



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

**Thursday, October 15, 2009 at 6:30 p.m.
McLaughlin Branch Board Room**

MINUTES

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

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

1. **Correspondence** – no correspondence

2. **Approval of Agenda**

Motion: That the agenda for the October 15, 2009 meeting be approved with the addition of an In-Camera item under New Business.
17-09

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 June 18, 18-09 2009 meeting.

Carried Moved by Rose Rockbrune, seconded by Eileen Minett

Motion: That the Oshawa Public Library Board approves the minutes of the September 19-09 17, 2009 meeting.

Carried Moved by Rose Rockbrune, seconded by Stan Karwowski

4. **Business Arising**

John Sproule suggested the Library's newsletter be revised to highlight programmes more prominently.

5. a. **Report of the Chair**

John Sproule reported that he will attend a follow-up meeting with Ian Heckford and representatives from City Agencies and Committees on October 16th concerning the changes to Council Appointments on Boards and Agencies. Information from the meeting will be shared at the November Board Meeting.

b. **Report of the CEO**

Ian Heckford answered questions on his written report.

Ian Heckford commented on the decline in Programme Attendance by 13% from last year. Staff is investigating reasons for the decrease.

All other statistics are showing an increase for 2009.

The Library has seen an increase of 7,000 new memberships this year. The goal for 2009 is 10,000 new members.

AODA Legislation

Ian Heckford reported on four new policies under the Accessibility for Ontarians with Disabilities Act. The Accessibility Standards for Customer Service policies have been written to closely mirror the City of Oshawa's policies and must be in effect by January 1, 2010:

- Feedback Process Policy
- Respect for Service Animals and Support Persons Policy
- Notification for Disruption of Service and Facility Access
- Customer Service Policy on Providing Resources and Services to People with Disabilities.

A revision was made to the Customer Service policy by removing the name of the Manager of Customer and Circulation and retaining the position title.

Board members and Friends volunteers will be required to read the AODA Training Booklet on Customer Service Standards and sign a document which will be retained on file at the Library.

Motion: That the Oshawa Public Library Board endorses the new policies on 20-09 Accessibility Standards for Customer Service, subject to review by the Bylaw and Policy Committee.

Carried *Moved by Eileen Minett, seconded by Garth Johns*

Succession Plan

Ian Heckford provided an update on the Library's Succession Plan. The Library recently hired Wayne Johnson to fill the Manager, Finance and HR position as part of the restructuring in the Corporate Services Department. The position of Facility Manager will be added in 2010.

Training is being offered to staff to provide opportunities to develop skills that would be required in supervisory or management positions in the OPL system.

A discussion was held concerning the job requirements for the CEO's position. *Policy 200: Job Description for the CEO* will be reviewed by the Bylaw and Policy Committee in 2010.

c. **Friends of the Library Report**

Janet Nisbet attended the Friends' meeting on September 21st and will provide a report at the November Board Meeting.

d. **Health and Safety Report**

Bob Merry reported that all staff will receive training in November on the updated Staff Information Manual. The manual has been revised to meet the requirements of legislation under the *Occupational Health and Safety Act*. The manual will be reviewed by the Joint Health and Safety Committee at the beginning of each calendar year.

Board members reviewed a copy of the revised Staff Information Manual.

Motion: That the Oshawa Public Library Board endorses the Staff Information Manual as 21-09 presented.

Carried Moved by Garth Johns, seconded by Rose Rockbrune

e. **Financial Report**

Financial material was received for information.

6. **Committee Reports**

- a. Strategic Planning Committee – no report
- b. Public Relations Committee – no report
- c. Bylaw and Policy Committee – Next meeting scheduled for October 22 at 10:00 a.m.

7. **New Business**

In-Camera Items

Motion: That the Oshawa Public Library Board moves In-Camera to discuss a 22-09 confidential matter.

Carried Moved by Rose Rockbrune, seconded by Garth Johns

Motion: That the Oshawa Public Library Board rises from In-Camera. 23-09

Carried Moved by Stan Karwowski, seconded by Elizabeth Vipond

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