

OAKVILLE PUBLIC LIBRARY BOARD

MINUTES

THURSDAY, SEPTEMBER 29, 2016

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

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

Present: Steven Bright, Vice-Chair
Councillor Marc Grant
Pankaj Sardana

Regrets: Councillor Jeff Knoll, Chair
Mark Bettiol
Joan Sweeney Marsh (Special Advisor)

Staff: Lynn Horlor, Acting Chief Executive Officer
Colleen Bell, Commissioner of Community Services
Nancy Sully, Deputy Treasurer and Director of Financial Planning
Janice Kullas, Director of Branch Services/Deputy CEO
Tara Wong, Director of Collections and Technologies
Jill Marcovecchio, Council and Committee Coordinator

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

Call to Order

Vice-Chair Steven Bright 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 Regular Meeting of the Board

Minutes of the Regular Meeting of the Board, **SEPTEMBER 8, 2016**

Confidential Minutes of the Closed Session of the Board, **SEPTEMBER 8, 2016**

Moved by Councillor Grant

Seconded by Pankaj Sardana

That the minutes of the regular meeting of the Oakville Public Library Board, dated September 8, 2016, and the confidential minutes of the closed meeting of the Oakville Public Library Board, dated September 8, 2016, be approved.

CARRIED

CONSENT ITEM(S)

1. **Status of Outstanding Board Reports**
 - **Report from Acting CEO of Oakville Public Library**

2. **2016 Board Key Agenda Items**
 - **Report from Acting CEO of Oakville Public Library**

3. **Monthly Health and Safety Report**
 - **Report from Manager of Human Resources, September 20, 2016**

Moved by Pankaj Sardana

Seconded by Councillor Grant

That the consent items be received.

CARRIED

DISCUSSION ITEM(S)

The PowerPoint presentation for Items 5, 8, and 9 was considered concurrently and presentation material was distributed to the members.

4. **Halton Information Providers (HIP) - Service Delivery Model Review**

- **Report from Stephen Davies, Transformation by Design**

Moved by Councillor Grant

Seconded by Pankaj Sardana

That this item be deferred to the October 27, 2016 Board meeting.

CARRIED

5. **CEO Update**

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

Lynn Horlor, Acting CEO, provided a brief update on library matters, status of various projects, vacancy management, and what's happening at the library as provided in the PowerPoint presentation.

The Acting CEO provided an update on the strategic plan, advising that an additional meeting was held with the Library's Senior Management Team. The consultant was provided with additional key stakeholders as per the board's direction from the September 8, 2016 meeting with implementation being considered when the 2017 operating budget is finalized. A further report will be presented at the October 27, 2016 board meeting.

The Acting CEO advised that the library's 2017 capital budget (10 year capital forecast) has been submitted to the town, as approved by the board at the September 8, 2016 meeting, and the 2017 operating budget would be dealt with as an item on this evening's agenda.

The Acting CEO advised that Monteith Brown Planning Consultants was the successful firm awarded the request for proposal for the 2016 Parks, Recreation, Culture and Library Facility Master Plan, to review and update the 2012 master plan. The new master plan was expected to be delivered by December 31, 2016, and brought forward to the January 2017 board meeting.

The Acting CEO reported on the communication strategy to library staff, updates on the Radio Frequency Identification (RFID) technology roll out, and review of the back office processes for efficiency and equipment.

Responding to a question, Colleen Bell, Commissioner of Community Services, advised that there are two projects that could impact roadways, including the Lakeshore Road Bridge which is to be closed next year, and water works which are to be done on Water Street. Ms. Bell advised that staff would be meeting with the Region of Halton regarding the details of the road reconstruction, and provide an update once there was more information on the projects at a future board meeting.

The Acting CEO advised that Navy Street would be converted from a one-way street to a two-way street next month, and that parking spaces would be removed. She advised that staff would be working with the town and the Strategy Policy and Communications department regarding the impact on Centennial Square during the reconstruction of the roads.

Responding to a question, the Acting CEO advised that staff would look into and report back on providing the members with library media releases in advance of them being made public, similar to the town media releases which are provided to members of Council and Senior Management Team.

Responding to another question, the Acting CEO advised that staff would report back on access to the library during road reconstruction and a communication plan for the October 27, 2016 board meeting.

Moved by Councillor Grant

Seconded by Pankaj Sardana

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

CARRIED

6. **Data and Usage Statistics/Trends Report**
- **Report from Director of Branch Services/Deputy CEO,
August 31, 2016**

Moved by Councillor Grant

Seconded by Pankaj Sardana

That this item be deferred to the October 27, 2016 Board meeting.

CARRIED

7. **Monthly Technology Update**
- **Report from Director of Collections and Technologies**

Moved by Councillor Grant

Seconded by Pankaj Sardana

That this item be deferred to the October 27, 2016 Board meeting.

CARRIED

8. Financial Reports – August 31, 2016
- Report from Acting CEO of Oakville Public Library

Lynn Horlor, Acting CEO, reported on the financial report for the library as of August 31, 2016 as provided in the PowerPoint presentation.

Moved by Councillor Grant

Seconded by Pankaj Sardana

That the Oakville Public Library Variance report dated August 31, 2016, be received.

CARRIED

9. 2017 Draft Operating Budget
- Report from Acting CEO of Oakville Public Library and Deputy Treasurer and Director of Financial Planning

Lynn Horlor, Acting CEO, reported on the 2017 draft operating budget for the library as provided in the PowerPoint presentation. The Acting CEO advised that Council direction was given to bring in the budget in line with inflation, the goal for a 1.9% tax increase overall (includes region and education), and there are no new services or requests. She reviewed the operating budget by program and object code, and the library draft submission, highlighting key areas in overall personnel services, administration, community engagement, branch services, and collection and technologies. She advised that the budget reflects reallocations, actual expense and revenue trends, realigns funding towards the collection (all forms), and encompasses the operating impacts which are expected from capital. Staff are recommending that the 2017 draft operating budget for the library be approved, and that the \$46,000 in savings from the temporary closure for five months of the Iroquois Ridge Library Branch in order to repurpose the branch and roll out the first digital hub, be utilized for one time costs associated with implementation of the new library strategic plan. Staff will report back on a plan to utilize the funding for the next steps of the strategic plan at a board meeting by March 31, 2017 at the latest.

The Acting CEO responded to a question with regard to hydro solar installations on town facilities, advising of the FIT rooftop solar installations at the town hall and recreation centres, and that she would confirm the locations of the rooftops for town facilities.

Moved by Pankaj Sardana

Seconded by Councillor Grant

1. That the 2017 Draft Operating Budget for the Oakville Public Library, be approved.

2. That the estimated savings of \$46,000 for the Iroquois Ridge closure be left in the 2017 Operating Budget to be utilized to execute the new library strategic plan in 2017, be approved.
3. That the CEO report back on how the funds will be spent by March 31, 2017.

CARRIED

10. **Strategic Planning Update**

- **Verbal Report from Commissioner of Community Services**

Moved by Councillor Grant

Seconded by Pankaj Sardana

That this item be deferred to the October 27, 2016 Board meeting.

CARRIED

CONFIDENTIAL DISCUSSION ITEM(S)

C-1. **Personal Matter**

- **Confidential Verbal Report from Commissioner of Community Services and Acting CEO of Oakville Public Library**

Moved by Councillor Grant

Seconded by Pankaj Sardana

That this item be deferred to the October 27, 2016 Board meeting.

CARRIED

NEW BUSINESS

There was no new business.

DATE AND TIME OF NEXT MEETING

Thursday, October 27, 2016
Oakville Municipal Building
Trafalgar Room - 7:00 p.m.

ADJOURNMENT

Moved by Councillor Grant

Seconded by Pankaj Sardana

That this meeting be adjourned.

CARRIED

The meeting adjourned at 7:47 p.m.