



OAKVILLE PUBLIC LIBRARY BOARD

MINUTES

THURSDAY, MARCH 28, 2019

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

A meeting of the Oakville Public Library Board was held on Thursday, March 28, 2019, 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 Janet Haslett-Theall
Andrew Cashman
Susan Fanelli
Paul McIntyre Royston
Pankaj Sardana
Bill Smith

Regrets: Preet Sekhon

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
Marcus Logan, Manager of Community Development & Engagement
Krystyna Ransome, Executive Administrator

Town Staff: Colleen Bell, Commissioner of Community Services
Belinda Wiersma, Senior Financial Analyst
Jessica Warren, Council and Committee Coordinator

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

No declarations of pecuniary interest were declared.

Confirmation of Minutes of the Previous Regular Meeting of the Board

Minutes of the Special Meeting of the Board, **FEBRUARY 20, 2019**

Minutes of the Regular Meeting of the Board, **FEBRUARY 28, 2019**

Moved by Pankaj Sardana

Seconded by Susan Fanelli

1. **That the minutes of the special meeting of the Oakville Public Library Board, dated February 20, 2019, be approved.**
2. **That the minutes of the regular meeting of the Oakville Public Library Board, dated February 28, 2019, be approved.**

CARRIED

Confidential Minutes of the Closed Session of the Board, **FEBRUARY 28, 2018**

Moved by Steven Bright

Seconded by Bill Smith

That the confidential minutes of the regular meeting of the Oakville Public Library Board, dated February 28, 2019, be approved.

CARRIED

Consent Item(s)

1. Status of Outstanding Board Reports

- Report from Library CEO, March 7, 2019

2. OPL Agenda Items

- Report from Library CEO, March 7, 2019

3. Health & Safety Report - February 2019

- Report from Human Resources Manager, March 18, 2019

Moved by Steven Bright

Seconded by Bill Smith

That the consent items be received.

CARRIED

Discussion Item(s)

4. February 2019 YTD Financial Status Indicators

- Report from Library CEO, March 20, 2019

Tara Wong, CEO, advised the Board that the 2019 financials are in good standing to date. A Board member inquired as to the format in which the variances are reported, Belinda Wiersma, Senior Financial Analyst, explained that the formatting for the variance reports are a corporate standard. The Board inquired as to if the financial statements are ever shown to display figures year over year to gauge comparison, Ms. Wiersma responded that some of the expense items have moved to different categories, making it hard to accurately compare year to year. Ms. Wong advised that the sub-ledgers have been cleaned up and shifted, so many of the business units are not the same as they were previously. Staff will look into how a comparison can be displayed and report back to the Board. A member suggested that instead of showing a year to year comparison by business unit, it could be shown at the bottom by just the total annual budget as a whole.

Moved by Paul McIntyre Royston

Seconded by Andrew Cashman

That the *February 2019 YTD Status Indicators* report be received.

CARRIED

5. HIP and Hamilton Public Library

- Report from Manager, Community Development & Engagement, March 21, 2019

Marcus Logan, Manager of Community Development & Engagement provided information to the Board on a potential partnership for HIP. Mr. Logan informed the Board that Hamilton offered a similar service called “Red Book” until recently when their funding was cut causing them to cease operations. The Hamilton Public Library has taken over operation of the Hamilton area community services listings. Mr. Logan discussed the possibility of HIP merging with the Hamilton Community Data base, but noted that there are many considerations before this could be an option.

The following points were raised during discussion:

- Any merger would need to align with the Library’s Partnership Policy.
- That population served be considered.
- Mr. Logan clarified that Oakville would remain the lead agency.
- Mr. Logan advised that a merger would require approval from all Boards involved.
- A merger would streamline a lot of data.
- The data and software that Hamilton uses is compatible with Halton’s
- Mr. Logan advised that the next step would be to approach Hamilton to gauge interest and then report back to the Board.

Moved by Andrew Cashman

Seconded by Steven Bright

That the *HIP and Hamilton Public Library* report be received.

CARRIED

6. Occupational Health, Safety and Workplace Violence Policy

- Report from Human Resources Manager, March 13, 2019

Tricia Agnew, Manager of Human Resources provided a brief review of the policy, and noted that it will be reviewed annually. Ms. Agnew provided clarification that the policy applies to staff, volunteers, interns and students. A Board member made an inquiry as to if having volunteers and students apart of this policy would enable them to join a union. Ms. Agnew responded that the terms of membership with the union are clearly defined in the Collective Agreement and that it does include interns, but not volunteers. Clarification was provided regarding the definition of domestic violence in the workplace. Ms. Agnew noted that this policy follows the Town’s standard, and that the underlining procedures exist, but need to be updated. The Board suggested that

the accompanying procedures are a priority, and should be updated as soon as possible.

Moved by Pankaj Sardana

Seconded by Bill Smith

That the *Occupational Health, Safety and Workplace Violence Policy* be approved.

CARRIED

7. Investment Policy

- Report from Library CEO, March 18, 2019

Tara Wong, CEO, advised that research has been done regarding an investment policy, and that the library has a variety of investments being managed by both the Town of Oakville and Oakville Community Foundation (OCF). Ms. Wong advised that the library clarified in the Financial Services Agreement how the investment should be split between the Town of Oakville and OCF. Wendy Rinella, CEO of OCF has agreed to come and talk to the Board at a future meeting about their investment practices. The Board suggested that the expenses with OCF still seem high, for the amount the investment is earning. A Board member suggested that Library donors be able to guide which endowment their donation goes into. Ms. Wong noted that the development fund is very healthy, and would like to consider how that money can be best utilized. The Board suggested bringing Wendy Rinella and Paula Adamson, Manager of Financing and Investments for the Town to a future board meeting to discuss and present a more extensive review regarding the investment policy.

Moved by Councillor Haslett-Theall

Seconded by Steven Bright

- 1. That review of Town of Oakville's Investment Policy be deferred to a future Board meeting, no later than June 2019.**

CARRIED

8. Partnership Policy

- Report from Director of Community Engagement, March 18, 2019

Florence De Dominicis, Director of Community Engagement advised the Board that the library has previously not had a partnership policy, and this has been developed to help create criteria and guidelines for potential partnership opportunities.

The Board noted the following items to consider regarding the Partnership Policy:

- Organizations wishing to partner with the Oakville Public Library must be in good standing with the library.
- That minor wording changes be made to the section regarding litigation with the library or town.
- That the policy include a clause about financial implications of the Partnership.
- That the policy include a clause about regular review.
- That staff look to correct minor typos or errors throughout the policy.
- Reputational risk should be considered as part of the policy.

Moved by Andrew Cashman

Seconded by Pankaj Sardana

That the *Partnership Policy* be referred back to staff for review, and brought to a future Board meeting.

CARRIED

9. CEO Update

- Presentation from Library CEO

Tara Wong, CEO, provided the following updates to the Board:

- A Board Member Manual will be circulated via email, it will also be available in Diligent.
- The Sixteen Mile branch is scheduled to open on May 1, 2019, with a grand opening event to follow on May 25, 2019.
- Glen Abbey will be closing early June 2019 for renovations. Construction is scheduled to commence June 18, 2019, with a re-opening tentatively scheduled for early December 2019. Ms. Wong identified that communication to library patrons has begun in the facility and via social media, and now that there are concrete dates library communications staff will do a full media roll out to notify the public of the closure. The Board advised that Councillors for wards two and four be updated and included on information regarding the closure, and that mobile signs for out front of the building be considered.
- Ms. Wong noted that a small depot will be set up at Glen Abbey to accommodate a small collection of popular books, offer a public computer and printer, as well as offer a location for people to pick up their holds. The hours for this depot still need to be arranged.
- The lockers for the express location in Palermo are ready for delivery. This service will allow people to pick up holds. Regarding the lockers, a Memorandum of Understanding with St. Luke's Church still needs to be completed.

- The recruitment for the Director of Innovation and & Integration has begun and the selected candidate's name will be brought forward at the April 25, 2019 Board meeting for approval.
- Upcoming events for April 2019 were reviewed.

Moved by Susan Fanelli

Seconded by Councillor Haslett-Theall

That the CEO Update, be received.

CARRIED

CLOSED SESSION

Moved by Steven Bright

Seconded by Susan Fanelli

That the Oakville Public Library Board resolve into a closed meeting session for the purpose of dealing with personal matters about an identifiable individual including municipal or local board employees with respect to Item C-1 – Personal Matters About an Identifiable Individual.

CARRIED

The Board resolved into closed session at 8:20 p.m.

The Board resolved back into open session at 8:56 p.m.

Confidential Discussion Item(s)

C-1. Personal Matters About an Identifiable Individual

- Confidential Verbal Report from Commissioner of Community Services

Moved by Andrew Cashman

Seconded by Pankaj Sardana

That the confidential verbal report from the Commissioner of Community Services, be received.

CARRIED

New Business

There was no new business.

Date and Time of Next Meeting

Thursday, April 25, 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 8:57 p.m.