



## REGULAR MEETING OF THE OSHAWA PUBLIC LIBRARY BOARD

Thursday, May 20, 2021 beginning at 6:30 p.m.  
Virtual Meeting

### MINUTES

**Present:** Mark Ashcroft, Jim Clapp, Croydon DeMello, Eric Guernsey, Michelle Lawson, Melissa Pringle, Jacqueline Quinn, Linna Tam-Seto and Doug Thomson

**Regrets:** Elizabeth Jamischak and Councillor Tito-Dante Marimpietri

**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

**(23-21) MOTION** – Moved by Michelle Lawson, seconded by Jacqueline Quinn,  
“That the Oshawa Public Library Board approve the Agenda for the May 20, 2021 Board meeting.” **CARRIED**

#### 2. Declaration of Conflict of Interest

No conflicts were declared.

#### 3. Approval of the Minutes

**(24-21) MOTION** – Moved by Eric Guernsey, seconded by Jim Clapp,  
“That the Oshawa Public Library Board approve the minutes from the April 15, 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 – April 2021

**(25-21) MOTION** - Moved by Mark Ashcroft, seconded by Jim Clapp,  
“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 April 30, 2021.” **CARRIED**

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

n/a

#### 6. **New Business**

##### **1. Finance Committee**

##### **i) Approval of the 2020 Audited Financial Statements**

Eric Guernsey, Chair of the Finance Committee advised the Board that on April 27, 2021 the external auditor attended the Finance Committee meeting and presented the draft 2020 financial statements to the Committee members. The Board was advised that there were no issues identified with the audit.

**(26-21) MOTION** - Moved by Jim Clapp, seconded by Croydon DeMello,  
“That the Oshawa Public Library Board approves the 2020 audited financial statements, as recommended by the Finance Committee, following a review of the draft financial statements.” **CARRIED**

##### **ii) Acceptance of the September 8, 2020 Finance Committee Meeting Minutes**

**(27-21) MOTION** - Moved by Melissa Pringle, seconded by Croydon DeMello,  
“That the Oshawa Public Library Board accepts the Finance Committee minutes dated September 8, 2020 as presented.” **CARRIED**

## **2. Updates - Capital Projects**

### **i) HVAC/Ventilation Project**

Frances presented this item of business. She highlighted the memo from Adina Negru, Manager, Building Services and Health & Safety and addressed the discrepancy of the budgeted cost of the McLaughlin HVAC/Ventilation project, and the actual quotes received from four (4) City approved contractors. Frances advised the Board that as a result of the COVID-19 Pandemic the demand for materials has increased substantially, which has subsequently driven the costs higher. Frances also provided the Board with an update on the funding announcement on ventilation projects that was made last month from the Federal government, and reported that details on how to access the grant has not yet been released. Discussion ensued.

**(28-21) MOTION** - Moved by Jim Clapp, seconded by Mark Ashcroft, "That the Oshawa Public Library Board approves Mapleridge Mechanical Contracting Inc. to perform the work required for the McLaughlin HVAC/Ventilation Upgrades Project in the total amount of \$360,000 from the operating budget, which includes a 20% contingency and HST."

**CARRIED**

### **ii) McLaughlin Window Project – Phase 1**

Frances referenced the memo from Adina Negru, Manager, Building Services and Health & Safety dated May 14, 2021 with respect to the McLaughlin Window Project. She reported that this project is currently posted on the City's Bids and Tenders website with a closing date of June 10<sup>th</sup>, however it will be the Library's decision of what contractor will be awarded the project. A recommendation is anticipated to be available for the Board at the June meeting.

## **3. OLS and OLBA Updates**

Doug Thomson reported that the newly amalgamated Ontario Library Service had their first meeting last week. He further reported that there is a designated Regional Director for the larger regions, and our Regional Director is from Markham, and she has a lot of experience. The next meeting will likely be held in September.

Doug also advised the Board that the OLS is offering a free webinar on Thursday, June 10<sup>th</sup> at 2 pm to 4 pm and the topic is "Going Fine Free" which he thought may be of interest the Board members.

With respect to the OLBA, Doug reported that a meeting was held on Saturday, May 15<sup>th</sup>.

7. **Other Business, if any**

Frances provided a brief update on the Library's operations following the recent announcement by the government's and their revised Reopening Plan for Ontario.

**Oshawa Senior of the Year Award**

The Board acknowledged Doug Thomson's recent achievement of being awarded the Oshawa Senior of the Year award.

8. **Adjournment**

**(29-21) MOTION** - Moved by Eric Guernsey, seconded by Linna Tam-Seto,  
"That the meeting adjourn." **CARRIED**

The meeting adjourned at 7:02 p.m.

APPROVED