



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

**Thursday, April 15, 2021 beginning at 6:30 p.m.
Virtual Meeting**

MINUTES

Present: Mark Ashcroft, Jim Clapp, Croydon DeMello, Eric Guernsey, Elizabeth Jamischak, Michelle Lawson, Councillor Tito-Dante Marimpietri, Melissa Pringle, Linna Tam-Seto and Doug Thomson

Regrets: Jacqueline Quinn

Staff: Frances Newman, Chief Executive Officer
Tracy Munusami, Manager, Service Excellence
Stephanie McLean, Executive Assistant, acted as the Recording Secretary

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

(17-21) MOTION – Moved by Michelle Lawson, seconded by Elizabeth Jamischak,
“That the Oshawa Public Library Board approve the Agenda for the April 15, 2021 Board meeting.” **CARRIED**

2. **Declaration of Conflict of Interest**

No conflicts were declared.

3. **Approval of the Minutes**

(18-21) MOTION – Moved by Croydon DeMello, seconded by Mark Ashcroft,
“That the Oshawa Public Library Board approve the minutes from the March 18, 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 Activity Highlights
2. Financial Report – March 2021
3. Statistics Report – Q1 2021
4. Diversity, Equity and Inclusion Strategy Update

(19-21) MOTION - Moved by Jim Clapp, seconded by Elizabeth Jamischak, “That the Oshawa Public Library Board approve Consent Agenda items 1-4, consisting of the CEO Strategic Plan Update and Activity Highlights, Financial Report as at March 31, 2021, Q1 2021 Statistics Report and the Diversity, Equity and Inclusion Strategy Update.” **CARRIED**

5. **Business Arising from Minutes**

n/a

6. **New Business**

1. **2020 Annual Report**

Frances presented the 2020 Annual Report and highlighted some of the key accomplishments of the Library, including completion of the Economic Impact Study and being awarded the 2020 Ontario Library Association Preservation and Archival Achievement Award, and also the 2020 City of Oshawa Culture Counts Innovation and Creation Champion Award, to name a few.

The Board complimented the staff and acknowledged their efforts in producing a great annual report. It was suggested that the annual report be presented to City Council, and also promoted through our customers and other key stakeholders. Following a brief discussion, it was agreed that Frances would reach out to the City Clerk’s office to request that the annual report be presented to City Council. Additionally, Chair Doug Thomson also praised the efforts of the staff and thanked them for their efforts.

(20-21) MOTION - Moved by Eric Guernsey, seconded by Croydon DeMello, “That the Oshawa Public Library Board accepts the 2020 Annual Report, as presented.”

2. Fine Free Report

Frances presented the Fine-Free Initiative Report that was provided to the Board in their advance meeting package. Frances advised the Board that the proposed fine free initiative would be a hybrid approach which would only apply to children's items that are returned late. Items returned damaged or items that not returned at all would still be charged a replacement fee. She further reported that this initiative would help to remove barriers for children allowing them to borrow items from the library, even if their parents have outstanding balances on their accounts.

Following a brief discussion, it was agreed that moving forward, this initiative will be implemented as a 1-year pilot project once the pandemic is over, as items are currently not currently incurring overdue fines. It was also suggested that a report be prepared by Management for review at the May Board meeting setting out the realignment of operational resources as a result of the loss of revenue from the children's overdue fines.

(21-21) MOTION - Moved by Councillor Tito-Dante Marimpietri, seconded by Melissa Pringle,
"That the Oshawa Public Library Board approves the recommendation from Management to eliminate overdue fines on children's library materials, but will continue to charge customers for damaged or lost children's items that are not returned. CEO will report back to the Board in one year."

3. May Board Meeting

Frances advised the Board that as the 2020 audit will be completed and reviewed by the Finance Committee later this month, it would be beneficial to hold a Board meeting in May to approve the audit, and at the same time approve the contractor for the McLaughlin HVAC/Ventilation project. The meeting date will be May 20, 2021 beginning at 6:30 p.m.

7. Other Business, if any

OLBA and OLS Meetings

Doug Thomson advised the Board that there is an upcoming OLBA meeting. He also reported that the newly amalgamated OLS has a meeting scheduled on May 6th.

Financial Updates

Councillor Tito-Dante Marimpietri provided the Board with updates on the federal tax gas credit, capital funding requests to the City and the potential partnership with the OSCC on the new flagship project in north Oshawa.

Federal Funding – Ventilation Projects

Jim Clapp advised Frances and the Board that the Federal Government just announced today that there will be funding available for ventilation projects.

Cybersecurity

Jim Clapp referred to the recent security breach that occurred within the Region of Durham's network and asked how secure the Library's network is. Following a brief discussion, Frances advised that she will following up with the IT team to confirm how secure our network is.

8 Adjournment

(22-21) MOTION - Moved by Eric Guernsey, seconded by Elizabeth Jamischak,
"That the meeting adjourn." **CARRIED**

The meeting adjourned at 7:45 p.m.

APPROVED