



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

**Thursday, September 21, 2023 beginning at 6:30 p.m.  
McLaughlin Branch, Boardroom**

**MINUTES**

**Present:** Chair Eric Guernsey, Vice-Chair Elizabeth Jamischak, Trustee Mark Ashcroft, Trustee Jim Clapp, Trustee Andrew Holmes, Trustee Kathryn McMillan, Trustee Marco Osso and Trustee Carolyne Willoughby

**Regrets:** Trustee Haseeb Ahmad, Councillor Tito-Dante Marimpietri and Trustee Alexander Parkin

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

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

**(41-23) MOTION** – Moved by Trustee Willoughby, seconded by Trustee Holmes,  
“That the Oshawa Public Library Board approve the Agenda, as presented, for the September 21, 2023 Board meeting. **CARRIED**”

2. **Declaration of Conflict of Interest**

No conflicts were declared.

3. **Approval of the Minutes**

**(42-23) MOTION** – Moved by Trustee Ashcroft, seconded by Trustee Clapp,  
“That the Oshawa Public Library Board approve the minutes, as presented, from the June 15, 2023 meeting. **CARRIED**”

#### 4. 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 – Q2/2023
3. Financial Report – August 2023

**(43-23) MOTION** - Moved by Trustee Holmes, seconded by Trustee Jamischak,  
“That the Oshawa Public Library Board approves Consent Agenda item 3, being the Financial Report as at August 31, 2023, and Consent Agenda items 1 and 2 consisting of the CEO Strategic Plan Update and Activity Highlights and Statistics Report as at Q2/2023, be pulled for discussion.” **CARRIED**

Trustee Holmes referred to the CEO Strategic Plan Update and Activity Highlights report and asked for additional details on the new remote library locker which is anticipated to be installed at the Civic Centre by year end, as well as the new software, Message Bee, which will enable the Library to provide customers with SMS notifications (texts) for holds, overdue reminders, etc. A brief discussion ensued.

Trustee Holmes acknowledged the increased number of Programs and Outreach events offered by the Library as set out in the Q2 2023 statistics report and inquired if providing this number of programs was sustainable for the Library and its staff. Frances advised the Board that the statistics are in line with pre-pandemic numbers, and the Library allocates staffing in the Programming and Outreach departments to be able to continue to offer these programs effectively.

**(44-23) MOTION** - Moved by Trustee Jamischak, seconded by Trustee Osso,  
“That the Oshawa Public Library Board approves Consent Agenda items 1 and 2, being the CEO Strategic Plan Update and Activity Highlights and the Statistics Report as at Q2/2023, as presented, for the September 21, 2023 Board meeting.” **CARRIED**

#### 5. Business Arising from Minutes

N/A

## 6. New Business

### 1. Finance Committee Items

#### a) **Receive the approved minutes of the May 15, 2023 Finance Committee Meeting**

**(45-23) MOTION** - Moved by Trustee Ashcroft, seconded by Trustee Holmes,

“That the Oshawa Public Library Board accepts the minutes as presented of the Finance Committee meeting dated May 15, 2023.” **CARRIED**

#### b) **Report from the Chair of the August 28, 2023 Finance Committee Meeting**

Trustee Clapp, Chair of the Finance Committee provided the Board with an update from the Finance Committee meeting held on August 28, 2023. He advised the Board that the Library’s operating budget is essentially a non-discretionary budget, with approximately 75% of the overall budget representing salaries and benefits. Highlights from his report include:

- The budget was drafted using a 2.95% increase ask from the City, being a conservative increase and below inflation.
- Building Security costs are forecasted higher than budgeted due to an increase of 5.5% by Logixx Security, the security company that provides security guard services for the Library and the City.
- There is new line item on the budget called “Major Maintenance and Repairs” which is to offset costs for internal repairs and upgrades that the City staff does not consider as capital. These types of upgrades include items such as the replacement of a washroom exhaust system and electrical audits.

At this point of the meeting Trustee McMillan arrived to the meeting.

Trustee Clapp, Chair of the Finance Committee referred to the 2024 capital projects list that was submitted to the City pursuant to the City’s new Capital Infrastructure Funding procedure for the Library’s capital projects and upgrades. The following projects were identified by the Library as priority requests for 2024:

1. McLaughlin Library Exterior Main Entrance Stairs and Accessible Ramp Replacement
2. McLaughlin Library Partial Roof Replacement – Section E
3. John Aker Northview Library Interior Lighting Replacement – Phase 2

4. John Aker Northview Library Pneumatic Controls Replacement and Electronic Controls

CEO, Frances Newman provided an update on the status of the McLaughlin elevator project. The Board was advised that the City is reissuing the tender process for the elevator project, and the project is not anticipated to begin until 2024. Discussion ensued.

c) **2024 Proposed Operating Budget**

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

**(46-23) MOTION** - Moved by Chair Guernsey, seconded by Trustee Ashcroft,

"That following a recommendation by the Finance Committee of the Oshawa Public Library Board, the Board approves that the proposed 2024 Operating budget, as presented. **CARRIED**

2. **Integrated Accessibility Standards Regulation Policy**

CEO, Frances Newman referred to the memo that was provided to the Board in their advance meeting packages. She advised the Board that the Library was randomly selected for an Accessibility for Ontarians with Disabilities Act (AODA) audit through the Ministry for Seniors and Accessibility for compliance. Upon their review, the Library was required to include a few minor updates to the Library's website, and include some additional language regarding staff training as per the Accessibility for Ontarians with Disabilities Act in the Library's policy.

It was noted that the Library has provided the required training to staff, but it was not specifically documented in the policy.

The policy, with required amendments, was reviewed by the Ministry's compliance analyst and met with their satisfaction. The Board is now asked to review the minor changes and approve the revised policy. It was noted that this policy was due for review in 2023.

**(47-23) MOTION** - Moved by Trustee Jamischak, seconded by Trustee Willoughby,

"That following a recommendation by Management, the Oshawa Public Library Board approves the revised Integrated Accessibility Standards Regulation Policy, as presented. **CARRIED**

3. **November Board Meeting Date**

CEO, Frances Newman referred to the current November Board meeting day of November 16, 2023 and advised that Board that it coincides with the City of Oshawa's Merry Market event which will make it very busy in the downtown area, including the Library.

Following a brief discussion, the Board agreed to review this again at the October Board meeting and make a decision of the new date of the November Board meeting.

7. **In-Camera Session – Personnel Matter (Public Libraries Act – Section 16.1(4)(b))**

**In-Camera Session – Personnel Matter**

i) **In-Camera Item – Personnel Matter (Public Libraries Act – Section 16.1(4)(b))**

**(48-23) Motion** – Moved by Trustee Clapp, seconded by Trustee Ashcroft,  
“That the Oshawa Public Library Board move in-camera to discuss a personnel matter.” **CARRIED**

**(49-23) Motion** – Moved by Trustee Clapp, seconded by Trustee Ashcroft,  
“That the Oshawa Public Library Board rise from in-camera.” **CARRIED**

8. **Other Business, if any**

None

9. **Adjournment**

**(50-23) MOTION** - Moved by Trustee Willoughby seconded by Trustee McMillan,  
“That the meeting adjourn.” **CARRIED**

The meeting adjourned at 7:36 p.m.