



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

**Thursday, December 14, 2021 beginning at 7:00 p.m.  
Virtual Meeting**

**MINUTES**

**Present:** Mark Ashcroft, Jim Clapp, Elizabeth Jamischak, Melissa Pringle, Jacqueline Quinn, Linna Tam-Seto and Doug Thomson

**Regrets:** Croydon DeMello, Eric Guernsey and Councillor Tito-Dante Marimpietri

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

Councillor Tito-Dante Marimpietri was present briefly prior to the commencement of the meeting and wished the Board and staff Happy Holidays, and sent regrets with respect to his availability to attend the meeting.

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

**(62-21) MOTION** – Moved by Melissa Pringle, seconded by Jacqueline Quinn,

“That the Oshawa Public Library Board approve the Agenda for the December 14, 2021 Board meeting.”

**CARRIED**

2. **Declaration of Conflict of Interest**

No conflicts were declared.

### 3. Business Arising from Minutes

#### 1. McLaughlin Window Replacement Project

Frances referred to the memo that was distributed to the Board in advance of the meeting. As set out in the memo Frances reported that following the June Board meeting, J.R. Freethy Architects was hired to develop a window profile to respect the heritage of the building to be used by contractors in a future tender process.

Frances advised the Board that Management has been informed that the McLaughlin library branch is not actually a designated heritage building, as previously understood. It has been confirmed that it is only on the City's inventory list as a Class A building which means it is under consideration for heritage designation, as are many other buildings in Oshawa. Frances further advised that the Heritage Committee is an advisory committee only, meaning they do not have ultimate authority with respect to the McLaughlin branch, including the windows. Therefore, the tender documentation was prepared using the architect's recommendation of aluminum windows as set out in their drawings, based on cost and availability, as opposed to steel windows as preferred by the Heritage Committee earlier in the year.

Frances further reported that the project was divided into 4 stages to provide the Library with the flexibility from both a financial and operational standpoint, with a total of 45 windows to be replaced. However, after the tender was issued and bids were received, it was noticed that there were 8 windows missing from the tender documentation and drawings, being the 8 upper windows in the main reading room on the north side of the library. According to the architect it was his understanding that these windows were not part of the scope of the project. These additional 8 windows will now have to be dealt with separately from this contract.

Frances confirmed that pursuant to the Stipulated Lump Sum Bid tender process, the McLaughlin Window Project should be awarded to Snyder Construction (784437 Ontario Inc.), being the lowest qualified bidder, and also being within the approved amount of \$500,000 estimated in the capital budget. We recently worked with Snyder on the McLaughlin Auditorium renovation which was completed to our satisfaction.

Below is the motion that the Board is asked to consider for approval:

**(63-21) MOTION** - Moved by Jim Clapp, seconded by Elizabeth Jamischak,

- 1) "That the Oshawa Public Library Board awards the McLaughlin Window Replacement Project to Snyder Construction (784437 Ontario Inc.) in the total amount of \$399,648, including a 20% contingency and HST; and

- 2) That the Oshawa Public Library Board approves the McLaughlin Window Replacement Project to be allocated from the 2021 operating budget.”

**CARRIED**

4. **New Business**

NIL

5. **Other Business, if any**

NIL

6. **Adjournment**

**(64-21) MOTION** - Moved by Melissa Pringle, seconded by Elizabeth Jamischak,

“That the meeting adjourn.”

**CARRIED**

The meeting adjourned at 7:13 p.m.

APPROVED