



## **SPECIAL OAKVILLE PUBLIC LIBRARY BOARD**

### **MINUTES**

**TUESDAY, APRIL 7, 2020**

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

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A special meeting of the Oakville Public Library Board was held on Tuesday, April 7, 2020, via videoconference, commencing at 3:00 p.m.

**Present:** Councillor Jeff Knoll, Chair  
Steven Bright, Vice-Chair  
Andrew Cashman  
Susan Fanelli  
Councillor Janet Haslett-Theall  
Paul McIntyre Royston  
Pankaj Sardana  
Bill Smith

**OPL Staff:** Tara Wong, Chief Executive Officer

**Town Staff:** Jane Clohecy, Acting Chief Administrative Officer  
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 3:00 p.m.

#### **Regrets**

There were no regrets.

### Declarations of Pecuniary Interest

No declarations of pecuniary interest were declared.

### DISCUSSION ITEM(S)

#### **1. Oakville Public Library (OPL) Response to COVID-19**

- Report from CEO's Office, April 7, 2020

Councillor Knoll, Chairman of the Board explained the decision made by the Executive Committee consisting of the Chair, Vice-Chair and OPL CEO, to close all branches in collaboration with the town and their decision to close recreation facilities.

A Board member requested that the OPL Board procedural by-laws be available on the OPL website for the public.

Discussion occurred and the following points were noted:

- The decision to delegate authority of the OPL CEO from the Board to the A/CAO of the Town of Oakville was made to ensure that all town departments and resources are being managed through one administrator and to ensure consistency. It is unknown if any other library systems have taken this step.
- The Board would like a copy of the pandemic response from the library that was sent out.
- The Board would like to ensure that there is communication from the A/CAO of the Town of Oakville regarding any decisions.
- Staffing levels will be determined by the A/CAO of the Town of Oakville, in consultation with the OPL CEO, and in many cases with the OPL Board.

Moved by Councillor Haslett-Theall

Seconded by Paul McIntyre-Royston

1. That the OPL's response to COVID-19 report be received for information.
2. That the decision to close all OPL locations as of March 17, 2020 as a result of the COVID-19 pandemic by the Executive Committee be approved by the Board as per OPL Board Procedural By-law 4.4.
3. That the direction by the Board Chair to delegate reporting authority of the CEO from the Board to the A/CAO of the Town of Oakville as of March 24, 2020 and for the duration of the COVID-19 emergency as declared by the Town of Oakville, be approved.

CARRIED

**CLOSED SESSION**

Moved by Susan Fanelli

Seconded by Steven Bright

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 - Confidential Discussion on Next Steps.

CARRIED

*The Board resolved into closed session at 3:21 p.m.*

*The Board resolved back into open session at 4:09 p.m.*

**C-1. Confidential Discussion on Next Steps**

- Confidential Verbal Report from Acting CAO, Town of Oakville and CEO, Oakville Public Library

Staff direction was provided in closed session.

**ADJOURNMENT**

Moved by Bill Smith

Seconded by Andrew Cashman

**That this meeting be adjourned.**

CARRIED

The meeting adjourned at 4:11 p.m.