



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

**Thursday, January 21, 2021 beginning at 6:30 p.m.  
Virtual Meeting**

**MINUTES**

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

**Regrets:** Michelle Lawson

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

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

**(01-21) MOTION** – Moved by Elizabeth Jamischak, seconded by Croydon DeMello,  
“That the Oshawa Public Library Board approve the Agenda for the January 21, 2021 Board meeting.” **CARRIED**

2. **Declaration of Conflict of Interest**

No conflicts were declared.

3. **Approval of the Minutes**

**(02-21) MOTION** – Moved by Mark Ashcroft, seconded by Jim Clapp,  
“That the Oshawa Public Library Board approve the minutes from the December 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
3. Statistics Report – Q4 2020
4. Annual Risk Management Program Report
5. 2021 Business Plan

**(03-21) MOTION** - Moved by Melissa Pringle, seconded by Elizabeth Jamischak,

“That the Oshawa Public Library Board approve Consent Agenda items 1-5, consisting of the CEO Strategic Plan Update and Program Highlights, Financial Report as at December 31, 2020, Statistics Report – Q4 2020, Annual Risk Management Program Report and the 2021 Business Plan.”

**CARRIED**

#### 5. **Business Arising from Minutes**

##### 1. **Update – Revised 2021 Budget**

Eric Guernsey, Chair of the Finance Committee introduced this agenda item and asked Frances to provide a brief update on the revised 2021 budget. Frances advised the Board that based on the Board’s discussion at the December Board meeting, the 2021 budget has been updated to reflect the zero-based budget approved by Oshawa City Council in December 2020.

Following Frances’ update, Councillor Tito-Dante Marimpietri spoke to the issues with the Library’s funding model, which includes both the operating and capital budgets, which is different from other City agencies, as the City provides capital funding separately for these organizations. A brief discussion ensued.

At this point of the meeting Linna Tam-Seto joined the meeting.

Additionally, Doug Thomson provided an update on the letter sent to City Council on behalf of the Board with respect to the Board’s dissatisfaction of the zero-based budget, as well as the claw-back in late 2020. He reported that the City Clerk’s office received the letter, and it will be presented to Council at the meeting scheduled for Monday, January 25<sup>th</sup>. Discussion ensued.

**(04-21) MOTION** - Moved by Jim Clapp, seconded by Elizabeth Jamischak, “That the Oshawa Public Library Board recommends that the acceptance of the revised 2021 budget be deferred until the Board’s next meeting to provide

an opportunity to receive a response from the City of Oshawa on the Board's concerns regarding the Library's 2021 budget."

## 6. **New Business**

### 1. **Confirmation of Committee Members, Officers and SOLS Trustee Representative**

Doug advised the Board that as it is a new year, it is an opportunity for Board members to change Committees if they would like to. However, given the past year was a slightly difficult year as a result of the pandemic, it was recommended that the composition of the Board Committees remain unchanged for the 2021 year.

**(05-21) MOTION** - Moved by Eric Guernsey, seconded by Mark Ashcroft, "That the Oshawa Public Library Board confirms that:

- 1) the composition of the Board committees will remain unchanged for the 2021 year;
- 2) the Officers of the Board are Frances Newman as Board Secretary, and Wendy Castanha as Treasurer; and
- 3) the SOLS Trustee Representative remains unchanged and will continue to be Doug Thomson for the 2021 year."

### 2. **Confirmation of Fines Free Initiative**

Frances advised the Board that the Library has continued to suspend fines given the current pandemic situation, and would like to ask the Board for their endorsement to continue with this practice for the time being. Frances also advised the Board that this initiative has been worked into the 2021 budget.

**(06-21) MOTION** - Moved by Croydon DeMello, seconded by Elizabeth Jamischak,

"That the Oshawa Public Library Board confirms that library fines continue to be suspended for the 2021 year."

### 3. **Next Meeting Date – (Currently March 18<sup>th</sup>)**

Doug advised the Board that a Board meeting on February 18<sup>th</sup> may be required if the City responds with respect to the 2021 budget. If so, the Board will be notified promptly if there is a need to meet in February. If no meeting in February is required, the next meeting date will be March 18, 2021 beginning at 6:30 p.m.

#### 4. CEO Evaluation – Next Steps

Doug thanked the Board for returning the CEO Evaluation surveys and reported that the CEO Evaluation Committee will be meeting to review the survey results, and to proceed with the next steps.

#### 7. Other Business, if any

None.

#### 8. Adjournment

**(07-21) MOTION** – Moved by Eric Guernsey, seconded by Elizabeth Jamischak,  
“That the meeting adjourn.” **CARRIED**

The meeting adjourned at 7:55 p.m.

APPROVED