



OSHAWA PUBLIC LIBRARIES REGULAR MEETING OF THE BOARD

Thursday, November 19, 2009 at 6:30 p.m.
McLaughlin Branch Board Room

MINUTES

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

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

1. **Correspondence**

- 1) Knowledge Ontario – The Chair circulated a letter from Knowledge Ontario requesting support from libraries.
- 2) The Whitby Public Library Board is hosting a “Networking with our Peers” workshop for Board trustees and CEOs on December 3rd from 6:30 – 9:30 pm.

2. **Approval of Agenda**

Motion: That the agenda for the November 19, 2009 meeting be approved, with an amendment to move the Bylaw and Policy Committee report to the first item on the agenda.

Carried Moved by Rose Rockbrune, seconded by Garth Johns

3. **Approval of Previous Minutes**

Motion: That the Oshawa Public Library Board approves the minutes of the October 15, 25-09 2009 meeting.

Carried Moved by Eileen Minett, seconded by Elizabeth Vipond

4. **Bylaw and Policy Committee Report**

Esrick Quintyn reported that the Committee has reviewed the Employment of Relatives Policy and has made some minor revisions. The Committee is recommending that the Oshawa Public Library Board approve the policy at the December 17th Board Meeting. The policy will be sent to Board Members by email.

5. Business Arising From the Minutes

Janet Nisbet reported on business from the Friends' Executive meeting on September 21st. The Friends are working on the Book Sale details for the October event. They are pleased with the new book cart. Plans are underway for a theatre night in January and the possibility for an author festival next fall.

The CEO reported that the Bylaw and Policy Committee reviewed the AODA – Customer Service Standards policies as stated in Board Motion 20-09, approved at the October 15th, 2009 Board Meeting.

6. a. Report of the Chair

The Chair provided an update on the item concerning changes to Council Appointments on City Boards and Agencies. The City's plan is to move towards City wide elections with Councillors representing all Boards in the City. In the future, any Councillor will be able to attend meetings of any Board. This new approach is in keeping with the new concept. The Committee will consider the information and decide on what action to take.

The OLA Access publication featured an article on "Ten Things You Can Do for a Better Library Board". Item seven suggests that board members review the library's website to see if it provides relative information and is user friendly.

b. Report of the CEO

Accessible Customer Service Manual

Board members and Friends volunteers will be required to read the City's manual and review the Library's policies on Customer Service and sign a statement and return the form to Karen Haley by December 15, 2009. Library staff has received a 3 hour training session on the Customer Service Standard under the AODA legislation.

Auditorium Closure

The CEO advised that due to the upcoming renovation of the main floor of the South End of the McLaughlin Branch it will be necessary to temporarily relocate some reference services and a part of the collection to the McLaughlin Auditorium to provide a continuance of service. As a result, the McLaughlin Auditorium will be unavailable for programming from April 1st to July 31st, 2010. Letters have been sent to organizations advising them of the temporary closure.

c. Financial Report

Financial material was received for information.

Bob Merry reported on changes under the Public Sector Accounting Board, effective January 1, 2009. Bill 162 requires City Council to adopt a report identifying the method of budgeting to be used under the new PSAB rules - no immediate change to budget preparation.

The Oshawa Public Library Board is required to pass a motion as well.

Motion: That the Oshawa Public Library Board adopts the same method of budgeting as 26-09 the City of Oshawa.

Carried *Moved by Rose Rockbrune, seconded by Garth Johns*

2010 Proposed Operating Budget

Bob Merry presented the 2010 Operating Budget to board members. There was some discussion about the budget and content. The Board then proceeded based on the recommended budget.

Motion: That the Oshawa Public Library Board approves the 2010 Proposed Operating 27-09 Budget as presented.

Carried Moved by Garth Johns, seconded by Rose Rockbrune

Esrick Quintyn left the meeting at 7:25 p.m.

d. **Health and Safety Report**

Bob Merry reported that all full-time and part-time staff has received training on the new Staff Information Manual. The students will be trained by the end of November.

e. **Friends of the Library Report**

Elizabeth Vipond reported on business from the November 16th Friend's Executive meeting.

The Friends are partnering with *Durham Shoestring Performers* for a fundraiser on January 24th, 2010 at the Arts Resource Centre and Studio Restaurant.

The Friends' Treasurer, Joe De Bruijn is investigating the legislation for Donations-in-kind concerning tax receipts.

The revenue from the October Book Sale was \$18,544.00

6. **Committee Reports**

- a. Strategic Planning Committee – no report
- b. Public Relations Committee – no report

7. **New Business**

Knowledge Ontario

The Chair asked board members to consider Knowledge Ontario's request for support. The Motion will be sent to board members.

SOLS Trustee Council Meeting

Eileen Minett will attend the SOLS's meeting on November 21st at the Markham Public Library.

8. **Adjournment** – Moved by Garth Johns, seconded by Eileen Minett at 8:45 p.m.