



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

**Thursday, June 20, 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 and Doug Thomson

**Regrets:** Ted Aldridge, Councillor Brian Nicholson and Linna Tam-Seto

**Staff:** Frances Newman, Chief Executive Officer  
Jennifer Gardner, Manager, Programming, Community Engagement & Outreach  
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**

**(32-19) 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 agenda item, Chair, Vice-Chair and Committee Member Appointments, for the June 20, 2019 Board meeting.” **CARRIED**

2. **Declaration of Conflict of Interest**

No conflicts were declared.

3. **Introduction and Highlights from the Portfolio of the Manager, Programming, Community Engagement and Outreach** – Jennifer Gardner

Jennifer Gardner introduced herself and provided the Board with a fulsome overview of her role and responsibilities at the Library, including overseeing all

programming at the Library, as well as the Library's attendance at events that are held within the community, such as school visits, regular visits to Denise House to conduct story times sessions and responsibility for managing the Visiting Library Service.

#### 4. **Chair, Vice-Chair and Committee Member Appointments**

Doug Thomson provided the Board with an update on Ted Aldridge's health issues, and suggested that it may be time for the Board to consider officially appointing a new Board Chair.

##### Appointment of the Chair of the Board

**(33-19) MOTION** – Moved by Chris Inniss, seconded by Elizabeth Jamischak,  
“That the Oshawa Public Library Board recommends that it is in the best interest of the Oshawa Public Library Board to appoint a new Chair of the Board.

WHEREAS on March 21, 2019 the Board passed a motion authorizing Ted Aldridge, Chair of the Board, to continue to serve as Board Chair given his absence from the previous three meetings with Doug Thomson, Vice-Chair, serving in the capacity as Acting Chair of the Board;

AND WHEREAS Ted Aldridge's health issues continue to prevent him from attending meetings resulting in being absent for three more consecutive meetings, totalling six consecutive meetings;

AND WHEREAS the Board's summer break is imminent, which may require Executive authority should an issue arise outside of the regular Board meeting schedule;

AND WHEREAS it is in the Board's best interest to appoint a new Board Chair to ensure best governance practices and continuity of Board processes;

RESOLVED that:

1. In accordance with Section 13 of the Public Libraries Act, the Board acknowledges that due to health issues, Ted Aldridge, current Chair of the Board, will no longer serve as Chair of the Board, but is hereby authorized to continue serving as a Board member of the Oshawa Public Library Board;
2. The Board will appoint a new Chair to ensure best governance practices and continuity of Board processes.”

**CARRIED**

At this point of the meeting, Frances Newman opened the floor for nominations for the role of Chair of the Oshawa Public Library Board. There was one nomination made.

**(34-19) MOTION** – Moved by Eric Guernsey, seconded by Elizabeth Jamischak,  
“That Doug Thomson be appointed as Chair of the Board of Directors.”  
**CARRIED**

Doug Thomson accepted the nomination.

#### Election of the Vice-Chair of the Board

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

**(35-19) MOTION** – Moved by Chris Inniss, seconded by Elizabeth Jamischak,  
“That Eric Guernsey be appointed as Vice-Chair of the Board of Directors.”  
**CARRIED**

Eric Guernsey accepted the nomination.

#### Election of the Chair of the Finance Committee and Committee Member

As a result of the appointment of Doug Thomson as Chair of the Board, the position of Chair of the Finance Committee became vacant, requiring an appointment of a new Chair, and subsequent appointments, including a new Vice-Chair and member of the Committee, as per the Terms of Reference. Following a review of the Board Competency Matrix, the following motion was made:

**(36-19) MOTION** – Moved by Michelle Lawson, seconded by Jacqueline Quinn,  
“That Eric Guernsey be appointed as Chair, Croydon DeMello be appointed as Vice-Chair and Kyle Fitzgerald be appointed as a member of the Finance Committee of the Oshawa Public Library Board.”  
**CARRIED**

Each of the following Directors are hereby confirmed as members of the Finance Committee:

Eric Guernsey	-	Chair
Croydon DeMello	-	Vice-Chair
Kyle Fitzgerald	-	Member
Elizabeth Jamischak	-	Member
Doug Thomson	-	Ex-Officio

5. **Approval of the Minutes**

**(37-19) MOTION** Moved by Kyle Fitzgerald, seconded by Michelle Lawson, "That the Oshawa Public Library Board approve the minutes from the May 16, 2019 Board meeting." **CARRIED**

6. **Consent Agenda**

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

1. CEO Report
2. Finance Report

**(38-19) MOTION** – Moved by Croydon DeMello, seconded by Elizabeth Jamischak, "That Consent Agenda items 1 and 2, each be pulled for discussion." **CARRIED**

Kyle Fitzgerald asked for some clarification with respect to some recent budget cuts made by the Ontario government and its affect, if any, on Library staff. Frances reported that these changes had some indirect impact, but we were able to implement an alternate solution. A brief discussion ensued regarding the Finance Report.

**(39-19) MOTION** – Moved by Chris Inniss, seconded by Croydon DeMello, "That the Oshawa Public Library Board approve Consent Agenda items 1 and 2, for the June 20, 2019 Board meeting." **CARRIED**

7. **Business Arising from Minutes**

Nil

8. **New Business**

1. **Governance Committee – Recommendation for Approval of the Following Board Policies:**

1. Financial Controls Policy
2. Procurement Policy
3. Privacy Policy
4. Risk Management Policy

Elizabeth Jamischak, Chair of the Governance Committee provided an update on the recent Governance Committee meeting that was held on May 7<sup>th</sup>. 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 in detail resulting in some minor amendments. The policies are now being presented to the Board for final review and approval.

**(40-19) MOTION** – Moved by Elizabeth Jamischak, seconded by Kyle Fitzgerald,  
“That the Oshawa Public Library Board approve the Financial Controls Policy, Procurement Policy, Privacy Policy and Risk Management Policy, as presented.”  
**CARRIED**

## 2. **Government Relations Campaign – Accessing Digital Publishing (eContent)**

Frances provided the Board with some background information on the pricing and restrictions associated with digital content for libraries, and the proposed solutions that will be offered to the Federal government by Canadian Urban Libraries Council (“CULC”) prior to the 2020 federal budget. Following a brief discussion, the following motion was made:

**(41-19) MOTION** – Moved by Chris Inniss, seconded by Michelle Lawson,  
That the Oshawa Public Library Board agrees to submit the following resolution to City Council to raise awareness and to ask for their support.”  
**CARRIED**

WHEREAS, the *Oshawa Public Library Board* recognizes the important role that libraries play in our community. Libraries and the early literacy programs that they run are integral to developing proficient readers and ensuring that children succeed in school. More and more, digital literacy programs run by libraries also help ensure that citizens can contribute to our digital world. Additionally, vulnerable demographic groups, including seniors, low income families, youth, and new Canadians rely on access to libraries as an important tool for their participation in the community – from education to searching for jobs to consuming Canadian cultural materials, and

WHEREAS, libraries in our community recognize that our users increasingly seek to access digital publications offered by multinational publishers, and that access to those publications is too often curtailed by prohibitively high licensing fees or else entirely denied to Canadian libraries, and

WHEREAS, libraries must be in a position to offer digital publications to their users as part of their service offering to our community, particularly given the contemporary rapid pace of digitization of educational and cultural materials,

Now, there be it resolved that the *Oshawa Public Library Board* does hereby:

1. Indicate our support for the Canadian Urban Libraries Council in its efforts to increase access to digital publications for library users in *Oshawa* and across Canada;
2. Call on the Federal government to investigate the barriers faced by libraries in acquiring digital publications and the problems that poses for vulnerable demographic groups in Canada; and
3. Further ask the Federal government to develop a solution that increases access to digital publications across Canada and assists libraries in meeting the cost requirements to acquire digital publications.

### 3. **Security Incidents at McLaughlin**

Frances prepared and presented a report to the Board with respect to security issues and areas of concern at the McLaughlin branch.

**(42-19) MOTION** – Moved by Eric Guernsey, seconded by Chris Inniss, “That the Oshawa Public Library Board accepts the report as submitted, and recommends Doug Thomson and Frances Newman set up a meeting with the City to advise them of the security concerns at the McLaughlin branch.”

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

It was noted by the Board that Councillor Nicholson has been absent from his third consecutive Board meeting. The Board agreed that in accordance with the requirements set out in the Public Libraries Act, and to ensure that the Library has the required support from their Council Representative, the City Clerk’s office should be notified of Councillor Nicholson’s absences.

### 10. **Adjournment**

**(43-19) MOTION** – Moved by Elizabeth Jamischak, seconded by Jacqueline Quinn,  
“That the meeting adjourn.” **CARRIED**

The meeting adjourned at 8:05 p.m.