

**OAKVILLE PUBLIC LIBRARY BOARD**

**MINUTES**

**WEDNESDAY, JUNE 29, 2016**

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

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A meeting of the Oakville Public Library Board was held on Wednesday, June 29, 2016, in the Palermo Room of the Oakville Municipal Building, commencing at 7:00 p.m.

Present: Councillor Jeff Knoll, Chair  
Steven Bright, Vice-Chair  
Pankaj Sardana

Regrets: Councillor Marc Grant  
Mark Bettiol  
Joan Sweeney Marsh (Special Advisor)

Staff: Charlotte Meissner, Chief Executive Officer  
Colleen Bell, Commissioner of Community Services  
Julie Clarke, Director of Human Resources (*Left at 7:30 p.m.*)  
Lyn Morgan, Council and Committee Coordinator

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

**Call to Order**

Councillor Knoll called the meeting to order at 7:02 p.m.

**Regrets**

As noted above.

**Declarations of Pecuniary Interest**

No declarations of pecuniary interest were declared.

**Confirmation of Minutes of Previous Board Meeting(s)**

Minutes of the Regular Meeting of the Board, **May 26, 2016**

Confidential Minutes of the Closed Session of Board, **May 26, 2016**

Moved by Steven Bright

Seconded by Pankaj Sardana

**That the minutes of the regular meeting of the Oakville Public Library Board, dated May 26, 2016, and the confidential minutes of the closed session of the Oakville Public Library Board, dated May 26, 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 Pankaj Sardana

Seconded by Steven Bright

**That the consent items be received.**

CARRIED

**DISCUSSION ITEM(S)**

4. **Status Update – Staff Action Plan – You Matter Employee Engagement Survey 2015 – Metric@Work**

Moved by Steven Bright

Seconded by Pankaj Sardana

**That the report from the CEO, dated June 14, 2016, be received.**

CARRIED

5. **Strategic Plan Process Update**

Charlotte Meissner, CEO, distributed a document entitled *Oakville Public Library Strategic Plan – Status Update and Preliminary Findings*, provided by Lord Cultural Resources. The CEO advised that the findings would be discussed in detail at the strategic planning session on July 12, 2016.

Responding to questions, the CEO indicated that the consultants were cognizant of the members' concerns with respect to their last presentation. The CEO stated that she would ensure that the information for the strategic planning process was reviewed prior to the upcoming session.

Moved by Pankaj Sardana

Seconded by Steven Bright

**That the Oakville Public Library Strategic Plan Process Update from Lord Cultural Resources and S. R. Kent, be received.**

CARRIED

6. **Monthly Technology Update**

Moved by Steven Bright

Seconded by Pankaj Sardana

**That the Monthly Technology Update be deferred.**

CARRIED

7. **Governance: Board of Directors Charter**

Charlotte Meissner, CEO, indicated that the Oakville Public Library Board Procedural By-law should be further revised to include the Commissioner of Community Services in the membership of the CEO Performance Evaluation Committee.

Moved by Pankaj Sardana

Seconded by Steven Bright

1. **That the report regarding [the](#) revised Oakville Public Library Board Procedural By-law, be received; and**
2. **That consideration of the revised Oakville Public Library Board Procedural By-law be deferred to the July 12, 2016 Board meeting.**

CARRIED

8. **Financial Reports – May 31, 2016**

Moved by Steven Bright

Seconded by Pankaj Sardana

**That the Oakville Public Library Variance Report dated May 31, 2016, be received.**

CARRIED

9. **Monthly Preliminary 2017 Budget Process Update**

Councillor Knoll advised the members that Councillor Tom Adams had been elected as Chair of the town's 2017 Budget Committee.

Moved by Pankaj Sardana

Seconded by Steven Bright

**That the update from the CEO regarding the Preliminary 2017 Budget Process, be received.**

CARRIED

**CONFIDENTIAL DISCUSSION ITEM(S)**

**CLOSED SESSION**

Moved by Pankaj Sardana

Seconded by Steven Bright

**That the Oakville Public Library Board resolve into a closed meeting session for the purpose of dealing with personal matters about identifiable individuals, including municipal or local board employees, with respect to Items C-1 – Personal Matter – RZone Appeal Update.**

CARRIED

The Board resolved into closed session at 7:06 p.m.

The Board resolved back into open session at 7:28 p.m.

**C-1. Personal Matter – RZone Appeal Update**

- **Confidential Verbal Report from Julie Clarke, Director, Human Resources, Town of Oakville**

*Staff direction was provided in closed session.*

**C-2. Personal Matter**

- **Confidential Verbal Report from Councillor Jeff Knoll, Board Chair and Colleen Bell, Commissioner of Community Services**

Moved by Steven Bright

Seconded by Pankaj Sardana

**That the confidential verbal report from the Board Chair and the Commissioner of Community Services be deferred to the September 29, 2016 Board meeting.**

CARRIED

**C-3. Personal Matter**

- **Confidential Verbal Report Charlotte Meissner, CEO**

Moved by Pankaj Sardana

Seconded by Steven Bright

**That the confidential verbal report from the CEO be deferred to the next appropriate Board meeting to be determined at the discretion of the Board Chair.**

CARRIED

**10. New Business**

Moved by Steven Bright

Seconded by Pankaj Sardana

**That a meeting of the Oakville Public Library Board be scheduled to take place on July 12, 2016, commencing at 10:30 a.m., prior to the strategic planning session.**

CARRIED

**ADJOURNMENT**

Moved by Steven Bright

Seconded by Pankaj Sardana

**That this meeting be adjourned.**

CARRIED

The meeting adjourned at 7:41 p.m.