



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

**Thursday, September 15, 2022 beginning at 6:30 p.m.
Virtual Meeting**

MINUTES

Present: Mark Ashcroft, Jim Clapp, Croydon DeMello, Eric Guernsey, Elizabeth Jamischak, Kristina O'Boyle, Jacqueline Quinn and Doug Thomson

Regrets: Councillor Tito-Dante Marimpietri and Melissa Pringle

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

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

(51-22) MOTION – Moved by Elizabeth Jamischak, seconded by Jacqueline Quinn,
“That the Oshawa Public Library Board approve the Agenda for the
September 15, 2022 Board meeting. **CARRIED**

2. **Declaration of Conflict of Interest**

No conflicts were declared.

3. **Approval of the Minutes**

(52-22) MOTION – Moved by Elizabeth Jamischak, seconded by Eric Guernsey,
“That the Oshawa Public Library Board approve the minutes from the June
16, 2022 meeting, as amended. **CARRIED**

(53-22) MOTION – Moved by Mark Ashcroft, seconded by Jim Clapp,
“That the Oshawa Public Library Board approve the minutes from the June
29, 2022 meeting, as presented. **CARRIED**

5. **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. Statistics Report – Q2/22
3. Financial Report – August 31, 2022

(54-22) MOTION - Moved by Jim Clapp, seconded by Jacqueline Quinn,
“That the Oshawa Public Library Board approve Consent Agenda items 1 to
3, consisting of the CEO Strategic Plan Update and Activity Highlights, the
Statistics Report for Q2/22 and the Financial Report as at August 31, 2022.”
CARRIED

6. **Business Arising from Minutes**

1. **Update - Mandatory Workplace Vaccination and Verification Policy**

Frances referred to the memo provided to the Board in their advance meeting packages which outlined details of the results of an anonymous survey that was distributed to staff in August regarding the Library’s Mandatory Workplace Vaccination and Verification Policy. She advised the Board that the survey results indicated that 46 out of 87, or 53% of staff members completed the survey of which 60% of staff that responded were in favour of keeping the policy in place, with the remaining 40% indicating that they would prefer to eliminate the policy. Since only 53% responded to the survey when asked their opinion, it could be assumed that a significant percentage do not have a preference one way or the other if the policy is maintained. Following a brief discussion, there was a general census amongst the Board members that retaining the policy would impede certain individuals from being eligible to apply for employment opportunities, and as such, the policy no longer serves the best interests of the Library.

(55-22) MOTION - Moved by Eric Guernsey, seconded by Elizabeth Jamischak,
”That the Oshawa Public Library Board approves the repeal of the
Mandatory Workplace Vaccination and Verification Policy, effectively
immediately, as it no longer serves the best interests of the Library.”
CARRIED

New Business

1. Fines Free Initiative – 1-year review

Frances referred to the memo that was distributed to the Board in their advance meeting packages regarding the review of the trial period of the fines free initiative on overdue children and teen items. Management's recommendations for the Board to consider are to permanently remove overdue fines for children and teen materials, and as a new initiative, remove overdue fines for adult items beginning in 2023.

Following a brief discussion, the Board agreed to permanently remove children's and teen fines on overdue items. However, the Board expressed their concerns regarding the removal of overdue fines on adult materials citing potential long wait lists for popular materials, together with the potential increased number of items not being returned. The following motions were presented by the Board:

(56-22) MOTION - Moved by Jim Clapp, seconded by Elizabeth Jamischak,
"That the Oshawa Public Library Board endorses Management's recommendation to permanently remove overdue fines on children and teen materials." **CARRIED**

(57-22) MOTION - Moved by Mark Ashcroft, seconded by Croydon DeMello,
"That the Oshawa Public Library Board recommends that Management conduct further research on removing overdue fines on adult materials and report back to the Board." **CARRIED**

2. Risk Management Report – Q2/22

Frances presented the Risk Report for Q2 2022 to the Board and reported that there is currently one high rated risk and 3 medium rated risks identified at this time. The high-risk item relates to a previous contractor, Mapleridge Mechanical, that performed work and was responsible for the ventilation project at the McLaughlin branch in 2021/22. It is alleged that Mapleridge Mechanical did not pay all of the subcontractors who worked on the project. Frances reported that Management is currently working with the City staff and the external project consultant to determine next steps.

The remaining 3 medium rated risks are as follows:

- 1) Higher than normal staff absenteeism mainly due to Covid-19.
- 2) McLaughlin Window Project – a delayed start.
- 3) An increase in security incidents with customers at each of the McLaughlin, Northview and Jess Hann branches. Discussion ensued.

The following motion was presented by the Board:

(58-22) MOTION - Moved by Jim Clapp, seconded by Mark Ashcroft, “That the Oshawa Public Library Board approves additional funding for a security guard at the Northview branch until the end of 2022, and the Board further recommends that security incidents be reviewed in the new year.” **CARRIED**

8. **Other Business, if any**

1. **Resignation of Board Trustee Linna Tam-Seto**

Doug Thomson advised the Board that due to increasing demands with both her work schedule and family commitments, Linna Tam-Seto has resigned from the Board effective September 15, 2022.

Doug further advised that following Ms. Tam-Seto’s resignation, it would be beneficial to appoint a new committee member to the Governance Committee to replace Linna. The following motion was presented to the Board:

(59-22) MOTION - Moved by Jim Clapp, seconded by Mark Ashcroft, “That the Oshawa Public Library Board appoints Kristina O’Boyle as a member of the Governance Committee of the Oshawa Public Library Board.”

9. **Adjournment**

(60-22) MOTION - Moved by Eric Guernsey seconded by Jacqueline Quinn, “That the meeting adjourn.” **CARRIED**

The meeting adjourned at 7:15 p.m.