

OAKVILLE PUBLIC LIBRARY BOARD

AGENDA

**Thursday, January 25, 2018
Bronte and Palermo Rooms
6:00 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*

www.oakville.ca

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, 2018:

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
Preet Sekhon
Bill Smith

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
AGENDA

THURSDAY, JANUARY 25, 2018
BRONTE AND PALERMO ROOMS
6:00 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, **DECEMBER 14, 2017** 7–14

CONSENT ITEM(S)

1. **Status of Outstanding Board Reports** 15–16
 - Report from CEO of the Oakville Public Library,
January 25, 2018

2. **Monthly Health and Safety Report for December 2017** 17–18
 - Report from Manager of Human Resources,
January 15, 2018

3. **2018 Board Key Agenda Items** 19–20
 - Report from CEO of the Oakville Public Library,
January 25, 2018

Recommendation:
That the consent items be received.

CONFIDENTIAL CONSENT ITEM(S)

There are no Confidential Consent Items listed for this agenda.

DISCUSSION ITEM(S)

4. Development Strategy

- **Presentation from Anne MacKay, Anne MacKay Consulting**
(Presentation at meeting.)

Recommendation:

That the presentation regarding the Development Strategy, from Anne MacKay, Anne MacKay Consulting, be received.

5. Preliminary Year End Financial Reports - December 31, 2017

- **Report from CEO of the Oakville Public Library**

To be distributed.

Recommendation:

That the Preliminary Year End Financial Reports December 31, 2017, be received.

6. Community Engagement Overview

- **Report from Director of Community Engagement**
(Presentation at meeting.)

Recommendation:

That the Community Engagement Overview, from the Director of Community Engagement, be received.

7. CEO Update

- **Report from CEO of the Oakville Public Library**
(Presentation at meeting.)

Recommendation:

That the CEO Update, from the CEO of the Oakville Public Library, be received.

CONFIDENTIAL DISCUSSION ITEM(S)

There are no Confidential Discussion Items listed for this agenda.

NEW BUSINESS

DATE AND TIME OF NEXT MEETING

Thursday, February 22, 2018
Oakville Municipal Building
Trafalgar Room - 7:00 p.m.

ADJOURNMENT

**OAKVILLE PUBLIC LIBRARY BOARD****MINUTES****THURSDAY, DECEMBER 14, 2017****TRAFALGAR ROOM
OAKVILLE MUNICIPAL BUILDING
1225 TRAFALGAR ROAD, OAKVILLE**

A meeting of the Oakville Public Library Board was held on Thursday, December 14, 2017, in the Trafalgar Room of the Oakville Municipal Building, commencing at 7:00 p.m.

Present: Councillor Jeff Knoll, Chair
Steven Bright, Vice-Chair
Councillor Marc Grant
Pankaj Sardana
Preet Sekhon
Bill Smith

Also Present: Jill Marcovecchio, Council and Committee Coordinator

Regrets: Mark Bettiol
Joan Sweeney Marsh (Special Advisor)

Staff: Lynn Horlor, Chief Executive Officer
Simona Dinu, Director of Branch Services
Tara Wong, Director of Collections and Technologies
Marcus Logan, Manager of Community Information
Virginia Kuypers, Development Officer

The items in these minutes are not necessarily in the order discussed.

Call to Order

Councillor Knoll, Chair, called the meeting to order at 7:05 p.m.

The Chair advised that Bill Smith and Preet Sekhon were appointed to the board by Council at its meeting on November 20, 2017. The Chair welcomed Preet Sekhon and Bill Smith.

The board members and staff introduced themselves.

Regrets

As noted above.

Declarations of Pecuniary Interest

No declarations of pecuniary interest were declared.

Confirmation of Minutes of the Previous Regular Meeting of the Board

Minutes of the Regular Meeting of the Board, **NOVEMBER 23, 2017**

Confidential Minutes of the Closed Session of the Board,
NOVEMBER 23, 2017

Moved by Councillor Grant

Seconded by Preet Sekhon

That the minutes of the regular meeting of the Oakville Public Library Board, dated November 23, 2017, and the confidential minutes of the closed meeting of the Oakville Public Library Board, dated November 23, 2017, be approved as revised to indicate that Item C-1 of the minutes of the regular meeting was seconded by Preet Sekhon.

CARRIED

CONSENT ITEM(S)

1. **Status of Outstanding Board Reports**
 - **Report from CEO of the Oakville Public Library, December 4, 2017**

2. **Monthly Health and Safety Report for November 2017**
 - **Report from Manager of Human Resources, December 5, 2017**

3. **2018 Board Key Agenda Items**

- **Report from CEO of the Oakville Public Library,
December 1, 2017**

4. **2018 Oakville Public Library Business Plan and Budget**

- **Report from CEO of the Oakville Public Library**

Moved by Pankaj Sardana

Seconded by Steven Bright

That the consent items be received.

CARRIED

DISCUSSION ITEM(S)

5. **Financial Report - November 30, 2017**

- **Report from CEO of the Oakville Public Library,
December 6, 2017**

Lynn Horlor, CEO, reported on the financial (variance) reports for the library as of November 30, 2017 as provided in the financial reports and PowerPoint presentation. The CEO advised that the financials are on target with a small surplus projected at year end, and a preliminary year end report will be brought forward to the January 25, 2018 board meeting. The CEO advised that the capital projects are within budget, and some of the projects will be closed out for 2017. The CEO further advised that the audit for the library will take place in February 2018, and the auditors will report on the final audit and audit findings at the April 26, 2018 board meeting.

Moved by Councillor Grant

Seconded by Pankaj Sardana

That the November 30, 2017 Financial Report, be received.

CARRIED

6. Development Update

- Report from Development Officer

Lynn Horlor, CEO, provided introductory remarks and reported on the development update for the library as provided in the PowerPoint presentation. The CEO advised of the strategic goal in the library's strategic plan to maximize resources, partnerships, and funding sources, and highlighted the objectives achieved and actions completed for this goal.

Virginia Kuypers, Development Officer, reported on the development update for the library, advising what she has accomplished in her role in terms of where we were, are, and want to go on development. Ms. Kuypers reviewed the development campaigns in 2017, which has been a year of transition and consolidation. Ms. Kuypers advised that \$157,473 has been raised to date representing 86% of the \$182,800 fundraising goal achieved.

Virginia Kuypers advised that grant applications were made and awarded by Heritage Trust Fund of the Oakville Community Foundation in April 2017, and Frank Cowan Company in November 2017. Staff will apply for other grants as potential revenue sources in the coming months.

Virginia Kuypers responded to a question regarding fundraising software, advising that Raiser's Edge is used on-line through the fundraising section of the library website.

Virginia Kuypers responded to a question regarding high profile fundraising events, advising that the library is hosting the Oakville Chamber of Commerce Business After Hours event on May 9, 2018 at the Iroquois Ridge Library branch, and Sean McCann concert on May 10, 2018 at the Oakville Performing Arts Centre. Ms. Kuypers advised that the library will also coordinate friend-raising events in a smaller social gathering, and materials will be provided in funeral homes for memorial donations.

The CEO also reported on the objectives of the development strategy for the library, creating a development plan to be implemented, and timelines as provided in the PowerPoint presentation. The strategy will be led by Anne MacKay Consulting. The CEO asked that the January 25, 2018 board meeting convene early at 6:00 p.m. to obtain board feedback on the Development Strategy and the members present were in agreement.

The CEO responded to a question regarding the fee for a theatre event, advising that there is not a reduced rate, and the library partners with the Oakville Performing Arts Centre.

Moved by Pankaj Sardana

Seconded by Bill Smith

That the Development Update, from the CEO of the Oakville Public Library and Development Officer, be received.

CARRIED

**7. Halton Information Providers (HIP) Update
- Report from Manager of Community Information**

Marcus Logan, Manager of Community Information, provided an update regarding the Halton Information Providers (HIP), the coalition of Community Information Centres (CICs) in Halton Region, connecting people with services by providing a community services database as provided in the PowerPoint presentation. Mr. Logan reported on the Halton Community Services database, which provides records that are collected and maintained by the public libraries in Halton Region with Information Oakville (Oakville Public Library) as the lead, as well as Milton Community Resource Centre.

Mr. Logan also reported on the status of HIP initiatives, including the removal of records due to copyright, and payment of outstanding invoices for Hamilton Niagara Haldimand Brant Local Health Integration Network (HNHB LHIN). Consultant engagement will be moving forward in January or February 2018. The InformOntario Symposium is to be hosted by HIP on May 24 and 25, 2018. *Oakville's Holiday and Christmas Sharing Guide* is live on the library website. The Halinet Sub-Committee which has joint collaboration from the local libraries will work together on a library system response to the report from the Truth and Reconciliation Commission of Canada (TRC).

Marcus Logan responded to a question, advising that Information Oakville would be updating the library's records in the Burlington area.

Tara Wong, Director of Collections and Technologies, responded to a question regarding the sale of data and revenue for the library.

Marcus Logan responded to a question regarding Creative Commons licensing, which offers convenient access to search services provided by other independent organizations. Mr. Logan advised that the licence allows people to use data, and there are different levels of restricted access. Tara Wong advised that staff will review any licensing concerns with the Legal department. Mr. Logan responded to further questions regarding maintaining records and data. Tara Wong advised that the data is public.

The Chair asked that staff provide an update on Creative Commons licensing at a future board meeting.

Marcus Logan responded to a question regarding organizing the “Happy Endings Diaper and New Underwear” drive for Safetynet Children & Youth Charities in Oakville.

The Chair recognized Marcus Logan who was the recipient of the YMCA Peace Medal and Burlington 150 Award. The Chair thanked Mr. Logan for his contributions to the library, and congratulated him on a job well done and his prestigious awards. The Chair presented Mr. Logan with a token of the board’s appreciation for his efforts and work.

Moved by Steven Bright

Seconded by Bill Smith

That the Halton Information Providers (HIP) Update, from the Manager of Community Information, be received.

CARRIED

8. CEO Update

- Report from CEO of the Oakville Public Library

The CEO provided an update on library matters and what’s happening at the library with respect to the ErinoakKids Autism training session, community development session with staff from the Recreation and Culture department, and special initiatives/events as provided in the PowerPoint presentation. The library budget was approved by Council on December 18, 2017. Staff are working on uploading agendas and other materials for board members on iPads using Diligent Boards possibly for the February 22, 2018 meeting, which will be a transition from the current library board portal.

Simon Dinu, Director of Branch Services, advised of the Children’s Aid training session.

The CEO advised that the request for proposal for the Sixteen Mile Temporary Library branch closes on December 20, 2017, and will be awarded in January 2018. Staff will report back on the shared model of operations and an operating plan for the facility with staff from the Recreation and Culture department at a future board meeting.

The Chair asked that staff provide information regarding the contractor’s experience and other built projects once the contract has been awarded for the Sixteen Mile Temporary Library branch.

The CEO responded to questions regarding renovations to White Oaks Library branch, advising that staff are reviewing the logistics, and considering book depot sites for a small service site and program space as part of the branch closure from mid-May to Labour Day 2018. Staff will report back on the design at a future board meeting.

The CEO advised that a feasibility study is underway for the Oakville Performing Arts Centre, and staff are working on a feasibility request for proposal for Central Library branch and will report back at a future board meeting.

The CEO reported on the reorganization (phase II and III) for the library, and a new reorganization chart was distributed at meeting.

The CEO along with Simona Dinu, Director of Branch Services, and Tara Wong, Director of Collections and Technologies, explained their respective roles and responsibilities under the new library structure which is being rolled out to staff, and is effective January 15, 2018.

Tara Wong responded to a question regarding the most popular books of the year in Toronto, advising that staff would look into the mapping for the library branches in the area for the Toronto Public Library, and using those types of analytics for other statistical data for library users.

Simona Dinu, Director of Branch Services, responded to a question regarding the library reorganization, advising that the library's Senior Management Team is proactive in sending the message out to staff that the library is one system, and staff are hired to work for the library and not individual branches. Tara Wong advised of staff scheduling for the library.

The CEO responded to a further question regarding the library memorandum of understanding and service level agreements with town departments, advising that staff would review and update the documents to incorporate them into a consistent format.

Moved by Steven Bright

Seconded by Preet Sekhon

That the CEO Update, from the CEO of the Oakville Public Library, be received.

CARRIED

CONFIDENTIAL DISCUSSION ITEM(S)

C-1. Union Bargaining Update

- **Confidential Verbal Report from Manager of Human Resources**

Lynn Horlor, CEO, reported on the union bargaining update, advising that the meetings have been canceled and will be rescheduled. Staff will provide an update on the *Fair Workplaces, Better Jobs Act, 2017* (Bill 148) at a future board meeting.

Moved by Pankaj Sardana

Seconded by Steven Bright

That the verbal report from the CEO of the Oakville Public Library, be received.

CARRIED

NEW BUSINESS

There was no new business.

DATE AND TIME OF NEXT MEETING

Thursday, January 25, 2018
Oakville Municipal Building
Palermo and Bronte Rooms - 6:00 p.m.
(*Note: Change in meeting time.*)

ADJOURNMENT

Moved by Steven Bright

Seconded by Pankaj Sardana

That this meeting be adjourned.

CARRIED

The meeting adjourned at 8:41 p.m.

	Item	Date of Meeting	Staff Responsible	Outstanding Issue	Status/Expected Report Date
	1. OPL Website and accessible documents	Nov. 28/13	CEO	Information on the options for providing accessible formats was presented to the Board and a Board decision is pending.	This will be addressed as the library develops its own Accessibility Policy aligned with the Town's. This will come back to the Board in Q4, 2016. Policy review will be 2 nd quarter 2017. The new website work will begin in early 2018 pending capital budget.
	2. Integrated Risk Management (IRM) Risk Register	May 29/14	CEO	The Board requested that this be tracked at Board level.	Town Internal Auditor Pierre Sauvageot did presentation at May 1, 2014 meeting & did a presentation at the September 4, 2014 Board meeting with recommendations. Board's advice re future 'risk appetite' was presented at the November 6, Board meeting. Will be raised for new Board at October, 2016 mtg. Deferred to CEO 4th quarter 2017.
-15-	3. IRR Collection Refresh	September 8, 2016	CEO	That the collection refresh contained in the Iroquois Ridge Digital Hub Strategy funded from the development reserve, be approved subject to a refresh plan with options to be approved by the Board.	Various options will be brought forward to the Board in 2017, in time for purchases to be made for the re-opening of IRR on July 1, 2017. Item on agenda February 2017. Approved by the board with the following request: The Vice-Chair asked that staff report back on what the library is buying for the new collection for Iroquois Ridge branch, the difference in turnover rate after one year in terms of the return on investment, and track this expenditure. – Report due Sept 2018
	4. Investment Policy	December 1, 2016	CEO	That the Oakville Library Board request that the CEO bring forward an investment policy for board approval	As part of the endowment report from Financial Operations, an investment policy will be taken to the board for approval.

5.	RFID	January 26, 2017	CEO	That staff review best practices for loss security protection, training, and securing higher and lower value library items.	Report back to the board on best practices implemented at IR.- Will follow through but it will not come to board until the October. All equipment not fully implemented till end of September 2017, report will be forthcoming. - Follow up review of processes will be completed by end of January 2018 ensuring that efficiencies and work flow are working as intended inclusive of security measures
6.	Fine Revenue	September 7, 2017	CEO	That staff report back on a business case for the continuation of library fines prior to the preparation of the 2019 Operating Budget	Provide industry trends and best practices and impact on budget. June 2018
-16- 7.	North Library	September 7, 2017	Director, Branch Services	That Oakville Public Library Board supports the investigation of a Temporary North Library Branch in partnership with Recreation and Culture	The Chair also asked that staff report back at a future board meeting, what a potential partnership for the Temporary North Library branch would look like. – As plans and designs & community program consultation occurs, staff will report back to board on the partnership. – RFP will be issued in November pending budget approval – staff will report back on design and partnership in 2018

Staff Report

To: Members of the Oakville Public Library Board
From: Tricia Agnew, Manager, Human Resources
Date: January 15, 2018
Re: Health and Safety Report for December 2017

Staff Injuries

	Staff Injuries		Total YTD Injuries
	No Time Loss	Time Loss	
Q1 2017	1	0	1
Q2 2017	0	0	1
Q3 2017	3	0	4
Q4 2017	0	0	4
YTD Total	4	0	

Staff Injuries – between December 1, 2017 and January 15, 2018.

There were no staff injuries between December 1, 2017 and January 15, 2018. No hours of work were lost and no claims were submitted to WSIB.

Joint Health & Safety Committee

A Joint Health & Safety Committee (JH&SC) meeting was held on November 27, 2017. There were no items of concern raised at the November meeting. The next JH&SC meeting is scheduled for January 29, 2018.

OPL BOARD KEY AGENDA ITEMS 2018 (January 25, 2018)

	Jan 25	Feb 22	Mar 22	Apr 26	May 24	Jun 28	July 26	Sept 6	Nov 22	Dec 13
Governance: Legislative, Regulatory, Policy Accountability										
Annual Agenda/Periodic										
Appointment of Chair/Vice Chair – New members	R	A							A	
Policies and Procedure Reviews (as required)		A		A	A	A			A	A
Strategic Plan Process (2016-2019) – progress on action plans	T	T	T	A	T	T	T	T	T	T
CEO Evaluation and Annual, Strategic Goals										
Comprehensive Financial Report (quarterly) – Y/E Projections to Budget Operating & Capital, Fundraising, Reserve funds				R-2018				R 2018	R 2018	
Comprehensive Financial Year-End Report: Pre Audit, Budget to Actual, Fundraising, Reserve Funds, Endowments	R	A								
Annual Financial Statements and Audit Findings – External Auditors in Attendance				R/A						
HIP Updates				R						R
Annual Budget Town Guidelines /Submission Approval								T	T	R
Fundraising Strategy Updates–Development Funds & Endowment (Development Strategy Update)			A			R				R
Audit Plan for 2018 – Appointment of Auditors									R	
Integrated Risk Management Assessment			A							
Performance vs Town SLAs				A						
Annual Health and Safety Policy						A				
Regular Agenda Items	Jan	Feb	Mar	Apr	May	Jun	Jul	Sept	Nov	Dec
Strategic Report by CEO	R	R	R	R	R	R	R	R	R	R
Monthly Health & Safety Report	R	R	R	R	R	R	R	R	R	R
Monthly Update-Technology Projects		R		R		R		R		R
Data & Usage Statistics/Trends Report		R			R		R		R	
Monthly Financial Variance Reports – Operating and Capital	R 2017	R 2018	R 2018	R 2018	R 2018	R 2018	R 2018	R 2018	R 2018	R 2018
Legend: A = Approve R = Receive T = Task(updates as required)										

