



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

**Thursday, November 21, 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, Councillor Tito-Dante Marimpietri, Trustee Kathryn McMillan, Trustee Marco Osso, Trustee Alexander Parkin and Trustee Carlyne Willoughby

Regrets: Trustee Andrew Holmes

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

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

(54-24) MOTION – Moved by Trustee Willoughby, seconded by Trustee Ashcroft,

“That the Oshawa Public Library Board approve the Agenda for the November 21, 2024 Board meeting. **CARRIED**”

3. **Declaration of Conflict of Interest**

No conflicts were declared at this point of the meeting.

4. **Approval of the Minutes**

(55-24) MOTION – Moved by Trustee Ashcroft, seconded by Trustee Clapp, “That the Oshawa Public Library Board approve the minutes from the October 17, 2024 meeting.” **CARRIED**

5. **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. Q3/24 Statistics Report
3. 2025 Board Meeting Dates

(56-24) MOTION - Moved by Trustee Clapp, seconded by Trustee Jamischak, “That the Oshawa Public Library Board approves Consent Agenda items 1 to 3, being the CEO Strategic Plan Update and Activity Highlights Report, Q3/24 Statistics Report and the 2025 Board Meeting Dates, as presented.” **CARRIED**

6. **Business Arising from Minutes**

1. **OLA “Save our School Libraries” Campaign**

Chair Guernsey spoke to this agenda item that was carried forward from the Board’s October meeting. Following the October Board meeting, Board Trustees were provided with the link to learn more about the Save our School Libraries campaign, and were now being asked if they would like to support the campaign by the Board as a whole, or individually. Discussion ensued.

At this point of the meeting Trustee Fabry joined the meeting.

Following a brief discussion, a motion was brought forward to endorse the plan and support the Ontario Library Association’s position on the matter.

(57-24) MOTION - Moved by Councillor Marimpietri, seconded by Trustee McMillan, “That the Oshawa Public Library Board endorses the Ontario Library Association’s position on the importance of Ontario school libraries being properly funded and staffed.” **CARRIED**

7. New Business

1. Governance Committee

i) Report from the Chair of Committee from the October 28, 2024 meeting

Chair of the Governance Committee, Trustee Jamischak reported that at the Governance Committee meeting held on October 28, 2024 the Committee approved the minutes from the February 9, 2024 meeting and reviewed the updated draft Friends of the Library Policy, Library Use Guidelines, Operational Continuity Plan and Program Policy as part of the Board's 4-year review cycle. She reported that there were no substantial changes in any of the policies reviewed. Trustee Jamischak also reported that she reached out to the Lois Gillette, President of the Friends of the Oshawa Public Library group and asked if she would come and speak with the Board in the new year.

ii) Acceptance of the approved February 9, 2024 Governance Committee Meeting minutes

(58-24) MOTION - Moved by Trustee Osso, seconded by Trustee Parkin, "That the Oshawa Public Library Board accepts the minutes of the Governance Committee meeting dated February 9, 2024." **CARRIED**

iii) Approval of Board Policies

Chair of the Governance Committee, Trustee Jamischak advised the Board that each of the Friends of the Library Policy, Library Use Guidelines, Operational Continuity Plan and Program Policy were reviewed as part of the Board's 4-year Board Policy review cycle and did not contain any significant amendments.

Following a brief discussion, the Governance Committee recommended that the policies be approved by the Board.

(59-24) MOTION - Moved by Trustee Fabry, seconded by Trustee Ashcroft,

"That upon a recommendation made by the Governance Committee of the Oshawa Public Library Board, the Board has reviewed and now approves each of the following Board policies as presented:

- G-06 – Friends of the Library Policy
- OP-01 – Library Use Guidelines
- OP-04 – Operational Continuity Plan
- OP-09 – Program Policy."

CARRIED

2. **Financial Report as at October 31, 2024 and Year-End Forecast**

CEO Frances Newman referred to the financial report provided to the Board in their advance meeting packages. She reported that the information contained in the financial report is as at October 31, 2024, and includes a projected year-end forecast.

At this point of the meeting Councillor Marimpietri left the meeting and did not return.

CEO Newman reported that total revenue is projected to be a bit higher than originally budgeted as a result of interest earned throughout the year as rates remained high in the first 3 quarters. It was also noted that the Development Charges allocation was higher than anticipated.

Following a brief discussion, the Board approved the following motion.

(60-24) MOTION - Moved by Trustee Clapp, seconded by Trustee Fabry,
“That the Oshawa Public Library Board approves that any excess interest earned over budget in 2024 be transferred to the Major Maintenance and Repairs reserve.” **CARRIED**

3. **Update – Bequest**

CEO Newman advised the Library Board that the Library recently received correspondence from the lawyer overseeing the distribution of assets from the estate of the late Carol Davis. The Library was notified by the lawyer that there had been an error on his part with respect to the distribution of funds, and as such, the Library will now be receiving \$8,699.16 from the TFSA account, not \$25,197.74 as initially advised. The new total bequest amount from the Estate of Carol Davis is \$53,114.94.

(61-24) MOTION - Moved by Trustee Jamischak, seconded by Trustee Ashcroft,
“That the Oshawa Public Library Board approves that the Davis Bequest received in the amount of \$53,114.94 be merged with the Library’s current Bequest Reserve Fund.” **CARRIED**

4. **OLA Boot Camp**

CEO Newman reminded the Board Trustees of the upcoming OLA Boot Camp on Saturday, February 1, 2025, and advised the Trustees to let her know by December 6 if they would like to attend. The Library will be completing the registration for Board Trustees. CEO Newman will send out a link with the information.

8. **Other Business, if any**

Trustee Jamischak thanked Trustee Clapp for making a delegation at the City Council meeting on November 8th regarding the 0% increase to the Library's 2025 and 2026 operating budget, as set out in the Mayor's budget.

9. **Adjournment**

(62-24) MOTION - Moved by Trustee Jamischak, seconded by Trustee Parkin

"That the meeting adjourn."

CARRIED

The meeting adjourned at 8:00 p.m.

APPROVED