



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

**Thursday, May 18, 2023 beginning at 6:30 p.m.  
McLaughlin Branch, Boardroom**

**MINUTES**

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

**Regrets:** Councillor Tito-Dante Marimpietri and Kathryn McMillan

**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**

**(25-23) MOTION** – Moved by Andrew Holmes, seconded by Marco Osso,  
“That the Oshawa Public Library Board approve the Agenda, as presented, for  
the May 18, 2023 Board meeting. **CARRIED**

2. **Declaration of Conflict of Interest**

No conflicts were declared.

3. **Approval of the Minutes**

**(26-23) MOTION** – Moved by Jim Clapp, seconded by Alexander Parkin,  
“That the Oshawa Public Library Board approve the minutes, as presented,  
from the March 16, 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. Financial Report – April 2023
3. Q1/23 Statistics Report

**(27-23) MOTION** - Moved by Mark Ashcroft, seconded by Elizabeth Jamischak,  
“That the Oshawa Public Library Board approve Consent Agenda items 1 to 3 consisting of the CEO Strategic Plan Update and Activity Highlights, Financial Report as at April 30, 2023 and the Q1 2023 Statistics Report.” **CARRIED**

5. **Business Arising from Minutes**

N/A

6. **New Business**

1. **2022 Annual Report**

Frances presented the 2022 Annual Report to the Board and reported that the Library’s key accomplishments from 2022 have been highlighted in the report. The Board complimented the staff for another successful year.

A suggestion was made by the Board to present the Annual Report to City Council if given the opportunity, and to advise the Board if the Library is able to do so.

**(28-23) MOTION** – Moved by Jim Clapp, seconded by Alexander Parkin,  
“That the Oshawa Public Library Board accepts the 2022 Annual Report, as presented.” **CARRIED**

2. **Governance Committee**

i) **Report from the Chair of Committee from the May 12, 2023 meeting**

Elizabeth Jamischak Chair of the Governance Committee provided the Board with a verbal report respecting the Governance Committee meeting held on May 12, 2023. Elizabeth reported that the Committee reviewed the Board’s Privacy Policy, Membership Policy and Risk Management Policy as part of the Board’s 4-year review cycle. The amendments made to each of the policies were minor updates.

**ii) Acceptance of the approved October 26, 2022 Governance Committee Meeting minutes**

**(29-23) MOTION** - Moved by Elizabeth Jamischak, seconded by Andrew Holmes,  
“That the Oshawa Public Library Board accepts the minutes of the Governance Committee meeting dated October 26, 2022, as presented.” **CARRIED**

**iii) Approval of Board Policies**

**(30-23) MOTION** - Moved by Elizabeth Jamischak, seconded by Carolyne Willoughby,  
“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:

- OP-08 – Membership Policy
- G-04 – Risk Management Policy
- G-05 – Privacy Policy”

**CARRIED**

**3. Finance Committee**

**i) Report from the Chair of the Committee from the May 15, 2023 meeting**

Jim Clapp, Chair of the Finance Committee provided the Board with a verbal report respecting the Finance Committee’s meeting held on May 15, 2023. He advised the Board that the external auditor from Deloitte, Steve Stewart, attended the Finance Committee meeting and presented the draft 2022 financial statements to the Committee members. Mr. Stewart reported that the audit was conducted in accordance with the Canadian generally accepted auditing standards, and that there were no material issues identified during the audit.

Jim advised the Board that following a fulsome review of the draft audited financial statements, the Finance Committee made a motion at the meeting held on May 15, 2023 to recommend that the 2022 financial statements be approved by the Board.

**ii) Acceptance of the approved September 22, 2022 Finance Committee Meeting minutes**

**(31-23) MOTION** - Moved by Jim Clapp, seconded by Elizabeth Jamischak,  
“That the Oshawa Public Library Board accepts the minutes of the Finance Committee meeting dated September 22, 2022, as presented.” **CARRIED**

**iii) Approval of the 2022 Audited Financial Statements**

**(32-23) MOTION** - Moved by Elizabeth Jamischak, seconded by Haseeb Ahmad,  
“That the Oshawa Public Library Board approves the 2022 audited financial statements as recommended by the Finance Committee, following a review of the draft financial statements.” **CARRIED**

**4. Correspondence**

Eric referred to the letter that was sent to his attention, as Chair of the Oshawa Public Library Board dated April 6, 2023 from City Chief Administrative Officer Tracy Adams, together with his response letter dated May 2, 2023, with respect to the proposed changes to the Library’s capital projects and funding for the Library’s capital projects at the McLaughlin and John Aker Northview branches.

**(33-23) MOTION** - Moved by Jim Clapp, seconded by Carolyne Willoughby,  
“That the Oshawa Public Library Board has received a copy of the letter from City’s Chief Administrative Officer, Tracy Adams dated April 5, 2023, together with a copy of the Eric Guernsey’s response letter dated May 2, 2023 respecting the proposed changes to the Library’s capital projects and funding.” **CARRIED**

Following a fulsome discussion by the Board, the following motion was presented:

**(34-23) MOTION** - Moved by Alexander Parkin, seconded by Andrew Holmes,  
“The Oshawa Public Library Board approves that in good faith and in keeping with City Council’s Report CNCL-23-08 with respect to the Library’s Capital Infrastructure Funding, the Oshawa Public Library Board directs the transfer of the uncommitted balance currently held in the capital reserve account held by the Library to the City of Oshawa to be deposited to the Library’s dedicated capital reserve account established by the City to ensure capital infrastructure projects are adequately funded to protect and maintain the McLaughlin and John

Aker Northview library branches. Furthermore, the Oshawa Public Library Board requests additional clarification in writing from the City of Oshawa pertaining to the process of ensuring how the future capital needs of the Library will be protected and maintained.” **CARRIED**

7. **Other Business, if any**

None.

8. **Adjournment**

**(35-23) MOTION** - Moved by Elizabeth Jamischak seconded by Jim Clapp, “That the meeting adjourn.” **CARRIED**

The meeting adjourned at 8:13 p.m.

APPROVED