



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

**Thursday, June 16, 2022 beginning at 6:30 p.m.
Virtual Meeting**

MINUTES

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

Regrets: Croydon DeMello, 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**

(35-22) MOTION – Moved by Elizabeth Jamischak, seconded by Mark Ashcroft,
“That the Oshawa Public Library Board approve the Agenda for the June 16, 2022 Board meeting. **CARRIED**”

2. **Declaration of Conflict of Interest**

No conflicts were declared.

3. **Approval of the Minutes**

(36-22) MOTION – Moved by Kristina O’Boyle, seconded by Elizabeth Jamischak,
“That the Oshawa Public Library Board approve the minutes, as amended, from the May 5, 2022 Board meeting.” **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 – May 31, 2022

(37-22) MOTION - Moved by Eric Guernsey, seconded by Melissa Pringle, “That the Oshawa Public Library Board approve Consent Agenda items 1 and 2, consisting of the CEO Strategic Plan Update and Activity Highlights and the Financial Report as at May 31, 2022.” **CARRIED**

6. **Business Arising from Minutes**

NIL

7. **New Business**

1. **Finance Committee**

i) **Report from the Chair of the Committee from the meeting held on May 9, 2022**

Eric Guernsey, Chair of the Finance Committee provided the Board with a verbal report respecting the Finance Committee’s meeting held on May 9, 2022. He advised the Board that the external auditor attended the Finance Committee meeting and presented the draft 2021 financial statements to the Committee members. The Board was advised that there were no issues identified with the audit.

Eric further reported that the Finance Committee had a discussion with the auditor regarding the accumulated surplus shown in the financial statements in the amount of the \$67,729 in the Operating fund and \$118,371 in the Capital fund, and the accounting options to zero out these balances. The Committee’s recommendation is that the Board consider a motion to approve that the capital fund deficiency be funded from the capital reserve account, and that the operating fund surplus be transferred to the Library’s equipment reserve.

(38-22) MOTION – Moved by Kristina O’Boyle, seconded by Elizabeth Jamischak, “That upon the recommendation made by the Finance Committee, the Oshawa Public Library Board approves that the capital fund deficiency in the amount of \$118,371 be funded from the capital reserve account, and the Committee further recommends that the

operating fund surplus in the amount of \$67,729 be transferred to the Library's equipment reserve." **CARRIED**

It was also noted by the Chair of the Finance Committee that at the meeting, the Committee recommended that a Management Representation Letter be issued to indicate that there were no significant issues identified during the audit.

Following Mr. Guernsey's report to the Board, a brief discussion ensued, and the Board was presented with the two motions set out below.

ii) **Acceptance of the September 2, 2021 and September 13, 2021 Finance Committee Meeting Minutes**

(39-22) MOTION - Moved by Mark Ashcroft, seconded by Kristina O'Boyle,
"That the Oshawa Public Library Board accepts the Finance Committee minutes dated September 2, 2021 and September 13, 2021, as presented." **CARRIED**

iii) **Approval of the 2021 Audited Financial Statements**

(40-22) MOTION - Moved by Jim Clapp, seconded by Kristina O'Boyle,
"That the Oshawa Public Library Board approves the 2021 audited financial statements as recommended by the Finance Committee, following a review of the draft financial statements." **CARRIED**

2. **Governance Committee**

i) **Report from the Chair of the Committee from the meeting held on June 14, 2022**

Elizabeth Jamischak, Chair of the Governance Committee advised the Board that the Committee reviewed two policies at a meeting held on June 14, 2022, being the current Facility Rental Policy and a draft of a new Naming and Recognition Policy. The Facility Rental Policy contained minor amendments including updated language respecting new internal operational procedures regarding insurance premiums for applicants, as well as the inclusion of a new section setting out that all events and activities in Oshawa facilities must be non-partisan during an election year.

The following motion respecting the Facility Rental Policy was presented to the Board:

(41-22) MOTION - Moved by Melissa Pringle, seconded by Jim Clapp, “That upon a recommendation made by the Governance Committee, the Oshawa Public Library Board approves the Facility Rental Policy as presented.”

The Chair of the Governance Committee further reported that the Committee also reviewed a Naming and Recognition Policy in draft form. The Committee recommended that the purpose of the policy be brought to the full board for their comments and input. Specifically with respect to including an option, or not including an option, for naming library branches, rooms and spaces after individuals, families and/or organizations, as well as considering not allowing library branches be named after individuals, families and/or organizations for a specified period of time if there is no monetary gain for the Library.

Following a fulsome discussion, the Board recommended that the new Naming and Recognition Policy include stronger language for naming a branch or room after an individual, family, or organization. With respect to time limit sponsorship circumstances, the policy should be updated to include language with respect to significant contributions for sponsorships and update the Donations, Gifts and Sponsorship Policy, if required.

(42-22) MOTION - Moved by Jim Clapp, seconded by Melissa Pringle, “That the Oshawa Public Library Board recommends that the draft Naming and Recognition Policy be updated to include stronger language for naming a branch or room, and to address time limit sponsorship opportunities. The Board further recommends that the Library’s Donations, Gifts and Sponsorship Policy be updated, as required, to reflect significant contributions made for potential time limit sponsorships.” **CARRIED**

ii) **Acceptance of the February 28, 2022 Governance Committee Meeting Minutes**

(43-22) MOTION - Moved by Eric Guernsey, seconded by Melissa Pringle, “That the Oshawa Public Library Board accepts the Governance Committee minutes dated February 28, 2022, as presented.”
CARRIED

3. **Report - McLaughlin Rooftop Unitary AC Project**

Frances referred to the covering memo to the Board dated June 9, 2022 and advised the Board that pursuant to the Library’s 2022 Capital Plan there are

two roof top units that service an administrative area on the west side of the main floor of the McLaughlin branch that have been deemed end of life and now require replacement as the two units do not provide adequate service to this area.

Frances further advised the Board that a Request for Quotes was sent to City approved contractors and three (3) bids were received. At the time the report was written, Management's recommendation was to award the contract to Mapleridge Mechanical based on the quotes received. However, since the date of the report Management was advised of some information regarding the preferred contractor and their current operational and financial situation. Discussion ensued.

The following motion was presented to the Board but was later rescinded.

(44-22) MOTION - Moved by Melissa Pringle, seconded by Elizabeth Jamischak,
"That the Oshawa Public Library Board award the McLaughlin Rooftop Unitary AC Project to Walchuk Heating and Cooling (W-HC Inc.)."
CARRIED

As some of the Board members were not in agreement of awarding the project to the next preferred contractor, as a whole the Board agreed to rescind Board motion 44-22 and recommend that the Board make a motion to refer this item back to staff for further investigation and suggested that each contractor be asked to provide a bid bond.

(45-22) MOTION - Moved by Melissa Pringle, seconded by Elizabeth Jamischak,
"That the Oshawa Public Library Board approves that Board motion 44-22 be rescinded."
CARRIED

(46-22) MOTION - Moved by Jim Clapp, seconded by Mark Ashcroft,
"That the Oshawa Public Library Board recommends that this item of business be referred back to staff for further investigation."
CARRIED

4. **Board Succession Planning - Next Term**

Doug Thomson, Chair of the Board reminded the Board that if they would like to reapply for the next term, they should submit their application to the City once the call goes out. Board members should mention that they are applying for their second term in the application. Doug reported that he is the only current Board member that is not eligible to reapply for an additional term. Board members 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.

7. **Other Business, if any**

Board member Elizabeth Jamischak referred to a recent social media post by OPL setting out joint statement made by all Durham public libraries with respect to the various Drag Queen story time programs in partnership with Durham Children’s Aid and Youth Pride Durham. It was noted that it appeared via social media as though OPL wasn’t part of the joint statement. It was clarified that the image of the letter was cut off, and that OPL did sign the joint statement.

8. **Adjournment**

(47-22) MOTION - Moved by Mark Ashcroft seconded by Jim Clapp,
“That the meeting adjourn.” **CARRIED**

The meeting adjourned at 8:02 p.m.

APPROVED