

OAKVILLE PUBLIC LIBRARY BOARD

APPROVED MINUTES

THURSDAY, FEBRUARY 25, 2016

**TRAFALGAR ROOM
OAKVILLE MUNICIPAL BUILDING
1225 TRAFALGAR ROAD, OAKVILLE**

A meeting of the Oakville Public Library Board was held on Thursday, February 25, 2016, in the Trafalgar Room of the Oakville Municipal Building, commencing at 7:00 p.m.

- Present:** Councillor Jeff Knoll, Chair
Steven Bright, Vice-Chair (*Left at 9:18 p.m.*)
Councillor Marc Grant
Pankaj Sardana
- Regrets:** Mark Bettiol
Joan Sweeney Marsh (Special Advisor)
- Staff:** Charlotte Meissner, Chief Executive Officer
Colleen Bell, Commissioner of Community Services
Janice Kullas, Director of Branch Services/Deputy CEO
Melanie Burgess, Director of Community Engagement
Jeff Lanaus, Director, Information Systems + Solutions
Jill Marcovecchio, Council and Committee Coordinator

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

Call to Order

Jill Marcovecchio, Council and Committee Coordinator, called the meeting to order at 7:00 p.m.

Regrets

As noted above.

Declarations of Pecuniary Interest

No declarations of pecuniary interest were declared.

Confirmation of Minutes of the Previous Board Meeting(s)

Minutes of the Regular Meeting of the Board, January 14, 2016

Confidential Minutes of the Closed Session of the Board, January 14, 2016

Moved by Councillor Grant

Seconded by Pankaj Sardana

That the minutes of the regular meeting of the Oakville Public Library Board, dated January 14, 2016, and the confidential minutes of the closed session of the Oakville Public Library Board dated January 14, 2016, be approved.

CARRIED

CONSENT ITEM(S)

1. Status of Outstanding Board Reports

- Report from Charlotte Meissner, CEO

2. 2016 Board Key Agenda Items

- Report from Charlotte Meissner, CEO

3. Monthly Health and Safety Report

- Report from Charlotte Meissner, CEO

Moved by Councillor Grant

Seconded by Pankaj Sardana

That the consent items, be received.

CARRIED

DISCUSSION ITEM(S)

4. **Board Elections – Chair, Vice-Chair, Board Secretary and Treasurer, and Committee Positions for 2016**

a) **Chair**

Jill Marcovecchio, Council and Committee Coordinator, called for nominations for the position of Chair of the Oakville Public Library Board for the year 2016 for the new term of the board.

Steven Bright nominated Councillor Knoll for the position of Chair. Councillor Knoll accepted the nomination.

There being no further nominations put forth, the nominations were closed on a motion by Steven Bright.

Moved by Steven Bright Seconded by Pankaj Sardana

That Councillor Jeff Knoll be elected Chair of the Oakville Public Library Board until the first regular meeting of the board in 2017 or a successor is appointed.

CARRIED

b) **Vice-Chair**

Jill Marcovecchio, Council and Committee Coordinator, called for nominations for the position of Vice-Chair of the Oakville Public Library Board for the year 2016 for the new term.

Councillor Knoll nominated Steven Bright for the position of Vice-Chair. Steven Bright accepted the nomination.

There being no further nominations put forth, the nominations were closed on a motion by Councillor Knoll.

Moved by Councillor Knoll Seconded by Pankaj Sardana

That Steven Bright be elected Vice-Chair of the Oakville Public Library Board until the first regular meeting of the board in 2017 or a successor is appointed.

CARRIED

Councillor Knoll assumed the Chair following the elections.

c) **Board Secretary and Treasurer**

Moved by Steven Bright

Seconded by Pankaj Sardana

That Charlotte Meissner, CEO, be reappointed as Secretary/Treasurer of the Oakville Public Library Board until the first regular meeting of the board in 2017.

CARRIED

d) **Committee Positions**

The CEO advised that this item did not require any action as a determination was to be made regarding the Board of Directors Charter.

The Chair indicated that there are no board committees at this time.

5. **Status Update – Oakville Public Library Technology Projects**

- Report from Charlotte Meissner, Library CEO and Jeff Lanaus, Director of Information Systems + Solutions

CEO Charlotte Meissner advised of the success of the service level agreement with the Information Systems + Solutions department.

Jeff Lanaus, Director, Information Systems + Solutions, provided a PowerPoint presentation regarding the status update for information technology services and capital projects for the library for 2016. Material regarding the presentation was distributed to the members.

Jeff Lanaus responded to questions regarding capital projects and technology for the library. He reported on statistics coming from Volunteer Impact software, which is used to manage working with volunteers, highlighting 490 volunteers, 4700 hours, 40 activities for six library branches, and 962 shifts since June 2015. Mr. Lanaus advised of the fairness monitoring process for an open tender with an external purchasing consultant. He indicated that data for library books is uploaded directly into the Symphony database, which saves on data entry. Mr. Lanaus advised that there was an opportunity to hire an expert who knows libraries and to assist with the business process review for technology for the library. He also advised of the town's current service providers, internet capacity and connections, communications and backup.

Colleen Bell, Commissioner of Community Services, advised that the provincial government and a number of municipalities are using fairness monitors for technology projects, which provides independent assurance that procurements are conducted in a fair, open and transparent manner.

Melanie Burgess, Director of Community Engagement, responded to questions regarding the opportunity and promoting volunteer hours for high school students. Ms. Burgess advised that the Summer Reading Program is the largest student program consisting of 100 to 150 volunteers per summer, and is advertised through Volunteer Halton and social media.

Janice Kullas, Director of Branch Services/Deputy CEO, responded to a question regarding the printing needs of customers. Ms. Kullas advised that printing services are available at the library, which is based on the honour system and minimizing printing costs and paper/toner waste.

Colleen Bell responded to questions, advising of the process for fleet purchasing, budgeting and the fluctuation in the exchange rate for vehicles purchased for the Community Services Commission. She indicated that the staff from the Finance Department would be attending the next meeting to present financial information to the board. Ms. Bell advised that she would follow up with Nancy Sully, Deputy Treasurer and Director of Financial Planning, regarding mitigating the significant fluctuations in the US exchange rate and the impact on funding town projects (foreign exchange management).

Moved by Councillor Grant

Seconded by Pankaj Sardana

That the Status Update on Library Technology Projects, from the Director of Information Systems + Solutions, be received.

CARRIED

6. Governance: Board of Directors Charter

- Board Chair Councillor Jeff Knoll

The Chair asked for any further comments from the board regarding the revised draft Board of Directors Charter.

The Vice-Chair advised that the comments provided by the members at the January 14, 2016 board meeting were incorporated into the revised draft charter, noting the addition of the '*Expectations of Board Directors*' section.

The Chair asked that the board approve the revised draft charter as presented, and that staff define the role of the board Chair and Vice-Chair for consideration at a future board meeting as part of the board's work plan to update the charter.

CEO Charlotte Meissner, responded to a question, advising that staff will follow up on defining the role of the board Chair and Vice-Chair, as well as reviewing the Board's Procedural By-law.

Discussion ensued regarding the need for the board charter and transparency of the board.

Moved by Steven Bright

Seconded by Pankaj Sardana

That the revised Draft Oakville Public Library Board of Directors Charter and Draft Town-Library Board Memorandum of Understanding (MOU), be approved, with the role of the board Chair and Vice-Chair for consideration at a future board meeting as part of the board's work plan to update the charter.

CARRIED

8. 2016 Budget – Annual Salary Adjustment for Oakville Public Library Employees

CEO Charlotte Meissner and Colleen Bell, Commissioner of Community Services, responded to questions regarding the annual salary adjustment increase for library staff, advising that the increase was inflationary.

Moved by Councillor Grant

Seconded by Pankaj Sardana

That, given the 2016 Oakville Public Library budget was approved by Council on December 14, 2015, staff be directed to execute the annual salary adjustment for Oakville Public Library employees per the town's inflationary budget guidelines.

CARRIED

9. NEW BUSINESS

1. Request for Sole Source Contract with John Huber & Associates

Colleen Bell, Commissioner of Community Services, advised that Library and Information Systems + Solutions team have done a preliminary review of potential efficiencies in terms of time and cost savings, and that there are staff limitations in the area of process reengineering. Ms. Bell advised that staff are recommending that a lean consultant be hired to work with the team on a smaller scope project for process mapping and reengineering.

Moved by Steven Bright

Seconded by Pankaj Sardana

That John Huber & Associates, be engaged to work with the Oakville Public Library and the Town of Oakville on a sole-source basis with an allowance of up to \$30,000 U.S. to train and lead the staff team on process mapping and reengineering to support the rollout of technologies in 2016, such as Radio Frequency Identification (RFID), website, and print management.

CARRIED

CONFIDENTIAL DISCUSSION ITEM(S)

CLOSED SESSION

Moved by Steven Bright

Seconded by Pankaj Sardana

That the Oakville Public Library Board resolve into a closed meeting session for the purpose of dealing with a matter pertaining to the security of the property of the municipality or local board with respect to Item 7, and a personal matter about an identifiable individual with respect to Item C-1.

CARRIED

The Board resolved into closed session at 8:10 p.m.

The Board resolved back into open session at 9:17 p.m.

7. Oakville Public Library Strategic Plan – Request for Proposal

- Confidential Verbal Report from Charlotte Meissner, CEO, Oakville Public Library

Moved by Councillor Grant

Seconded by Pankaj Sardana

1. **That Lord Cultural Resources, in partnership with S. R. Kent LLC, provide consulting services to create the new Strategic Plan for the Oakville Public Library 2016 - 2019 (RFP Prop-6-2016), be approved; and**
2. **That the consultant be invited to the March 24, 2016 Board meeting to present their work plan and staffing plan for approval.**

CARRIED

C-1. Personal Matter

- Confidential Verbal Report, February 25, 2016, from Board Chair
Councillor Jeff Knoll

Moved by Pankaj Sardana

Seconded by Councillor Grant

That the decision regarding the Rzone appeal dated December 27, 2015, which was approved at the January 14, 2016 Board meeting, be rescinded subject to the appellant's written agreement to the terms and conditions of the offer from the Board Chair, dated February 17, 2016.

CARRIED

ADJOURNMENT

Moved by Councillor Grant

Seconded by Pankaj Sardana

That this meeting be adjourned.

CARRIED

The meeting adjourned at 9:22 p.m.