



OAKVILLE PUBLIC LIBRARY BOARD

MINUTES

THURSDAY, JULY 25, 2019

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

A meeting of the Oakville Public Library Board was held on Thursday July 25, 2019, in the Oakville and Trafalgar Rooms 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
Pankaj Sardana
Bill Smith
Preet Sekhon
- Regrets:** Paul McIntrye Royston
- OPL Staff:** Tara Wong, Chief Executive Officer
Joseph Moncada, Director of Innovation and Integration
Krystyna Ransome, Executive Administrator
- Town Staff:** Colleen Bell, Commissioner of Community Services
Belinda Wiersma, Senior Financial Analyst
Nancy Fiorentino, Council and Committee Services 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 Regular Meeting of the Board, **June 27, 2019**

Moved by Pankaj Sardana

Seconded by Bill Smith

That the minutes of the regular meeting of the Oakville Public Library Board, dated June 27, 2019, be approved.

CARRIED

Confidential Minutes of the Closed Session of the Board, **June 27, 2019**

Moved by Pankaj Sardana

Seconded by Bill Smith

That the confidential minutes of the regular meeting of the Oakville Public Library Board, dated June 27, 2019, be approved.

CARRIED

Consent Item(s)

1. OPL Agenda Items

- Report from Library CEO, July 13, 2019

Moved by Susan Fanelli

Seconded by Steven Bright

That the OPL Agenda items report be received.

CARRIED

2. Status of Outstanding Board Reports

- Report from Library CEO, July 13, 2019

Moved by Susan Fanelli

Seconded by Steven Bright

That the Status of Outstanding Board Report be received.

CARRIED

3. Health & Safety Report

- Report from Tricia Agnew, July 15, 2019

Responding to questions from the Board, staff noted that the increase in staff injuries this year are all isolated incidents. The two incidents this month related to an RFID machine and a toaster, both incidents were reviewed and preventive actions taken.

Moved by Susan Fanelli

Seconded by Steven Bright

That the Health and Safety report be received.

CARRIED

Discussion Item(s)

4. Exhibit Policy

- Report from Simona Dinu, July 12, 2019

Tara Wong, CEO, provided a verbal update regarding the exhibit policy and noted that as directed by the Board at the June 27, 2019 meeting, the exhibit policy has been reviewed by Tonia De Risio, Program Supervisor – Culture, with feedback provided. This has resulted in a revised policy with changes including the way in which the price of artworks is to be displayed, which will be covered in the procedure, and the insurance requirement will also be covered in the procedure following further research of this topic which is currently underway. This follows the Town's model.

Moved by Susan Fanelli

Seconded by Pankaj Sardana

That the Exhibit Policy OP-003 be approved.

CARRIED

5. Canadian Urban Libraries Council “eContent For Libraries” Campaign update

- Report from Library CEO, July 12, 2019

Tara Wong, CEO, provided a verbal update regarding the Canadian Urban Libraries Council “eContent for libraries” campaign. Ms. Wong noted that there has been an ever increasing struggle and challenge that libraries are facing in obtaining digital publications from multinational publishers due to prohibitive costs and restrictive licensing models. This in turn creates barriers to access and purchase of digital publications for libraries which then hinders a library’s capacity to provide modern, digitized library services. Ms. Wong noted that the demographics that are particularly affected include vulnerable populations and groups who rely on libraries for participation in their communities and include seniors, low income families, youth, and new Canadians. Ms. Wong added that libraries are now asking municipal leaders, Members of Parliament and federal election 2019 candidates to recognize that libraries serve important demographic groups by providing access to materials and to help advocate for solutions to the barriers that Canadian libraries currently face in accessing digital publications.

Discussion ensued among the Board and the following was noted:

- the Board applauds the fact that more attention is being drawn to this issue especially at the federal level.
- it is recommended that the letter to be sent, be more specific with respect to which federal department or which regulation it references.
- it is also recommended that a more direct and focused question be asked or action be requested in the letter with more clarity as to what is being sought.

Moved by Steven Bright

Seconded by Preet Sekhon

That the OPL Board support the Canadian Urban Libraries Council (CULC) eContent Government Advocacy campaign by:

- 1) Providing a draft proposed motion for Oakville Town Council consideration in support of digital content advocacy (Appendix A of the staff report).
- 2) Sending a letter to Oakville Based Members of Parliament from the OPL Board to raise awareness of issues affecting digital content access and generate political support for a solution (Appendix B of the staff report).

CARRIED

6. Quarterly Financial progress Report

- Report from Finance Department, July 8, 2019

Tara Wong, CEO, provided a verbal update noting that this quarterly update reflects the second quarter for the Oakville Public Library and staff are projecting a \$236,000 surplus for which the majority is due to gaping in positions. Currently, the vacant positions are almost all filled with the exception of Glen Abbey due to it being under construction. Ms. Wong added that she feels that the OPL is currently in a good position and is stable moving forward.

Some discussion ensued regarding the financial implications and cost savings of the temporary closure of Glen Abbey due to construction. Ms. Wong noted that although Glen Abbey is currently closed, cost implications are minimal as staffing has been relocated to other sites.

Moved by Pankaj Sardana

Seconded by Susan Fanelli

That the Quarterly Financial progress report, be received.

CARRIED

7. 2020 Budget Drivers Report

- Report from Library CEO, July 5, 2019

Tara Wong, CEO, provided a presentation regarding the 2020 Budget Drivers report noting that the OPL and the Town are currently reviewing budgets and that staff are seeking input from the Board regarding budgets prior to a full report coming to the September 26, 2019 OPL meeting for consideration. Ms. Wong provided the following information to the Board during her presentation:

- current budget forecast with respect to inflationary rates (May Consumer Price Index at 2.4%);
- the budget meeting/approval schedule for the 2020 Budget with an anticipated budget decision by Council on December 16;
- the 2019 approved operating budget and the 2020 draft proposed operating budget;
- the 2020 draft capital budget outlining the strategic priority projects in development;
- rates and fees will have no changes in 2020, however the elimination of fines on children's materials and the ongoing decrease of fines in general is expected to have a -\$20,000 impact in 2020;
- proposed operating budget increase total at this point is just over 4%.

The Board requested that staff review the proposed increase of 4% and seek opportunities to decrease it to 2% instead.

Discussion also ensued regarding funds being spent on the 'creation zone' of the library and the value for money that this will provide to users of the service. Furthermore, staff provided an explanation of Bill 108 and its implications to the budget discussions as it relates to new builds for facilities and the on-going changes proposed by the Province.

Moved by Andrew Cashman

Seconded by Pankaj Sardana

1. That the 2020 budget drivers report be received; and
2. That the draft 2020 Operating Budget be brought forward to the September 26th, 2019 Board Meeting for approval.

CARRIED

8. CEO Update

- Verbal Report from Library CEO, July 25, 2019

Tara Wong, CEO, provided an update on the following:

- Glen Abbey renovation which is on schedule.
- Escape room fundraiser project currently being planned for October 2019.
- Website refresh is currently over budget and currently talking to Thrillworks regarding transitioning to phased approach.
- A listing of upcoming events.

Moved by Susan Fanelli

Seconded by Preet Sekhon

That the CEO Update be received.

CARRIED

CLOSED SESSION

Moved by Steven Bright

Seconded by Pankaj Sardana

That the Oakville Public Library Board resolve into a closed meeting session for the purpose of dealing with a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board with respect to Item C-1 – Libraries on the GO Consortium and Item 8 – CEO Update regarding website development contracted service.

CARRIED

Prior to resolving into closed session, the Board took a 5 minute recess.

The Board resolved into closed session at 8:14 p.m.

The Board resolved back into open session at 8:45 p.m.

Confidential Discussion Item(s)

C-1. Libraries on the Go Consortium

- Confidential Report from Library CEO, July 16, 2019

Moved by Councillor Haslett-Theall

Seconded by Steven Bright

1. That the Libraries on the Go Consortium confidential report be received; and
2. That the information regarding the OPL website development contracted service, be received.

CARRIED

Date and Time of Next Meeting

Thursday, September 26, 2019
Oakville Town Hall
Trafalgar and Oakville Rooms - 7:00 p.m.

Adjournment

Moved by Bill Smith

Seconded by Pankaj Sardana

That this meeting be adjourned.

CARRIED

The meeting adjourned at 9:04 p.m.