



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

**Thursday, January 18, 2024 beginning at 6:30 p.m.
McLaughlin Branch, Boardroom**

MINUTES

Present: Vice-Chair Elizabeth Jamischak, acting Chair of the Meeting, Trustee Mark Ashcroft, Trustee Jim Clapp, Trustee Andrew Holmes, Councillor Tito-Dante Marimpietri, Trustee Kathryn McMillan, Trustee Marco Osso, Trustee Alexander Parkin and Trustee Carolyne Willoughby

Regrets: Chair Eric Guernsey

Staff: Frances Newman, Chief Executive Officer
Dina Pen, Manager, Marketing
Stephanie McLean, Executive Assistant, acted as the Recording Secretary

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

(01-24) MOTION – Moved by Trustee Ashcroft, seconded by Trustee Holmes, “That the Oshawa Public Library Board approve the Agenda for the January 18, 2024 Board meeting. **CARRIED**

2. **Declaration of Conflict of Interest**

No conflicts were declared.

3. **Approval of the Minutes**

(02-24) MOTION – Moved by Trustee Ashcroft, seconded by Trustee Willoughby, “That the Oshawa Public Library Board approve the minutes from the November 30, 2023 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. Q4/2023 Statistics Report
3. Financial Report – December 31, 2023
4. Annual Risk Management Program Report

(03-24) MOTION - Moved by Trustee Ashcroft, seconded by Trustee Osso, “That the Oshawa Public Library Board approves Consent Agenda item 2, being the Statistics Report as at Q4/2023, and Consent Agenda items 1, 3 and 4 being the CEO Strategic Plan Update and Activity Highlights Report, the Financial Report as at December 31, 2023, and the Annual Risk Management Report, each be pulled for discussion.” **CARRIED**

Trustee Holmes referred to the New Years Eve celebrations that were held at the Delpark Homes Centre as per the CEO Strategic Plan Update and Activity Highlights Report, and suggested that it would be a good idea if there was a similar option for South Oshawa residents at the Jess Hann branch. Following a brief discussion, Frances advised that she will look into possible options with the City, as this is a City run event.

A few Board members reported that they have received a lot of positive feedback on the Library’s new lending machine which has been installed at the Civic Recreation Centre.

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

Trustee Ashcroft referenced Note 1 on the Financial Report, and asked for clarification. CEO Newman advised the Board that this note references the budgeted amount held in Trust by the City for the Library’s capital improvements pursuant to the instructions received from the City in early 2023, and has been captured on all subsequent financial reports prepared for the Board.

The Board discussed cyber security attacks, being a potential area of risk identified in the Annual Risk Management Report, following the recent breaches at both Toronto Public Library and London Public Library.

At this point of the meeting, the Board made a motion to move in camera under section 16.1(4)(a) of the Public Libraries Act, R.S.O. 1990, C. P.44.

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.

(04-24) MOTION - Moved by Trustee Clapp, seconded by Trustee Osso,
“That the Oshawa Public Library Board move in-camera to discuss security of the property of the board.” **CARRIED**

(05-24) MOTION - Moved by Trustee Osso, seconded by Trustee Ashcroft,
“That the Oshawa Public Library Board rise from in-camera.”
CARRIED

(06-24) MOTION - Moved by Trustee Parkin, seconded by Trustee Clapp,
“That the Oshawa Public Library Board approves Consent Agenda items 1, 3 and 4 being the CEO Strategic Plan Update and Activity Highlights, the Statistics Report as at Q4/2023 and the Annual Risk Management Report, as presented, for the January 18, 2024 Board meeting.” **CARRIED**

5. **Business Arising from Minutes**

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

Chair of the Governance Committee, Elizabeth Jamischak reported that the Governance Committee received 7 responses of the Self-Evaluation Survey from Board members that was distributed in December. She further reported that a Governance Committee meeting will be scheduled to review the responses and make recommendations to provide to the Board.

At this point of the meeting Frances advised the Board that all Durham public libraries will jointly be accepting 2 separate awards at the OLA Super Conference; 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.

6. **New Business**

1. **Meet the Management Team: Dina Pen, Manager, Marketing**

Dian Pen, Manager, Marketing attended the Board meeting and provided the Trustees with an introduction of her work experience and her current responsibilities at the Library.

2. **Resignation of Trustee Haseeb Ahmad & Confirmation of Committee Members and Officers**

Vice-Chair Jamischak reported through Chair Guernsey that he accepted the resignation received from Trustee Haseeb Ahmad. She further reported that the City will be posting for the position and will be responsible for appointing the new Board Trustee.

Vice-Chair Jamischak advised the Board that as it is a new year, it is an opportunity for Board members to change Committees if they would like to do so. However, given it was the first year of the new term for most Board members, it was recommended that the composition of the Board Committees remain unchanged for the 2024 year.

(07-24) MOTION - Moved by Councillor Tito-Dante Marimpietri, seconded by Trustee Parkin,
“That the Oshawa Public Library Board confirms that:

- 1) the composition of the Board committees will remain unchanged for the 2024 year with the exception of the current vacancy on the Finance Committee;
- 2) the Officers of the Board are Frances Newman as Board Secretary, and Catherine Thomas as Treasurer; and
- 3) the SOLS Trustee Representative remains unchanged and will continue to be Eric Guernsey for the 2024 year.” **CARRIED**

3. **2024 Business Plan**

CEO Newman referred to the 2024 Business Plan, a copy of which was provided to the Board in their advance meeting packages and highlighted the Library’s key accomplishments in 2023, and the goals set out for 2024. She advised the Board that the template used to create the business plan is provided by the City.

A brief discussion ensued with respect to Durham libraries social worker consultant project and the findings from the report. CEO Newman provided some highlights of areas of improvement that were identified by the consultant, and reported that some initiatives have already been implemented, and she also mentioned that there were some recommendations made that the Library already has in place.

4. **2024-2027 Strategic Planning**

With respect to the development of the Library’s new strategic plan for the 2024-2027 period, CEO Newman provided a few options to the Board for their consideration: develop the strategic plan solely by the Board and staff; have a

hybrid approach by conducting some planning sessions in-house with staff and the Management team and hire a consultant to conduct some external focus groups and assist with the planning process; or lastly, hire a consultant to be responsible for the entire strategic planning process.

CEO Newman provided some preliminary quotes and availability of consultants that she contacted based on recommendations received from community partners and/or other libraries. Following a brief discussion, the Board's preference was to move forward with a hybrid approach and instructed CEO Newman to engage Catherine Talbot, a recommended external consultant, to help facilitate the development of the Library's updated 2024-2027 Strategic Plan.

(08-24) MOTION - Moved by Trustee Ashcroft, seconded by Trustee McMillan,
"That the Oshawa Public Library Board recommends that CEO Newman engage Catherine Talbot, an external strategic planning consultant, to assist with the Library's new strategic plan." **CARRIED**

7. **Other Business, if any**

Trustee Clapp suggested that for future meetings the agenda should be amended to move the "Meet the Management Team" item to the beginning of the agenda to provide an opportunity for the staff member to leave the meeting if they would like to do so.

8. **Adjournment**

(09-24) MOTION - Moved by Trustee Osso, seconded by Councillor Tito-Dante Marimpietri,
"That the meeting adjourn." **CARRIED**

The meeting adjourned at 8:00 p.m.