



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

**Thursday, March 18, 2021 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

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

(08-21) MOTION – Moved by Jacqueline Quinn, seconded by Croydon DeMello,
“That the Oshawa Public Library Board approve the Agenda for the March 18,
2021 Board meeting.” **CARRIED**

2. **Declaration of Conflict of Interest**

No conflicts were declared.

3. **Approval of the Minutes**

(09-21) MOTION – Moved by Melissa Pringle, seconded by Mark Ashcroft,
“That the Oshawa Public Library Board approve the minutes from the
January 21, 2021 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 – February 2021

(10-21) MOTION - Moved by Jim Clapp, seconded by Croydon DeMello,
“That the Oshawa Public Library Board approve Consent Agenda items 1 and 2, consisting of the CEO Strategic Plan Update and Program Highlights and the Financial Report as at February 28, 2021.” **CARRIED**

5. Business Arising from Minutes

1. **Receive correspondence from City of Oshawa, Corporate Services Department, City Clerk Services**

Doug Thomson, Chair of the Board, referred to the letter dated February 26, 2021 sent by the City of Oshawa, a copy of which was provided to the Board in their advance meeting packages, with respect to the Library’s 2021 budget. Doug provided the Board with an overview of the process that they have undertaken so far, including highlights from his delegation at the City’s Finance Committee meeting held on February 16, 2021 where he expressed the Board’s concerns with receiving a zero-based budget for 2021 for the third consecutive year.

At this point Michelle Lawson joined the meeting.

Additionally, Frances advised the Board that following her quarterly meeting with Paul Ralph, the City Manager, it was agreed that the Library would apprise the City of any capital projects moving forward.

2. **Update – Revised 2021 Budget**

Eric Guernsey, Chair of the Finance Committee introduced this agenda item. He reported that the operating budget has been slightly adjusted as discussed at the January board meeting. Following a brief discussion, the following motion was presented to the Board.

(11-21) MOTION - Moved by Jim Clapp, seconded by Elizabeth Jamischak,
“That the Oshawa Public Library Board acknowledges the City of Oshawa’s third consecutive year for a flat lined grant allocation, and accordingly approves the resulting revised 2021 budget.” **CARRIED**

The Board also discussed the proposed capital budget that was previously presented to the Board in September 2020. The Board agreed to move forward with the original capital budget in the total amount of \$555,000.

(12-21) MOTION - Moved by Jim Clapp, seconded by Mark Ashcroft,

“That the Oshawa Public Library Board approves the 2021 capital budget as previously presented and approved by the Board in September 2020, in the total amount of \$555,000.” **CARRIED**

6. **New Business**

1. **McLaughlin HVAC / Ventilation Project**

Frances provided the Board with an overview of a required HVAC / Ventilation capital project at the McLaughlin branch. Referring to the report prepared by Adina Negru, the Manager, Building Operations and Health & Safety, Frances advised the Board that in the past when updates and additions were made to the McLaughlin branch, there was no integration of the HVAC systems which has led to temperature and humidity inconsistencies throughout the building. A brief discussion ensued.

(13-21) MOTION - Moved by Eric Guernsey, seconded by Melissa Pringle,

“That the Oshawa Public Library Board acknowledges receipt for informational purposes only, the report with respect to the HVAC / Ventilation capital project planned for the McLaughlin branch.” **CARRIED**

2. **OLBA Update**

Doug advised the Board that he attended the monthly OLBA meeting on Saturday, March 6th and provided a brief update. He reported that the amalgamation of OLS North and OLS South is on target for completion by April 1, 2021.

7. **In-Camera Session – Personnel Matter**

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

(14-21) Motion – Moved by Elizabeth Jamischak, seconded by Eric Guernsey,

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

(15-21) Motion – Moved by Elizabeth Jamischak, seconded by Eric Guernsey,
“That the Oshawa Public Library Board rise from in-camera.” **CARRIED**

8. **Other Business, if any**

None.

9. **Adjournment**

(16-21) MOTION – Moved by Eric Guernsey, seconded by Elizabeth Jamischak,
“That the meeting adjourn.” **CARRIED**

The meeting adjourned at 7:55 p.m.

APPROVED