



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

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

**MINUTES**

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

**Regrets:** 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**

**(61-22) MOTION** – Moved by Croydon DeMello, seconded by Mark Ashcroft,  
“That the Oshawa Public Library Board approve the Agenda for the October  
20, 2022 Board meeting. **CARRIED**”

2. **Declaration of Conflict of Interest**

No conflicts were declared.

3. **Approval of the Minutes**

**(62-22) MOTION** – Moved by Eric Guernsey, seconded by Elizabeth Jamischak,  
“That the Oshawa Public Library Board approves the minutes from the  
September 15, 2022 meeting, as amended. **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. Financial Report – September 30, 2022
3. Statistics Report – Q3/22

**(63-22) MOTION** - Moved by Elizabeth Jamischak, 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, Financial Report as at September 30, 2022 and the Statistics Report for Q3/22.” **CARRIED**

6. **Business Arising from Minutes**

1. **Appointment of Vice-Chair of the Governance Committee**

**(64-22) MOTION** - Moved by Jacqueline Quinn, seconded by Jim Clapp,  
“That the Oshawa Public Library Board approves that in addition to Kristina O’Boyle being appointed a member of the Governance Committee at the September 15<sup>th</sup> Board meeting, Mark Ashcroft, be appointed as Vice-Chair of the Governance Committee for the remainder of the current Board’s term.” **CARRIED**

7. **New Business**

1. **Finance Committee Items**

a) **Receive the approved minutes of the May 9, 2022 Finance Committee Meeting**

**(65-22) MOTION** - Moved by Croydon DeMello, seconded by Mark Ashcroft,  
“That the Oshawa Public Library Board accepts the minutes of the Finance Committee meeting dated May 9, 2022.” **CARRIED**

b) **Report from the Chair of the September 22, 2022 Finance Committee Meeting**

Eric Guernsey, Chair of the Finance Committee provided the Board with an update from the Finance Committee meeting held on September 22, 2022. He advised the Board that:

- The budget was originally drafted with a 2.5% increase, but following a discussion, the Finance Committee agreed that a more favourable approach would be to reduce the current draft budget from a 2.5% overall increase to 2%.
- Building Security costs are forecasted higher than budgeted due to a recent unaccounted for increase of 6% by Logixx Security, the security company that provides security guard services for the Library and the City.
- Utilities are currently under budget. It appears as though this line item has been over budgeted in recent years.
- With respect to the 2023 capital budget the Finance Committee was advised that the McLaughlin Elevator was a new addition to the 2023 capital budget, originally scheduled to be refurbished in 2026, at an estimated cost of \$500,000. Management advised the Committee that the main elevator at the McLaughlin branch has been out of service and is at end of life, it is recommended that the elevator be replaced or refurbished.

c) **2023 Proposed Operating & Capital Budget**

Following the report by the Chair of the Board's Finance Committee, the following motion was presented to the Board:

**(66-22) MOTION** - Moved by Mark Ashcroft, seconded by Jim Clapp, "That following a recommendation by the Finance Committee of the Oshawa Public Library Board, the Board approves that the proposed 2023 Operating and Capital budgets, as presented. **CARRIED**

2. **Annual Survey**

Doug Thomson, Chair of the Board and Chair of the CEO Evaluation Committee, recommended that the annual CEO evaluation survey be distributed to the current Board prior to the end of the Board's 2018-2022 term, allowing for the current board to evaluate the CEO, and not the new Board. Discussion ensued. It was suggested that the survey template be made into a fillable form for ease of completion by the Board members. On behalf of the CEO Evaluation Committee, committee member Eric Guernsey volunteered to update the form.

It was proposed that the current Board Chair hold onto the completed survey results, and pass them onto the new Chair once appointed. Doug Thomson, agreed to collect the completed survey results and hold for safe-keeping.

8. **Other Business, if any**

No new business.

9. **Adjournment**

**(67-22) MOTION** - Moved by Eric Guernsey seconded by Jacqueline Quinn, "That the meeting adjourn." **CARRIED**

The meeting adjourned at 6:55 p.m.

APPROVED