

**OAKVILLE PUBLIC LIBRARY BOARD**

**MINUTES**

**THURSDAY, NOVEMBER 23, 2017**

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

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A meeting of the Oakville Public Library Board was held on Thursday, November 23, 2017, in the Trafalgar Room of the Oakville Municipal Building, commencing at 7:00 p.m.

**Present:** Councillor Jeff Knoll, Chair  
Councillor Marc Grant  
Pankaj Sardana  
Preet Sekhon

**Also Present:** Gord Lalonde, Commissioner of Corporate Services and Treasurer  
Jonathan van der Heiden, Interim Director of Financial Operations  
Belinda Wiersma, Senior Financial Analyst  
Jill Marcovecchio, Council and Committee Coordinator

**Regrets:** Steven Bright, Vice-Chair  
Mark Bettiol  
Bill Smith  
Joan Sweeney Marsh (Special Advisor)

**Staff:** Lynn Horlor, Chief Executive Officer  
Florence De Dominicis, Director of Community Engagement  
Simona Dinu, Director of Branch Services

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

**Call to Order**

Councillor Knoll, Chair, called the meeting to order at 7:01 p.m.

The Chair advised that Bill Smith and Preet Sekhon were appointed to the board by Council at its meeting on November 20, 2017. The Chair welcomed Preet Sekhon who was present at the meeting.

The CEO advised that an orientation session would be provided for the new board members.

### **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, **OCTOBER 26, 2017**

Confidential Minutes of the Closed Session of the Board, **OCTOBER 26, 2017**

Moved by Councillor Grant

Seconded by Pankaj Sardana

**That the minutes of the regular meeting of the Oakville Public Library Board, dated October 26, 2017, and the confidential minutes of the closed meeting of the Oakville Public Library Board, dated October 26, 2017, be approved.**

CARRIED

### **CONSENT ITEM(S)**

1. **Status of Outstanding Board Reports**
  - **Report from CEO of the Oakville Public Library, November 13, 2017**
  
2. **Monthly Health and Safety Report for October 2017**
  - **Report from Manager of Human Resources, November 14, 2017**

3. **2017 Board Key Agenda Items**

- **Report from CEO of the Oakville Public Library,  
November 13, 2017**

Moved by Councillor Grant

Seconded by Pankaj Sardana

**That the consent items be received.**

CARRIED

**DISCUSSION ITEM(S)**

4. **Financial Progress Report September 30, 2017**

- **Report from CEO of the Oakville Public Library,  
November 15, 2017**

The Chair advised that the Library budget was presented to the 2018 Budget Committee today, and there were no issues with the budget submission.

Lynn Horlor, CEO, reported on the financial progress report for the library as of September 30, 2017 as provided in the PowerPoint presentation and staff report. The CEO reviewed projections to the end of the year. The CEO advised that there are no concerns with the capital budget, and some projects will be closed out at the end of the year. The CEO further advised that staff will report back on the development update regarding fundraising, and Halton Information Providers (HIP) regarding next steps at the December 14, 2017 board meeting.

The Chair asked that staff analyze the impact of the *Fair Workplaces, Better Jobs Act, 2017* (Bill 148) on the library.

Staff are reviewing the legislative requirements of Bill 148, and will report back.

Moved by Preet Sekhon

Seconded by Pankaj Sardana

**That the September 30, 2017 Financial Progress Report, be received.**

CARRIED

5. **2017 Audit Planning Report**

- **Report from Interim Director of Financial Operations,  
October 30, 2017**

Jonathan van der Heiden, Interim Director of Financial Operations and Deputy Treasurer, presented the Oakville Public Library Board Audit Planning Report prepared by KPMG for the year ended December 31, 2017. Mr. van der Heiden advised that management would present the financial statements for the library once the audit has been completed for board approval at the April 26, 2018 meeting. He reported on a new accounting standard for the 2018 fiscal year regarding related party disclosures and reporting requirements for the library.

Jonathan van der Heiden responded to questions regarding the new accounting standard, advising of the requirement to disclose transactions for materiality, and the audit misstatement posting threshold would likely be the amount required to disclose, however, a smaller number would be used for the survey to board members and senior management, which is a lower threshold.

Moved by Pankaj Sardana

Seconded by Councillor Grant

**That the Audit Planning Report prepared by KPMG for the 2017 fiscal year, be received.**

CARRIED

6. **2016-2019 Strategic Plan Action Plan Update**

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

Lynn Horlor, CEO, reported on the 2016-2019 strategic plan update for the library as provided in the PowerPoint presentation. The CEO advised that the new strategic plan is a blueprint for transformation moving forward. The CEO reviewed the seven strategic directions in the plan, which set the library on a new path for the next three years. The CEO advised that each of the strategic directions has a detailed action plan with it, and staff have a tracking mechanism for the individual actions.

The CEO highlighted initiatives in the 2016-2017 Report to the Community as a testament to the library commitment to the Oakville community.

The CEO asked for board approval for an action plan external requirement request to fund and complete the development strategy and compensation study for the library from the one-time funding savings from the Iroquois Ridge Library branch closure.

The CEO responded to questions regarding the strategic plan update, development strategy, and compensation study.

Moved by Councillor Grant

Seconded by Pankaj Sardana

1. **That the 2016-2019 Strategic Plan Action Plan Update, be received.**
2. **That the one-time funding savings from the Iroquois Ridge Library branch closure during renovations be used to fund and complete:**
  - a) **an Oakville Public Library Development Strategy; and**
  - b) **an Oakville Public Library Compensation Study.**

CARRIED

7. **Policy Update**

- **Report from Manager of Human Resources,  
November 15, 2017**

**Customer Code of Conduct Policy**

*(Item deferred from October 26, 2017 meeting.)*

Simona Dinu, Director of Branch Services, reviewed the changes to the new Customer Code of Conduct Policy, which was deferred from the last board meeting. A revised draft policy incorporating the changes was distributed at the meeting for board approval. Ms. Dinu advised that the draft policy was forwarded to the Legal department for review further to the board direction that was provided, and no comments were received. Ms. Dinu indicated that social media has not been added at this time, and personal hygiene was left as is for the policy.

The board supported the revised policy, and provided the following comments:

- add wording “be responsible for their behavior” before “for those in your care during your visit by not leaving a child or vulnerable person unattended” to the bullet in the second paragraph under the “Policy Statement” section; and
- clarify the wording regarding behavior as this is conduct.

Moved by Preet Sekhon

Seconded by Pankaj Sardana

**That the Customer Code of Conduct Policy PS-001, be approved as revised to include the wording regarding behaviour/conduct to the policy as discussed.**

CARRIED

**Professional Development Policy and Dress Code Policy**

The board had no changes to the policy updates for Professional Development and Dress Code.

Moved by Preet Sekhon

Seconded by Pankaj Sardana

- 1. That the policy update for Professional Development Policy HR-MNG-004, be approved; and**
- 2. That the policy update for Dress Code Policy HR-MNG-005, be approved.**

CARRIED

**8. CEO Update**

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

The CEO provided an update on library matters and what's happening at the library with respect to the strategic plan, 2018 Budget Committee meetings, marketing campaign town wide to promote the "New Year New Library", and special initiatives as provided in the PowerPoint presentation. The CEO reported on programs and events, biblioPOD student design competition, upcoming community events, facility updates, and reorganization (phase II) for the library.

The CEO advised that the request for proposal for the North Park Temporary Library branch would be issued pending Council approval, and staff would report back on the partnership and final design at a future board meeting.

The CEO advised that Marcus Logan, Manager of Community Information, was the recipient of the YMCA Peace Medal and Burlington 150 Award.

The CEO invited the board members to support the first annual development fundraiser to raise funds for the library to support programming and community

areas to be held on May 10, 2018 at the Oakville Centre for the Performing Arts. A sponsorship package featuring Sean McCann for the event was distributed at the meeting.

Florence De Dominicis, Director of Community Engagement, responded to questions regarding the Hometown Hockey event that was held in Oakville on November 25 and 26, 2017, advising of the story walk (picture book) for hockey in the downtown promotion with local businesses.

Moved by Pankaj Sardana

Seconded by Councillor Grant

**That the CEO Update, from the CEO of the Oakville Public Library, be received.**

CARRIED

### **CONFIDENTIAL DISCUSSION ITEM(S)**

#### **CLOSED SESSION**

Moved by Preet Sekhon

Seconded by Pankaj Sardana

**That the Oakville Public Library Board resolve into a closed meeting session for the purpose of dealing with labour relations or employee negotiations, with respect to Item C-1 – Union Bargaining Update.**

CARRIED

The Board resolved into closed session at 8:09 p.m.

The Board resolved back into open session at 8:17 p.m.

#### **C-1. Union Bargaining Update**

- **Confidential Verbal Report from Manager of Human Resources**

Moved by Pankaj Sardana

Seconded by Pankaj Sardana

**That the confidential verbal report from the CEO of the Oakville Public Library, be received.**

CARRIED

**NEW BUSINESS**

There was no new business.

**DATE AND TIME OF NEXT MEETING**

Thursday, December 14, 2017  
Oakville Municipal Building  
Trafalgar Room - 7:00 p.m.

**ADJOURNMENT**

Moved by Preet Sekhon

Seconded by Pankaj Sardana

**That this meeting be adjourned.**

CARRIED

The meeting adjourned at 8:20 p.m.