



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

**Thursday, September 16, 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**

(39-21) MOTION – Moved by Jacqueline Quinn, seconded by Linna Tam-Seto,
“That the Oshawa Public Library Board approve the Agenda for the
September 16, 2021 Board meeting.” **CARRIED**

2. **Declaration of Conflict of Interest**

No conflicts were declared.

3. **Approval of the Minutes**

(40-21) MOTION – Moved by Elizabeth Jamischak, seconded by Melissa Pringle,
“That the Oshawa Public Library Board approve the minutes from the June
17, 2021 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 Activity Highlights
2. Financial Report – August 2021

(41-21) MOTION - Moved by Croydon DeMello, seconded by Jim Clapp, “That the Oshawa Public Library Board approve Consent Agenda item 1, the CEO Strategic Plan Update and Activity Highlights, and Consent Agenda item 2, the Financial Report – August 2021, be pulled for discussion.

CARRIED

Mark Ashcroft asked Management for further details on the current surplus in certain line items in the Financial Report dated August 31, 2021. Frances reported that there are some categories in the budget that are currently indicating that they are underspent as a result of timing of certain contracts and commitments in these budgets.

(42-21) MOTION – Moved by Mark Ashcroft, seconded by Elizabeth Jamischak, “That the Oshawa Public Library Board approve Consent Agenda item 2, the Financial Report – August 2021, for the September 16, 2021 Board meeting.”

CARRIED

5. **Business Arising from Minutes**

1. **New Northview Signage**

Frances referred to her memo regarding the proposed motion made by City Council at their June 22nd meeting regarding the Northview branch. The memo indicated that following the June City Council meeting she was advised that Councillor Nicholson put forth a motion to change the name of the Northview branch in honour of former City Councillor John Aker. The motion made by City Council was “*That staff investigate the feasibility of adding the name of ‘John Aker’ to the North Oshawa Public Library thus making the name the ‘John Aker North Oshawa Public Library’.*”

Councillor Tito-Dante Marimpietri spoke briefly to this agenda item. Discussion ensued. Following a discussion, the Board supported the following motion:

(43-21) MOTION - Moved by Mark Ashcroft, seconded by Elizabeth Jamischak,

“That the Oshawa Public Library Board wishes to pay its respects in

recognition to the Aker Family for the service and contributions made by former Councillor John Aker; and would appreciate the CAO for the City of Oshawa's guidance regarding the City's naming policies and potential options to help finalize our Board discussions - noting however, that there was considerable discussions at the Board meeting surrounding the renaming of the entire facility." **CARRIED**

6. **New Business**

1. **Finance Committee Items**

a) **Receive the approved minutes of the April 27, 2021 Finance Committee Meeting**

(44-21) MOTION - Moved by Jim Clapp, seconded by Jacqueline Quinn, "That the Oshawa Public Library Board accepts the minutes of the Finance Committee meeting dated April 27, 2021, as presented."

CARRIED

b) **Report from the Chair of the September 2 and 13, 2021 Finance Committee Meetings**

Eric Guernsey, Chair of the Finance Committee provided the Board with an update from the Finance Committee meetings held on September 2 and 13, 2021. He advised the Board that:

- At the Finance Committee meeting held on September 13th, the Finance Committee learned that the City would like the Library to turn over their existing capital reserve account with the intention of creating a separate library capital reserve to be maintained by the City going forward, and the City will then administer the Library's capital projects. The City's Facilities Manager will help the Library prioritize its capital projects, and the projects will be funded from the Library's reserve. The City will add funds each year to this account instead of giving the Library money in the annual budget to fund capital projects.

Councillor Tito-Dante Marimpietri advised the Board that he recently met with City staff, the Mayor and another City Councillor regarding this proposed change and asked that they reconsider their approach. Discussion ensued.

At this point in the meeting Melissa Pringle left the meeting and did not return.

- Eric Guernsey also advised the Board that at the Finance Committee meeting held on September 2nd, the Finance Committee made a motion to recommend to the Board that the 2021 Development Charges be deferred, and subsequently the following motion was presented and approved by the Board.

(45-21) MOTION - Moved by Jim Clapp, seconded by Elizabeth Jamishcak,
“That following a recommendation by the Finance Committee of the Oshawa Public Library Board, the Board approves the deferral of the 2021 Development Charges for the 2021 fiscal year.”

CARRIED

- Eric also presented a motion to the Board upon a recommendation from the Finance Committee at the September 2nd Finance Committee meeting with respect to the creation of a new Library Equipment Reserve Account.

(46-21) MOTION - Moved by Elizabeth Jamischak, seconded by Jim Clapp,
“That following a recommendation from the Finance Committee of the Oshawa Public Library Board, the Board approves the creation of a new Library Equipment Reserve Account.” **CARRIED**

- And lastly, Eric advised the Board that at the Finance Committee meeting held on September 2nd, the Committee discussed the upcoming 2022 budget, and brainstormed ideas of how the Board could advocate for the Library when engaging City Councillors. The Finance Committee recommended that best approach would be to develop a set of speaking notes and distribute them to the Board members to use if they have an opportunity to advocate for the Library.

c) 2022 Proposed Operating & Capital Budget

(47-21) MOTION - Moved by Jim Clapp, seconded by Mark Ashcroft,
“That following a recommendation by the Finance Committee of the Oshawa Public Library Board, the Board approves:

- i) the proposed 2022 Operating and Capital budgets; and
- ii) the CEO be authorized to make any necessary adjustments to the budgets, with the concurrence of the Chair of the Board and Chair of the Finance Committee, prior to the submission to the City.”

CARRIED

d) **Replacement of Library Vehicles**

Frances and Stephanie McLean jointly presented a report to the Board which highlighted some specific vehicles that were investigated by both Library staff and City staff. The Board was advised that as a result of a chip shortage, there is currently minimal inventory available on all new vehicles, which is proving to be quite difficult to secure the purchase of new vehicles. As indicated in the report, Library staff were able to find a few options which are currently available for purchase. Following a brief discussion, the following motion was presented to the Board.

(48-21) MOTION - Moved by Jim Clapp, seconded by Eric Guernsey, "That the Oshawa Public Library Board approves Management's recommendation to purchase two (2) new Library vehicles at a cost not exceeding \$115,000 in total."

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

2. **Vaccinations**

Frances advised the Board that the Library is not required to implement a vaccination policy for customers. She further advised the Board that the City confirmed this week that the public who visit the Delpark branch located inside the Delpark Community Centre, will not have to show their proof of vaccination, making it easier for Library customers to use the Library.

Frances reported that with respect to a staff vaccination policy, the Library is waiting for the City to roll out their policy, and the Library will adapt their own based on the City's policy.

(49-21) MOTION - Moved by Elizabeth Jamischak, seconded by Eric Guernsey, "That the Oshawa Public Library Board will consider the City's staff policy when drafting the Library's vaccination policy, and furthermore the Board endorses that it is not feasible for the Library to ask the public to show their proof of vaccination to use the Library."

3. **CEO Succession Plan**

Frances advised the Board that a CEO Succession Plan has been drafted as a guideline should a situation arise where it will be required to be used. The CEO Succession Plan consists of a framework to guide both a contingency plan in the event there is a temporary absence of the CEO, as well as the recruitment of a future CEO in the event of a planned retirement or resignation. Following a brief discussion, and a few minor amendments, the Board approved the following motion.

(50-21) MOTION - Moved by Eric Guernsey, seconded by Elizabeth Jamischak,
“That the Oshawa Public Library Board approves the CEO Succession Plan, as amended.”

4. October Board Meeting Date

The Board agreed to move forward with the October Board meeting date, being October 21st.

7. Other Business, if any

NIL

8. Adjournment

(51-21) MOTION - Moved by Eric Guernsey, seconded by Elizabeth Jamischak,
“That the meeting adjourn.” **CARRIED**

The meeting adjourned at 8:21 p.m.

APPROVED