

OAKVILLE PUBLIC LIBRARY BOARD

MINUTES

TUESDAY, JULY 12, 2016

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

A meeting of the Oakville Public Library Board was held on Tuesday, July 12, 2016, in the Oakville Room of the Oakville Municipal Building, commencing at 10:30 a.m.

Present: Councillor Jeff Knoll, Chair
Councillor Marc Grant
Steven Bright, Vice-Chair
Mark Bettioli (*Arrived at 10:50 a.m.*)

Regrets: Pankaj Sardana
Joan Sweeney Marsh (Special Advisor)

Staff: Charlotte Meissner, Chief Executive Officer
Gord Lalonde, Commissioner of Corporate Services
Colleen Bell, Commissioner of Community Services
Julie Clarke, Director of Human Resources
Lyn Morgan, Council and Committee Coordinator

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

Call to Order

Councillor Knoll called the meeting to order at 10:38 a.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, **June 29, 2016**

Confidential Minutes of the Closed Session of Board, **June 29, 2016**

Moved by Councillor Grant

Seconded by Steven Bright

That the minutes of the regular meeting of the Oakville Public Library Board, dated June 29, 2016, and the confidential minutes of the closed session of the Oakville Public Library Board, dated June 29, 2016, be approved.

CARRIED

DISCUSSION ITEM(S)

1. **Governance: Board of Directors Charter (Oakville Public Library Board Procedural By-law)**
- **Report from CEO of Oakville Public Library**

Charlotte Meissner, Chief Executive Officer, reported that she had further revised the Procedural By-law by including the Commissioner of Community Services in the membership of the CEO Performance Evaluation Committee as directed at the June 29, 2016 meeting of the Board.

It was suggested that additional revisions include defining the Commissioner of Community Services position in the 'Glossary of Terms' section of the by-law as the position was external to the Board. Under the 'Finance Executive Limits' section, it was also suggested that the existing wording be replaced by the words "to be determined", as CEO limits were still to be defined in accordance with the revised Town Corporate Policy.

Discussion ensued regarding term limits under the 'Term of Appointment' section of the by-law and questions were raised with respect to members being permitted to serve on the Board for only two consecutive terms of Council, i.e., eight years.

Gord Lalonde, Commissioner of Corporate Services, advised that the *Municipal Act* stated that Board members shall serve for the term of Council and other than that, was silent on the matter.

Colleen Bell, Commissioner of Community Services, indicated that the *Public Library Act* stated that a Board member shall hold office for a term concurrent with the term of the appointing Council or until a successor was appointed, and may be reappointed for one or more further terms. It was suggested that the wording in the by-law under 'Term of Appointment' be revised to reflect the wording in the *Public Library Act*.

A question was also raised regarding the term of office for the position of Chair and/or Vice Chair of the Library Board as the Charter stated, in part, that these two positions would coincide with the term of the Board, being the term of Council, i.e., four years. It was noted that Councillors were appointed by Council to various boards and committees on an annual basis; therefore, should a Councillor be elected as Chair or Vice Chair of the Library Board, he/she would only be able to serve in that capacity for one year, unless reappointed to the Library Board and re-elected as Chair for a subsequent year.

Commissioner Lalonde advised that the practice of appointing Councillors to committees and boards on a one year basis would be reviewed, as the *Municipal Act* stated that such appointments should be for the term of Council. He indicated that a report regarding this matter would be brought forward for Council consideration and implementation for the next term of Council.

Moved by Steven Bright

Seconded by Councillor Grant

That the revised Oakville Public Library Board Procedural By-law be approved, as amended.

CARRIED

CONFIDENTIAL DISCUSSION ITEM(S)

CLOSED SESSION

Moved by Steven Bright

Seconded by Councillor Grant

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 Item C-1 – Personal Matter – RZone Appeal Update, and Item C-2 – Succession Planning.

CARRIED

The Board resolved into closed session at 10:51 a.m.

The Board resolved back into open session at 11:20 a.m.

C-1. Personal Matter - RZone Appeal Update

- **Confidential Verbal Report from the Town of Oakville
Director of Human Resources**

Moved by Steven Bright

Seconded by Mark Bettiol

**That the confidential verbal report from the Town of Oakville Director of
Human Resources be received.**

CARRIED

C-2. Succession Strategy

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

Moved by Councillor Grant

Seconded by Steven Bright

**That confidential report from the CEO of the Oakville Public Library be
deferred to the September 8, 2016 Board meeting.**

CARRIED

NEW BUSINESS

There was no new business.

ADJOURNMENT

Moved by Steven Bright

Seconded by Councillor Grant

That this meeting be adjourned.

CARRIED

The meeting adjourned at 11:21 a.m.