



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

**Monday, September 23, 2019 beginning at 6:30 p.m.
McLaughlin Branch Board Room**

MINUTES

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

Regrets: Chris Innis and Michelle Lawson

Staff: Frances Newman, Chief Executive Officer
Jennifer Green, Manager, Collections and Access
*Stephanie McLean, Executive Assistant, acted as the Recording
Secretary*

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

(44-19) MOTION – Moved by Elizabeth Jamischak, seconded by Eric Guernsey,
“That the Oshawa Public Library Board approve the Agenda, as amended, for
the September 23, 2019 Board meeting.” **CARRIED**

2. **Declaration of Conflict of Interest**

No conflicts were declared.

3. **New Business**

1. **Finance Committee**

a) **Report from the Chair of the August 27, 2019 Finance Committee Meeting**

Eric Guernsey, Chair of the Finance Committee reported that the

Committee met with Management on August 27, 2019 and reviewed the proposed 2020 Operating and Capital budgets. Eric highlighted the key items of business discussed at the meeting, including each of the following:

- Photocopying revenue increased in 2019 which helped to offset the decreased fine revenue. As borrowing digital resources is becoming more popular, customers are checking out less physical material, generating less fines as there are no fines associated with digital resources.
- An increase of \$20,000 has been allocated to Library materials for 2020.
- An increase in the Purchased Services category reflects an increase in security and security related improvements.
- An additional \$3,300 was allocated to the Postage and Courier costs due to the charges with the SOLS Interlibrary Loan Service. An estimate based on the postage fees from June to August was used to project the total costs for 2020.

b) **2020 Proposed Operating and Capital Budgets**

Following Mr. Guernsey's verbal update to the Board, the Board reviewed the Operating budget, and 10 year estimated capital projects plan, and a brief discussion ensued.

Motions – Approval of the Operating and Capital Budgets

Upon recommendations made from the Finance Committee, the following motions were presented:

(45-19) MOTION – Moved by Elizabeth Jamischak, seconded by Croydon DeMello,

“That the Oshawa Public Library Board approves the proposed 2020 Operating budget and the proposed 2020 Capital budget, as presented.” **CARRIED**

(46-19) MOTION – Moved by Eric Guernsey, seconded by Croydon DeMello,

“That the CEO be authorized to make any necessary adjustments to the budgets, with the concurrence of the Chair, prior to the submission to the City.” **CARRIED**

c) **Receive the approved minutes of the April 9, 2019 Finance Committee Meeting**

(47-19) MOTION – Moved by Eric Guernsey, seconded by Croydon DeMello,

“That the Oshawa Public Library Board accepts the Finance Committee meeting minutes dated April 9, 2019 as presented.” **CARRIED**

4. **Introduction and Highlights from the Portfolio of the Manager, Collections and Access** – Jennifer Green

Jennifer Green introduced herself and provided the Board with a fulsome overview of her role and responsibilities at the Library, including overseeing the areas within the Collections Department including Collections Maintenance, Technical Services and Acquisitions, Cataloguing and Interlibrary Loan services.

Jennifer provided the Board with some information with respect to the Cloud Library service. She advised the Board that there are now 24 libraries involved in the Cloud Library consortium which is the largest consortium in North America, with approximately 142,00 items available for customers to borrow.

She provided the Board members with a handout with respect to eBook and eAudiobook pricing for libraries. She reported to the Board that publishers have based their pricing on usage, which was highlighted in her handout. She further reported that there is a very large discrepancy in the amount of money libraries pay for an eBook versus how much the average customer would pay through Amazon or Indigo, as examples, and noted that most library customers are not aware of this. Discussion ensued.

5. **Approval of the Minutes**

(48-19) MOTION – Moved by Eric Guernsey, seconded by Croydon DeMello, “That the Oshawa Public Library Board approve the minutes from the June 20, 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. Strategic Plan Update and Activity Highlights Report
2. Statistics Report
3. Finance Report

(49-19) MOTION – Moved by Jacqueline Quinn, seconded by Croydon DeMello,
“That the Oshawa Public Library Board approve Consent Agenda item 1 and Consent Agenda items 2 and 3 be pulled for discussion.” **CARRIED**

With respect to the Statistics Report, Elizabeth Jamischak noted that the 2017 program attendance was significantly higher than 2019 for the first two quarters and asked Management if there was a specific reason for this. The Board was advised that 2017 was the year that Canada celebrated 150 years, and the Library held many programs during this period. It was also noted that in 2017 the renovation of the Children’s Department at the McLaughlin branch was completed, and the new Makerspace was opened, seeing larger numbers of people and programs.

Additionally, Croydon DeMello asked for clarity with respect to the process for applying for the Provincial Grant. A brief discussion ensued.

(50-19) MOTION – Moved by Eric Guernsey, seconded by Elizabeth Jamischak,
“That the Oshawa Public Library Board approve Consent Agenda items 2 and 3, for the September 23, 2019 Board meeting.” **CARRIED**

7. **Business Arising from Minutes**

1. **Resignation of Councillor Brian Nicholson**

Doug Thomson provided the Board with an update on the resignation of Brian Nicholson. He further reported that at the City Council meeting held this evening, City Council will appoint a new City Council Representative for the Oshawa Public Library Board. Following the appointment of the new City Council representative, the City Clerk’s office will begin the citizen appointment process as the City Council representative is part of the interview process for the citizen appointments. It was noted that based on timing, the new citizen appointees may not be in attendance until November’s meeting.

8. **Other Business, if any**

Doug Thomson advised the Board that the semi-annual SOLS meeting for Board Trustee Representatives will be held at the McLaughlin branch on Saturday, November 9th and all Board members are invited to attend.

9. **Adjournment**

(51-19) MOTION – Moved by Eric Guernsey, seconded by Elizabeth Jamischak,

“That the meeting adjourn.”

CARRIED

The meeting adjourned at 7:20 p.m.

APPROVED