



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

**Thursday, March 16, 2023 beginning at 6:30 p.m.  
McLaughlin Branch, Boardroom**

**MINUTES**

**Present:** Jim Clapp, Eric Guernsey, Andrew Holmes, Elizabeth Jamischak, Councillor Tito-Dante Marimpietri, Kathryn McMillan, Marco Osso, Alexander Parkin and Carlyne Willoughby

**Regrets:** Haseeb Ahmad and Mark Ashcroft

**Staff:** Frances Newman, Chief Executive Officer  
Jennifer Green, Director, Collections, Communications and Access  
*Stephanie McLean, Executive Assistant, acted as the Recording Secretary*

**Guest:** Daniel Ovens

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

**(17-23) MOTION** – Moved by Elizabeth Jamischak, seconded by Carlyne Willoughby,

“That the Oshawa Public Library Board approve the Agenda, as amended with the addition of the item “Correspondence”, for the March 16, 2023 Board meeting. **CARRIED**

2. **Declaration of Conflict of Interest**

No conflicts were declared.

3. **Approval of the Minutes**

**(18-23) MOTION** – Moved by Alexander Parkin, seconded by Kathryn McMillan,

“That the Oshawa Public Library Board approves the minutes from the January 19, 2023 meeting, as amended. **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. Financial Report – February 2023

**(19-23) MOTION** - Moved by Jim Clapp, seconded by, Elizabeth Jamischak “That the Oshawa Public Library Board approve Consent Agenda item 1 being the CEO Strategic Plan Update and Activity Highlights, and Consent Agenda item 2, being the Financial Report as at February 28, 2023, be pulled for discussion.” **CARRIED**

Board member and Chair of the Finance Committee, Jim Clapp, made a motion to include an item of business on the Agenda under “Other Business” to address the Library’s anticipated 2022 surplus and the renaming and creation of certain Library Reserve Accounts. A brief discussion ensued.

**(20-23) MOTION** - Moved by Jim Clapp, seconded by, Elizabeth Jamischak “That a new item of business be added to the Agenda titled “Reserve Funds” under the heading “Other Business”. **CARRIED**

**(21-23) MOTION** – Moved by Jim Clapp, seconded by Councillor Tito-Dante Marimpietri, “That the Oshawa Public Library Board approve Consent Agenda item 2, being the Financial Report as at February 2023, as presented, for the March 16, 2023 Board meeting.” **CARRIED**

#### 5. **Business Arising from Minutes**

##### 1. **McLaughlin Rooftop Unitary AC Project – Emergency Repair**

Frances referenced the revised memo that was originally provided to the Board in their advance meeting packages with respect to the emergency repair required of a rooftop air conditioning unit at the McLaughlin branch. She provided an update on the status of the project since the date of the last Board meeting, and reported that the proposed motion set out in the original memo has been revised as set out in the updated memo.

As reported in the memo prepared by Adina Negru, Manager, Building Operations and Health & Safety, that following a site visit by the contractor, it

was noticed that the affected area has a plaster ceiling, not a t-bar/drop ceiling, like the adjacent office area which was not shown on the drawings in which the quote was based on. The original quote assumed that it was a t-bar/drop ceiling, and as such, it is now recommended by the contractor to remove the plaster ceiling and install a t-bar/drop ceiling as it will be more effective and provide easy access in the future, if necessary. In addition to the new ceiling, there will also be extra costs for lighting, electrical, and duct work.

Frances advised that Board that the cost of the project was originally quoted at \$68,225, and is now expected to increase by an additional \$17,500 for a total of \$85,725. It is recommended that a contingency also be included in the overall cost of the project. A brief discussion ensued.

Following the approval of Board motion 13-23 at the January 19, 2023 Board meeting, the Board was asked to consider a new motion as the increased cost of the project will affect the Library's 2023 Capital Budget, which is set out below:

**(22-23) MOTION** – Moved by Jim Clapp, seconded by Elizabeth Jamischak,

- 1) "That the Oshawa Public Library Board approves the cost of the project up to \$113,475 which includes a 20% contingency and HST net of rebate; and
- 2) That the Oshawa Public Library Board approves the total project funding as follows:
  - i) \$70,000 from the capital fund, as previously approved;
  - ii) \$43,475 from the approved 2023 budget." **CARRIED**

6. **New Business**

1. **Board Orientation**

**Meet the Management Team: Jennifer Green, Director, Collections, Communications and Access**

Jennifer Green, Director, Collections, Communications and Access introduced herself to the Board, and provided an overview of the role and responsibilities at the Library, which includes overseeing the various online resources such as cloudLibrary, hoopla and LinkedIn Learning, to name a few.

Jennifer discussed the costs and availability of digital resources in public libraries. She advised the Board that e-books and audiobooks are significantly more expensive than physical books. A discussion ensued.

## 2. **OLA Super Conference Boot Camp**

Haseeb Ahmad, Elizabeth Jamischak and Kathryn McMillan each attended the annual OLA Boot Camp which was held virtually on February 4, 2023.

As Haseeb was absent from the Board meeting, both Kathryn and Elizabeth provided verbal reports of some key takeaways from the Boot Camp session. A few highlights that were reported included the following:

- From a governance perspective, an “eyes on, hands off” approach was suggested for Board members to help keep them in line with their role as a Board member.
- Remain non-partisan when advocating for the library. Focus on one person at a time.
- The OLS Governance 101 session was strongly recommended.

## 3. **OLBA Updates**

Eric Guernsey, Council member of the Ontario Library Board Association (OLBA) advised the Board that he recently attended a meeting, but had no new updates to report at this time.

## 7. **Other Business, if any**

### 1. **Reserves Funds**

Jim Clapp, Chair of the Finance Committee advised the Board that as a means of being fiscally responsible for the Library’s future, and from a strategic planning perspective to address the growth in Oshawa, he would like the Board to consider realigning the Library’s reserves accounts.

Jim apologized for the timing of this motion, and indicated that as this is only the second time that the Board has met since being appointed by City Council in late November 2022, with the first Board meeting mainly focusing on Board orientation, there was no other opportunity to discuss this, and it should be addressed prior to the conclusion of the 2022 audit.

Jim proposed the following four (4) recommendations relating to the Library’s anticipated 2022 surplus and reserves accounts pending the final audit.

- i. Create a new Growth and Program Development Reserve to be managed by the Library to offset special projects, and/or emergencies.

- Target 6% of Operating Budget
  - Recommendation: \$600,000 be allocated to this reserve.
- ii. Create a new Program Materials Reserve to be managed by the Library to support existing programs and services.
- Target 2% of Operating Budget
  - Recommendation: \$200,000 be allocated to this reserve.
- iii. Continue to utilize the current Equipment Reserve to fund technology, furniture, vehicles, etc. to be managed by the Library.
- Target 4% of Operating Budget
  - Recommendation: \$400,000 be allocated to this reserve.
- iv. Any remaining funds will go towards the existing capital reserve account for interior or exterior improvement projects to Library facilities.
- No set target percentage. Allocate as required to fulfill capital project needs.
  - Recommendation: Allocate any remaining surplus funds upon completion of the audit to the Library's Capital Reserve.

Discussion ensued.

Councillor Tito-Dante Marimpietri advised the Board that he has always advocated for the Library to keep their funding. He would like to see the recommendations move forward towards the Library's current needs and for the future. He recused himself from voting and left the meeting at 7:54 p.m. and did not return.

The following motions were presented by Jim Clapp.

**(23-23) MOTION** – Moved by Jim Clapp, seconded by Carlyne Willoughby,

“That pending completion of the Library's annual audit and anticipated 2022 surplus, the Oshawa Public Library Board approves each of the following recommendations:

- i. That the Oshawa Public Library Board create a reserve fund entitled Growth and Program Development, to be used for special project opportunities, and/or emergencies, to be managed by the Library with a targeted amount of 6% of the Library's operating budget which equates to allocating approximately \$600,000 pending final audit; and

- ii. That the Oshawa Public Library Board create a reserve entitled Program Material, to support existing programs and services with a targeted amount of 2% of the Library's operating budget which equates to allocating approximately \$200,000 pending final audit; and
- iii. That the Oshawa Public Library Board transfer approximately \$400,000 to its Equipment Reserve pending final audit; and
- iv. That the Oshawa Public Library continue building its Capital Reserve to fund future major interior or exterior improvements to Library facilities, allocating any remaining funds upon completion of the audit." **CARRIED**

2. **Correspondence**

Eric referred to the letter that he prepared and had delivered to Mayor Dan Carter on February 16<sup>th</sup>, as well as Mayor Carter's response letter with respect to the proposed changes to the Library's capital projects and funding for the Library's capital projects. It was reported that Frances will be meeting with City staff next week to discuss the next steps. A brief discussion ensued.

8. **Adjournment**

**(24-23) MOTION** - Moved by Elizabeth Jamischak seconded by Jim Clapp, "That the meeting adjourn." **CARRIED**

The meeting adjourned at 8:10 p.m.