



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

**Thursday, June 17, 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
Tracy Munusami, Manager, Service Excellence
Adina Negru, Manager, Building Operations and Health & Safety
Stephanie McLean, Executive Assistant, acted as the Recording Secretary

Prior to the formal business of the meeting, the Board presented Chair Doug Thomson with a short video from Mayor Dan Carter in recognition of being the recipient of Oshawa's Senior of the Year award.

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

(30-21) MOTION – Moved by Elizabeth Jamischak, seconded by Eric Guernsey,

“That the Oshawa Public Library Board approve the Agenda for the June 17, 2021 Board meeting.” **CARRIED**

2. **Declaration of Conflict of Interest**

No conflicts were declared.

3. **Approval of the Minutes**

(31-21) MOTION – Moved by Croydon DeMello, seconded by Mark Ashcroft, “That the Oshawa Public Library Board approve the minutes from the May 20, 2021 Board meeting, as amended.” **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 – May 2021

(32-21) MOTION - Moved by Elizabeth Jamischak, seconded by Jacqueline Quinn, “That the Oshawa Public Library Board approve Consent Agenda items 1 and 2, consisting of the CEO Strategic Plan Update and Activity Highlights and the Financial Report as at May 31, 2021.” **CARRIED**

5. **Business Arising from Minutes**

1. McLaughlin Window Project – Phase 1

Adina Negru, Manager, Building Operations and Health & Safety provided the Board with a summary report with respect to the results of the Request for Proposal process for the proposed McLaughlin Window Project – Phase 1. Following a brief overview of the proposed project the Board moved a motion to move in camera.

In-Camera Item – (Public Libraries Act – Section 16.1(4)(e))

(33-21) MOTION - Moved by Jim Clapp, seconded by Mark Ashcroft, “That the Oshawa Public Library Board move in-camera to discuss a potential litigation matter.” **CARRIED**

(34-21) Motion – Moved by Eric Guernsey, seconded by Elizabeth Jamischak, “That the Oshawa Public Library Board rise from in-camera.” **CARRIED**

2. Fines Breakdown and Cost Recovery Report

Tracy Munusami, Manager, Service Excellence presented the Fines Breakdown and Cost Recovery Report, a copy of which was provided to the Board in their advance meeting packages. The report outlined how costs can be recovered from the loss of fines on Children’s materials. Tracy reported that in the past

overdue fines related to children's materials make up approximately 30% of fines generated overall, and it is assumed that the Library's costs and staff time will decrease by approximately 30% upon the elimination of children's fines. Tracy further reported that the data collected for this analysis used 2019 numbers as it was the last time the Library had a full year of data pre-pandemic.

Tracy advised the Board that from a cost recovery perspective, Management's recommendation is to increase the costs of public printing and photocopying by \$0.05 per page from \$0.15 to \$0.20 for black and white copies, and by \$0.15 per page for coloured copies from \$0.35 to \$0.50 per page, which is consistent with other Durham Libraries. It is anticipated that the Library can reasonably expect a 33% increase in printing revenue if these fees are increased. In conclusion, it was noted that by eliminating overdue fines on children's items staff will be able to spend more time assisting customers. A brief discussion ensued.

The Board was in agreement that there should be marketing directed at this new initiative.

(36-21) Motion – Moved by Melissa Pringle, seconded by Michelle Lawson, "That in addition to motion 21-21 made on April 15, 2021 the Oshawa Public Library Board approves Management's recommendation to eliminate overdue fines on Children's materials for customers under the age of 18, and to increase the costs of public printing and photocopying by \$0.05 per page from \$0.15 to \$0.20 for black and white copies, and by \$0.15 per page for coloured copies from \$0.35 to \$0.50 per page." **CARRIED**

6. New Business

1. OLBA Update

Doug Thomson reported that the theme of the OLBA webinar that was held the previous week related to libraries going "fine free". He reported that Toronto Public Library ("TPL") approved that overdue children's items go fine free in 2020 and for 2021 youth and adults under currently under consideration. TPL found that overall since 2017 the fines were going down anyways, and the fine revenue runs between 0.5-1.2% for the overall revenue for the year, which they did not find worthwhile.

Doug also reported that he will be attending an OLBA meeting on Saturday, June 19th.

2. Delegating Authority – July & August

(37-21) MOTION - Moved by Doug Thomson, seconded by Croydon DeMello,

“That the Oshawa Public Library Board agrees that should a situation arise during the summer months, that requires the Boards’ decision and a quorum is unattainable, authority is hereby given to the Executives, which includes the Chair, Vice-Chair, and Secretary/CEO, to act on their behalf.”

CARRIED

7. Other Business, if any

The Board made a recommendation to change the signage at the Northview branch to be consistent with the new branding.

8. Adjournment

(38-21) MOTION - Moved by Eric Guernsey, seconded by Elizabeth Jamischak,

“That the meeting adjourn.”

CARRIED

The meeting adjourned at 8:07 p.m.

APPROVED