



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

**Thursday, September 17, 2020 beginning at 6:30 p.m.
Virtual Meeting**

MINUTES

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

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

Prior to addressing the formal items of business, Doug Thomson, Board Chair, acknowledged the tragic incident that affected the Traynor family of Oshawa earlier this month, and provided condolences on behalf of the Board. He expressed that the Board's thoughts are with the family at this time.

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

(34-20) MOTION – Moved by Croydon DeMello, seconded by Jacqueline Quinn,
“That the Oshawa Public Library Board approve the Agenda for the
September 17, 2020 Board meeting.” **CARRIED**

2. **Declaration of Conflict of Interest**

No conflicts were declared.

3. **Approval of the Minutes**

(35-20) MOTION – Moved by Michelle Lawson, seconded by Mark Ashcroft, “That the Oshawa Public Library Board approve the minutes from the June 18, 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
2. Financial Report – August 2020
3. Statistics Reports – Q2 Report and Summer 2019 vs Summer 2020 Report

(36-20) MOTION - Moved by Melissa Pringle, seconded by Jim Clapp, “That the Oshawa Public Library Board approve Consent Agenda item 2, and Consent Agenda items 1 and 3 be pulled for discussion.” **CARRIED**

A discussion ensued with respect to how the Library presents their proposed 2021 budget and annual business plan to City Council. Frances advised the Board that there will be no in person presentations made to City Council this year, but the budget and business plan that outlines the Library’s accomplishments for 2020 and goals for 2021 will be submitted for review by City Council.

Elizabeth Jamischak asked for clarification regarding the type of Outreach programs being delivered by Library staff over the past few months. Frances reported that these types of programs included deliveries of care packages and providing virtual programming to local organizations including the OSCC, the Boys and Girls Club and the Refuge. Elizabeth also recommended that going forward, the statistics reports be prepared consistently in the same colour, per year, for ease of reading the report.

(37-20) MOTION – Moved by Jacqueline Quinn, seconded by Elizabeth Jamischak, “That the Oshawa Public Library Board approve Consent Agenda items 1 and 3, the CEO Strategic Plan Update and Statistics Reports, for the September 17, 2020 Board meeting.” **CARRIED**

5. **Business Arising from Minutes**

1. **Update - 2020 Christmas Hours**

Frances provided the Board with an update on the results from the Union's survey results. The Union advised Management that 70% of the staff were in favour to save two days for Christmas vacation.

(38-20) MOTION - Moved by Croydon DeMello, seconded by Elizabeth Jamischak,

"That the Oshawa Public Library Board support's Management's decision to close during the 2 days over Christmas, in order to complete the necessary deep cleaning of all library branches." **CARRIED**

6. **New Business**

1. **Finance Committee**

- a) Report from the Chair of the September 8, 2020 Finance Committee Meeting

Eric Guernsey provided the Board with an update from the Finance Committee meeting held on September 8, 2020.

- b) Receive the approved minutes of the August 27, 2019 Finance Committee Meeting

(39-40) MOTION – Moved by Eric Guernsey, seconded by Croydon DeMello,

"That the Oshawa Public Library Board accepts the Finance Committee meeting minutes dated August 27, 2019 as presented."

CARRIED

- c) 2021 Proposed Operating & Capital Budget

The Board had a brief discussion regarding the proposed 2021 Operating and Capital Budget. Upon recommendations made from the Finance Committee, the following motions were presented:

Approval of the 2021 Operating & Capital Budget

(40-20) MOTION - Moved by Jacqueline Quinn, seconded by Croydon DeMello,

“That the Finance Committee of the Oshawa Public Library Board recommends that the Oshawa Public Library Board approve the 2021 proposed Operating and Capital budget, as presented.” **CARRIED**

(41-20) MOTION – Moved by Eric Guernsey, seconded by Croydon DeMello,

“That the CEO be authorized to make any necessary adjustments to the budgets, with the concurrence of the Chair, prior to the submission to the City.” **CARRIED**

2. COVID-19 Library Survey Results

Frances presented the COVID-19 Library Customer Survey results to the Board. 77% were either satisfied or very satisfied with our service during the closure. Most customers were very pleased to be able to come back to the Library.

Frances reported that digital usage remains high after reopening to the public. This fall, the Library has switched its focus to curriculum support, including virtual classroom visits. She noted that the Library has pivoted easily to a virtual environment.

The Board was impressed with the results and thanked Frances and the staff for their success during the COVID closure.

3. October Meeting Date

As previously approved, the Board will hold seven (7) meetings per year. As the Board held an extra meeting in May, the Board was reminded that a meeting in October is not required at this time. Following a brief discussion, the Board agreed to keep the scheduled meeting date of October 15th as a placeholder, and will only move forward with the meeting date if necessary.

4. Correspondence – Mayor Dan Carter

Frances referred to the letter received by Mayor Dan Carter dated September 1, 2020 with respect to the increase of criminal activity in the downtown core. Discussion ensued.

5. OLBA Update

Doug Thomson provided the Board with a brief update with respect to the Ontario Library Boards' Association. He reported that the next meeting is

September 26th. He further reported that the main topic of discussion is Diversity. Doug reported that Oshawa Public Library is very well positioned with respect to Diversity.

7. **Other Business, if any**

None.

8. **Adjournment**

(42-20) MOTION – Moved by Eric Guernsey, seconded by Jacqueline Quinn, “That the meeting adjourn.” **CARRIED**

The meeting adjourned at 7:45 p.m.

APPROVED