

OAKVILLE PUBLIC LIBRARY BOARD AGENDA

**Thursday, April 28, 2016
Trafalgar Room
7:00 p.m.**

*Wireless devices must be switched to the
non-audible function during this meeting.*

*Assistive listening devices are available for
your convenience from the Clerk's staff.*

Register as a delegation

Those wishing to address the Oakville Public Library Board regarding an issue on this agenda are encouraged to do so. To appear as a walk-on delegation, please sign the *Delegation Register Sheet* located on the table in the back of the meeting room or notify the Library's Administration Office no later than noon the day of the scheduled Board Meeting.

If calling to register as a delegation wishing to present to the Board, contact the Library's Administration Office at 905-815-2031, oplboard@oakville.ca or by mail at Oakville Public Library Board, c/o Secretary to the Board, Oakville Public Library, 120 Navy Street, Oakville ON, L6J 2Z4 a week prior to the meeting. Those wishing to appear as a delegation are encouraged to review the Library's Delegation to the Library Board Policy which can be found on the Library's public site at opl.on.ca or upon request to the Secretary to the Board.

OAKVILLE PUBLIC LIBRARY BOARD MEMBERSHIP

The following Members of Council have been appointed to serve on the Library Board until November 30, 2016:

Councillor Jeff Knoll
Councillor Marc Grant

The following Oakville residents have been appointed to serve on the Library Board for the term of Council 2014 – 2018 or until their successors are appointed.

Mark Bettiol
Steven Bright
Pankaj Sardana

At its May 28, 2015 Regular meeting of the Board, Joan Sweeney Marsh was appointed Special Advisor to the Board.

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

AGENDA

**THURSDAY, APRIL 28, 2016
TRAFALGAR ROOM
7:00 p.m.**

CHAIRPERSON: COUNCILLOR JEFF KNOLL

Regrets

Declarations of Pecuniary Interest

Confirmation of Minutes of the Previous Regular Meeting of the Board

Minutes of the Regular Meeting of the Board February 25, 2016 **1-8**

Confidential Minutes of the Closed Session of the Board February 25, 2016
(See Confidential Agenda)

CONSENT ITEM(S)

- 1. Status of Outstanding Board Reports** **9**
- Report from Charlotte Meissner, CEO

- 2. 2016 Board Key Agenda Items** **10**
- Report from Charlotte Meissner, CEO

- 3. Monthly Health and Safety Report** **11-12**
- Report from Charlotte Meissner, CEO

4. **Monthly Data and Usage Statistics Report** 13-38
- Janice Kullas, Director of Branch Services/Deputy CEO
5. **Progress against 2015 Business Plan** 39-50
- Report from Charlotte Meissner, CEO
6. **Monthly Status Update – Library Technology Projects** 51-55
- Tara Wong, Director of Collections & Technologies

Recommendation:
That the consent items, be received.

CONFIDENTIAL CONSENT ITEM(S)

There are no Confidential Consent Items listed for this agenda.

DISCUSSION ITEM(S)

7. **Financial Reports**
- A. **Presentation of 2015 Audited Financial Statements (Lois Ouellette - KPMG LLP and Lynn Horlor - Town)** 56-87

Recommendation:

1. That the draft financial statements of the Oakville Public Library Board for the year ended December 31, 2015 as audited by KPMG LLP, be approved; and
2. That KPMG LLP be authorized to prepare the final 2015 audited financial statements.

- B. **Explanation of 2015 Year-end Financial Position (Nancy Sully - Town)** 88-90

Recommendation:

That the Oakville Public Library report on the Library's year-end financial position for 2015, be received.

C. Financial Report dated March 31, 2016 (Charlotte Meissner - Town)

90-103

Recommendation:

That the Oakville Public Library variance report dated March 31, 2016, be received.

8. Presentation by Board Strategic Plan Consultant – Oakville Public Library Strategic Plan – Work Plan and Staffing Plan (Lord Cultural Resources in partnership with Susan Kent, S. R. Kent LLC)

Recommendation:

That the Oakville Public Library Strategic Plan “Work Plan” and “Staffing Plan” presented by successful consultants Lord Cultural Resources in partnership with S. R. Kent LLC, be approved.

9. Process Mapping Report (John Huber, Lean Library Management)

Recommendation:

That the Oakville Public Library Process Mapping report presented by Lean Library Management author and consultant John Huber, be received.

10. Schedule of Oakville Public Library Board Meetings – Summer 2016

Recommendation:

That the regular Board meeting scheduled on August 25, 2016 be changed to September 8, 2016, with a focus on the 2016-2019 Oakville Public Library Strategic Plan, and the regular Board meeting scheduled on September 22, 2016 be changed to September 29, 2016.

CONFIDENTIAL DISCUSSION ITEM(S)

- C-1. Personal Matter – RZone Appeal Update**
- **Report from Charlotte Meissner, CEO**
(See *Confidential Agenda*)

NOTE

Item 9 – Board of Directors Charter listed on the agenda for the March 24, 2016 which was cancelled, will be dealt with at the May 26, 2016 meeting.

11. NEW BUSINESS

ADJOURNMENT