



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

**Thursday, November 30, 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, Councillor Tito-Dante Marimpietri, Trustee Kathryn McMillan, Trustee Marco Osso and Trustee Alexander Parkin

Regrets: Trustee Haseeb Ahmad and Trustee Carlyne Willoughby

Staff: Frances Newman, Chief Executive Officer
Vivian Geneski, Manager, HR and Labour Relations
Stephanie McLean, Executive Assistant, acted as the Recording Secretary

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

(59-23) MOTION – Moved by Trustee Jamischak, seconded by Trustee Ashcroft,

“That the Oshawa Public Library Board approve the Agenda, as amended, for the November 30, 2023 Board meeting. **CARRIED**”

2. **Declaration of Conflict of Interest**

No conflicts were declared.

3. **Approval of the Minutes**

(60-23) MOTION – Moved by Trustee Parkin seconded by Trustee Osso, “That the Oshawa Public Library Board approve the minutes from the October 19, 2023 meeting, as presented. **CARRIED**”

4. **Consent Agenda**

The Board Trustees received the CEO Strategic Plan Update and Activity Highlights report in their meeting packages, which was provided in advance of the meeting.

(61-23) MOTION - Moved by Trustee Jamischak, seconded by Trustee Osso, “That the Oshawa Public Library Board approves Consent Agenda item 1, being the CEO Strategic Plan Update and Activity Highlights report.”

CARRIED

5. **Business Arising from Minutes**

N/A

6. **New Business**

1. **Governance Committee**

i) **Report from the Chair of Committee from the November 22, 2023 meeting**

Chair of the Governance Committee, Trustee Jamischak reported that at the Governance Committee meeting held on November 22, 2023 the Committee approved the minutes from the May 12, 2023 meeting and reviewed the updated draft Financial Controls Policy, Procurement Policy and the Collection Development Policy as part of the Board’s 4- year review cycle.

ii) **Acceptance of the approved May 12, 2023 Governance Committee Meeting minutes**

(62-23) MOTION - Moved by Trustee Jamischak, seconded by Trustee Holmes,

“That the Oshawa Public Library Board accepts the minutes of the Governance Committee meeting dated May 12, 2023.” **CARRIED**

iii) **Approval of Board Policies**

Chair of the Governance Committee, Trustee Jamischak advised the Board that each of the Financial Controls Policy, Procurement Policy and the Collection Development Policy were reviewed as part of the Board’s 4- year Board Policy review cycle. She highlighted the key amendments to each of the policies which include the following:

- 1) Financial Controls Policy
 - Updates to reflect that the Library is no longer responsible for the capital needs of the buildings, and only the Major Maintenance and Repairs.
- 2) Procurement Policy
 - Amendment to provide the CEO with the authority to approve purchases up to \$100,000, previously \$50,000, for ease of internal operations.
- 3) Collection Development Policy
 - Stronger language to reinforce OPL's commitment to intellectual freedom.

Following a brief discussion, the Governance Committee recommended that the policies be approved by the Board.

(63-23) MOTION - Moved by Trustee Holmes, seconded by Trustee Ashcroft,

“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:

- Financial Controls Policy
- Procurement Policy
- Collection Development Policy”

CARRIED

At this point of the meeting Trustee Jamischak proposed introducing a Board Trustee self-assessment survey as an annual process for the Board Trustees to be used to understand where the Board currently is in terms of skills, culture, community, etc. and to determine if there are areas of growth and/or development that should be a focus in the coming year.

Trustee Jamischak further reported that the self-assessment will be sent out via email and submitted online. It will be anonymous unless Trustees would like to submit their name on their completed survey. The survey will be due by December 22nd with the results to be reported in January.

2. Financial Report and Year-End Forecast

CEO Frances Newman referenced the financial report provided to the Board in their advance meeting packages. She reported that the information contained in the financial report is as at November 20, 2023 which includes the forecast for the remainder of the year.

At this point of the meeting Trustee Clapp arrived.

Chair of the Finance Committee, Trustee Clapp referred to the upcoming major flooring project scheduled to take place at the Delpark branch. He reminded the Board that as this project is not deemed a capital project by the City it will be the responsibility of the Library to fund the project. He recommended that the surplus balance from the Library's 2023 Operating budget be transferred to a new reserve called Major Maintenance and Repairs to help fund Library projects that are not deemed capital projects. Following a brief discussion, the following motion was presented to the Board.

(64-23) MOTION - Moved by Trustee Clapp, seconded by Trustee Ashcroft, "That Oshawa Public Library Board approves the creation of a new reserve account called Major Maintenance and Repairs, and the Board further agrees to transfer the surplus funds from the 2023 Operating budget into the new Major Maintenance and Repairs reserve." **CARRIED**

3. **Meet the Management Team: Vivian Geneski, Manager, HR and Labour Relations**

Vivian Geneski, Manager, HR and Labour Relations attended the Board meeting and provided the Trustees with an introduction of her work experience and her current responsibilities at the Library.

4. **OLA Trustee Boot Camp**

Chair Guernsey provided the Trustees with an update on the upcoming OLA Boot Camp session scheduled for January 27, 2024. He advised the Board that the OLA Boot Camp ticket entitles Board members to attend the entire Super Conference. Any Board Trustee interested in attending the Boot Camp should let CEO Newman know by December 8 for registration purposes.

5. **Strategic Planning Process**

CEO Newman provided the Board with a brief update on the planning process for the Library's new Strategic Plan – 2024-2027. A brief discussion ensued. The Board suggested CEO Newman obtain some quotes from external consultants to have an idea of what the costs would be to develop the Library's new strategic plan.

6. **2024 Board Meeting Dates**

Chair Guernsey referenced the 2024 meeting dates which were provided to the Board in their advance meeting packages.

8. **Other Business, if any**

Trustee Holmes referenced the new book lending machine at the Civic Recreation Centre and reported that it looks great. A brief discussion ensued with respect to the plans on how to make the booking lending machine more visible to the public and how it will be introduced to the community.

9. **Adjournment**

(65-23) MOTION - Moved by Trustee Clapp, seconded by Trustee Parkin,
“That the meeting adjourn.” **CARRIED**

The meeting adjourned at 7:23 p.m.

APPROVED