



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

**Thursday, January 19, 2023 beginning at 6:30 p.m.  
McLaughlin Branch, Boardroom**

**MINUTES**

**Present:** Haseeb Ahmad, Jim Clapp, Eric Guernsey, Andrew Holmes, Elizabeth Jamischak, Kathryn McMillan, Marco Osso, Alexander Parkin and Carolyne Willoughby

**Regrets:** Mark Ashcroft and Councillor Tito-Dante Marimpietri

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

The Board meeting was called to order at 6:30 p.m.

Frances Newman assumed the role of Chair to facilitate the introductions and to conduct the election of the Chair of the Board.

**1. Welcome and Introductions of Board Members**

Frances Newman welcomed the new Board members to their first meeting. She advised the Board that Tito-Dante Marimpietri, the City appointed City Councillor was not able to attend the meeting due to a City Council Meeting and Board member Mark Ashcroft also sent regrets.

Each Board member introduced themselves including where applicable, their current occupation, and their interest and experience with the Library.

## 2. Election of Officers – 2023 (Chair and Vice-Chair)

### Chair

Frances opened the floor for nominations for the role of Chair of the Oshawa Public Library Board. There was one nomination made. Elizabeth Jamischak nominated Eric Guernsey, the Library Boards' former Vice-Chair. Eric Guernsey accepted the nomination. There being no further nominations, and upon the following motion, Eric Guernsey was declared Chair of the Oshawa Public Library Board.

**(01-23) MOTION** – Moved by Elizabeth Jamischak, seconded by Jim Clapp, “That Eric Guernsey be elected as Chair of the Oshawa Public Library Board.” **CARRIED**

Eric Guernsey assumed the role as Chair of the Board and chaired the remainder of the meeting.

### Vice-Chair

Eric Guernsey, newly elected Chair of the Board, opened the floor for nominations for the role of Vice-Chair of the Oshawa Public Library Board. There were two nominations made. Elizabeth Jamischak nominated herself, and Eric Guernsey nominated Jim Clapp. Jim Clapp declined the nomination.

**(02-23) MOTION** – Moved by Elizabeth Jamischak, seconded by Carolyn Willoughby, “That Elizabeth Jamischak be elected as Vice-Chair of the of the Oshawa Public Library Board.” **CARRIED**

## Appointment of Officers – 2023 (Secretary and Treasurer)

### Secretary

**(03-23) MOTION** – Moved by Jim Clapp, seconded by Elizabeth Jamischak, “That in accordance with the Public Libraries Act, R.S.O. 1990, c. P.44 and the CEO Mandate, Frances Newman, CEO of the Oshawa Public Library Board be appointed as Secretary.” **CARRIED**

### Treasurer

**(04-23) MOTION** – Moved by Elizabeth Jamischak, seconded by Alexander Parkin, “That in accordance with the Public Libraries Act, R.S.O. 1990, c. P.44 and the Board’s Financial Controls Policy, Catherine Thomas, Manager, Finance

of the Oshawa Public Library Board be appointed as Treasurer.”

**CARRIED**

### **Appointment of OLBA Representative**

**(05-23) MOTION** – Moved by Jim Clapp, seconded by Elizabeth Jamischak, “That Eric Guernsey be appointed as the OLBA Representative for the Oshawa Public Library Board for the 2023 year.” **CARRIED**

### **3. Appointment of Committee Members**

#### **i) Finance Committee**

**(06-23) MOTION** – Moved by Haseeb Ahmad, seconded by Elizabeth Jamischak, “That Jim Clapp be appointed as Chair of the Finance Committee, Alexander Parkin be appointed as Vice-Chair of the Finance Committee and the Committee members shall be Haseeb Ahmad and Mark Ashcroft with Eric Guernsey as Ex-Officio.” **CARRIED**

#### **ii) Governance Committee**

**(07-23) MOTION** – Moved by Jim Clapp, seconded by Alexander Parkin, “That Elizabeth Jamischak be appointed as Chair of the Governance Committee, Carlyne Willoughby be appointed as Vice-Chair of the Governance Committee and the Committee members shall be Andrew Holmes and Marco Osso with Eric Guernsey as Ex-Officio.” **CARRIED**

#### **iii) CEO Evaluation Committee**

**(08-23) MOTION** – Moved by Kathryn McMillan, seconded by Alexander Parkin, “That Eric Guernsey be appointed as Chair of the CEO Evaluation Committee, and the Committee members shall be Elizabeth Jamischak and Jim Clapp.” **CARRIED**

#### **iv) Strategic Planning Committee**

**(09-23) MOTION** – Moved by Carlyne Willoughby, seconded by Alexander Parkin, “That Eric Guernsey be appointed as Chair of the Strategic Planning Committee, and the Committee members shall be Elizabeth Jamischak and Kathryn McMillan.” **CARRIED**

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

**(10-23) MOTION** – Moved by Elizabeth Jamischak, seconded by Alexander Parkin,  
“That the Oshawa Public Library Board approve the Agenda for the January 19, 2023 Board meeting. **CARRIED**”

5. **Declaration of Conflict of Interest**

No conflicts were declared.

6. **Approval of the Minutes**

**(11-23) MOTION** – Moved by Jim Clapp, seconded by Elizabeth Jamischak,  
“That the Oshawa Public Library Board approves the minutes from the November 17, 2022 meeting, as presented. **CARRIED**”

7. **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. Q4/22 Statistics Report
3. Annual Risk Management Program Report

**(12-23) MOTION** - Moved by Jim Clapp, seconded by Marco Osso,  
“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 Q4/22 Statistics Report, as presented, and Consent Agenda item 3, being the Annual Risk Management Program Report, be pulled for discussion.”  
**CARRIED**

Jim Clapp referred to the McLaughlin Air Conditioning Replacement Project, a high-risk item identified in the risk report. The report indicated that as a result of a small electrical fire that ignited and later burned out within the metal structure of the air conditioning unit, the air conditioning unit is no longer operational and has been turned off to ensure there are no future risks. It was noted that the air conditioning unit also circulates fresh air and provides air flow to a staff area. Board member Jim Clapp recommended that this project be considered an emergency, and that Management should move forward with the project immediately. A brief discussion ensued.

**(13-23) MOTION** – Moved by Jim Clapp, seconded by Carolyne Willoughby,  
“That the Oshawa Public Library Board recommends and approves that Management treat the McLaughlin Air Conditioning Replacement Project as

an emergency repair and engage HTS, the Library's HVAC service contractor, to replace the air conditioning unit as soon as possible. The Board further approves that Management use funds from the Library's Capital Reserves account for this project." **CARRIED**

**(14-23) MOTION** – Moved by Elizabeth Jamischak, seconded by Jim Clapp, "That the Oshawa Public Library Board approve Consent Agenda item 3, being the Annual Risk Management Program Report, as presented for the January 19, 2023 Board meeting." **CARRIED**

8. **Business Arising from Minutes**

NIL

9. **New Business**

1. **2023 Budget Overview**

Frances walked the Board members through the 2023 Business Plan and highlighted the Library's 2022 Accomplishments as well as the 2023 Goals and Objectives. A brief discussion ensued with respect to the some of the Library's operational procedures relating to the Library's collection.

A suggestion was made from the Board to include additional Wi-Fi Hotspots for borrowing purposes, pending the 2023 budget.

Catherine Thomas, Manager, Finance presented the 2023 Proposed Operating Budget and 2022 Forecast. She highlighted both the Revenue and Expenses. The Board was advised that the 2023 proposed budget that was submitted to the City in the fall included a 2% increase from the 2022 budget. As at the time this meeting was taking place, the Library's 2023 budget had not yet been approved by the City.

2. **Capital Budget & Capital Projects**

Frances provided the Board with an update on the recently approved changes by City Council to the Library's internal processes relating to capital improvements/projects and capital budget. Discussion ensued.

Following a discussion, the Board made a recommendation to address the issue with the Mayor and other City Council members.

**(15-23) MOTION** – Moved by Jim Clapp, seconded by Alexander Parkin, "That upon learning about City Council's decision regarding the Library's capital projects and capital budget, the Oshawa Public Library Board recommends that a letter be prepared and sent to the Mayor and other

City Councillors seeking clarification of the new process and to advise them of the Board's concerns.”

3. **PRLC Report**

Frances presented the report that was provided to the Board in their advance meeting packages that highlights the City's Parks, Recreation, Libraries and Culture study that is currently underway. Frances advised the Board that the Board has been asked to participate in a Board specific focus group that will take place virtually on February 23 at 6:30 p.m. A meeting link will be provided to the Board members closer to the date of the meeting.

4. **AODA Customer Service Training**

Frances advised the Board that there is specific AODA training that all Board members are required to complete. The training links will be provided to the Board, and all Board members are asked to provide copies of their certificates upon completion. It was noted that if Board members have completed this training in the past they can provide the Administration Office with copies of their certificates.

5. **OLA Trustee Boot Camp – Saturday, February 4<sup>th</sup>**

Frances advised the Board that the annual Ontario Library Association Super Conference is being held February 2-4, with the Trustee Boot Camp taking place virtually on February 4<sup>th</sup>. Board members were advised that if they were interested in attending the Trustee Bootcamp, they should let Frances know and the Library will take care of the registration.

10. **Other Business, if any**

NIL

11. **Adjournment**

**(16-23) MOTION** - Moved by Jim Clapp seconded by Elizabeth Jamischak,  
“That the meeting adjourn.” **CARRIED**

The meeting adjourned at 8:07 p.m.