



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

**Thursday, January 16, 2020 beginning at 6:30 p.m.
McLaughlin Branch Board Room**

MINUTES

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

Regrets: Michelle Lawson and Melissa Pringle

Staff: Frances Newman, Chief Executive Officer
Ellen Stroud, Director, Service Design & Delivery
Stephanie McLean, Executive Assistant, acted as the Recording Secretary

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

(01-20) MOTION – Moved by Elizabeth Jamischak, seconded by Mark Ashcroft,

“That the Oshawa Public Library Board approve the Agenda for the January 16, 2020 Board meeting.” **CARRIED**

2. **Declaration of Conflict of Interest**

No conflicts were declared.

3. **Presentation by Ellen Stroud, Director, Service Design & Delivery on the OLA Archival and Preservation Award**

Ellen Stroud introduced herself to the new Board members and provided the Board with an overview of the criteria that was required when submitting the application for the Archival and Preservation award. Ellen was happy to report that the

Oshawa Public Libraries will be presented with the Archival and Preservation award by the Ontario Library Association at the annual conference gala on January 30th for the tasks completed in the Local History room, together with the various digitization projects completed for community partners. Ellen presented a portion of the application that was submitted to the OLA, and highlighted some key accomplishments.

4. **Approval of the Minutes**

(02-20) MOTION – Moved by Eric Guernsey, seconded by Croydon DeMello, “That the Oshawa Public Library Board approve the minutes from the December 19, 2019 Board meeting.” **CARRIED**

5. **Consent Agenda**

The Board members received each of the following reports in their meeting packages, which were provided in advance of the meeting:

1. Strategic Plan Update and Activity Highlights Report
2. Statistics Report
3. Risk Management Program Report
4. Minor Amendment to Board of Directors Mandate to Comply with Bill 132 Changes

(03-20) MOTION – Moved by Eric Guernsey, seconded by Croydon DeMello, “That the Oshawa Public Library Board approve Consent Agenda items 1 to 4.” **CARRIED**

6. **Business Arising from Minutes**

Governance Committee

1) **Operational Continuity Plan – Recommendation for Approval**

(04-20) MOTION – Moved by Elizabeth Jamischak, seconded by Croydon DeMello, “That the Oshawa Public Library Board approve the Operational Continuity Plan, as amended.” **CARRIED**

7. **New Business**

1. **Appointment of Committee Members**

Doug Thomson, Chair of the Board, presented the updated Skills and Competency Matrix to the Board, and advised the Board members that if they wanted to update any of their entries to let Frances and Stephanie know.

Following a review of the completed Skills and Competency Matrix the following motion was presented:

(05-20) MOTION – Moved by Eric Guernsey, seconded by Jacqueline Quinn,

- a. “That Eric Guernsey be appointed as Chair of the Finance Committee, Croydon DeMello be appointed as Vice-Chair of the Finance Committee and the Committee members shall be Jacqueline Quinn, Jim Clapp and Doug Thomson as Ex-Officio.
- b. That Elizabeth Jamischak be appointed as Chair of the Governance Committee, Linna Tam-Seto, be appointed as Vice-Chair of the Governance Committee and the Committee members shall be Mark Ashcroft, Melissa Pringle, and Doug Thomson as Ex-Officio.
- c. That Doug Thomson be appointed as Chair of the CEO Evaluation Committee, and the Committee members shall be Eric Guernsey and Jacqueline Quinn.
- d. That Doug Thomson be appointed as Chair of the Strategic Planning Committee, and the Committee members shall be Eric Guernsey and Michelle Lawson.
- e. That Doug Thomson be appointed as the Southern Ontario Library Service (“SOLS”) representative for the Oshawa Public Library Board.”

2. Update - SOLS Interlibrary Loan Rebate

Frances provided the Board members with an update with respect to the 2019 SOLS rebate, following the changes to the interlibrary loan service. Frances reported that from January 2019 to April 2019 OPL will receive 1/3 of what was paid by OPL, and from June 2019 to December 2019, OPL will receive \$2 per item lended to offset postage costs. Frances further reported that the rebate is better than what was originally anticipated, and that the rebate model will be re-evaluated for 2020.

3. Preliminary Discussion – Planning for a new Library

The Board had a fulsome discussion regarding the need for a new library to meet the needs and population growth in Oshawa. Following the discussion, the board agreed that the residents of Oshawa would benefit from a new library, and would like to formalize their intent to proceed with a motion to the City acknowledging their interest in seeing a new library in the City’s plans.

(06-20) MOTION – Moved by Croydon DeMello, seconded by Jim Clapp, “The Oshawa Public Library Board recommends that:

1. An additional library be built within the next five (5) years to serve the growing population of Oshawa as per the 2015 PRLC (Park, Recreation, Libraries & Culture) Report;
2. Funding for the new library be incorporated into the City's new Community Benefit Charges by-laws;
3. The Library work in partnership with the City in the development of the new library, incorporating current trends, best practices and new technologies in library service and design;

And, the Oshawa Public Library Board further recommends that the City of Oshawa consider the option of a stand-alone library to serve, and align with the City's vision and strategic goals." **CARRIED**

8. **Other Business, if any**

Doug Thomson advised the Board that it's time to complete the CEO evaluation, and that the evaluation form will be distributed to all applicable Board members on Friday, January 18th. Each of Mark Ashcroft, Jim Clapp and Melissa Pringle are not required to complete the evaluation form as they were not appointed to the Board until December 2019.

9. **Adjournment**

(07-20) MOTION – Moved by Eric Guernsey, seconded by Croydon DeMello, "That the meeting adjourn." **CARRIED**

The meeting adjourned at 7:58 p.m.