



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

**Thursday, January 20, 2022 beginning at 6:30 p.m.  
Virtual Meeting**

**MINUTES**

**Present:** Mark Ashcroft, Jim Clapp, Eric Guernsey, Elizabeth Jamischak, Melissa Pringle, Jacqueline Quinn, Linna Tam-Seto and Doug Thomson

**Regrets:** Croydon DeMello and Councillor Tito-Dante Marimpietri

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

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

**(01-22) MOTION** – Moved by Elizabeth Jamischak, seconded by Mark Ashcroft,  
“That the Oshawa Public Library Board approve the Agenda for the January 20, 2022 Board meeting.” **CARRIED**

2. **Declaration of Conflict of Interest**

No conflicts were declared.

3. **Approval of the Minutes**

**(02-22) MOTION** – Moved by Elizabeth Jamischak, seconded by Jim Clapp,  
“That the Oshawa Public Library Board approve the minutes from the November 18, 2021 and December 14, 2021 Board meetings, 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 – December 31, 2021
3. Q4/21 Statistics Report
4. Annual Risk Management Program Report
5. 2022 Business Plan

**(03-22) MOTION** - Moved by Jim Clapp, seconded by Linna Tam-Seto, “That the Oshawa Public Library Board approve Consent Agenda items 2, 3 and 5, consisting of the, Financial Report as at December 31, 2021, Q4/21 Statistics Report and the 2022 Business Plan, as presented, and Consent Agenda items 1 and 4, being the CEO Strategic Plan Update and Activity Highlights and the Annual Risk Management Program Report, be pulled for discussion”  
**CARRIED**

Board Trustee Jim Clapp acknowledged how great the new vans look, and proposed the following motion with respect to the proceeds from the sales of the old library vans.

**(04-22) MOTION** – Moved by Jim Clapp, seconded by Mark Ashcroft, “That the Oshawa Public Library Board authorizes Management to move the proceeds from the sales of the old Library vans into the Library’s Equipment Reserve.”  
**CARRIED**

From a risk management perspective, Jim Clapp asked for further details with respect to how the Omicron variant is affecting staffing levels, as well as supply chain issues, etc., and also how the illegal activity in the downtown core is affecting the Library’s operations. Frances reported that with respect to the Omicron variant, there has been some absenteeism amongst the staff, however at this point it is still manageable and has not had a negative effect on Library operations. On a daily basis Management is monitoring and tracking staffing levels to ensure there is adequate staff at all branches. In addition, Frances advised the Board that open hours of the Library branches have been consolidated, and Management decided not to move forward with opening branches on Sundays at this point. In terms of supply issues Frances reported that there have been a few situations where we have encountered supply issues, more specifically with purchasing books and some PPE items, etc. but nothing that is an imminent risk to the Library.

Frances also provided the Board with an update on security related issues at the McLaughlin branch, and reported that it remains an ongoing issue for the Library. A brief discussion ensued.

**(05-22) MOTION** – Moved by Jim Clapp, seconded by Melissa Pringle, “That the Oshawa Public Library Board approve Consent Agenda items 1 and 4, being the CEO Strategic Plan Update and Activity Highlights and Annual Risk Management Program Report, for the January 20, 2022 Board meeting.”

**CARRIED**

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

### 1. **Northview Library Branch - Name Change**

Frances referred to the memo regarding the potential name change of the Northview Library branch that was distributed to the Board in their advance meeting packages. It was reported that following the Board’s recommendation at the September meeting, and after the City consulted with the Aker family, the family’s preference is to rename the Northview Library branch, rather than naming a park or street after former Councillor John Aker given his strong support for the establishment of the Northview Library branch. Following a fulsome discussion, the following motion was presented to the Board.

**(06-22) MOTION** - Moved by Melissa Pringle, seconded by Mark Ashcroft, “That the Oshawa Public Library Board appreciates the opportunity to provide feedback regarding the proposed name change of the Northview Library and hereby authorizes the CEO to report back to the City’s Chief Administrative Officer regarding this matter. The Board recommends that consideration be given to engaging with the public in the form of a Library member survey conducted by Library staff with respect to the potential name change. The Board further recommends that going forward, and if possible, the Board be consulted in advance of any City Council recommendation that will affect the Library for internal planning purposes.” **CARRIED**

## 6. **New Business**

### 1. **Confirmation of Committee Members, Officers SOLS Trustee Representative**

Doug advised the Board that as it is a new year, it is an opportunity for Board members to change Committees if they would like to. However, given the past year was another difficult year as a result of the continuation of the pandemic, together with it being the last year for this term of the current Board, it was recommended that the composition of the Board Committees remain unchanged for the 2022 year.

**(07-22) MOTION** - Moved by Elizabeth Jamischak, seconded by Jacqueline Quinn,  
“That the Oshawa Public Library Board confirms that:

- 1) the composition of the Board committees will remain unchanged for the 2022 year;
- 2) the Officers of the Board are Frances Newman as Board Secretary, and Wendy Castanha as Treasurer; and
- 3) the SOLS Trustee Representative remains unchanged and will continue to be Doug Thomson for the 2022 year.”

**CARRIED**

7. **Other Business, if any**

**1. 2022 Business Plan**

Board Trustee Elizabeth Jamischak asked for more information regarding the Indigenous training that staff are taking and if there was an opportunity for a grant or funding for Indigenous related training. Frances advised the Board that staff are taking the “Indigenous Canada” online course through Coursera offered by the University of Alberta. It is a 12-lesson course that focuses on Indigenous histories and contemporary issues in Canada. From an Indigenous perspective, the course explores key issues facing Indigenous peoples today from a historical and critical perspective highlighting national and local Indigenous-settler relations. Frances further reported that there was no funding or grant opportunity for Indigenous training that she was made aware of and this course is free. The only cost to the Library is staff time to complete the training.

**2. New Website**

Elizabeth Jamischak also inquired if the Library will be hiring an external company to update and provide ongoing maintenance for the new website. Frances reported that the new website is a library specific website. It will be maintained inhouse, same as our current website, and it will be much easier to update moving from a Drupal environment to a Word Press environment. Currently Pickering Public Library and Halifax Public Library use the same company for their websites.

**3. Risk Management**

Board Trustee Jim Clapp made a suggestion to include “Financial Risk – Capital Funding” on the Library’s Operational Risk Register. Frances reported that this item has already been identified as a risk, and is currently being tracked.

#### 4. CEO Evaluation Survey

Doug thanked the Board for returning the CEO Evaluation surveys. The Committee will be compiling all information which will subsequently be reported to the Board.

#### 5. Next Meeting Date

Chair, Doug Thomson reminded the Board that the next Board meeting will be held on March 17<sup>th</sup>.

#### 8. Adjournment

**(08-22) MOTION** - Moved by Eric Guernsey, seconded by Melissa Pringle, "That the meeting adjourn." **CARRIED**

The meeting adjourned at 7:25 p.m.

APPROVED