



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

**Thursday, March 17, 2022 beginning at 6:30 p.m.  
Virtual Meeting**

**MINUTES**

**Present:** Mark Ashcroft, Jim Clapp, Croydon DeMello, Eric Guernsey, Elizabeth Jamischak, Melissa Pringle, Jacqueline Quinn and Doug Thomson

**Regrets:** Councillor Tito-Dante Marimpietri and Linna Tam-Seto

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

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

**(09-22) MOTION** – Moved by Eric Guernsey, seconded by Mark Ashcroft,  
“That the Oshawa Public Library Board approve the Agenda for the March 17,  
2022 Board meeting.” **CARRIED**

2. **Declaration of Conflict of Interest**

No conflicts were declared.

3. **Approval of the Minutes**

**(10-22) MOTION** – Moved by Jacqueline Quinn, seconded by Elizabeth Jamischak,  
“That the Oshawa Public Library Board approve the minutes from the  
January 20, 2022 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 including the Fundraising Strategy
2. Financial Report – February 28, 2022

**(11-22) MOTION** - Moved by Elizabeth Jamischak 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 including the Fundraising Strategy, and the Financial Report as at February 28, 2022.”

**CARRIED**

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

##### 1. **Northview Library Branch - Name Change - Correspondence Received from City Clerk’s Office**

Frances referred to the letter dated March 3, 2022 sent to the Chair of the Library Board from the City Clerk’s office regarding the proposed name change of the Northview Branch to honour former City Councillor John Aker, a copy of which was provided to the Board in their advance meeting packages. The letter highlighted a motion that was passed by City Council at a meeting held on February 22, 2022, approving the name change of the Northview Library Branch to the John Aker Northview Branch. It was noted that the letter also indicates that the City will provide up to \$22,000 to cover the projected costs of the name change, pursuant to the Library’s estimated costs. A discussion ensued with respect to costs, and the approach the Board would take if total costs are greater than \$22,000.

Additionally, Frances advised the Board that she met with City staff this past week at the Northview branch to investigate what options are for available for the type of sign that can be purchased, ie. illuminated sign, size specifications, etc. while adhering to City By-laws. Frances reported that the Library can engage any company to make and install the sign. Frances further advised the Board that the City would like the Library to host an event at the Northview branch once the sign is installed and the name has officially changed. The following motion was presented to the Board:

**(12-22) MOTION** - Moved by Croydon DeMello, seconded by Melissa Pringle, “That the Oshawa Public Library Board acknowledges that it has received and accepts the letter dated March 3, 2022 from the City of Oshawa’s City Clerk’s Office.”

**CARRIED**

## 2. McLaughlin Window Project – Additional Windows

Frances referred to her memo dated March 10, 2022, a copy of which was provided to the Board in their meeting packages. As indicated in the memo, at the December Board meeting, the Board approved the McLaughlin window project and also approved the funding for this project to be paid out of the Library's Operating Account. Subsequently the Library has been approved for a Federal grant through the Canada Community Revitalization Fund which covers up to 75% of the costs of the project, and the Library is responsible for paying the remaining 25% matching funds. As the source of funding has substantially changed, it is Management's recommendation that the Board ratify a motion that the funding for this project has changed accordingly.

**(13-22) MOTION** - Moved by Croydon DeMello, seconded by Mark Ashcroft,

"That the Oshawa Public Library Board acknowledges and is pleased to receive funding for the McLaughlin Window Replacement Project administered through the Federal Economic Development Agency for Southern Ontario, and the Canada Community Revitalization Fund, and the Board further acknowledges that the project will be executed as per the terms and conditions of the agreement, including contributing the required 25% matching funds of the total cost of the project, being approximately \$220,000, to be funded out of the Library's Capital Reserves account." **CARRIED**

Additionally, the memo indicated that after the original window tender was issued and bids were received, it was noticed that there were 8 windows missing from the tender documentation and drawings, as it was the architect's understanding that these 8 upper windows in the main reading room on the north side of the library were not part of the scope of the project. A quote for these additional windows has been received, which will require Board approval to proceed with this portion of the project. These additional costs will also be included under the grant as part of the entire window project. It was noted that the quote received from Snyder, the contractor awarded the window project, was \$94,875 not including HST. The total cost for the 8 additional windows including HST and a 20% contingency is anticipated to be \$128,650. A brief discussion ensued.

**(14-22) MOTION** - Moved by Elizabeth Jamischak, seconded by Jaqueline Quinn,

"That the Oshawa Public Library Board approves the costs in the amount of up to \$128,650 for the additional 8 upper windows to be installed in the main reading room on the north side of the Library, forming part of the McLaughlin Window Replacement Project." **CARRIED**

## 6. **New Business**

### 1. **Governance Committee**

#### a) **Report from the Chair of the February 28, 2022 Governance Committee Meeting**

Elizabeth Jamischak, Chair of the Governance Committee provided the Board with an overview of the amendments that were made to the Board policies and advised that most amendments were minor. More fulsome changes were made to the Terms of Reference for each of the Board Committees, and subsequently to the Board Governance Handbook, acknowledging these revisions. Following a brief discussion, and in addition to the proposed changes by the Governance Committee, the Board made some additional recommendations to revise the Terms of Reference for the Finance Committee, resulting in the same changes being required for the Board Governance Handbook.

The Board also asked that Management, together with the Governance Committee, conduct research with respect to how the Library's Board committees are currently structured as set out in the By-Laws; ad-hoc committee vs. standing committees and report back to the Board.

#### b) **Receive the approved minutes of the November 5, 2020 Governance Committee Meeting**

**(15-22) MOTION** - Moved by Eric Guernsey, seconded by Melissa Pringle,

“That the Oshawa Public Library Board accepts the approved minutes as received from the November 5, 2020 Governance Committee meeting.”

**CARRIED**

#### c) **21/22 Board Policy, Terms of Reference & Board Governance Handbook Review - Receive and approve recommendations from the Governance Committee**

Following Elizabeth Jamischak's report to the Board, the following motions were presented to the Board by Doug Thomson, Chair of the Board.

##### 1. **Board Policies**

**(16-22) MOTION** - Moved by Mark Ashcroft, seconded by Croydon DeMello,

“That as part of the 4-year Board policy review cycle, the Oshawa Public Library Board has reviewed various Board Policies, and upon the recommendation received from the Governance Committee, the

Oshawa Public Library Board approves each of the following amended policies, as presented:

- OP-02 - Social Media Policy
- A-01 - Donations, Gifts and Sponsorship Policy
- A-02 - Records Retention Policy
- G-01 - Board Mandate
- G-02 - CEO Mandate
- OP-04 - Operational Continuity Plan” **CARRIED**

## 2. **City’s Use of Corporate Resources for Election Purposes Policy**

**(17-22) MOTION** - Moved by Elizabeth Jamischak, seconded by Jim Clapp,  
“That the Oshawa Public Library Board has reviewed the City’s revised Use of Corporate Resources for Election Purposes Policy, and upon the recommendation received from the Governance Committee, the Board endorses the City’s revised Use of Corporate Resources for Election Purposes Policy, as presented, and that the previous version of the policy be repealed.” **CARRIED**

## 3. **G-03 - Addendum to the City’s Use of Corporate Resources for Election Purposes Policy**

**(18-22) MOTION** - Moved by Melissa Pringle, seconded by Elizabeth Jamischak,  
“That the Oshawa Public Library Board has reviewed the City’s revised Use of Corporate Resources for Election Purposes Policy, and upon the recommendation received from the Governance Committee, the Board approves that the Library’s Addendum to the City’s previous Use of Corporate Resources for Election Purposes Policy, referred to as policy G-03, be repealed as it is no longer applicable.” **CARRIED**

## 4. **Terms of Reference**

**(19-22) MOTION** - Moved by Jacqueline Quinn, seconded by Melissa Pringle,  
“That the Oshawa Public Library Board has reviewed the amended Terms of Reference respecting each of the Finance Committee, the Governance Committee, the CEO Evaluation Committee and the Strategic Planning Committee, and upon the recommendation received from the Governance Committee, the Board approves the Terms of Reference respecting each of the Finance Committee, as

amended, the Governance Committee, the CEO Evaluation Committee and the Strategic Planning Committee, as presented.”

**CARRIED**

## 5. OPLB Board Governance Handbook

**(20-22) MOTION** - Moved by Croydon DeMello, seconded by Melissa Pringle,

“That the Oshawa Public Library Board has reviewed the amended Board Governance Handbook, and upon the recommendation received from the Governance Committee, the Board approves the Board Governance Handbook, as amended.”

## 2. Correspondence – Naming Request of a Library Branch

Frances referred to the correspondence that was sent to the Library’s Administration Office by an Oshawa citizen, regarding a request to consider renaming a current library branch or a new library branch after Ruth Brooking, a former CEO of the Oshawa Public Libraries. Following a discussion regarding this item of business, the Board made a motion to forward the request to the City Clerk’s office for review and consideration by City Council, and also agreed that the Library should have a naming policy in place.

**(21-22) MOTION** - Moved by Jim Clapp, seconded by Jacqueline Quinn, “That the Oshawa Public Library Board has received correspondence from Heather Young respecting a request to consider honouring former Library CEO, Ruth Brooking by renaming the Delpark Library branch, or a future Library branch location after Ms. Brooking; and further, the Board recommends that this request be sent to the City Clerk’s Office to be distributed to City Council for review at Council’s next regularly scheduled Council meeting.”

**CARRIED**

**(22-22) MOTION** - Moved by Eric Guernsey, seconded by Melissa Pringle, “That the Oshawa Public Library Board recommends that a naming policy be developed to address both internal and external naming procedures with respect to all Library branches.”

**CARRIED**

## 3. OLBA Update

Doug advised the Board that for the past 2 years he has served as Councillor - Central East Region for the OLBA Council. He further advised the Board that as he will not be standing for re-election as a Library Board member for the next term, he was required to resign from the OLBA Council, and the position is currently available if anyone is interested. Any interested Board members can speak to Doug if they would like more information on the role.

#### 4. **Board Succession Planning – Next Term**

Doug Thomson, Chair of the Board referred to the Board succession statement in the Board Governance Handbook, and advised the eligible Board Trustees that if they would like to reapply for the next term, they will need to complete the required application and apply through the City Clerk’s Office once the call goes out. Doug reported that he is the only current Board member that is not eligible to reapply for a second term. Board Trustees were asked to advise Doug and/or Frances if they do not have intentions of reapplying, as they would like to start the process of updating the skills matrix and identifying what areas of expertise the Board is in need of fulfilling.

#### 5. **April 21, 2022 Board Meeting**

Chair, Doug Thomson advised the Board that the next regularly scheduled Board meeting is currently set for Thursday, April 21<sup>st</sup>, however it may be more beneficial to the Board to move this meeting date to the first week of May in order to approve some upcoming reports. The Board agreed to move the meeting date to May 5<sup>th</sup>.

#### 7. **In-Camera Session – Personnel Matter**

##### i) **In-Camera Item – Personnel Matter (Public Libraries Act – Section 16.1(4)(b))**

**(23-22) Motion** – Moved by Jacqueline Quinn, seconded by Mark Ashcroft,  
“That the Oshawa Public Library Board move in-camera to discuss a personnel matter.” **CARRIED**

**(24-22) Motion** – Moved by Eric Guernsey, seconded by Jacqueline Quinn,  
“That the Oshawa Public Library Board rise from in-camera.”  
**CARRIED**

#### 8. **Other Business, if any**

Board member Elizabeth Jamischak suggested updating the Fundraising Strategy that formed part of the CEO’s Strategic Plan Update and Activity Highlights Report, to include monthly donors to Objective 2.

9. **Adjournment**

**(25-22) MOTION** - Moved by Eric Guernsey, seconded by Melissa Pringle,  
“That the meeting adjourn.” **CARRIED**

The meeting adjourned at 7:55 p.m.

APPROVED