



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

**Thursday, May 16, 2019 beginning at 6:30 p.m.
McLaughlin Branch Board Room**

MINUTES

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

Regrets: Ted Aldridge, Eric Guernsey and Councillor Brian Nicholson

Staff: Frances Newman, Chief Executive Officer
Dina Pen, Corporate Communications and Marketing Strategist
Tracy Munusami, Manager, Service Excellence
Stephanie McLean, Executive Assistant, acted as the Recording Secretary

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

(26-19) MOTION – Moved by Chris Inniss, seconded by Linna Tam-Seto, “That the Oshawa Public Library Board approve the Agenda for the May 16, 2019 Board meeting.” **CARRIED**

2. **Declaration of Conflict of Interest**

No conflicts were declared.

3. **Approval of the Minutes**

(27-19) MOTION Moved by Kyle Fitzgerald, seconded by Jacqueline Quinn, “That the Oshawa Public Library Board approve the minutes from the April 25, 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. Update of the Business Plan Goals and Objectives (Balanced Scorecard)
2. Activity Report
3. Friends of the Library Report
4. Finance Report
5. Health and Safety Report

(28-19) MOTION – Moved by Chris Inniss, seconded by Michelle Lawson, “That the Oshawa Public Library Board approve Consent Agenda items 2 to 5 and item 1 be pulled for discussion.” **CARRIED**

Update on the Business Plan Goals and Objectives (Balanced Scorecard)

Elizabeth Jamischak asked for clarification on the current status of the action item “Provide STEM Kits for families to borrow in partnership with UOIT” under Objective 4, Provide Access and Instruction on the Latest Technologies. A brief discussion ensued.

(29-19) MOTION – Moved by Elizabeth Jamischak, seconded by Jacqueline Quinn, “That the Oshawa Public Library Board approve Consent Agenda item 1 being the Update on the Business Plan Goals and Objectives (Balanced Scorecard), for the May 16, 2019 Board meeting.” **CARRIED**

5. **Monthly Statistics Report**

A copy of the Monthly Statistics Report was provided to the Board members at the beginning of the meeting. There were no questions or comments received from the Board members.

6. **Business Arising from Minutes**

1. **Board Reporting – Frequency and Distribution of Board Reports**

Frances opened up this agenda item, and asked the Board what their preference would be in receiving Board reports in terms of the frequency of certain reporting, including financial, library statistics and programming / activities of the Library. The Board was in agreement that there is no value added as a Board member to receive status quo reports. Concerned with staff time, and from a good governance perspective, the Board would prefer to only be advised of any areas of concern and issues, as required, to allow for more time to focus on strategic planning and governance related matters.

On a going forward basis, the Board will receive a Statistics report and Financial report quarterly, and will be advised of any areas of concern and/or any significant trends or changes by the CEO.

The Board will continue to receive updates on library programming and activities, etc. as they will be embedded in the CEO's monthly Strategic Plan Update.

2. **SOLS Trustee Training Debrief**

Michelle Lawson and Croydon DeMello attended the Southern Ontario Library Service ("SOLS") Trustee Training seminar at the Selwyn Public Library in Bridgenorth, and Doug Thomson and Elizabeth Jamischak attended the session at the Richmond Hill Public Library. It was reported that the main message to the Board Trustees was that the objective of the library Board is to be more strategy based, not operational. It was also noted that the training was helpful as it gave the Trustees the opportunity to learn more about what libraries offer, as well as what SOLS offers, etc.

7. **New Business**

1. **Governance Committee**

a) **Report from the Chair of the Governance Committee**

Liz provided an update on the recent Governance Committee meeting that was held on May 7th. She reported that there were two (2) current policies that required minor updates, being the Financial Controls Policy and Procurement Policy, and two (2) new policies that were presented for review, the Privacy Policy and the Risk Management Policy. Elizabeth further reported that the Governance Committee reviewed each of the policies and had some amendments to be made, and once the policies have been updated and reviewed by the Committee, the Board will be presented with them for final review and approval. Elizabeth advised the Board that the Governance Committee is anticipating that the policies will be presented at the June Board meeting.

b) **Minutes:** The Board of Directors received a copy of the Governance Committee's approved minutes dated June 8, 2017 for their review.

2. **2018 Annual Report**

Doug introduced Dina Pen, Corporate Communications and Marketing Strategist. Dina provided an overview of her role at the Library, as well as her team's key responsibilities, including graphic design for various Library activities, creating and developing social media posts, print ads and Constant Contact emails and compiling the Library's newsletter to name a few. She distributed the 2018 Annual Report to the Board, and presented some of the main highlights of the Annual Report. She advised the Board that this year's Annual Report was less content focused, providing more of a snapshot of the highlights from 2018. New for this year, was also the inclusion of some customer testimonials. Dina advised the Board that a digital copy of the Annual Report will be available on the Library's website.

Frances advised the Board that she will be presenting the Annual Report to City Council on June 24th. A brief discussion ensued.

(30-19) MOTION – Moved by Kyle Fitzgerald, seconded by Chris Inniss, "That the Oshawa Public Library Board accept the 2018 Annual Report, as presented". **CARRIED**

3. **ILLO Update**

Frances provided the Board with a brief update on the status of the Interlibrary Loan services provided by SOLS. She reported that the service remains unavailable, and SOLS has indicated that they should have an update by the end of May, once they have had the opportunity to review their options. Discussion ensued.

8. **Other Business, if any**

None.

9. **Adjournment**

(31-19) MOTION – Moved by Elizabeth Jamischak, seconded by Jacqueline Quinn, "That the meeting adjourn." **CARRIED**

The meeting adjourned at 7:40 p.m.