



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

**Wednesday, March 20, 2024 beginning at 4:30 p.m.  
McLaughlin Branch, Boardroom**

**MINUTES**

**Present:** Chair Eric Guernsey, Vice-Chair Elizabeth Jamischak, Trustee Mark Ashcroft, Councillor Tito-Dante Marimpietri, Trustee Kathryn McMillan, Trustee Marco Osso, Trustee Alexander Parkin and Trustee Carolyne Willoughby

**Regrets:** Trustee Jim Clapp and Trustee Andrew Holmes

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

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

**(10-24) MOTION** – Moved by Trustee Willoughby, seconded by Trustee Jamischak,  
“That the Oshawa Public Library Board approve the Agenda for the March 20, 2024 Board meeting. **CARRIED**”

2. **Declaration of Conflict of Interest**

No conflicts were declared.

3. **Approval of the Minutes**

**(11-24) MOTION** – Moved by Trustee Parkin, seconded by Trustee McMillan,  
“That the Oshawa Public Library Board approve the minutes from the January 18, 2024 meeting, as presented. **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 Report
2. Financial Report – February 29, 2024
3. Report - Durham Libraries Social Worker Consultant Project

**(12-24) MOTION** - Moved by Trustee Jamischak, seconded by Trustee Parkin, “That the Oshawa Public Library Board approves Consent Agenda items 1 to 3, being the CEO Strategic Plan Update and Activity Highlights Report, the Financial Report as at February 29, 2024 and the Durham Libraries Social Worker Consultant Project Report, as presented.” **CARRIED**

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

##### 1. **Results from OPLB Self-Evaluation Survey**

Chair of the Governance Committee, Elizabeth Jamischak presented the results from the OPLB Self-Evaluation Survey. She advised the Board that the results of the survey indicated that there was only one item that was deemed a threat; some Board members thought there could be more Board orientation for newly appointed Board members. However, following a discussion at the Committee meeting, the Committee agreed it was more of a weakness, not a threat.

In terms of next steps for providing more Board orientation for newly appointed Board Trustees, it was agreed that the Board will develop a mentorship program to help with the onboarding of new Board Trustees. Trustee Jamischak volunteered to take on the mentorship role for the new Board Trustee that is expected to be appointed this spring.

Additionally, Trustee Jamischak indicated that in terms of advocacy for the Library, it would be ideal if all Board members have a library card, and participate in a couple of Library events per year.

At this point of the meeting Councillor Tito-Dante Marimpietri arrived to the meeting.

Chair Guernsey provided a brief update on the process for the new Board Trustee.

**(13-24) MOTION** – Moved by Councillor Tito-Dante Marimpietri, seconded by Trustee Jamischak, “That the Oshawa Public Library Board accepts the OPLB Self-Evaluation Survey, as presented.” **CARRIED**

6. **New Business**

1. **2023 Annual Report**

CEO Newman presented the 2023 Annual Report to the Board and highlighted the Library’s key accomplishments for the year. The Board acknowledged the Library’s success in 2023.

**(14-24) MOTION** – Moved by Councillor Tito-Dante Marimpietri, seconded by Trustee Parkin, “That the Oshawa Public Library Board accepts the 2023 Annual Report, as presented.” **CARRIED**

2. **Outline of the CEO Evaluation Process**

Chair Guernsey provided the Board with the key dates respecting this year’s CEO Evaluation process. He advised the Board that the evaluation form would be distributed to the Board on March 25 with an expected return date by April 8 electronically by email to Chair Guernsey, or if preferred it can be hand delivered in a sealed enveloped to the McLaughlin branch addressed to the Chair of the Board.

Chair Guernsey further reported that the evaluation results will be compiled by April 12 and reviewed by the CEO Evaluation Committee during the week of April 15, followed by a meeting with CEO Newman during the week of April 30. The CEO Evaluation Committee will provide an update to the Board at the May Board meeting.

7. **Other Business, if any**

Chair Guernsey referred to the OLA Super Conference that was held in January, and highlighted that all Durham public libraries jointly received 2 awards at the conference which included the Joyce Cunningham Award representing the Library Board of the year, and the OLA Les Fowlie Intellectual Freedom Award along with the Durham Children’s Aid Society, for their collaboration on Drag Queen Storytime.

He also noted that the Trustee Bootcamp was held on the Saturday which resulted in great discussions, and was very informative.

CEO Newman provided a brief update on the status of the elevator at the McLaughlin branch that is currently out of service. She advised the Board that once more information is available, she will update the Executive accordingly.

8. **Adjournment**

**(15-24) MOTION** - Moved by Trustee Parkin, seconded by Trustee Willoughby,  
“That the meeting adjourn.” **CARRIED**

The meeting adjourned at 5:06 p.m.

APPROVED