



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

**Thursday, November 20, 2025 beginning at 6:30 p.m.  
McLaughlin Branch, Boardroom**

### **MINUTES**

**Present:** Vice-Chair Elizabeth Jamischak (Acting as Chair of the meeting), Trustee Mark Ashcroft, Trustee Sacha Fabry, Trustee Andrew Holmes, Councillor Tito-Dante Marimpietri, Trustee Kathryn McMillan, Trustee Marco Osso, Trustee Alexander Parkin and Trustee Carlyne Willoughby

**Regrets:** Chair Eric Guernsey and Trustee Jim Clapp

**Staff:** Frances Newman, Chief Executive Officer  
Jennifer Quirke, Branch Manager, Delpark Homes Centre Branch  
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**

**(40-25) MOTION** – Moved by Trustee Holmes, seconded by Trustee McMillan, "That the Oshawa Public Library Board approve the Agenda for the November 20, 2025 Board meeting, as amended. **CARRIED**

### 3. **Declaration of Conflict of Interest**

No conflicts were declared at this point of the meeting.

### 4. **New Business**

#### 1. Delegation

Vice-Chair Jamischak provided the Board with an update regarding the delegation that was presented by herself and Trustee Clapp at the Oshawa City Council meeting on November 14, 2025 respecting the Library's 2026 Operating Budget. Discussion ensued.

Councillor Marimpietri spoke to how the delegation, together with the article that was published in the newspaper regarding the delegation, was perceived by the City. Councillor Marimpietri advised the Board that he understands what the Board's role is from a governance perspective, and what the Board's intentions were with advocating through the delegation, however, the Board should be aware that there could be some negative effects as a result of the delegation.

Councillor Marimpietri suggested that the Library should provide him with a list of what items the Library is responsible for paying for so he can help City Staff and Councillors better understand what is paid for through the Library's operating budget versus what is paid through capital expenses by the City. Councillor Marimpietri also suggested that the Library staff and Board members copy him on any correspondence sent to the City so he is aware of any issues and situations the Library is dealing with and can be prepared if he is asked questions by City Staff and/or Councillors.

The Board discussed the importance of moving towards having a better working relationship with the City, citing communication as being the key area to improve and focus on. Councillor Marimpietri suggested the Library and Board request quarterly meetings with the City staff. Discussion ensued.

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

#### 2. 2025 Operating Budget Update

Vice-Chair of the Finance Committee, Trustee Parkin provided the Board with an update respecting the 2025 operating budget. Pursuant to the recommendation from the Finance Committee made at the September Board meeting, a payment of the deficit from the previous year in the amount of \$61,758 has been included as an expense for 2025, and the following motion was presented.

**(41-25) MOTION** – Moved by Trustee Parkin, seconded by Trustee Fabry, “That the Oshawa Public Library Board approve that the deficit from the 2024 operating budget of \$61,758 be cleared and paid by the Library’s 2025 operating budget.” **CARRIED**

Additionally, the Board was asked to consider the following motion respecting any potential surplus funds from the 2025 operating budget.

**(42-25) MOTION** – Moved by Trustee Parkin, seconded by Trustee Holmes, “That in the event that there are surplus funds from the 2025 operating budget at year end, the Oshawa Public Library Board approves that any 2025 surplus funds be transferred to the Library’s Program Materials Reserve.” **CARRIED**

5. **Approval of the Minutes**

**(43-25) MOTION** – Moved by Trustee Holmes, seconded by Trustee Parkin, “That the Oshawa Public Library Board approve the minutes from the October 23, 2025 meeting.” **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 as at October 31, 2025

**(44-25) MOTION** - Moved by Trustee Parkin, seconded by Trustee Willoughby, “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 October 31, 2025, as presented.” **CARRIED**

Trustee Parkin requested that going forward, the Financial Report indicate negative numbers in brackets instead of with a negative sign for ease of reading the report.

**(45-25) MOTION** - Moved by Trustee Parkin, seconded by Trustee Ashcroft, "That the Oshawa Public Library Board approves that on future Financial Reports negative numbers will be indicated by using brackets."

**CARRIED**

**7. Business Arising from Minutes**

N/A

**8. New Business**

**1. Meet the Manager, Jennifer Quirke, Branch Manager, Delpark Homes Centre Branch**

Jennifer Quirke introduced herself to the Board and provided a brief overview of her work history, as well as her role and responsibilities at the Library.

**2. OLA Boot Camp**

CEO Newman advised the Board that the OLA Boot Camp is scheduled for Saturday, January 31. The full agenda is currently not available, but once it is, CEO Newman will send it out to the Board. Board members interested in attending the Boot Camp should let her know as soon as possible for registration purposes.

**3. December Board Meeting**

Following a brief discussion, it was agreed that the December 11, 2025 Board meeting will be held virtually. A meeting link will be provided to Board members with their meeting packages.

**9. Other Business, if any**

Vice-Chair Jamischak suggested that if any returning Board members are interested in assuming the role as Vice-Chair of the Board for the next term, to let the Chair know.

10. **Adjournment**

**(46-25) MOTION** - Moved by Trustee Fabry, seconded by Trustee Willoughby,  
“That the meeting adjourn.” **CARRIED**

The meeting adjourned at 7:54 p.m.

APPROVED