



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

**Thursday, May 5, 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, Linna Tam-Seto and Doug Thomson

Regrets: Councillor Tito-Dante Marimpietri and Melissa Pringle

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

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

(26-22) MOTION – Moved by Elizabeth Jamischak, seconded by Jaqueline Quinn,
“That the Oshawa Public Library Board approve the Agenda for the May 5, 2022 Board meeting, as amended with the addition of the agenda item
“Request to Name a Branch in Honour of Ruth Brooking”. **CARRIED**

2. **Declaration of Conflict of Interest**

No conflicts were declared.

3. **Introduction of New Board Member**

Chair of the Board, Doug Thomson welcome new Board member Kristina O'Boyle to the Board.

4. **Approval of the Minutes**

(27-22) MOTION – Moved by Mark Ashcroft, seconded by Jim Clapp,
“That the Oshawa Public Library Board approve the minutes, as amended,
from the March 17, 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. Risk Management Report – Q1/22
3. Financial Report – March 31, 2022
4. Statistics Report – Q1/22

(28-22) MOTION - Moved by Elizabeth Jamischak seconded by Kristina O’Boyle,
“That the Oshawa Public Library Board approve Consent Agenda items 1 to 4, consisting of the CEO Strategic Plan Update and Activity Highlights, the Risk Management Report as at Q1/22, the Financial Report as at March 31, 2022 and the Statistics Report as at Q1/22.” **CARRIED**

6. **Business Arising from Minutes**

NIL

7. **New Business**

1. **2021 Annual Report**

Frances presented the 2021 Annual Report and highlighted some of the key accomplishments of the Library, including the elimination of late fees on children’s and teen library materials, the replacement of the Library’s new delivery and community outreach vans, and the continuation of navigating various Covid-19 restrictions.

The Board complimented the staff and acknowledged their efforts. It was suggested that the annual report be presented to City Council, and also promoted through other key stakeholders. Following a brief discussion, it was agreed that Frances would reach out to the City Clerk’s office to request that the annual report be presented to City Council.

(29-22) MOTION - Moved by Croydon DeMello, seconded by Jacqueline Quinn,
“That the Oshawa Public Library Board accepts the 2021 Annual Report, as presented.”

2. **Memo – Vaccination Policy**

Frances referred to the memo regarding the Library’s Vaccination Policy that was provided to the Board in their advance meeting packages. The memo referenced the recent lifting of mandatory vaccination rules in Ontario, and acknowledged that the City has not yet rescinded their vaccination policy for new employees. Additionally, as the Library does not have any vaccination or mask requirements in place for customers, it was recommended by Management that the staff vaccination policy remain in effect for now, and that it be revisited in a few months.

Following Frances’ update, the Board had a fulsome discussion regarding the Library’s mandatory vaccination policy. Some Board members raised concerns regarding the potential of missing out on attracting good candidates from applying for employment at the Library as all current job postings contain language referencing the Library’s mandatory vaccination policy. The following motion was presented but defeated by the Board:

At this point in the meeting, Linna Tam-Seto left the meeting and did not return. However, she did indicate prior to leaving the meeting that she was in favour of maintaining the current vaccination policy.

(30-22) MOTION - Moved by Eric Guernsey, seconded by Elizabeth Jamischak,
“That the Oshawa Public Library Board approve that the Mandatory Vaccination Policy be amended to include an option of regular testing for non-vaccinated employees.” **MOTION LOST**

A second motion was presented to the Board.

(31-22) MOTION - Moved by Jim Clapp, seconded by Mark Ashcroft,
“That the Oshawa Public Library Board approve that the Mandatory Vaccination Policy remain in place at this time, and further that the process and policy will be revisited at the September Board meeting.” **CARRIED**

3. **Update – Capital Projects**

Frances provided the Board with an update on the status of the Library’s approved 2022 capital projects. With respect to the walkway project at the Northview branch, Frances advised the Board that two (2) quotes have been received and one more quote is expected to be submitted prior to the May

20th deadline. Frances reported that Adina Negru, Manager, Building Operations and Health & Safety reached out to several contractors however not many responded, resulting in receiving only a few quotes for the project. Following a brief discussion, the Board agreed that in this situation, since all efforts were made to secure multiple bids, that the CEO has authority to proceed to award the contract based on quotes received by May 20, 2022, provided the quotes received are within the budgeted amount previously approved by the Board. The following motion was presented to the Board:

(32-22) MOTION - Moved by Jim Clapp, seconded by Mark Ashcroft, "That the Oshawa Public Library Board authorizes the CEO to award the contract for the Northview Walkway Project to a contractor that has submitted a bid prior to May 20, 2022, provided the bid received is within the budgeted amount of \$100,000 as set out in the 2022 Capital Budget, previously approved by the Board." **CARRIED**

8. **Other Business, if any**

1. **Request to Name a Branch in Honour of Ruth Brooking**

The Board had a fulsome discussion regarding the City's request for the Oshawa Public Library Board to provide their official position on the recent request from community member Heather Young to rename the Delpark Homes Centre Branch, or a future library branch, after former CEO Ruth Brooking. It was also noted that City Council has instructed City staff to prepare a report with respect to this request.

Following a discussion, the Board agreed that they do not endorse the request to rename the Delpark Homes Centre Branch. Previously the City had informed the Library that the Legends Centre Branch be renamed the Delpark Homes Centre Branch due to the sponsorship agreement. Additionally, the Board agreed that it was too premature to commit to renaming the new library branch in north Oshawa. However, the Board did agree that Ruth Brooking's name should be considered for the new branch at the time a decision is required to name the library branch.

(33-22) MOTION - Moved by Elizabeth Jamischak, seconded by Jim Clapp, "That the Oshawa Public Library Board develop a Naming Policy to ensure there are consistent naming protocols in place moving forward."

9. **Adjournment**

(34-22) MOTION - Moved by Eric Guernsey, seconded by Croydon DeMello,
“That the meeting adjourn.” **CARRIED**

The meeting adjourned at 7:44 p.m.

APPROVED