



## **OAKVILLE PUBLIC LIBRARY BOARD**

### **MINUTES**

**THURSDAY, JANUARY 24, 2019**

**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, January 24, 2019, in the Trafalgar Room of the Oakville Municipal Building, commencing at 7:00 p.m.

**Present:** Councillor Jeff Knoll, Chair  
Councillor Janet Haslett-Theall  
Pankaj Sardana  
Preet Sekhon  
Bill Smith

**Regrets:** Steven Bright, Vice-Chair  
Mark Bettiol

**OPL Staff:** Tara Wong, Chief Executive Officer  
Florence De Dominicis, Director of Community Engagement  
Simona Dinu, Director of Customer Experience  
Tricia Agnew, Manager of Human Resources

**Town Staff:** Colleen Bell, Commissioner of Community Services  
Jessica Warren, Council and Committee Coordinator

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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 7:00 p.m.

**Regrets**

As noted above.

**Declarations of Pecuniary Interest**

There were no declarations of pecuniary interest.

**Confirmation of Minutes of the Previous Regular Meeting of the Board**

Minutes of the Regular Meeting of the Board, **DECEMBER 13, 2018**

Moved by Councillor Haslett-Theall

Seconded by Preet Sekhon

**That the minutes of the regular meeting of the Oakville Public Library Board, dated December 13, 2018, be approved.**

CARRIED

**CONSENT ITEM(S)**

1. **Status of Outstanding Board Reports**
  - **Report from CEO of the Oakville Public Library, January 24, 2019**
  
2. **Monthly Health and Safety Report**
  - **Report from Manager of Human Resources , January 15, 2019**
  
3. **OPL Board Key Agenda Items**
  - **Report from CEO of the Oakville Public Library, January 24, 2019**

Moved by Pankaj Sardana

Seconded by Bill Smith

**That the consent items be received.**

CARRIED

**CONFIDENTIAL CONSENT ITEM(S)**

There are no Confidential Consent Items listed for this agenda.

**DISCUSSION ITEM(S)**

4. **Staff Development Day**  
- **Report from Director of Customer Experience,  
January 24, 2019**

Simona Dinu, Director of Customer Experience, reviewed the details of staff development day which is proposed for June 14, 2019. Responding to questions from the committee Ms. Dinu advised that June 14, 2019 was selected for a variety of reasons. The event should be held before summer, as many staff take vacation in July and August. Holding the event in June also lines up with the annual Long Service Awards event. Staff advised that instead of hosting a separate event for long term service achievements, it would be amalgamated into one larger scale event with the Staff Development Day. The budget for staff development day should line up with the budget which is normally spent for the Long Service Awards, resulting in no additional budget required, just reallocation of funds. Staff are looking at Sheridan College as a possible venue, in order to accommodate for breakout sessions for all 161 OPL staff.

The committee would like to ensure students with exams at the end of June are not majorly affected by the closure and would like staff to look at providing other options in town. Colleen Bell, Commissioner of Community Services noted that perhaps the Recreation and Culture Department can look at allotting space in community centres that be made available for students.

Moved by Councillor Haslett-Theall

Seconded by Pankaj Sardana

1. **That the Staff Development Day Report be received.**
2. **That the request to close all Library branches and cancel all offsite programs on June 14, 2019 to support a Library Staff Development Day be approved.**

CARRIED

5. **Website Content Policy**

- **Report from CEO of the Oakville Public Library,  
January 15, 2019**

Tara Wong, CEO, briefly reviewed the Website Content Policy. The Board noted the importance of connecting social media to the website, and that there should be either a policy or procedure regarding connecting social media and the website.

Moved by Preet Sekhon

Seconded by Bill Smith

**That the Website Content Policy be approved.**

CARRIED

6. **Updated Human Resources Policies**

- **Report from CEO of the Oakville Public Library and Manager of  
Human Resources, January 15, 2019**

Tricia Agnew, Manager of Human Resources, reviewed the policies with the Board. It was clarified that the policies outlined are to the same standard as the town's policies of the same nature. It was explained that the mandatory learning policy can change with legislation changes, and that staff need to be up to date on all current legislation. Ms. Agnew noted that health and safety updates are yearly.

Moved by Councillor Haslett-Theall

Seconded by Preet Sekhon

1. **That the Time At and Away from Work Policy HR-002 be approved;**
2. **That the Total Rewards Policy HR-003 be approved;**
3. **That the Professional Development Policy HR-004A be approved;  
and**
4. **That the Mandatory Learning Policy HR-004B be approved.**

CARRIED

7. **2019 Canadian Urban Libraries Council “eContent For Libraries” Campaign**

- **Report from CEO of the Oakville Public Library, January 24, 2019**

Tara Wong, CEO, gave the committee a brief overview regarding the “*eContent for Libraries*” Campaign. The Board inquired as to the government’s involvement regarding encouragement of publishers to increase content in Canada. The CEO noted that publishers have a right to make content available where they choose, and that the United States doesn’t have the licensing challenges that Canada does. The Board noted that many authors receive grants from the Canadian government, and that as such, their work should be available in Canada. Staff noted that the author may not have any control over availability and licensing and that the publisher dictates availability.

Moved by Preet Sekhon

Seconded by Pankaj Sardana

**That the 2019 Canadian Urban Libraries Council ‘eContent for Libraries’ Campaign report be received.**

CARRIED

8. **Re-branding Implementation**

- **Report from Director of Community Engagement**

Florence Di Florence De Dominicis, Director of Community Engagement, provided an update on the OPL re-branding, noting feedback has been positive. The Board advised that they have also received positive feedback regarding the new brand and logo.

Moved by Pankaj Sardana

Seconded by Councillor Haslett-Theall

**That the Re-branding Implementation update be received.**

CARRIED

9. **CEO Update**

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

Tara Wong, CEO, provided a PowerPoint presentation. The CEO reviewed the new design for the renovations at the Glen Abbey branch. The Board made suggestions to the design which included minimizing staff offices and the inclusion of a telecommuting/ entrepreneur space for professionals to use. The CEO noted one of the main goals of the design was to include as much flexible space as possible, and an increase in seating. It was added that during the community consultation period more space was mentioned as a priority. The Board suggested that the new design felt very traditional and that it was the hope of the Board that the design would be more unique and exciting. Colleen Bell, Commissioner of Community Services added that once the Central Branch renovation occurs there will be quite a bit of space at that branch to develop broader design options. Regarding the branch at Sixteen Mile Sports Complex staff noted that the target opening date is May 1, 2019, and that community consultation for programming will occur closer to the date.

The CEO discussed onboarding of new committee members, who may be appointed at the January 28, 2019 Council meeting. Two options were presented to the Board regarding training, either three sets of one hour sessions before the February, March and April meetings or one 3 hour session hopefully before the February meeting. The Board provided feedback and was in favour of having one three hour session. The option of a branch tour with assistance from Oakville Transit was also discussed.

The CEO informed the Board that the Memorandum of Understanding between the library and the town is going forward to the Administrative Services Committee for approval on February 19, 2019, to be ratified at the February 25, 2019 Council meeting.

Regarding the website re-design the CEO noted that the goal is to have it launched to the public in June 2019, with testing for staff and Board members to occur in May 2019. The CEO discussed how the website is being re-designed in an agile format, with progress reviews and feedback occurring throughout the process. Responding to questions from the Board the CEO added that as part of the agile process, if an area of the website is complete in the re-design process and changes are required it would be possible to go back and make them if necessary.

The CEO advised the Board that the library is on target with the elimination of children's fees, and that staff are currently working on the communication plan to notify card holders how this program will roll out, and what the new consequences will be once fines are eliminated.

The Board discussed moving the November 28, 2019 meeting to November 21, 2019.

Moved by Councilor Haslett-Theall

Seconded by Preet Sekhon

1. **That the CEO Update, be received.**
2. **That the November 28, 2019 Board meeting be re-scheduled to November 21, 2019.**

CARRIED

### **CLOSED SESSION**

Moved by Bill Smith

Seconded by Councillor Haslett-Theall

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 Update, and personal matters about an identifiable individual including municipal or local board employees, with respect to Item C-2 – Transition Plan Update and Item C-3 – Personal Matter.

CARRIED

*The Board resolved into closed session at 8:25 p.m.*

*The Board resolved back into open session at 8:38 p.m.*

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

**C-1. Union Update**

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

*Staff direction was provided in closed session.*

**C-2. Transition Plan Update**

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

*Staff direction was provided in closed session.*

**C-3. Personal Matter (Not Previously Listed.)**

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

*Staff direction was provided in closed session.*

**NEW BUSINESS**

There was no new business.

**DATE AND TIME OF NEXT MEETING**

Thursday, February 28, 2019  
Oakville Municipal Building  
Trafalgar Room - 7:00 p.m.

**ADJOURNMENT**

Moved by Councillor Haslett-Theall

Seconded by Pankaj Sardana

**That this meeting be adjourned.**

CARRIED

The meeting adjourned at 8:40 p.m.