



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

**Thursday, May 16, 2024 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 Sacha Fabry, Trustee Andrew Holmes, Councillor Tito-Dante Marimpietri, Trustee Kathryn McMillan and Trustee Marco Osso

Regrets: Trustee Alexander Parkin and Trustee Carlyne Willoughby

Staff: Frances Newman, Chief Executive Officer
Stephanie McLean, Executive Assistant, acted as the Recording Secretary
Stefania Virgilio, CUPE Local 960 Representative, Guest

Prior to the formal business of the meeting, Chair Guernsey welcomed the Library's new Board Trustee, Sacha Fabry, to the Board. Trustee Fabry introduced himself and provided a brief overview of his work experience. He acknowledged that he was looking forward to working with the Board.

Chair Guernsey also welcomed staff member and CUPE Local 960 representative, Stefania Virgilio, as a guest to the meeting.

1. Call to Order / Approval of Agenda

(16-24) MOTION – Moved by Trustee Ashcroft, seconded by Trustee Osso, "That the Oshawa Public Library Board approve the Agenda for the May 16, 2024 Board meeting. **CARRIED**

2. Declaration of Conflict of Interest

No conflicts were declared at this point of the meeting.

Councillor Tito-Dante Marimpietri arrived to the meeting.

3. **Approval of the Minutes**

(17-24) MOTION – Moved by Trustee Jamischak, seconded by Trustee Ashcroft,
“That the Oshawa Public Library Board approve the minutes from the March 20, 2024 meeting, as amended. **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 – April 30, 2024
3. Q1/24 Statistics Report

(18-24) MOTION - Moved by Trustee McMillan, seconded by Trustee Ashcroft,
“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 April 30, 2024 and the Q1/24 Statistics Report, as presented.” **CARRIED**

5. **Business Arising from Minutes**

1. N/A

Trustee Holmes arrived to the meeting.

6. **New Business**

1. **Finance Committee**

i) **Report from the Chair of the Committee from the May 8, 2024 meeting**

Jim Clapp, Chair of the Finance Committee provided the Board with a verbal report respecting the Finance Committee’s meeting held on May 8, 2024. He advised the Board that the external auditor from Deloitte, Steve Stewart, attended the Finance Committee meeting and presented the draft 2023 financial statements to the Committee members. Mr. Stewart reported that the audit was conducted in accordance with the Canadian generally accepted auditing standards, and that there were no material issues identified during the audit. Mr. Stewart complemented

staff on the work completed internally, and noted that this was one of the best audits he has completed for the Library.

Committee Chair Trustee Clapp, reported that the statements reflect the fiscal responsibility of staff and the Board, and advised the Board that following a fulsome review of the draft audited financial statements, the Finance Committee made a motion at the meeting held on May 8, 2024 to recommend that the 2023 financial statements be approved by the Board. It was noted that there were some minor edits to the notes section that were discussed at the Finance Committee meeting that were not reflected in the updated financial statements. Staff was directed to follow up with the Auditor and request that the recommended amendments be made in the final version of the financial statements.

Trustee Clapp further reported that a Management Representation Letter was not required.

At this point of the meeting, Councillor Tito-Dante Marimpietri left the meeting.

ii) Acceptance of the approved August 28, 2023 and October 30, 2023 Finance Committee Meeting minutes

(19-24) MOTION - Moved by Trustee Clapp, seconded by Trustee Ashcroft;
“That the Oshawa Public Library Board accepts the minutes of the Finance Committee meetings dated August 28 and October 30, 2023, as presented.” **CARRIED**

iii) Approval of the 2023 Audited Financial Statements

(20-24) MOTION - Moved by Trustee Osso, seconded by Trustee Jamischak,
“That the Oshawa Public Library Board approves the amended 2023 audited financial statements as recommended by the Finance Committee, following a review of the draft financial statements.”
CARRIED

2. Update - 2024-2028 Strategic Planning Process

CEO Newman referred to the report provided to the Board in their advance meeting packages regarding the development of the Library’s new strategic plan. With respect to next steps, the external consultant, Catherine Talbot, will provide a report on the workshops conducted, and it is anticipated that the Strategic Planning Committee will create a draft strategic plan for the Board’s consideration.

3. New Library Update

CEO Newman referred to the report provided to the Board in their advance meeting package regarding an update on the proposed new library branch. As indicated in the report, in November 2023, City of Oshawa staff were tasked by City Council to reduce the estimated cost of the new Community Centre and sports fields in Northwest Oshawa. In March 2024, City staff presented Council with a revised scope for the new Community Centre in Northwest Oshawa. The new scope reduced the overall community centre size by 50,000 sq ft from 150,000 sq ft to 100,000 in total. The Library's proposed size reduction has been reduced to 10,000 sq ft from 20,000 sq ft, with an estimated cost of \$9,066,862 down from \$23,300,000. Additionally, there is a new target opening date of July 2026. Discussion ensued.

The Board Trustees discussed the importance of current and future library spaces for the community, and referred to the City's Parks, Recreation, Library and Culture (PRLC) Report that sets out the need for additional space at both the Delpark Homes Centre and John Aker Northview Branches. The Board Trustees further discussed that the 50% reduction in space of the new Library branch will not be adequate for current and future needs.

At this point of the meeting, Trustee Ashcroft made a declaration of interest concerning his role as a Board member of the OSCC 55+ Board (Oshawa Senior Community Centres) and did not take part in the discussion.

The Board Trustees agreed that the best approach to gain clarity on the 50% reduction in size of the new Library branch and to advocate for the Library is to contact their respective City Councillors in anticipation of their concerns being brought forward at a City Council meeting for consideration.

Chair Guernsey reported that he will prepare a formal letter on behalf of the Board for the Trustees to send out accordingly.

(21-24) MOTION - Moved by Trustee Fabry, seconded by Trustee Osso, "That the Oshawa Public Library Board recommends that Chair Guernsey draft a letter on behalf of the Board addressed to the City Councillors to express the Board's concern regarding the proposed size of the new branch of Oshawa Public Libraries in the new community centre in Northwood Business Park, and the Board further recommends that each Board Trustee advocate for the Library by forwarding the letter to each of their respective City Councillors." **CARRIED**

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))**

(22-24) MOTION – Moved by Trustee Clapp, seconded by Trustee Jamischak,
“That the Oshawa Public Library Board move in-camera to discuss a personnel matter.” **CARRIED**

(23-24) MOTION – Moved by Trustee Clapp, seconded by Trustee Fabry,
“That the Oshawa Public Library Board rise from in-camera.”
CARRIED

9. **Other Business, if any**

CEO Newman advised the Board that there is a new budget process set out by the City which will require the Library to submit a new two-year budget before the Board’s September Board meeting date. Following a brief discussion, the Board agreed that they would be comfortable with delegating the approval of the operating budget to the Finance Committee, prior to the September Board meeting, and the Board will review and re-confirm accordingly on September 19, 2024.

(24-24) MOTION - Moved by Trustee Fabry, seconded by Trustee Clapp,
“That the Oshawa Public Library Board delegates the authority to approve the Library’s 2025/26 operating budgets to the Oshawa Public Library Board’s Finance Committee, and the Board further approves that they will have an opportunity to review and re-confirm the 2025/26 budgets at the Board meeting on September 19, 2024.”

8. **Adjournment**

(25-24) MOTION - Moved by Trustee Clapp, seconded by Trustee Fabry,
“That the meeting adjourn.” **CARRIED**

The meeting adjourned at 8:02 p.m.