

OAKVILLE PUBLIC LIBRARY BOARD

MINUTES

THURSDAY, DECEMBER 14, 2017

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

A meeting of the Oakville Public Library Board was held on Thursday, December 14, 2017, in the Trafalgar Room of the Oakville Municipal Building, commencing at 7:00 p.m.

Present: Councillor Jeff Knoll, Chair
Steven Bright, Vice-Chair
Councillor Marc Grant
Pankaj Sardana
Preet Sekhon
Bill Smith

Also Present: Jill Marcovecchio, Council and Committee Coordinator

Regrets: Mark Bettiol
Joan Sweeney Marsh (Special Advisor)

Staff: Lynn Horlor, Chief Executive Officer
Simona Dinu, Director of Branch Services
Tara Wong, Director of Collections and Technologies
Marcus Logan, Manager of Community Information
Virginia Kuypers, Development Officer

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

Call to Order

Councillor Knoll, Chair, called the meeting to order at 7:05 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 and Bill Smith.

The board members and staff introduced themselves.

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, **NOVEMBER 23, 2017**

Confidential Minutes of the Closed Session of the Board,
NOVEMBER 23, 2017

Moved by Councillor Grant

Seconded by Preet Sekhon

That the minutes of the regular meeting of the Oakville Public Library Board, dated November 23, 2017, and the confidential minutes of the closed meeting of the Oakville Public Library Board, dated November 23, 2017, be approved as revised to indicate that Item C-1 of the minutes of the regular meeting was seconded by Preet Sekhon.

CARRIED

CONSENT ITEM(S)

1. **Status of Outstanding Board Reports**
 - **Report from CEO of the Oakville Public Library, December 4, 2017**

2. **Monthly Health and Safety Report for November 2017**
 - **Report from Manager of Human Resources, December 5, 2017**

3. **2018 Board Key Agenda Items**

- **Report from CEO of the Oakville Public Library,
December 1, 2017**

4. **2018 Oakville Public Library Business Plan and Budget**

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

Moved by Pankaj Sardana

Seconded by Steven Bright

That the consent items be received.

CARRIED

DISCUSSION ITEM(S)

5. **Financial Report - November 30, 2017**

- **Report from CEO of the Oakville Public Library,
December 6, 2017**

Lynn Horlor, CEO, reported on the financial (variance) reports for the library as of November 30, 2017 as provided in the financial reports and PowerPoint presentation. The CEO advised that the financials are on target with a small surplus projected at year end, and a preliminary year end report will be brought forward to the January 25, 2018 board meeting. The CEO advised that the capital projects are within budget, and some of the projects will be closed out for 2017. The CEO further advised that the audit for the library will take place in February 2018, and the auditors will report on the final audit and audit findings at the April 26, 2018 board meeting.

Moved by Councillor Grant

Seconded by Pankaj Sardana

That the November 30, 2017 Financial Report, be received.

CARRIED

6. **Development Update**

- **Report from Development Officer**

Lynn Horlor, CEO, provided introductory remarks and reported on the development update for the library as provided in the PowerPoint presentation. The CEO advised of the strategic goal in the library's strategic plan to maximize resources, partnerships, and funding sources, and highlighted the objectives achieved and actions completed for this goal.

Virginia Kuypers, Development Officer, reported on the development update for the library, advising what she has accomplished in her role in terms of where we were, are, and want to go on development. Ms. Kuypers reviewed the development campaigns in 2017, which has been a year of transition and consolidation. Ms. Kuypers advised that \$157,473 has been raised to date representing 86% of the \$182,800 fundraising goal achieved.

Virginia Kuypers advised that grant applications were made and awarded by Heritage Trust Fund of the Oakville Community Foundation in April 2017, and Frank Cowan Company in November 2017. Staff will apply for other grants as potential revenue sources in the coming months.

Virginia Kuypers responded to a question regarding fundraising software, advising that Raiser's Edge is used on-line through the fundraising section of the library website.

Virginia Kuypers responded to a question regarding high profile fundraising events, advising that the library is hosting the Oakville Chamber of Commerce Business After Hours event on May 9, 2018 at the Iroquois Ridge Library branch, and Sean McCann concert on May 10, 2018 at the Oakville Performing Arts Centre. Ms. Kuypers advised that the library will also coordinate friend-raising events in a smaller social gathering, and materials will be provided in funeral homes for memorial donations.

The CEO also reported on the objectives of the development strategy for the library, creating a development plan to be implemented, and timelines as provided in the PowerPoint presentation. The strategy will be led by Anne MacKay Consulting. The CEO asked that the January 25, 2018 board meeting convene early at 6:00 p.m. to obtain board feedback on the Development Strategy and the members present were in agreement.

The CEO responded to a question regarding the fee for a theatre event, advising that there is not a reduced rate, and the library partners with the Oakville Performing Arts Centre.

Moved by Pankaj Sardana

Seconded by Bill Smith

That the Development Update, from the CEO of the Oakville Public Library and Development Officer, be received.

CARRIED

**7. Halton Information Providers (HIP) Update
- Report from Manager of Community Information**

Marcus Logan, Manager of Community Information, provided an update regarding the Halton Information Providers (HIP), the coalition of Community Information Centres (CICs) in Halton Region, connecting people with services by providing a community services database as provided in the PowerPoint presentation. Mr. Logan reported on the Halton Community Services database, which provides records that are collected and maintained by the public libraries in Halton Region with Information Oakville (Oakville Public Library) as the lead, as well as Milton Community Resource Centre.

Mr. Logan also reported on the status of HIP initiatives, including the removal of records due to copyright, and payment of outstanding invoices for Hamilton Niagara Haldimand Brant Local Health Integration Network (HNHB LHIN). Consultant engagement will be moving forward in January or February 2018. The InformOntario Symposium is to be hosted by HIP on May 24 and 25, 2018. *Oakville's Holiday and Christmas Sharing Guide* is live on the library website. The Halinet Sub-Committee which has joint collaboration from the local libraries will work together on a library system response to the report from the Truth and Reconciliation Commission of Canada (TRC).

Marcus Logan responded to a question, advising that Information Oakville would be updating the library's records in the Burlington area.

Tara Wong, Director of Collections and Technologies, responded to a question regarding the sale of data and revenue for the library.

Marcus Logan responded to a question regarding Creative Commons licensing, which offers convenient access to search services provided by other independent organizations. Mr. Logan advised that the licence allows people to use data, and there are different levels of restricted access. Tara Wong advised that staff will review any licensing concerns with the Legal department. Mr. Logan responded to further questions regarding maintaining records and data. Tara Wong advised that the data is public.

The Chair asked that staff provide an update on Creative Commons licensing at a future board meeting.

Marcus Logan responded to a question regarding organizing the “Happy Endings Diaper and New Underwear” drive for Safetynet Children & Youth Charities in Oakville.

The Chair recognized Marcus Logan who was the recipient of the YMCA Peace Medal and Burlington 150 Award. The Chair thanked Mr. Logan for his contributions to the library, and congratulated him on a job well done and his prestigious awards. The Chair presented Mr. Logan with a token of the board's appreciation for his efforts and work.

Moved by Steven Bright

Seconded by Bill Smith

That the Halton Information Providers (HIP) Update, from the Manager of Community Information, be received.

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 ErinoakKids Autism training session, community development session with staff from the Recreation and Culture department, and special initiatives/events as provided in the PowerPoint presentation. The library budget was approved by Council on December 18, 2017. Staff are working on uploading agendas and other materials for board members on iPads using Diligent Boards possibly for the February 22, 2018 meeting, which will be a transition from the current library board portal.

Simon Dinu, Director of Branch Services, advised of the Children's Aid training session.

The CEO advised that the request for proposal for the Sixteen Mile Temporary Library branch closes on December 20, 2017, and will be awarded in January 2018. Staff will report back on the shared model of operations and an operating plan for the facility with staff from the Recreation and Culture department at a future board meeting.

The Chair asked that staff provide information regarding the contractor's experience and other built projects once the contract has been awarded for the Sixteen Mile Temporary Library branch.

The CEO responded to questions regarding renovations to White Oaks Library branch, advising that staff are reviewing the logistics, and considering book depot sites for a small service site and program space as part of the branch closure from mid-May to Labour Day 2018. Staff will report back on the design at a future board meeting.

The CEO advised that a feasibility study is underway for the Oakville Performing Arts Centre, and staff are working on a feasibility request for proposal for Central Library branch and will report back at a future board meeting.

The CEO reported on the reorganization (phase II and III) for the library, and a new reorganization chart was distributed at meeting.

The CEO along with Simona Dinu, Director of Branch Services, and Tara Wong, Director of Collections and Technologies, explained their respective roles and responsibilities under the new library structure which is being rolled out to staff, and is effective January 15, 2018.

Tara Wong responded to a question regarding the most popular books of the year in Toronto, advising that staff would look into the mapping for the library branches in the area for the Toronto Public Library, and using those types of analytics for other statistical data for library users.

Simona Dinu, Director of Branch Services, responded to a question regarding the library reorganization, advising that the library's Senior Management Team is proactive in sending the message out to staff that the library is one system, and staff are hired to work for the library and not individual branches. Tara Wong advised of staff scheduling for the library.

The CEO responded to a further question regarding the library memorandum of understanding and service level agreements with town departments, advising that staff would review and update the documents to incorporate them into a consistent format.

Moved by Steven Bright

Seconded by Preet Sekhon

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

CARRIED

CONFIDENTIAL DISCUSSION ITEM(S)

C-1. Union Bargaining Update

- Confidential Verbal Report from Manager of Human Resources

Lynn Horlor, CEO, reported on the union bargaining update, advising that the meetings have been canceled and will be rescheduled. Staff will provide an update on the *Fair Workplaces, Better Jobs Act, 2017* (Bill 148) at a future board meeting.

Moved by Pankaj Sardana

Seconded by Steven Bright

That the 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, January 25, 2018
Oakville Municipal Building
Palermo and Bronte Rooms - 6:00 p.m.
(*Note: Change in meeting time.*)

ADJOURNMENT

Moved by Steven Bright

Seconded by Pankaj Sardana

That this meeting be adjourned.

CARRIED

The meeting adjourned at 8:41 p.m.