

OAKVILLE PUBLIC LIBRARY BOARD

MINUTES

TUESDAY, NOVEMBER 8, 2016

**OAKVILLE AND TRAFALGAR ROOMS
OAKVILLE MUNICIPAL BUILDING
1225 TRAFALGAR ROAD, OAKVILLE**

A meeting of the Oakville Public Library Board was held on Tuesday, November 8, 2016, in the Oakville and Trafalgar Rooms of the Oakville Municipal Building, commencing at 7:00 p.m.

Present: Councillor Jeff Knoll, Chair
Councillor Marc Grant
Mark Bettiol
Joan Sweeney Marsh (Special Advisor) *(Left at 8:05 p.m.)*

Regrets: Steven Bright, Vice-Chair
Pankaj Sardana

Staff: Lynn Horlor, Acting Chief Executive Officer
Colleen Bell, Commissioner of Community Services
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

Councillor Knoll called the meeting to order at 7:01 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 29, 2016**

Moved by Councillor Grant

Seconded by Mark Bettiol

That the minutes of the regular meeting of the Oakville Public Library Board, dated September 29, 2016, be approved.

CARRIED

CONSENT ITEM(S)

1. **Status of Outstanding Board Reports**
 - **Report from Acting CEO of Oakville Public Library, October 27, 2016**

2. **2016 Board Key Agenda Items**
 - **Report from Acting CEO of Oakville Public Library, September 29, 2016**

3. **Monthly Health and Safety Report**
 - **Report from Manager of Human Resources, October 19, 2016**

Moved by Councillor Grant

Seconded by Mark Bettiol

That the consent items be received.

CARRIED

DISCUSSION ITEM(S)

The PowerPoint presentations for Items 4, 5, 7, and 8 were distributed at the meeting.

4. Strategic Planning Completion

- Report from Commissioner of Community Services

Colleen Bell, Commissioner of Community Services, reported that the time for public consultation for the library's strategic plan was extended as per the board's prior direction, to engage the Library's Senior Management Team (LSMT) in a session, and to provide additional public engagement with other stakeholders. She advised that LSMT and the community supported the goals and challenges arising from the board's strategic plan workshop with the consultant. Ms. Bell indicated that staff would review the strategic goals and challenges this evening, and asked that the board approve them in order for the consultant to proceed with the action plans with the senior team.

Lynn Horlor, Acting CEO, advised that the public consultation for the library's strategic plan was completed, which affirmed the work that was already being done on the strategic plan, especially by the management team. Staff are asking that the board approve the vision, mission, challenges and goals, in order to move forward with an action plan breaking down how each goal would be achieved. The Acting CEO advised that the agenda materials included two strategic plan documents, one with the goals and challenges for board approval this evening, and the other one with the key challenges discussion summary providing details regarding the strategic plan workshop for information. She advised that the strategic plan materials were presented by the consultant to the board at the workshop held in July 2016, and that nothing had significantly changed since that time.

The Chair indicated that the documents regarding the library's strategic plan was the information coming out of the workshop for board approval.

Brief discussion ensued regarding the vision, mission, challenges and goals for the library's strategic plan.

Moved by Mark Bettiol

Seconded by Councillor Grant

- 1. That the Strategic Planning Completion Update from the Commissioner of Community Services and Acting CEO of the Oakville Public Library, be received.**
- 2. That that the vision, mission, goals, and challenges as part of the implementation plan for the Oakville Public Library Strategic Plan, be approved as amended, as follows:**
 - Section 2 – “Goals” – to delete the words “young people (teens)” and replace with the words “children and teens” in the first sentence of Goal 4 to read: “Oakville Public Library will provide enhanced programs, facilities and services to the children and teens of the community.”**

- **Section 3 – “Vision, Mission, and Values” – to delete the word “Providing” and replace with the word “Offering” in the third bullet of the Mission statement to read: “Offering a welcoming and supportive environment”.**

CARRIED

5. CEO Update

- Report from Acting CEO of Oakville Public Library

Lynn Horlor, Acting CEO, provided an 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 advised that the capital and operating budgets are being reviewed by the town’s Executive Management Team (EMT), and that the town’s 2017 budget process is from November 15, 2016 to December 12, 2016.

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 is expected to be delivered by December 31, 2016, and brought forward to the January 2017 board meeting.

The Acting CEO advised that staff are in partnership discussion with groups serving youth with autism, and that a presentation regarding Service Delivery Model Review would be provided by Halton Information Providers (HIP) at the December 1, 2016 board meeting.

The Acting CEO reported on the communication strategy, rollout of the Radio Frequency Identification (RFID) technology strategy, review of the back office processes and equipment for efficiency, review of service level agreements, review of endowment funds, and that a report will go forward to the December 1, 2016 board meeting.

The Acting CEO reported on matters arising out of the September 29, 2016 board meeting regarding access to the library during road reconstruction, press releases for board members, and solar panels on town facilities. She advised that Navy Street would be converted from a one-way street to a two-way street in late November/early December 2016, Lakeshore Road bridge demolition would commence late January/early February 2017, and regional wastewater main replacement on Water Street was scheduled from May 2017 to December 2018. The Acting CEO advised that board members are now being sent an email prior to a press release to the media. She advised that solar panels have been installed in town facilities, including Town Hall, River Oaks Community

Centre, Glen Abbey Community Centre, Sixteen Mile Sports Complex, and that Maple Grove Arena is currently being looked at.

Colleen Bell, Commissioner of Community Services, responded to questions regarding the recruitment process for the CEO position.

Moved by Councillor Grant

Seconded by Mark Bettiol

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,
September 30, 2016**

Janice Kullas, Director of Branch Services/Deputy CEO, reported on the data and usage statistics/trends for circulation, cardholders, and programs for third quarter, year to date as of September 2016. Ms. Kullas advised that the next data and usage statistics/trends report would be incorporated into the annual report, which would be provided in March 2017. She provided highlights of the library circulation, advising that the borrowing of physical materials (books, magazines, DVDs, CDs, etc.) is still very strong, and downloadable digital audio books continues to increase replacing the physical circulation of CDs as more vehicles are equipped with digital access in terms of borrowing. Ms. Kullas advised of the positive ratings for library programs with respect to program attendance and customer satisfaction.

Janice Kullas responded to a question regarding the drop-in total of items borrowed in the digital circulation (music and videos) category, advising that it was in large due to no longer subscribing to Freegal Music for library cardholders as of November 18, 2015, which counted every song as a circulation. She advised that the remaining product Hoopla (for music, videos, and audio books) counts albums as opposed to individual songs.

The Chair thanked and extended his appreciation to Janice Kullas for her valuable years of service with the Oakville Public Library, as this was her last board meeting. He congratulated and wished Janice Kullas well on her retirement.

Moved by Mark Bettiol

Seconded by Councillor Grant

That the Data and Usage Statistics/Trends Report dated September 30, 2016 from the Director of Branch Services/Deputy CEO, be received.

CARRIED

7. **Monthly Technology Update**

- **Report from Director of Collections and Technologies**

Tara Wong, Director of Collections and Technologies, reported on the monthly technology update for the library. Ms. Wong reviewed the general project timeline and status of various technology projects, including website refresh, Iroquois Ridge (IR) digital hub/creation zone, and check out station. Ms. Wong advised that there are fewer technology projects to report on as the projects (e.g., print, and public access computer) are completed.

Tara Wong responded to questions regarding technology for iPads and library fines, advising that staff would be looking at payment of library fines as part of phase 2 of the check out station.

Tara Wong indicated that she would follow up with Joan Sweeney Marsh regarding using students from Sheridan College for makerspace, a physical location where people gather to share resources and knowledge, work on projects, network, and build.

Moved by Mark Bettioli

Seconded by Councillor Grant

That the Monthly Technology Update from the Director of Collections and Technologies, be received.

CARRIED

8. **Financial Reports – September 30, 2016**

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

Lynn Horlor, Acting CEO, reported on the financial report for the library as of September 30, 2016 as provided in the PowerPoint presentation.

Lynn Horlor responded to questions regarding the White Oaks Library Branch renovation project.

Moved by Councillor Grant

Seconded by Mark Bettioli

That the Oakville Public Library Variance reports dated September 30, 2016, be received.

CARRIED

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

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

Moved by Councillor Grant

Seconded by Mark Bettiol

That this item be deferred to the December 1, 2016 Board meeting.

CARRIED

CONFIDENTIAL DISCUSSION ITEM(S)

CLOSED SESSION

Moved by Councillor Grant

Seconded by Mark Bettiol

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.

CARRIED

The Board resolved into closed session at 8:07 p.m.

The Board resolved back into open session at 8:48 p.m.

C-1. Personal Matter

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

Moved by Mark Bettiol

Seconded by Councillor Grant

That the confidential verbal report from the Commissioner of Community Services and Acting CEO of Oakville Public Library, be received.

CARRIED

NEW BUSINESS

There was no new business.

DATE AND TIME OF NEXT MEETING

Thursday, December 1, 2016 (Reschedule of November 24, 2016 meeting)
Oakville Municipal Building
CAO Boardroom - 7:00 p.m.

ADJOURNMENT

Moved by Councillor Grant

Seconded by Mark Bettiol

That this meeting be adjourned.

CARRIED

The meeting adjourned at 8:50 p.m.