REGULAR MEETING OF THE
OSHAWA PUBLIC LIBRARY BOARD

Thursday, January 19, 2017 beginning at 6:30 p.m.
McLaughlin Branch Board Room

MINUTES

Present:  Ted Aldridge, Donald Johnson, Grant Karcich, Alaina McGrawey, Gil Paterson, Rhea Smith-Schultz, Doug Thomson, William Thurber

Regrets:  Dan Carter, Mary Fowler, Lois Gillette

Staff:  Frances Newman, Chief Executive Officer
        Gerald Mickie, Manager, Facilities and Health & Safety
        Margaret Wallace, Director, Collection Management

Following the election process, Ted Aldridge Chaired the meeting, and Stephanie McLean, Executive Assistant, acted as the Recording Secretary.

The Board meeting was called to order at 6:34 p.m.

1. **Election of Officers – 2017 (Chair and Vice-Chair)**

   Frances Newman assumed the role of Chair to conduct the election of the officers.

   **Chair**

   There were two separate nominations made from the floor with respect to the election of the new Chair of the Board of Directors: Ted Aldridge and Will Thurber were each nominated. Mr. Thurber respectively declined the nomination due to his busy schedule. There being no further nominations, and upon the following motion, Ted Aldridge was declared Chair of the Board of Directors.

   **(01-17) MOTION** – Moved by Gil Paterson, seconded by Will Thurber, “That Ted Aldridge be elected as Chair for the 2017-2019 period.”

   CARRIED

At this point of the meeting Rhea Smith-Schultz arrived.
Vice-Chair

There was one nomination made from the floor with respect to the election of the new Vice-Chair. There being no further nominations, Doug Thomson was declared Vice-Chair.

(02-17) MOTION – Moved by Will Thurber, seconded by Ted Aldridge, “That Doug Thomson be elected as Vice-Chair for the 2017-2019 period.” CARRIED

2. Appointment of Committee Members

Ted Aldridge assumed the position as Chair of the Board. Mr. Aldridge made a suggestion to the Board members that they keep the same structure going forward, unless anyone of the Board members had any objections. Following a brief discussion, there were a few minor changes made to the Committees, which are set out below.

(a) Finance Committee

(03-17) MOTION – Moved by Ted Aldridge, seconded by Will Thurber, “That Gil Paterson be appointed as Chair of the Finance Committee, and the Committee members shall be Grant Karcich, Doug Thomson, Will Thurber and Ted Aldridge as Ex-Officio.” CARRIED

(b) Governance Committee

(04-17) MOTION – Moved by Gil Paterson, seconded by Alaina McGravey, “That Lois Gillette be re-appointed as Chair of the Governance Committee, and the Committee members shall be Donald Johnson, Mary Fowler, Alaina McGravey, Rhea Smith-Schultz and Ted Aldridge as Ex-Officio.” CARRIED

(c) CEO Evaluation Committee

(05-17) MOTION – Moved by Will Thurber, seconded by Rhea Smith-Schultz, “That Ted Aldridge be appointed as Chair of the CEO Evaluation Committee, and the Committee members shall be Doug Thomson and Gil Paterson, for continuity purposes.” CARRIED

(d) Strategic Planning Committee

(06-17) MOTION – Moved by Gil Paterson, seconded by Will Thurber, “That Ted Aldridge be appointed as Chair of the Strategic Planning Committee, and the Committee members shall be Doug Thomson and Grant Karcich.” CARRIED

(e) SOLS Trustee Representative

(07-17) MOTION – Moved by Will Thurber, seconded by Gil Paterson, “That Doug Thomson be re-appointed as the Southern Ontario Library Service (“SOLS”) representative for the Oshawa Public Library Board.” CARRIED
3. **Call to Order/Approval of Agenda**

Grant Karcich made a motion to include an item on the agenda “Notification to be provided in advance of the next set of Elections”. As there was no seconder, the motion was defeated, and the item was not included on the agenda.

*(08-17) MOTION* Moved by Doug Thomson, seconded by Will Thurber, “That the Oshawa Public Library Board approve the agenda for the January 19, 2017 Board Meeting, as amended to include an additional item, “Correspondence – Robert Aldsworth” as item number 3 under the heading of New Business on the agenda.”

**CARRIED**

4. **Declaration of Conflict of Interest**

No conflicts were declared.

5. **Approval of the Minutes**

*(09-17) MOTION* Moved by Grant Karcich, seconded by Doug Thomson, “That the Oshawa Public Library Board approve the minutes from the December 15, 2016 Board meeting.”

**CARRIED**

6. **Consent Agenda**

The Board members received each of the following reports in the board packages in advance of the meeting:

1. Monthly Activity
2. Monthly Statistics
3. Health and Safety Report

*(10-17) MOTION – Moved by Will Thurber, seconded by Gil Paterson, “That the Oshawa Public Library Board approve the Consent Agenda for the January 19, 2017 Board meeting.”**

**CARRIED**

7. **Business Arising from Minutes**

(i) Strategic Plan – Update

Frances Newman provided the Board members with the following updates as they relate to the Oshawa Public Libraries’ (“OPL”) Strategic Plan:

- The newly renovated children’s space will be open to the public beginning on Friday, January 20, 2017 with the official grand re-opening date scheduled for January 28, 2017, in conjunction with Family Literacy Day activities. Frances advised the Board members that unfortunately the City Mayor is not available to attend the grand re-opening, however Nancy Diamond, the City’s Deputy Mayor will be in attendance. She further reported that joining Nancy Diamond will be Jennifer French, MPP and Colin Carrie, MP.
• OPL has received two Canada 150 Community Infrastructure Program ("CIP 150") grants to renovate the McLaughlin Auditorium and a partial roof replacement also at the McLaughlin branch. Frances advised the Board that this item will be discussed in more detail later in the meeting.

• With the Children’s area moved out of the McLaughlin Room into the new space, the McLaughlin Room will become the Library’s new dedicated space for local history and genealogy. A brief discussion ensued with respect to the reconfiguration of some of the furniture in the McLaughlin Room, and other areas of the McLaughlin branch in order to deter customers from using the Library to conduct illegal activities.

• Frances and Gerald Mickie met with the main contacts at Primary Response, the security company used by the City of Oshawa. Primary Response will begin providing security services for the McLaughlin branch on February 1, 2017. They will have access to the control room at the City which contains the outdoor cameras that are monitored 24 hours a day, and they will also be monitoring the branch throughout the night when the Library is closed, ensuring doors are locked, etc. The McLaughlin branch will have more support from a Security perspective.

Gil Paterson asked Frances if there will be any cost savings with respect to the change from Paragon Security to Primary Response. Frances reported that the cost is the same as Paragon Security, and the change will not result in any cost savings for the Library.

• The Finance department is in the process of implementing QuickBooks software and ADP, a payroll software system.

• OPL’s 2017 budget was approved by the City.

• Upgrades have been purchased for the Library’s express checkout terminals which will allow customers to pay fines directly at the terminals.

• We have subscribed to a number of new titles on Flipster, an online magazine service available to customers through the Library’s website.

• Additional features have been added to PebbleGo, an online database research tool for children.

• EBSCO Literary Reference Centre will be launching in late January 2017.

• The Food for Fines, a fines amnesty will run for 10 days during the month of February, as previously reported by Ellen Stroud at the November 2016 Board meeting. Customers will have an opportunity to bring in a food donation for the foodbank “Feed the Need Durham”, and the Library will forgive $2.00 towards their fines for each item donated up to a maximum of $30.

• The Management team is undergoing a new initiative, being led by Vivian Geneski, Manager of Human Resources. The Management team is reading the book Be a Great Boss: One Year to Success, which was written by a public library veteran. Each month the Management team will read a chapter of the book and complete the corresponding worksheets and discuss same at the monthly Management Team meetings.
• Frances will have her next quarterly meeting with the City Supervisor, Jag Sharma on Monday, January 23, 2017.

• Notice for bargaining has been received from the Union. Frances advised the Board members that the current contract expires on March 31, 2017.

(ii) Accreditation Update

Frances reported that a discussion regarding the accreditation process will take place in February 2017.

8. New Business

1. Canada 150 Infrastructure Grant

Frances Newman advised the Board that the Oshawa Public Library has received funding for two (2) separate projects from the Canada 150 Community Infrastructure Program ("CIP 150") to renovate the Auditorium and to replace a portion of the roof, each at the McLaughlin branch. Following her update to the Board, Frances asked for a motion to receive the funding from the CIP 150, and to approve the two-thirds matching funding for each project.

(11-17) MOTION – Acknowledgement and Approval of the Canada 150 Community Infrastructure Program Grants – Second Intake: Moved by Doug Thomson, seconded by Grant Karcich,

“That the Oshawa Public Library Board acknowledges and is pleased to receive funding from the Canada 150 Community Infrastructure Program ("CIP 150") administered through the Federal Economic Development Agency for Southern Ontario for two separate projects: “Renovation of McLaughlin Library Auditorium” and “Replacement of McLaughlin Library Roof”. Furthermore we agree to execute these two projects as per the terms and conditions of the agreement, including contributing the required two-thirds matching funds for each project which are set out below:

• Renovation of McLaughlin Library Auditorium Project: The two-thirds matching funding for the project amounts to $118,915 (funding amount approved by CIP 150 is $58,570); and
• Replacement of McLaughlin Library Roof Project: The two-thirds matching funding for the project amounts to $78,306 (funding amount approved by CIP 150 is $38,569).”

CARRIED

2. Introduction of Gerald Mickie – Manager, Facilities and Health & Safety

Gerald Mickie the Library's new Manager of Facilities and Health & Safety provided a brief introduction of himself and his previous work experience to the Board members prior to the commencement of the official business of the meeting. The Board members took the opportunity to introduce themselves to Mr. Mickie at the same time.

3. Correspondence – Robert Aldsworth

As requested by Grant Karcich at the beginning of the meeting, this item was included as an additional item to the agenda. Mr. Karcich reported that Robert Aldsworth’s business, Robert Aldsworth’s Photo World, is closing on Friday, January 20, 2017, and as the Library has used Mr. Aldsworth in the past for his photography services for the Board group photos, he would like to request that a “Thank You” note be sent to Mr. Aldsworth. Frances Newman confirmed that she would send a thank you note to Mr. Aldsworth.
9. **Motion to Adjourn** – Will Thurber 7:05 p.m.

10. **Tour of the new Children’s Area**
    Following the adjournment of the meeting, the Board members toured the newly renovated Children’s Services area.