



REGULAR MEETING OF THE OSHAWA PUBLIC LIBRARY BOARD

Thursday, November 18, 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

Staff: Frances Newman, Chief Executive Officer
Vivian Geneski, Manager, HR and Labour Relations
Stephanie McLean, Executive Assistant, acted as the Recording Secretary

1. Call to Order / Approval of Agenda

(57-21) MOTION – Moved by Elizabeth Jamischak, seconded by Councillor Tito-Dante Marimpietri,
“That the Oshawa Public Library Board approve the Agenda for the November 18, 2021 Board meeting.” **CARRIED**

2. Declaration of Conflict of Interest

No conflicts were declared.

3. Approval of the Minutes

(58-21) MOTION – Moved by Croydon DeMello, seconded by Jim Clapp,
“That the Oshawa Public Library Board approve the minutes from the October 21, 2021 Board meeting.” **CARRIED**

4. **Business Arising from Minutes**

1. Vaccination Policy

In response to the Board motion to adopt a Vaccination Policy for staff at the October Board meeting, Frances referred to the draft policy that was provided to the Board members in their advance meeting package. All Board members received a copy of the draft policy on October 22nd and were asked to review and provide their comments if any to Frances. As there were no suggested amendments, the policy presented to the Board remained unchanged from the version distributed in October.

Eric Guernsey asked for clarification with respect to the policy and how it may affect Board Trustees. It was confirmed that Board Trustees were not specifically mentioned in this policy, similar to the City's policy respecting City Councillors. Doug reported that some other libraries are beginning their in-person Board meetings with some Board Trustee members attending virtually. Discussion ensued.

Mark Ashcroft inquired what the process would look like for employees who do not disclose their vaccination status by December 3rd. Manager, HR & Labour Relations, Vivian Geneski advised the Board that HR would meet with any individual that has not disclosed their vaccination status after December 3rd, with a Union Representative present, and they would discuss next steps.

(59-21) MOTION – Moved by Jim Clapp, seconded by Linna Tam-Seto, "That the Oshawa Public Library Board approve the Vaccination Policy, as presented.

CARRIED ON THE FOLLOWING VOTE:

Affirmative – Board Trustees Doug Thomson, Jim Clapp, Croydon DeMello, Councillor Representative and Board Trustee Tito-Dante Marimpietri, Melissa Pringle, Linna Tam-Seto, and Jackie Quinn

Negative – Board Trustees Mark Ashcroft, Eric Guernsey and Elizabeth Jamischak

6. **New Business**

1. CEO Strategic Plan and Activity Highlights

Frances presented the CEO report for the month of October and highlighted each of the following items:

- the City is erecting a sign on Thornton and the future Britannia Avenue extension announcing the site is “the future home of the City of Oshawa’s new recreation centre, sports fields, library, and seniors centre”;
- OPL is partnering with Carea, and several other organizations throughout Durham, for an Anti-Racism, Anti-Hate program grant through the Ministry of Citizenship and Multiculturalism to provide a series of educational programs; and
- various customer testimonials.

With respect to the customer testimonials received, Linna Tam-Seto suggested that the Library try to get these stories out into the public, possibly by social media and through the Library’s website.

2. **October 2021 Financial Report & 2021 Provincial Grant**

Frances referred to her memo dated November 12, 2021 with respect to the allocation of the 2021 Provincial Grant funds, and the recommendation by Management to ask the Board to consider a motion to move the funds received from the Provincial government for 2021 in the amount of \$215,400 to the newly created Equipment Reserve to ensure these funds are kept separate from municipal funding. Discussion ensued. Upon a fulsome discussion, the Board agreed to defer the decision to transfer the Provincial Grant funds to the Equipment Reserve, until Management follows up with the external auditor and the Ontario Library Service to confirm if this is permitted with respect to any applicable legislation.

Please note that after the meeting it was determined that these funds cannot be set up as deferred revenue.

The Board Executive agreed that surplus funds at year-end be transferred to the Equipment Reserve.

(60-21) MOTION – Moved by Eric Guernsey, seconded by Jim Clapp, “That the Oshawa Public Library Board approve the transfer of unused funds from the Library’s 2021 operating account to an appropriately deemed account by the CEO and the Executive Committee after consultation with the auditors and provincial legislation. **CARRIED**

3. **OLBA and OLS Updates**

Doug Thomson advised the Board the OLS meeting was changed from November 2nd at 4 pm to today, November 18th at 4 pm. He reported that it was a good meeting, which focused on how the OLS organization will be beneficial to libraries.

Doug further reported that at the OLBA meeting held on November 13th there discussed the OLA Superconference and BootCamp which is for Library Board Trustees. It was confirmed that it will be held virtually. Doug advised the Board members that they can attend if they are interested in doing so.

7. **Other Business, if any**

NIL

8. **Adjournment**

(61-21) MOTION - Moved by Councillor Tito-Dante Marimpietri, seconded by Linna Tam-Seto,
“That the meeting adjourn.” **CARRIED**

The meeting adjourned at 7:25 p.m.

APPROVED