitzgerald, seconded by Jacqueline Quinn, “That the Oshawa Public Library Board approve the Agenda for the April 25, 2019 Board meeting.” **CARRIED**

2. **Declaration of Conflict of Interest**

No conflicts were declared.

3. **Introduction and Highlights from the Portfolio of the Director, Service Design & Delivery, Ellen Stroud**

Ellen Stroud, Director, Service Design & Delivery introduced herself to the members of the Board and provided a fulsome overview of her role and responsibilities at the Oshawa Public Library. Ellen advised the Board that she has responsibility for the overall Service Design & Delivery to the public, including

customer and circulation services, programming, outreach and community engagement and has oversight over all branches, with four Managers reporting directly to her. She also advised the Board that she is the Management liaison with the Friends of the Library, and also a member of the Seniors Advisory Group, which is a working group and great partnership with the OSCC 55+.

On behalf of the Board, Doug Thomson thanked Ellen and her team for all of the work that they do for the Library.

4. **Approval of the Minutes**

(21-19) MOTION Moved by Michelle Lawson, seconded by Eric Guernsey, “That the Oshawa Public Library Board approve the minutes from the March 21, 2019 Board meeting.” **CARRIED**

5. **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. Finance Report
5. Health and Safety Report
6. Monthly Statistics Report
7. Board Policies (for orientation purposes only):
 - I. Donations, Gifts and Sponsorship Policy
 - II. Social Media Policy

(22-19) MOTION – Moved by Kyle Fitzgerald, seconded by Jacqueline Quinn, “That the Oshawa Public Library Board approve Consent Agenda items 1 to 5, and items 6 and 7 be pulled for discussion.” **CARRIED**

Monthly Statistics Report

Croydon DeMello had a comment with respect to the increase in the statistics for the Library’s digital collection via the “Online Branch”. Tracy Munusami, Manager, Service Excellence advised the Board that Management is seeing a shift towards the Library’s online and digital offerings. A brief discussion ensued regarding statistics, and how they continuously fluctuate, as well as the attendance levels at the various programs offered by the Library.

Board Policy – Donations, Gifts and Sponsorship Policy

Croydon DeMello inquired if the Library currently has any sponsorships. Frances advised the Board that the Library does not have any substantial sponsorships at this time, however, a current goal is to pursue more sponsorships and develop a planned giving strategy.

(23-19) MOTION – Moved by Croydon DeMello, seconded by Eric Guernsey, “That the Oshawa Public Library Board approve Consent Agenda items 6 and 7, being the Monthly Statistics Report and the Board Policies, respectively, for the April 25, 2019 Board meeting.” **CARRIED**

6. Business Arising from Minutes

1. **Update - SOLS Workshops**

The Board members were reminded that the SOLS workshop on Governance Best Practices is being offered on Saturday May 4th from 10 am to 1 pm at the Richmond Hill Public Library and on Wednesday, May 8th from 6:30 pm to 9:30 pm at the Selywn Public Library in Bridgenorth.

Doug Thomson reported that himself, Frances and Elizabeth Jamischak would be attending the Saturday session in Richmond Hill, and Croydon DeMello confirmed that he would be attending the Wednesday evening session in Bridgenorth.

Doug advised the Board that if there is anyone else interested in attending one of the workshops, and require assistance with registering, to reach out to Frances or Stephanie.

In addition to the workshop update, Frances provided a brief overview on the status of the SOLS Interlibrary Loan service, following up to her email sent earlier this week indicating that SOLS had ceased their Interlibrary Loan services. Frances reported that SOLS has now communicated that they have only suspended the Interlibrary Loan services until May 31st. A brief discussion ensued, and Frances advised the Board that she would keep them informed of any updates.

7. New Business

1. **Finance Committee**

- a) **Minutes:** The Board of Directors received a copy of the Finance Committee’s approved minutes dated September 5 and 13, 2018 for their review.

b) **2018 Audited Financial Statements**

Doug Thomson, Chair of the Finance Committee advised the Board that on April 9, 2019 the external auditor attended the Finance Committee meeting and presented the draft 2018 financial statements to the Committee members. The Board was advised that there were no issues identified with the audit. Following Mr. Thomson's report, the following motion was presented:

(24-19) MOTION – Moved by Croydon DeMello, seconded by Eric Guernsey,

“That the Oshawa Public Library Board approves the 2018 audited financial statements as recommended by the Finance Committee following a review of the draft financial statements at the meeting held on April 9, 2019.” **CARRIED**

2. **Report on the Strategic Planning Committee Meeting**

Michelle Lawson provided a brief overview of the Strategic Planning Committee meeting that was held on April 16th, and advised the Board that the framework for the planning process was discussed, and Frances provided a proposed timeline of the previous strategic planning sessions as a guideline.

Additionally, Frances shared the Strategic Planning Committee's results from the Start, Stop and Continue exercise that took place at the Strategic Planning Committee meeting on April 16th.

Frances highlighted a key theme that was mentioned during the group exercise at the Strategic Planning Committee meeting, which was to make sure that the Board does not become too operational, as the Board's main responsibility is to ensure proper governance of the Library's strategic directions. Following a discussion regarding the distribution of certain board reports less frequently than the current monthly schedule, the Board agreed to bring this item back to the May Board meeting to discuss in further detail with the full Board as there were a few absences at this meeting.

8. **Other Business, if any**

Doug Thomson advised the Board that a meeting of the Governance Committee has been scheduled for Tuesday, May 7th at 6:30 p.m. at the McLaughlin branch.

9. **Adjournment**

(25-19) MOTION – Moved by Eric Guernsey, seconded by Kyle Fitzgerald,
“That the meeting adjourn.” **CARRIED**

The meeting adjourned at 7:22 p.m.

APPROVED