



OAKVILLE PUBLIC LIBRARY BOARD

MINUTES

THURSDAY, NOVEMBER 21, 2019

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

A meeting of the Oakville Public Library Board was held on Thursday, November 21, 2019, in the Oakville and Trafalgar Rooms of the Oakville Municipal Building, commencing at 7:00 p.m.

Present: Steven Bright, Vice-Chair
Councillor Janet Haslett-Theall
Andrew Cashman
Susan Fanelli
Bill Smith
Pankaj Sardana

Regrets: Councillor Jeff Knoll, Chair
Paul McIntyre Royston

OPL Staff: Tara Wong, Chief Executive Officer
Joseph Moncada, Director of Innovation and Integration
Simona Dinu, Director of Customer Experience
Krystyna Ransome, Executive Administrator

Town Staff: Colleen Bell, Commissioner of Community Services
Nancy Sully, Acting Commissioner of Corporate Services and Treasurer
Jeff Lanaus, Director of Information Systems
Jonathan van der Heiden, Deputy Treasurer and Manager of Accounting
Belinda Wiersma, Senior Financial and Policy Analyst
Nancy Fiorentino, Council and Committee Services Coordinator

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

Call to Order

Steven Bright, Vice-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, **OCTOBER 17, 2019**

Moved by Bill Smith

Seconded by Susan Fanelli

That the minutes of the regular meeting of the Oakville Public Library Board, dated October 17, 2019, be approved as amended in Item 7 – Meeting Attendance, with the correction to the spelling of the name in the resolution, Preet Sekhon.

CARRIED

Confidential Minutes of the Closed Session of the Board, **OCTOBER 17, 2019**

Moved by Bill Smith

Seconded by Susan Fanelli

That the confidential minutes of the regular meeting of the Oakville Public Library Board, dated October 17, 2019, be approved.

CARRIED

Consent Item(s)

1. Status of Outstanding Board Reports

- Report from Tara Wong, CEO, November 13, 2019

Moved by Pankaj Sardana

Seconded by Andrew Cashman

That the *Status of Outstanding Board Reports* be received.

CARRIED

2. Health and Safety Report

- Report from Tricia Agnew, Human Resource Manager, November 13, 2019

Moved by Pankaj Sardana

Seconded by Andrew Cashman

That the *Health and Safety Report* be received.

CARRIED

3. Oakville Public Library (OPL) 2018/2019 Board Key Agenda Items

- Report from Tara Wong, CEO, November 13, 2019

Moved by Pankaj Sardana

Seconded by Andrew Cashman

That the *Oakville Public Library (OPL) Board 2018/2019 Key Agenda Items* report be received.

CARRIED

4. Schedule of Meeting Dates - 2020

- Report from Tara Wong, CEO, November 13, 2019

Moved by Pankaj Sardana

Seconded by Andrew Cashman

That *Schedule of Meeting Dates - 2020* be received as amended to list the February 2020 meeting date to be Thursday, February 20, 2020 and not Friday, February 21, 2020.

CARRIED

5. Q3 2019 Performance and Measures Report

- Report from Simona Dinu, Director Customer Experience, November 13, 2019

Moved by Pankaj Sardana

Seconded by Andrew Cashman

That the *Q3 2019 Performance and Measures Report* be received.

CARRIED

Discussion Item(s)

6. 2019 Audit Planning Report

- Report from Jonathan van der Heiden, Deputy Treasurer and Manager of Accounting Finance, November 13, 2019

Responding to a question from the Board Jonathan van der Heiden, Deputy Treasurer and Manager of Accounting Finance advised that the materiality has been consistent year over year.

Moved by Pankaj Sardana

Seconded by Andrew Cashman

That the *2019 Audit Planning Report* prepared by KPMG be received.

CARRIED

7. Comprehensive Financial Report at September 30, 2019

- Report from Belinda Wiersma, Senior Financial Analyst, November 13, 2019

Moved by Pankaj Sardana

Seconded by Andrew Cashman

That the *Comprehensive Financial Progress Report as of September 30, 2019*, be received.

CARRIED

8. Staff Engagement Report

- Report from Tara Wong, CEO, November 13, 2019

Moved by Andrew Cashman

Seconded by Pankaj Sardana

That the *Staff Engagement Report* be deferred to the January Oakville Public Library Board meeting.

CARRIED

9. OP-004 Volunteer Policy

- Report from Simona Dinu, Director Customer Experience, November 13, 2019

Moved by Andrew Cashman

Seconded by Pankaj Sardana

That the *OP-004 Volunteer Policy* (Appendix A) be deferred to the January Oakville Public Library Board meeting.

CARRIED

10. Naming Opportunity at Oakville Public Library (OPL)'s Glen Abbey Branch Report **83-86**

- Report from Tara Wong, CEO, November 13, 2019

Moved by Andrew Cashman

Seconded by Pankaj Sardana

That the *Naming Opportunity at Oakville Public Library (OPL)'s Glen Abbey Branch Report* be deferred to the January Oakville Public Library Board meeting.

CARRIED

11. Halton Information Providers (HIP) and Information Oakville Strategic Partnership Update Report

- Report from Marcus Logan, Manager Community Development and Engagement, November 13, 2019

Moved by Andrew Cashman

Seconded by Pankaj Sardana

That the *Halton Information Providers (HIP) and Information Oakville Strategic Partnership Update Report* be deferred to the January Oakville Public Library Board meeting.

CARRIED

12. Employee Retention and Turnover Metrics Report

- Report from Tricia Agnew, Human Resource Manager, November 13, 2019

Moved by Andrew Cashman

Seconded by Pankaj Sardana

That the *Employee Retention and Turnover Metrics Report* be deferred to the January Oakville Public Library Board meeting.

CARRIED

C-1. OPL Website Re-design Update and Recommendation

- Confidential Report from Library CEO, November 13, 2019

CLOSED SESSION

Moved by Councillor Haslett-Theall

Seconded by Pankaj Sardana

That the Oakville Public Library Board resolve into a closed meeting session for the purpose of dealing with litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; with respect to Item C1 – Oakville Public Library (OPL) Website Redesign Update and Recommendation.

CARRIED

The Board resolved into closed session at 7:12 p.m.

The Board resolved back into open session at 8:15 p.m.

Moved by Bill Smith

Seconded by Councillor Haslett-Theall

1. That the Oakville Public Library (OPL) Website Redesign Update and Recommendation report be received.
2. That \$478,305.94 in additional capital funds for the Website design project be approved and submitted to Town Council for consideration.

CARRIED

Date and Time of Next Meeting

Thursday, January 23, 2019
Oakville Municipal Building
Oakville and Trafalgar Rooms - 7:00 p.m.
(Note: No December 2019 meeting)

Adjournment

The Vice Chair adjourned the meeting.

CARRIED

The meeting adjourned at 8:16 p.m.