



REGULAR MEETING OF THE OSHAWA PUBLIC LIBRARY BOARD

**Thursday, June 19, 2025 beginning at 6:30 p.m.
McLaughlin Branch, Boardroom**

MINUTES

Present: Chair Eric Guernsey, Trustee Mark Ashcroft, Trustee Jim Clapp, Trustee Sacha Fabry, Trustee Kathryn McMillan, Trustee Marco Osso and Trustee Carolynne Willoughby

Regrets: Vice-Chair Elizabeth Jamischak, Trustee Andrew Holmes, Councillor Tito-Dante Marimpietri and Trustee Alexander Parkin

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

(17-26) MOTION – Moved by Trustee Ashcroft, seconded by Trustee McMillan, "That the Oshawa Public Library Board approve the Agenda for the June 19, 2025 Board meeting. **CARRIED**

3. **Declaration of Conflict of Interest**

No conflicts were declared at this point of the meeting.

4. **Approval of the Minutes**

(18-25) MOTION – Moved by Trustee Osso, seconded by Trustee Clapp, “That the Oshawa Public Library Board approve the minutes from the March 20, 2025 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 Reports – May & June
2. Financial Reports - April 30, 2025 and May 31, 2025
3. Q1/25 Statistics Report

(19-25) MOTION - Moved by Trustee Clapp, 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 Reports for May and June, the Financial Reports as at April 30 and May 31, 2025, and the Q1/25 Statistics Report, as presented.” **CARRIED**

6. **Business Arising from Minutes**

N/A

7. **New Business**

1. **Finance Committee**

i) **Report from the Chair of the Committee from the May 27, 2025 meeting**

Jim Clapp, Chair of the Finance Committee provided the Board with a verbal report respecting the Finance Committee’s meeting held on May 27, 2025. He reported that the Committee approved the minutes from the Finance Committee’s meeting held on August 27, 2024, a copy of which have been included in the Board meeting package.

Committee Chair Trustee Clapp also reported that the external auditor from Deloitte, Steve Stewart, attended the Finance Committee meeting and presented the draft 2024 financial statements to the Committee members. He advised that 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. Staff was complemented again this year by Mr. Stewart on the work completed internally.

Trustee Clapp presented the financial statements to the Board and highlighted some key areas reporting that overall the Library is in a good financial position. He advised that the statements reflect the fiscal responsibility of staff and the Board. He 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 27, 2025 to recommend that the 2024 financial statements be approved by the Board following some minor edits.

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

At this point of the meeting Trustee Fabry arrived.

ii) Acceptance of the approved August 27, 2024 Finance Committee Meeting minutes

(20-25) MOTION - Moved by Trustee Clapp, seconded by Trustee Osso;
“That the Oshawa Public Library Board accepts the minutes of the Finance Committee meeting dated August 27, 2024, as presented.”
CARRIED

iii) Approval of the 2024 Audited Financial Statements

(21-25) MOTION - Moved by Trustee Clapp, seconded by Trustee Willoughby,
“That the Oshawa Public Library Board approves the amended 2024 audited financial statements as recommended by the Finance Committee, following a review of the draft financial statements.”
CARRIED

8. Re-Schedule May Board Meeting (Public Libraries Act - Section 16.1)

Chair Guernsey advised the Board that as a quorum was not present at the scheduled May Board meeting, the Board is required to hold another meeting in 2025 to comply with Section 16.1 of the Public Libraries Act. Following a brief discussion, the Board agreed to meet in December.

(22-25) MOTION - Moved by Trustee Clapp, seconded by Trustee McMillan, "That the Oshawa Public Library Board approves that in accordance with the requirement set out in Section 16.1 of the Public Libraries Act to hold at least 7 Board meetings annually, an additional Board meeting will be scheduled for December 11, 2025." **CARRIED**

At this time the Board also discussed rescheduling the October Board meeting as it falls early in October and is close to the Thanksgiving holiday.

(23-25) MOTION - Moved by Trustee Clapp, seconded by Trustee Fabry, "That the Oshawa Public Library Board approves that the October Board meeting date be changed from October 16, 2025 to October 23, 2025." **CARRIED**

A notice of these changes will be sent out to the Board accordingly.

9. **In-Camera Item – Personal Matter About an Identifiable Individual (Public Libraries Act – Section 16.1(4)(b))**

(24-25) MOTION – Moved by Trustee Clapp, seconded by Trustee Fabry, "That the Oshawa Public Library Board move in-camera to discuss a personal matter." **CARRIED**

(25-25) MOTION – Moved by Trustee Fabry seconded by Trustee McMillan, "That the Oshawa Public Library Board rise from in-camera." **CARRIED**

10. **Other Business, if any**

1. **2026 Operating Budget**

Trustee Clapp requested that with respect to the 2026 operating budget it would be beneficial to the Board if staff prepares a budget that sets out the amount the Library requires to operate effectively, as well as a budget that shows a 0% increase for comparison purposes. CEO Newman reported that as in previous years, Finance will meet near the end of August/early September to review the draft operating budget.

(26-25) MOTION – Moved by Trustee Clapp seconded by Trustee Fabry, "That the Oshawa Public Library Board requests staff prepare two operating budgets for comparison purposes; one that sets out the amount the Library requires to operate effectively, and a second one that shows a 0% increase." **CARRIED**

2. Delegating Authority – July & August

(27-25) MOTION - Moved by Trustee Fabry, seconded by Trustee Ashcroft,

“That the Oshawa Public Library Board agrees that should a situation arise during the summer months, that requires the Boards’ decision and a quorum is unattainable, authority is hereby given to the Executives, which includes the Chair, Vice-Chair, and Secretary/CEO, to act on their behalf.” **CARRIED**

11. Adjournment

(28-25) MOTION - Moved by Trustee Fabry, seconded by Trustee Clapp, “That the meeting adjourn.” **CARRIED**

The meeting adjourned at 7:33 p.m.