



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

**Thursday, September 19, 2024 beginning at 6:30 p.m.  
McLaughlin Branch, Boardroom**

**MINUTES**

**Present:** Vice-Chair Elizabeth Jamischak, acted as Chair of the meeting, Trustee Mark Ashcroft, Trustee Jim Clapp, Trustee Sacha Fabry, Trustee Andrew Holmes, Trustee Kathryn McMillan, Trustee Alexander Parkin and Trustee Carolyne Willoughby

**Regrets:** Chair Eric Guernsey, Councillor Tito-Dante Marimpietri and Trustee Marco Osso

**Staff:** Frances Newman, Chief Executive Officer  
Debbie Hynes, Manager, Human Resources and Labour Relations  
Stephanie McLean, Executive Assistant, acted as the Recording Secretary

**Guest:** Nicole Adams

1. **Land Acknowledgement**

The land we are standing on today is the traditional territory of the Mississaugas of Scugog Island First Nation and is now home to many diverse First Nations, Inuit, and Métis Peoples. We acknowledge that Oshawa is covered under the Williams Treaties and as a settler on these lands we are all treaty people.

May we respectfully honour the knowledge and understanding of the Indigenous stewards of these ancestral lands and ensure that the voices of the First Peoples are represented in our collections, programs and services.

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

**(36-24) MOTION** – Moved by Trustee Ashcroft, seconded by Trustee Holmes, “That the Oshawa Public Library Board approve the Agenda for the September 19, 2024 Board meeting, as amended. **CARRIED**

3. **Declaration of Conflict of Interest**

No conflicts were declared at this point of the meeting.

4. **Meet the Management Team:** Debbie Hynes, Manager, HR & Labour Relations

Debbie Hynes, Manager, HR & Labour Relations introduced herself to the Board, and provided a brief overview of her work experience, as well as her current goals in her role at the Library. Following Ms. Hynes’ brief introduction, she stayed for the duration of the meeting.

5. **Approval of the Minutes**

**(37-24) MOTION** – Moved by Trustee Holmes, seconded by Trustee Fabry, “That the Oshawa Public Library Board approve the minutes from the June 20, 2024 meeting, as amended. **CARRIED**

6. **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 – August 31, 2024
3. Statistics Report – Q2/2024

**(38-24) MOTION** - Moved by Trustee Parkin, seconded by Trustee McMillan, “That the Oshawa Public Library Board approves Consent Agenda item 3, being the Statistics Report as at Q2 2024, and Consent Agenda items 1 and 2, being the CEO Strategic Plan Update and Activity Highlights Report and the Financial Report as at August 31, 2024 each be pulled for discussion.”

**CARRIED**

The Board briefly discussed the duration of the scheduled flooring project at the Delpark branch which commences on September 23, as well as the communication provided to customers regarding the closure. The Board complimented staff for the great communication sent out to customers through email using Constant Contact, and through the Library’s social media channels and website.

Trustee Clapp advised the Board that there is one minor item that is worth noting with respect to the Financial Report as at August 31, 2024. He reported that the monthly municipal grant of approximately \$800,000 was issued early as evidenced under the Municipal Grant revenue line item, therefore the revenue appears to be higher than the expenses, but this will rectify itself next month.

At this point of the meeting, Trustee Clapp suggested that the Library track the number of customers that come through the doors and report on this through the quarterly statistics report. CEO Newman reported that we can capture this number through the Library's gate count, which is used to report to the Province annually.

**(39-24) MOTION** - Moved by Trustee Clapp, seconded by Trustee Fabry, "That the Oshawa Public Library Board approves Consent Agenda items 1 and 2, being the CEO Strategic Plan Update and Activity Highlights Report and the Financial Report as at August 31, 2024, as presented for the September 19, 2024 Board meeting." **CARRIED**

## 7. **Business Arising from Minutes**

### 1. **Update – Bagot Street Name Change**

CEO Newman advised the Board that there has been no confirmation for the date of the ceremony to introduce the newly named street, Debwewin Miikan. She reported that the tentative date for the ceremony was originally scheduled for September 26, however she has been advised that this is no longer taking place. The City will be holding their annual ceremony for the National Day for Truth and Reconciliation at City Hall on this date, but it is her understanding that they will not be addressing the street name change during this ceremony. A brief discussion ensued. Management has included our costs associated with the street name change in the 2025 Business Plan.

### 2. **Update – New Library Branch**

CEO Newman advised the Board that Chair Guernsey received a response letter from Mayor Carter in July with respect to the Board's dissatisfaction of the reduction in size of the proposed new library branch in north Oshawa. In Chair Guernsey's absence, CEO Newman read the letter to the Board. The correspondence from the City indicated that the Library will be receiving 5,000 sq. ft. of outside space, which includes an outdoor reading area. Discussion ensued.

### 3. **Delegation - Reduction in Size of the New Library Branch**

CEO Newman provided an update to the Board following Board Motion #29-44 that was passed at the June 20 Board meeting; CEO Newman, through the Library Board Chair, Eric Guernsey, submitted a request to make a delegation at the next City Council meeting to raise the Board's concerns regarding the reduction in size of the proposed new library branch in the community centre in the Northwood Business Park. CEO Newman reported that as set out in her email to the Library Board on June 21, the response she received from the City Clerk's office indicated that the request was received too late, pursuant to City Council's Procedure By-law, delegation requests received after the agenda publication must relate to a matter on the published agenda in order to be added at the meeting, and as the item was not on the Council meeting agenda, the delegation request could not go before Council at that meeting. Furthermore, CEO Newman reported that she responded to the City Clerk's office and indicated that she would like to request a delegation for their next Council meeting in September, but has not received a response to date.

**(40-24) MOTION** - Moved by Trustee Fabry, seconded by Trustee Willoughby,  
"That the Oshawa Public Library Board recommends the Library's Board Chair contact the City Clerk's office to request a delegation at an upcoming City Council meeting regarding clarification on the reduction in the size of the proposed new Library branch. It is further moved that if the City Clerk's office denies this request, the Library should request instructions from the City Clerk's office on how this matter can be brought forward to City Council for discussion." **CARRIED**

### 8. **New Business**

#### 1. **Finance Committee Items**

##### a) **Receive the approved minutes of the May 8, 2024 Finance Committee Meeting**

**(41-24) MOTION** - Moved by Trustee Clapp, seconded by Trustee Ashcroft,  
"That the Oshawa Public Library Board accepts the minutes as presented of the Finance Committee meeting dated May 8, 2024." **CARRIED**

##### b) **Report from the Chair of the August 2, 2024 Finance Committee Meeting**

Trustee Clapp, Chair of the Finance Committee provided the Board with an update from the Finance Committee meeting held on August 27, 2024. He advised the Board that the Library's operating budget is essentially a

non-discretionary budget, with approximately 75% of the overall budget representing salaries and benefits. Highlights from his report include:

- The budget was drafted using a 3.8% increase ask from the City, being a reasonable request making up for the shortfall from the 2024 budget.
- With respect to staffing costs, as per the collective agreement, the COLA increase is 2.5% for 2025.
- Insurance has increased significantly as per City staff resulting in a 160% increase. This is mainly due to the increased premiums for cyber security insurance. The City is using a phased in approach and they advised Library staff to use the following amounts for budgeting purposes: \$31,800 for 2024; \$65,000 for 2025; and \$101,400 for 2026. By 2027, we should be at 100% of the premium, and based on the full premium of 2026, it would be \$146,711 plus any inflation.
- Pursuant to the 2024 DC background study, the development charges revenue will be decreased to \$91K annually for 2025-2033.

Following the report from the Chair the Finance Committee, a brief discussion ensued with respect to the increase in insurance premiums and the following motion was presented.

**(42-24) MOTION** - Moved by Trustee Clapp, seconded by Trustee Holmes,

“That the Oshawa Public Library Board recommends that Library staff submit a request to the City’s insurance department to have a City staff member attend a future Library Board meeting to explain the insurance increases, and to determine if there is potential for the Library Board to reduce any future insurance costs.”

**CARRIED**

#### c) **2025/26 Proposed Operating Budgets**

Following the report by the Chair of the Board’s Finance Committee, the following motion was presented to the Board:

**(43-24) MOTION** - Moved by Trustee Clapp, seconded by Trustee Fabry,

“That in accordance with Board Motion (24-24) passed on May 16, 2024, whereby the Oshawa Public Library Board delegated the authority to the Finance Committee to approve the Library’s 2025/26 operating budgets, the Library Board re-confirms the 2025/26 operating budgets, as presented.”

**CARRIED**

#### d) **Bequest Reserve Fund**

The Board members received a report in their advance meeting packages respecting a recent bequest (the “Davis Bequest”) that was received by

the Library in the total amount of \$69,613.52, containing no restrictions. The Finance Committee has recommended that this bequest be merged with the Library's current bequest reserve account.

**(44-24) MOTION** - Moved by Trustee Clapp, seconded by Trustee Parkin,  
"That upon a recommendation received from the Library's Finance Committee, the Oshawa Public Library Board approves that the Davis Bequest received in the amount of \$69,613.52 be merged with the Library's current Bequest Reserve Fund. **CARRIED**

2. **2025 Business Plan**

CEO Newman presented the 2025 Business Plan and highlighted some key sections of the plan. She reported that the business plan aligns with the Library Board's Strategic Plan as well as the City's Strategic Plan. She further reported that a copy of the 2025 Business Plan is submitted to the City Clerk's office as part of the budget submission, which is provided to City Council.

It was recommended that the Board members advocate for the Library and reach out to their respective City Councillors.

3. **New Self-Checkouts**

CEO Newman referenced the report that was provided to the Board Trustees in their advance meeting packages respecting the purchase new self-checkout machines. As set out in the report, the Library's current self-checkout machines are approaching end of life and will no longer be supported past October 2025. It is recommended that each of the Library's 10 self-checkout machines be replaced this year at an estimated cost of \$140,000 to be funded through the Library's remaining 2024 operating budget, and be expensed to the Major Maintenance and Repairs budget.

**(45-24) MOTION** - Moved by Trustee Fabry, seconded by Trustee Holmes,  
"That the Oshawa Public Library Board approves the recommendation from Management to replace the Library's 10 self-checkout machines at an approximate purchase price of \$140,000." **CARRIED**

9. **In-Camera Item – Security of the property of the board (Public Libraries Act – 16.1(4)(a) of the Public Libraries Act, R.S.O. 1990, C. P.44.**

In the interest of time, and in Chair Guernsey's absence, it was recommended that this item be deferred until the next regular Board meeting.

10. **Other Business, if any**

Vice-Chair Jamischak reminded the Board of some upcoming events scheduled including the Friends of the Library Book Sale running October 3-5. She also noted Friday, Saturday 20 is the opening night for the City's Convergence Festival.

11. **Adjournment**

**(46-24) MOTION** - Moved by Trustee Fabry, seconded by Trustee Clapp, "That the meeting adjourn." **CARRIED**

The meeting adjourned at 7:52 p.m.

APPROVED