



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

**Thursday, March 19, 2026 beginning at 6:30 p.m.
McLaughlin Branch, Boardroom**

MINUTES

Present: Chair Eric Guernsey, Vice-Chair Marco Osso, Trustee Mark Ashcroft, Trustee Jim Clapp, Trustee Elizabeth Jamischak, Councillor Tito-Dante Marimpietri, Trustee Alexander Parkin and Trustee Carlyne Willoughby

Regrets: Trustee Sacha Fabry, Trustee Andrew Holmes and Trustee Kathryn McMillan

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

(10-26) MOTION – Moved by Trustee Jamischak, seconded by Trustee Ashcroft,

“That the Oshawa Public Library Board approve the Agenda for the March 19, 2026 Board meeting, as presented.” **CARRIED**

3. **Declaration of Conflict of Interest**

No conflicts were declared at this point of the meeting.

4. **Approval of the Minutes**

(11-26) MOTION – Moved by Trustee Clapp, seconded by Trustee Jamischak,
“That the Oshawa Public Library Board approve the minutes from the January 15, 2026 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 February 28, 2026

(12-26) MOTION - Moved by Trustee Parkin, seconded by Trustee Osso,
“That the Oshawa Public Library Board approve Consent Agenda items 1 and 2, being the CEO Strategic Plan Update and Activity Highlights Report and the Financial Report as at February 28, 2026, as presented.
CARRIED

6. **Business Arising from Minutes**

None.

7. **New Business**

1. **Governance Committee**

i) **Report from the Chair of Committee from the February 9, 2026 meeting**

In the absence of Trustee Fabry, Chair of the Governance Committee, Vice-Chair of the Governance Committee, Trustee Willoughby provided an update of the business conducted at the Governance Committee meeting held on February 9, 2026. It was reported that the Committee approved the minutes from the October 28, 2024 Governance Committee meeting and reviewed the following draft policies as part of the Board’s 4-year Board Policy review cycle:

- A-01 – Donations, Gifts and Sponsorship Policy
- A-02 – Records Retention Policy
- G-01 – Board of Directors Mandate

- G-02 – CEO Mandate
- OP-01 – Social Media Policy
- OP-03 – Facility Rental Policy
- CEO Succession Plan

- Terms of Reference for each Board Committee:
 - Finance Committee
 - Governance Committee
 - CEO Evaluation Committee
 - Strategic Planning Committee

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

(13-26) MOTION - Moved by Trustee Jamischak, seconded by Trustee Ashcroft,
 “That the Oshawa Public Library Board accepts the minutes of the Governance Committee meeting dated February 9, 2024.” **CARRIED**

iii) **Approval of Board Policies**

Trustee Willoughby reported that the proposed amendments to the Board policies do not contain any significant amendments, and that the Governance Committee now recommends that the policies be approved by the Board. Following Trustee Willoughby’s update, the Board reviewed the draft policies and made some further recommendations to certain policies.

(14-26) MOTION - Moved by Trustee Ashcroft, seconded by Trustee Jamischak,
 “That upon a recommendation made by the Governance Committee of the Oshawa Public Library Board to review and approve various Board policies as part of the Board’s 4-year Board Policy review cycle, the Board has approved the following policies as presented:

- i) G-02 - CEO Mandate
- ii) CEO Succession Plan
- iii) Terms of Reference – Finance Committee
- iv) Terms of Reference – CEO Evaluation Committee

The Board further approves the following policies as amended:

- i) OP-01 - Social Media Policy
- ii) OP-03 – Facility Rental Policy
- iii) Terms of Reference – Governance Committee
- iv) Terms of Reference – Strategic Planning Committee

The Board further approves that the following policies be referred back to the Governance Committee for further review:

- i) Donations, Gifts and Sponsorship Policy
- ii) Board of Directors Mandate
- iii) Records Retention Policy”

CARRIED

2. 2025 Annual Report

CEO Newman presented the 2025 Annual Report to the Board and highlighted the Library’s key accomplishments for the year. CEO Newman advised the Board that hard copies will be available in the Library branches, and electronic copies will be distributed to key stakeholders such as community partners, City Councillors, etc.

(15-26) MOTION – Moved by Trustee Clapp, seconded by Trustee Parkin,
“That the Oshawa Public Library Board accepts the 2025 Annual Report, as presented.”

CARRIED

3. Canadian Urban Libraries Council Public Libraries Impact Study

CEO Newman presented the results from the Canadian Urban Libraries Council libraries impact study completed in 2025. In total 26 urban libraries participated in this study with more than 18K respondents. The survey asked respondents to consider the impact that library collections, staff, programs and spaces had on them. Overall, our Library’s results were consistent with the national results.

National Results:

Collections	3.6
Staff	3.1
Programs	3.6
Spaces	3.3

Oshawa Public Libraries Results:

Collections	3.3
Staff	2.8
Programs	3.6
Spaces	3.2

CEO Newman advised the Board that in terms of next steps, these results can be used as an advocacy tool, as well as internally for planning purposes ie. annual business plan, etc.

4. In-Camera Session – Labour Relations (Public Libraries Act – Section 16.1(4)(d))

(16-26) MOTION - Moved by Trustee Clapp, seconded by Trustee Jamischak, to move in-camera.

(17-26) MOTION - Moved by Trustee Willoughby, seconded by Trustee Osso, to move out of in-camera.

5. OLBA Update

Chair Guernsey provided a brief OLBA update. He encouraged the Board to sign up for the OnLibChat scheduled for Monday, March 23 from 4-5 pm. The topic of the online event is “Power Shifts and Public Libraries: Elections, Trustees and What it Means for Boards and Staff which will be facilitated by the OLBA Council.

8. Other Business, if any

Trustee Jamischak recommended that the Board consider attending library events in the community if they have the opportunity.

9. Adjournment

(18-26) MOTION - Moved by Trustee Clapp, seconded by Trustee Jamischak,
“That the meeting adjourn.”

CARRIED

The meeting adjourned at 7:45 p.m.