



REGULAR MEETING OF THE OSHAWA PUBLIC LIBRARY BOARD

**Thursday, December 11, 2025 beginning at 6:30 p.m.
Virtual Teams Meeting**

MINUTES

Present: Chair Eric Guernsey, Vice-Chair Elizabeth Jamischak, Trustee Mark Ashcroft, Trustee Jim Clapp, Trustee Sacha Fabry, Trustee Andrew Holmes, Trustee Kathryn McMillan, Trustee Marco Osso, Trustee Alexander Parkin and Trustee Carolyne Willoughby

Regrets: Councillor Tito-Dante Marimpietri

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

(47-25) MOTION – Moved by Trustee Fabry, seconded by Trustee Jamischak, “That the Oshawa Public Library Board approve the Agenda for the December 11, 2025 Board meeting, as amended.” **CARRIED**

3. Declaration of Conflict of Interest

No conflicts were declared at this point of the meeting.

4. Approval of the Minutes

(48-25) MOTION – Moved by Trustee Ashcroft, seconded by Trustee Parkin,

“That the Oshawa Public Library Board approve the minutes from the November 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 Report
2. Financial Report as at November 30, 2025

(49-25) MOTION - Moved by Trustee Clapp, seconded by Trustee Osso, “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 November 30, 2025, as presented.

CARRIED

6. Business Arising from Minutes

The Board discussed Board motion 42-25 which was passed at the previous Board meeting. The motion passed approved that any potential surplus funds from the 2025 operating budget be transferred to the Library’s Program Materials Reserve. Following a brief discussion, the Board unanimously agreed to change the motion to say that any surplus funds be transferred to the Library’s Major Maintenance and Repairs reserve, as the Library continues to have significant Major Maintenance and Repairs expenses.

(50-25) MOTION - Moved by Trustee Parkin, seconded by Trustee Clapp, “That the Oshawa Public Library Board unanimously approves that Board motion 42-25 be rescinded.” **CARRIED**

(51-25) MOTION - Moved by Trustee Clapp, seconded by Trustee Ashcroft, “That the Oshawa Public Library Board unanimously approves that any surplus funds from the 2025 operating budget be transferred to the Library’s Major Maintenance and Repairs reserve.” **CARRIED**

7. New Business

1. 2026 Operating Budget Update

CEO Newman advised the Board that the Library's 2026 operating budget request submitted to the City in September was not approved at the Special City Council meeting held on November 28. The 2026 operating budget will be the same as 2025. She referred to her memo provided in advance of the meeting and advised the Board that once the 2025 operating budget is closed off, Management will be in a better position to report back to the Board at the January meeting on proposed changes to the 2026 operating budget.

2. 2026 Board Meeting Dates

The Board was presented with the proposed 2026 meeting dates. Board meetings will be held on the third Thursday of each of the following months: January, March, May, June, September, October and November.

8. Other Business, if any

1. OLA Boot Camp

Chair Guernsey reminded the Board about the OLA Boot Camp which will be held on January 31, 2026. If Board members are interested in attending they should let Frances know as soon as possible for registration purposes.

2. Bill C-15

Chair Guernsey also spoke to Bill C-15 which has become a concern across the library sector. The proposed changes are threatening the Library book rate and free mailing of materials for the blind as well as the interlibrary loan service across the country. The Minister wrote back and said they won't be going through with these changes at this time, however the legislation has not been changed, meaning it is still possible that the Bill could go through.

3. Valiant Properties – 2024 Credit

Chair of the Finance Committee, Trustee Clapp spoke to the Library's credit of approximately \$6,800 received from Valiant Properties for common area expenses paid in 2024 for the Jess Hann branch. Following a brief discussion, the following motion was presented for consideration.

(52-25) MOTION – Moved by Trustee Clapp, seconded by Trustee Willoughby,
“That the estimated credit of approximately \$6,800 received from Valiant Properties based on their annual year end common area reconciliation of fees to actual expenditures for 2024 be set aside in the South Oshawa Reserve

Fund, and further that on an annual basis any common area actual expenditures incurred which are less than the amount budgeted also be set aside in the South Oshawa Reserve Fund." **CARRIED**

9. **Adjournment**

(53-25) MOTION - Moved by Trustee Jamischak, seconded by Trustee Clapp,
"That the meeting adjourn." **CARRIED**

The meeting adjourned at 6:56 p.m.

APPROVED