



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

**Thursday, April 16, 2020 beginning at 6:30 p.m.  
Virtual Meeting**

**MINUTES**

**Present:** Mark Ashcroft, Jim Clapp, Croydon DeMello, Eric Guernsey, Elizabeth Jamischak, Michelle Lawson, Melissa Pringle, Jacqueline Quinn, Linna Tam-Seto and Doug Thomson

**Regrets:** Councillor Tito-Dante Marimpietri

**Staff:** Frances Newman, Chief Executive Officer  
*Stephanie McLean, Executive Assistant, acted as the Recording Secretary*

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Prior to addressing the formal items of business of the meeting, Doug Thomson, Chair of the Board, advised the Board members that public library boards have been granted the authority to hold virtual Board meetings in accordance with the Province of Ontario's Emergency Act.

**1. Call to Order / By-Law Amendment**

**Motion – Approval of the By-Law Amendment:**

**(08-20) MOTION** – Moved by Eric Guernsey, seconded by Michelle Lawson,

“That in accordance with By-law no. 6, the Oshawa Public Library Board approve an amendment to the Oshawa Public Library Board By-laws to allow for this meeting, and any future Board and Committee meetings to be held virtually, or by teleconference.” **CARRIED**

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

**(09-20) MOTION** – Moved by Croydon DeMello, seconded by Jacqueline Quinn,  
“That the Oshawa Public Library Board approve the Agenda for the April 16, 2020 Board meeting.” **CARRIED**

3. **Declaration of Conflict of Interest**

No conflicts were declared.

4. **March Emergency Meeting – Ratification and Confirmation**

**(10-20) MOTION** – Moved by Melissa Pringle, seconded by Elizabeth Jamischak,

“That the Oshawa Public Library Board hereby confirms that the following items of business discussed and approved at the March 24, 2020 Emergency Meeting are hereby ratified and confirmed:

1. Approval of the Northview Roof Repair Project;
2. Acceptance of the Economic Impact Study;
3. Acceptance of the 2020-2023 Strategic Plan; and lastly
4. The Board supports the implementation and continued use of the Operational Continuity Plan until the Library resumes normal operations.”

5. **Approval of the Minutes**

**(11-20) MOTION** – Moved by Elizabeth Jamischak, seconded by Jacqueline Quinn,  
“That the Oshawa Public Library Board approve the minutes from the January 16, 2020 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. Financial Report – March 2020
2. Q1/20 Statistics Report

**(12-20) MOTION** – Moved by Croydon DeMello, seconded by Linna Tam-Seto,  
“That the Oshawa Public Library Board approve the Consent Agenda for the April 16, 2020 Board meeting.” **CARRIED**

7. **Business Arising from Minutes**

NIL

8. **New Business**

1. **Finance Committee**

i) Approval of the 2019 Audited Financial Statements

Doug Thomson, Chair of the Board advised the Board that on April 7, 2020 the external auditor attended the Finance Committee meeting and presented the draft 2019 financial statements to the Committee members. The Board was advised that there were no issues identified with the audit. The following motion was presented:

**Motion – Approval of Audited Financial Statements:**

**(13-20) MOTION** – Moved by Mark Ashcroft, seconded by Croydon DeMello, “That the Oshawa Public Library Board approves the 2019 audited financial statements, as recommended by the Finance Committee, following a review of the draft financial statements.” **CARRIED**

2. **CEO Report**

Frances opened the floor for questions regarding her report that was provided to the Board in their advance meeting packages. Elizabeth Jamischak inquired if Management had a plan with respect to the reopening of the library branches. Frances advised the Board that Management is currently working on a post-pandemic plan and is planning various scenarios as it is highly unlikely all library branches will open and operate at full capacity in the beginning. Additionally, Elizabeth Jamischak asked what the status is with respect to the bargaining of the Collective Agreement. Frances advised the Board that the current Collective Agreement expired on March 31<sup>st</sup>, however no bargaining has started at this point.

3. **May 2020 Board Meeting Date**

Doug Thomson advised the Board that given the current situation with the COVID-19 pandemic, it would be prudent to schedule a Board meeting in May. It was agreed that the general meeting schedule would be followed, and the May Board meeting will be scheduled to take place on the third Thursday of the month.

**Motion – Approval of May Board Meeting Date:**

**(14-20) MOTION** – Moved by Elizabeth Jamischak, seconded by Croydon DeMello,

“That given the current emergency situation related to the COVID-19 pandemic, the Oshawa Public Library Board agrees to hold an additional Board meeting on Thursday, May 21.” **CARRIED**

9. **Other Business, if any**

None.

10. **In-Camera Sessions**

i) **In-Camera Item – Personnel Matter (Public Libraries Act – Section 16.1(4)(b))**

**(15-20) Motion** – Moved by Elizabeth Jamischak, seconded by Eric Guernsey,

“That the Oshawa Public Library Board move in-camera to discuss a personnel matter.” **CARRIED**

**(16-20) Motion** – Moved by Elizabeth Jamischak, seconded by Eric Guernsey,

“That the Oshawa Public Library Board rise from in-camera.” **CARRIED**

ii) **In-Camera Item – Labour Relations (Public Libraries Act – Section 16.1(4)(d))**

**(17-20) Motion** – Moved by Eric Guernsey, seconded by Jacqueline Quinn, “That the Oshawa Public Library Board move in-camera to discuss a matter relating to labour relations.” **CARRIED**

**(18-20) Motion** – Moved by Croydon DeMello, seconded by Elizabeth Jamischak,

“That the Oshawa Public Library Board rise from in-camera.” **CARRIED**

11. **Adjournment**

**(19-20) MOTION** – Moved by Melissa Pringle, seconded by Croydon DeMello,

“That the meeting adjourn.” **CARRIED**

The meeting adjourned at 8:32 p.m.