



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

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

MINUTES

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

Regrets: Jim Clapp, Councillor Tito-Dante Marimpietri and Kristina O'Boyle

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

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

(68-22) MOTION – Moved by Mark Ashcroft, seconded by Jacqueline Quinn, "That the Oshawa Public Library Board approve the Agenda for the November 17, 2022 Board meeting. **CARRIED**

2. **Declaration of Conflict of Interest**

No conflicts were declared.

3. **Approval of the Minutes**

(69-22) MOTION – Moved by Elizabeth Jamischak, seconded by Jacqueline Quinn, "That the Oshawa Public Library Board approves the minutes from the October 20, 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. Financial Report – October 31, 2022

(70-22) MOTION - Moved by Mark Ashcroft, seconded by Croydon DeMello, “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 October 31, 2022.” **CARRIED**

At this point of the meeting Chair, Doug Thomson requested that Management send a thank you letter to the Friends of the Library group to acknowledge their efforts and thank them for their work with the fall book sale.

6. **Business Arising from Minutes**

NIL

Melissa Pringle joined the meeting.

7. **New Business**

1. **Governance Committee Items**

- a) **Receive the approved minutes of the June 14, 2022 Governance Committee Meeting**

(71-22) MOTION - Moved by Melissa Pringle, seconded by Mark Ashcroft, “That the Oshawa Public Library Board accepts the minutes of the Governance Committee meeting dated June 14, 2022.” **CARRIED**

- b) **Report from the Chair of the October 26, 2022 Governance Committee Meeting**

Elizabeth Jamischak Chair of the Governance Committee provided the Board with an update from the Governance Committee meeting held on October 26, 2022. Elizabeth reported that the Committee reviewed the updated draft Naming and Recognition Policy, as well as the Children in the Library policy, Use of the Internet Service and Technology policy and Code of Ethics as part of the Board’s 4- year review cycle.

2. Approve Board Policies

Elizabeth advised the Board that following the instructions from the Board at the June 14th Board meeting, Management amended the Naming and Recognition Policy to include stronger language for naming a branch or room after an individual, which was presented to the Governance Committee for review. After a review of the suggested changes, and with the inclusion of some minor additional amendments, the Governance Committee now recommends that the policy be approved by the Board.

(72-22) MOTION - Moved by Eric Guernsey, seconded by Melissa

Pringle,

“That upon a recommendation made by the Governance Committee of the Oshawa Public Library Board, the Board approves the new Naming and Recognition Policy, as presented.” **CARRIED**

Elizabeth further advised the Board that upon a review of the Library’s Donations, Gifts and Sponsorship Policy with respect to ensuring the policy addresses time limit sponsorships, it was confirmed that the language in the policy was sufficient with respect to setting time limits, as this would be addressed at the time the Sponsorship Agreement is being prepared.

As part of the 4-year review cycle of Board policies, the Board was provided with copies of the following draft policies that were reviewed by the Governance Committee:

- Children at the Library Policy
- Use of the Internet Service and Technology
- Code of Ethics

The Board was advised that each of the policies were scheduled to be reviewed this fall and the majority of the suggested changes were minor house-keeping changes with the exception of the Children in the Library Policy. It was reported that this policy contained more substantial changes making the policy easier to read while keeping in line with other public libraries in Ontario. The Governance Committee now recommends that the policies be approved by the Board.

(73-22) MOTION - Moved by Croydon DeMello, seconded by Jacqueline Quinn,

“That upon a recommendation made by the Governance Committee of the Oshawa Public Library Board, the Board has reviewed and now approves each of the following Board policies as presented:

- Children at the Library
- Use of the Internet Service and Technology
- Code of Ethics” **CARRIED**

3. **Board Legacy Document**

Frances presented the Board Legacy Document that was provided to the Board in their advance meeting packages. She reported that the Board Legacy Document sets out the accomplishments of the current Board for the 2019-2022 term, together with the accomplishments from the two previous terms. She advised the Board that this document serves as a tool to be used to assist with the orientation process for the new Board. Frances also referred to the Board Legacy Document template that was included in the Board meeting packages. She asked that all Board members complete the template as part of their term on the Library Board. Completed forms can be returned to Frances and/or Stephanie.

Frances thanked all Board members for their contributions for the 2019-2022 term.

8. **Other Business, if any**

Doug reminded the Board that should any need arise to conduct business prior to the new Board being appointed by City Council, the current Board members will need to be available.

Doug thanked all Board members for their efforts on the Board over the past 4 years, and he also acknowledged Frances and her Management team for their continuous hard work and dedication ensuring the Library continues to operate efficiently.

9. **Adjournment**

(74-22) MOTION - Moved by Eric Guernsey seconded by Elizabeth Jamischak,
“That the meeting adjourn.”

CARRIED

The meeting adjourned at 6:49 p.m.