



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

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

**MINUTES**

**Present:** Chair Eric Guernsey, Trustee Mark Ashcroft, Trustee Andrew Holmes, Trustee Marco Osso, Trustee Alexander Parkin and Trustee Carlyne Willoughby

**Regrets:** Vice-Chair Elizabeth Jamischak, Trustee Haseeb Ahmad, Trustee Jim Clapp, Councillor Tito-Dante Marimpietri and Trustee Kathryn McMillan

**Staff:** Frances Newman, Chief Executive Officer  
Sarah McConnell, Manager, Jess Hann Branch  
Stephanie McLean, Executive Assistant, acted as the Recording Secretary

**Guest:** William Murray

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

**(51-23) MOTION** – Moved by Trustee Parkin, seconded by Trustee Ashcroft, “That the Oshawa Public Library Board approve the Agenda, as presented, for the October 19, 2023 Board meeting. **CARRIED**

2. **Declaration of Conflict of Interest**

No conflicts were declared.

3. **Approval of the Minutes**

A recommendation was made by Chair Guernsey that moving forward the Board minutes should be drafted using the naming convention “Trustee [last name]” to be more consistent with the legislation that governs public libraries.

**(52-23) MOTION** – Moved by Trustee Osso seconded by Trustee Holmes, “That the Oshawa Public Library Board approve the minutes, as amended, from the September 21, 2023 meeting. **CARRIED**

4. **Consent Agenda**

The Board Trustees 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 – Q3/2023
3. Financial Report – September 2023

**(53-23) MOTION** - Moved by Trustee Ashcroft, seconded by Trustee Holmes, “That the Oshawa Public Library Board approves Consent Agenda items 1 to 3, being the CEO Strategic Plan Update and Activity Highlights, the Statistics Report as at Q3 2023 and the Financial Report as at September 30, 2023.” **CARRIED**

At this point of the meeting, Chair Guernsey acknowledged the Friends of the Library’s fall book sale and requested Management prepare a note of thanks to the Friends of the Library for the successful book sale.

5. **Business Arising from Minutes**

1. **November Board Meeting Date**

Following up to the discussion at the September Board meeting regarding the November Board meeting coinciding with the City’s Bright and Merry Market event, Chair Guernsey suggested that if there are items of business to be addressed in November, the Board meeting date be changed to Thursday, November 30, 2023.

**(54-23) MOTION** - Moved by Trustee Willoughby, seconded by Trustee Holmes, “That if the Oshawa Public Library Board deems it necessary to hold a meeting in November, the meeting date be changed from Thursday, November 16, 2023 to Thursday, November 30, 2023. **CARRIED**

6. **New Business**

1. **Fine Free Report**

CEO, Frances Newman referenced the Fine-Free One Year Check-in Report that was provided to the Board in advance of the meeting, and provided a high level overview of Management’s analysis following the elimination of late fees

on children and teen items the previous year. CEO Newman also reminded the Board that they should consider that the draft 2024 budget includes \$30K revenue from late fees of adult materials. Discussion ensued.

Following a fulsome discussion, the Board approved Management's proposed recommendations as set out in the report.

**(55-23) MOTION** - Moved by Trustee Osso, seconded by Trustee Holmes, "That Oshawa Public Library Board accepts Management's recommendations as set out in the Board report."

2. **Meet the Management Team: Sarah McConnell, Manager, Jess Hann Branch**

Sarah McConnell, Manager of the Jess Hann Branch attended the Board meeting and provided the Trustees with an introduction of her work experience and her current responsibilities at the Library.

3. **OLBA Update**

Chair Guernsey provided the Trustees with an update from an OLBA meeting he attended earlier in the evening. He reported that they are looking for nominations for Librarian of the year and the Library Board of the year. Additionally, he reported that some Councillors are meeting with provincial representatives in the hopes of increasing the annual funding that has not been increased in approximately 30 years. He will distribute a hand out to the Board Trustees after the 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))**

**(56-23) Motion** – Moved by Trustee Willoughby, seconded by Trustee Ashcroft, "That the Oshawa Public Library Board move in-camera to discuss a personnel matter." **CARRIED**

**(57-23) Motion** – Moved by Trustee Ashcroft, seconded by Trustee Parkin, "That the Oshawa Public Library Board rise from in-camera." **CARRIED**

8. **Other Business, if any**

CEO Newman advised the Board that a report with an update to the City's new recreation centre is scheduled to go to the City's Safety and Facility Services Committee on Monday, October 23<sup>rd</sup>. She further advised that it is available on the City's website if anyone was interested in reviewing it, and she would send out a copy to the Trustees after the meeting.

9. **Adjournment**

**(58-23) MOTION** - Moved by Trustee Parkin, seconded by Trustee Willoughby,  
"That the meeting adjourn." **CARRIED**

The meeting adjourned at 7:47 p.m.

APPROVED