



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

**Thursday, December 17, 2009 at 5:00 p.m.
McLaughlin Branch Board Room**

MINUTES

- Present:** Garth Johns, Stan Karwowski, Councillor Joe Kolodzie, Eileen Minett, Janet Nisbet, Esrick Quintyn, Rose Rockbrune, John Sproule, Elizabeth Vipond
- Regrets:** Councillor Brian Nicholson
- Staff:** Ian Heckford, CEO
Bob Merry; Director, Corporate Services
Wayne Johnson, Manager, Finance and HR
Karen Haley, Executive Assistant

John Sproule chaired the meeting and Karen Haley acted as Recording Secretary.

1. Correspondence

- 1) Letter from CUPE 960 – Social Committee requesting funding for the Staff Christmas Party.
Motion: That the Oshawa Public Library Board approves the request for funding towards 28-09 the CUPE Local 960 Staff Christmas Party.
Carried Moved by Garth Johns, seconded by Esrick Quintyn

2. Approval of Agenda

- Motion:* That the agenda for the December 17, 2009 meeting be approved 29-09
Carried Moved by Councillor Joe Kolodzie, seconded by Elizabeth Vipond

3. Approval of Previous Minutes

- Motion:* That the Oshawa Public Library Board approves the minutes of the November 30-09 19, 2009 meeting.
Carried Moved by Councillor Joe Kolodzie, seconded by Elizabeth Vipond

4. Ian Heckford introduced Wayne Johnson; Manager, Finance and HR to board members. Mr. Johnson provided a brief summary of his previous work experience prior to joining the Library in October.

5. Business Arising From the Minutes

SOLS Trustee Council Meeting

Eileen Minett reported on business from the meeting she attended at Markham Village Library on November 21. Trustees were given a tour of the branch including an introduction to the automated book return. Rob Lavery from SOLS updated trustees on the *Ontario Public Libraries Guidelines*; a planning tool to assist library staff and trustees in developing their libraries.

The OLBA is hosting a pre-conference session on February 24 during the Super Conference 2010 on *Winning at Fundraising* which may be of interest to the Friends.

6. a. **Report of the Chair**

John Sproule commented that he was pleased with the changes to the monthly newsletter to highlight films.

b. **Report of the CEO**

The CEO's monthly report was received for information.

Ian Heckford updated board members on the "211" service expanding to the Region of Durham. The telephone referral service will provide assistance for families in the community to social, health and related government programs and services in Ontario. Funding is provided by the United Way Agency. Library staff has met with the agency to discuss the Library's involvement with the service.

Eileen Minett enquired about coverage on Rogers TV for upcoming programmes and whether the Library could have a regular timeslot for promoting events. Ian Heckford stated that the Library is asked on occasion to speak about special events and summer reading programs. The CEO will talk with staff about obtaining a regular timeslot.

c. **Friends of the Library Report**

Esrick Quintyn reported on business from the Friends' Board meeting on November 16th. Tickets are being sold for the fundraiser with the *Durham Shoestring Performers* on January 24th, 2010 at the Arts Resource Centre and Studio Restaurant. Tickets are available through Jill DeBruijn at a cost of \$60.00

d. **Health and Safety Report**

Bob Merry reported that all staff has received training on the updated Health and Safety manual.

Elizabeth Vipond enquired about first aid training for staff. Bob Merry replied that all staff is given the opportunity to receive Emergency First Aid and CPR training.

Garth Johns asked if the new Health and Safety manual covers the legislation under *Bill 168 – Violence in the Workplace*. Bob Merry replied that the new manual covers the requirements of Bill 168.

e. **Financial Report**

Financial material was received for information.

7. **Committee Reports**

- a. Strategic Planning Committee – no report
- b. Public Relations Committee – no report
- c. Bylaw and Policy Review Committee – Motion: *Employment of Relatives Policy*

c. Bylaw and Policy Review Committee Report

Esrick Quintyn reported on the recommendation of the Bylaw and Policy Review Committee to approve the final draft of the *Employment of Relatives Policy*.

A discussion was held on dividing the policy into two components. The first two pages will form the *Employment of Relatives Policy*. The third page titled "*Personal Relationships in the Workplace*" will be drafted into a second policy.

Motion: *That the Oshawa Public Library Board approves the final draft of the*
31-09 *Employment of Relatives Policy, as amended.*

Carried *Moved by Esrick Quintyn, seconded by Garth Johns*

Motion: *That the Personal Relationships in the Workplace Policy be referred back*
32-09 *to the Bylaw and Policy Committee for review.*

Carried *Moved by Councillor Joe Kolodzie, seconded by Garth Johns*

8. **New Business**

Knowledge Ontario – Request for Support

Motion: *That Oshawa Public Library Board i) values the programs delivered by*
33-09 *Knowledge Ontario, ii) supports Knowledge Ontario's request for*
sustainable funding from the provincial government, and iii) will send a
letter to the Minister of Culture emphasizing these points.

Carried: *Moved by Elizabeth Vipond, seconded by Eileen Minett*

Peer Networking Workshop – Whitby Public Library

Janet Nisbet and Elizabeth Vipond reported on business from the trustee workshop on Peer Networking held at the Whitby Public Library in December.

Items discussed at the session included: Managing Succession Planning, Process for New Board Members, AODA Compliance, and Changes to Councillor Appointments on Boards. Janet Nisbet stated the Whitby Public Library hosted the pilot workshop which will develop into more workshops being held at libraries in the Durham Region and other regions in the Province.

9. **Adjournment** – Moved by Councillor Kolodzie, seconded by Esrick Quintyn at 6:00 p.m.