



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

**Thursday, November 19, 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, Linna Tam-Seto, Jacqueline Quinn and Doug Thomson

**Regrets:** Councillor Tito-Dante Marimpietri

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

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

**(43-20) MOTION** – Moved by Elizabeth Jamischak, seconded by Jim Clapp,  
“That the Oshawa Public Library Board approve the Agenda for the November  
19, 2020 Board meeting.” **CARRIED**

2. **Declaration of Conflict of Interest**

No conflicts were declared.

3. **Approval of the Minutes**

**(44-20) MOTION** – Moved by Mark Ashcroft, seconded by Jacqueline Quinn,  
“That the Oshawa Public Library Board approve the minutes from the  
September 17, 2020 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. CEO Strategic Plan Update and Program Highlights
2. Financial Report – October 2020
3. Statistics Report – Q3/20

**(45-20) MOTION** - Moved by Jim Clapp, seconded by Melissa Pringle, “That the Oshawa Public Library Board approve Consent Agenda items 1-3, consisting of the CEO Strategic Plan Update and Program Highlights, Financial Report as at October 31, 2020 and the Q3 2020 Statistics Report.”

**CARRIED**

5. **Business Arising from Minutes**

N/A

6. **New Business**

i) **Governance Committee**

a) **Report from the Chair of the November 5, 2020 Governance Committee Meeting**

Elizabeth Jamischak provided the Board with an update from the Governance Committee meeting held on November 5, 2020. She advised the Board that the Governance Committee conducted a review of certain Board policies and is now recommending some minor amendments which are listed in the memo from the Governance Committee in their meeting packages.

She further advised the Board, that as a reminder to ensure the Board meetings run efficiently, the practice of using the Consent Agenda should be followed more closely. The language now found in the Board Governance Handbook sets out that any questions regarding any of the items found on the Consent Agenda must be brought forward ahead of time, and all queries should be copied to the entire Board so everyone receives the same information. If after receiving clarification on an item, it is still not clear, the procedure would be to pull the item from the Consent Agenda at the meeting and speak to it at the meeting.

b) **Receive the approved minutes of the May 7, 2019 Governance Committee Meeting**

**(46-20) MOTION** – Moved by Melissa Pringle, seconded by Jacqueline Quinn,

“That the Oshawa Public Library Board accepts the Governance Committee meeting minutes dated May 7, 2019 as presented.”

**CARRIED**

c) **2020 Board Policy Review**

i) **Receive and approve recommendations from the Governance Committee**

Doug Thomson referred to the recommendations made by the Governance Committee with respect to the review of various Board policies, and presented the following motions to the Board for consideration:

1) **(47-20) MOTION** – Moved by Croydon DeMello, seconded by Melissa Pringle,

“That upon a recommendation made by the Governance Committee, each of the following Board policies have been replaced with other policies or classified as an internal operational policy, and the Board approves that each of these be repealed:

- OPL-004 – Board Minutes
  - OPL-007 – Signing Authority
  - OPL-008.1 – Consent Agenda
  - OPL-101 – Guidelines for Use Policy
  - OPL-103 – Oshawa Public Library Programmes
  - OPL-105.1 – Local History Collection Policy
  - OPL-107 – Intellectual Property
  - OPL-201 – Staff Retirement Gifts
  - OPL-202 – Criminal Record Check Policy
  - OPL-203 – Employment of Relatives Policy
  - OPL-301 – Disposal of Property Other than Real Property
  - OPL-301.1 – Disposal of Archives, Ephemera, Memorabilia, Works of Art
  - OPL-400 – Friends of the Library
  - OPL-403 – Acquisition of Materials, Items or Products
  - OPL-405 – Board Appreciation Dinner.”
- CARRIED**

2) **Library Use Guidelines – OP-01**

**(48-20) MOTION** – Moved by Michelle Lawson, seconded by Mark Ashcroft,

“That the Governance Committee of the Oshawa Public Library Board has reviewed OP-01 - Library Use Guidelines as part of the 4-year review cycle, and recommends that the Board approve the policy, as presented.” **CARRIED**

3) **Program Policy – OP-09**

**(49-20) MOTION** – Moved by Elizabeth Jamischak, seconded by Jacqueline Quinn,

“That the Governance Committee of the Oshawa Public Library Board has reviewed the amended Program Policy, which has been reclassified as a Board operational policy, OP-09, and now recommends that the Board approve the policy, as presented.” **CARRIED**

4) **Friends of the Library Policy – G-06**

**(50-20) MOTION** – Moved by Eric Guernsey, seconded by Michelle Lawson,

“That the Governance Committee of the Oshawa Public Library Board has reviewed the amended Friends of the Library Policy, which has been reclassified as a Board governance policy, G-06, and now recommends that the Board approve the policy, as presented.” **CARRIED**

5) **Financial Controls Policy**

**(51-20) MOTION** – Moved by Croydon DeMello, seconded by Elizabeth Jamischak,

“That the Governance Committee of the Oshawa Public Library Board has reviewed the amended Financial Controls Policy, and now recommends that the Board approve the policy, as presented.” **CARRIED**

6) **Terms of Reference - CEO Evaluation Committee**

**(52-20) MOTION** – Moved by Melissa Pringle, seconded by Jacqueline Quinn,

“That the Governance Committee of the Oshawa Public Library Board has reviewed the amended Terms of Reference respecting the CEO Evaluation Committee, and now recommends that the Board approve the Terms of Reference, as presented.”

## 7) **OPLB Board Governance Handbook**

**(53-20) MOTION** – Moved by Elizabeth Jamischak, seconded by Melissa Pringle,

“That the Governance Committee of the Oshawa Public Library has reviewed the amended Board Governance Handbook, and now recommends that the Board approve the revised handbook, as presented.”

### ii) **2020 Budget Update**

Frances advised the Board that City has reduced the Library’s budget allocation for November and December of this year. She reported that the Library is currently in a stable financial situation. It was further reported that this seems to be consistent with what has happened with other Durham libraries this year. A brief discussion ensued.

### iii) **SOLS Trustee Update**

Doug Thomson provided the Board with a brief update with respect to the Southern Ontario Library Service. He advised the Board that the Southern Ontario Library Service will officially amalgamate with the Ontario Library Service – North effective April 1, 2021, and it will be called the Ontario Library Service (“OLS”). Mr. Thomson provided the Board with an overview of the new governance structure and also shared the SOLS and OLS-North client survey results on Services and Programs, Training Services, Interlibrary Loans, Guidance and Advice and Joint Automation Server Initiative.

### iv) **2021 OLA Super Conference**

Frances advised the Board that the 2021 Super Conference will be a virtual conference held during the first week of February. The Board Trustee Boot Camp will be held on Saturday, February 6<sup>th</sup>.

### v) **December Board Meeting – December 17<sup>th</sup>**

Doug Thomson advised the Board members that as the City budget approvals should be known by mid-December, the Oshawa Public Library Board should hold a virtual Board meeting in December. It was confirmed that the date of the meeting will be Thursday, December 17<sup>th</sup> beginning at 6:30 p.m.

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

None.

8. **Adjournment**

**(54-20) MOTION** – Moved by Croydon DeMello, seconded by Elizabeth Jamischak,

“That the meeting adjourn.”

**CARRIED**

The meeting adjourned at 7:30 p.m.

APPROVED