



**REGULAR MEETING OF THE
OSHAWA PUBLIC LIBRARY BOARD**

**Thursday, December 19, 2019 beginning at 6:30 p.m.
McLaughlin Branch Board Room**

MINUTES

Present: Mark Ashcroft, Jim Clapp, Croydon DeMello, Michelle Lawson, Councillor Tito-Dante Marimpietri, Melissa Pringle, Jacqueline Quinn, Linna Tam-Seto and Doug Thomson

Regrets: Eric Guernsey and Elizabeth Jamischak

Staff: Frances Newman, Chief Executive Officer
Gail Canonaco, Manager, Northview and Jess Hann Branches
Stephanie McLean, Executive Assistant, acted as the Recording Secretary

1. Prior to the formal business of the meeting, Doug Thomson, Chair of the Board introduced the new board members, Melissa Pringle, Jim Clapp and Mark Ashcroft. All Board members provided a brief introduction of themselves.

2. **Call to Order / Approval of Agenda**

(62-19) MOTION – Moved by Councillor Tito-Dante Marimpietri, seconded by Michelle Lawson,

“That the Oshawa Public Library Board approve the Agenda, for the December 19, 2019 Board meeting.” **CARRIED**

3. **Declaration of Conflict of Interest**

No conflicts were declared.

4. **Introduction and Highlights from the Portfolio of the Manager, Northview and Jess Hann Branches** – Gail Canonaco

Gail Canonaco introduced herself to the Board and provided a summary of her role and responsibilities at the Library. Gail also included a brief background of her past work experience. She highlighted some projects she is currently working on, which she reported included the Customer Service Training as well as youth and early literacy strategies.

5. **Approval of the Minutes**

(63-19) MOTION – Moved by Michelle Lawson, seconded by Croydon DeMello,
“That the Oshawa Public Library Board approve the minutes from the November 21, 2019 Board meeting.” **CARRIED**

6. **Consent Agenda**

The Board members received each of the following reports in their meeting packages, which were provided in advance of the meeting:

1. Strategic Plan Update and Activity Highlights Report
2. Financial Report

(64-19) MOTION – Moved by Michelle Lawson, seconded by Jim Clapp,
“That items 1 and 2 be pulled for discussion.” **CARRIED**

Strategic Plan Update and Activity Highlights Report

Michelle asked for clarification on the changes required to the Library’s website with respect to AODA compliance. Frances reported that there are some minor changes required to the Library’s website in order to meet the required accessibility standards.

Financial Report

Jim Clapp asked about the current financial status of the Library; surplus vs deficit. Frances reported that the Library is in good shape financially, and confirmed there will not be a deficit at the end of the year.

(65-19) MOTION – Moved by Mark Ashcroft, seconded by Jacqueline Quinn,
“That the Oshawa Public Library Board approve Consent Agenda items 1 and 2 for the December 19, 2019 Board meeting.” **CARRIED**

7. **Business Arising from Minutes**

1. **Bill 132 - Update**

Doug provided the Board with an update with respect to Bill 132 and the changes that were recently approved. He reported that the Libraries Act has been amended to provide that a person who is a permanent resident of Canada may also qualify to be appointed as a member of a board. He further reported that the minimum number of board meetings to be held annually has also been amended from 10 to 7.

Following Doug's report to the Board with respect to changes made as a result of Bill 132, Frances provided the Board with a handout for the Board's consideration, setting out a draft schedule for the proposed annual board meeting schedule. The suggested meeting dates for 2020 included the third Thursday of the following months: January, March, May, June, September, October, and November). The Board unanimously agreed to proceed with the suggested meeting schedule.

(66-19) MOTION – Moved by Croydon DeMello, seconded by Michelle Lawson, "That the Oshawa Public Library Board approve the proposed annual board meeting schedule beginning in 2020, such meetings being held on the third Thursday of the months which include January, March, May, June, September, October, and November, which can be amended from time to time, and the Board further agrees to hold additional Board meetings throughout the year, as required."

At this point of the meeting, Councillor Tito-Dante Marimpietri left the meeting.

8. **New Business**

1. Doug Thomson advised the Board that at the upcoming January Board meeting, an item on the agenda will include the appointment of Committee members for the various Board Committees, as the Board has three new Board members. He asked the Board members to e-mail himself and Frances if any Board members would like to sit on a different Committee in 2020.

2. **Governance Committee**

Board Policies – Recommendation for Approval:

In Elizabeth Jamischak's absence as Chair of the Governance Committee, Croydon DeMello presented each of the Collection Development Policy, Operational Continuity Plan, and Integrated Accessibility Standards Regulation Policy to the Board. He advised the Board that following a review by the Governance Committee of each of the following policies, Collection Development Policy, as amended, the newly created Operational Continuity

Plan and the newly created Integrated Accessibility Standards Regulation Policy, the Governance Committee now recommends to the Board that each policy be approved as presented.

Following a brief discussion, the Board had a few amendments to the Operational Continuity Plan, and deferred approval of this policy until the January meeting. The following motions were presented.

(67-19) MOTION – Moved by Croydon DeMello, seconded by Jacqueline Quinn,
“That the Oshawa Public Library Board approve the amendment to the Collection Development Policy, and the policy be approved as presented.”
CARRIED

(68-19) MOTION – Croydon DeMello, seconded by Jacqueline Quinn,

“That the Oshawa Public Library Board:

i) Agrees to repeal certain policies and procedures of the Oshawa Public Libraries, as the newly proposed Board policy, *Integrated Accessibility Standards Regulation Policy*, has been created to incorporate the material aspects of the following OPL policies and procedures, as they relate to the library:

- Board Policy - OPL-108 – Accessibility for Ontarians with Disabilities Act
- Procedure - 020-01-001 – Customer Service Policy on Providing Resources and Services to People with Disabilities
- Procedure - 020-01-004 – Notification of the Disruption of Services & Facility Access
- Procedure - 020-01-006 – Integrated Accessibility Standards Policy

ii) Approves the Integrated Accessibility Standards Regulation Policy, as presented.”
CARRIED

9. **Other Business, if any**

1. Doug reminded the Board about the upcoming OLA Trustee Bootcamp which is taking place on February 1st. If Board members are interested in attending they are instructed to let Frances and Stephanie know by January 2nd for registration purposes.
2. Doug advised the Board that he has been appointed as a member of the Ontario Library Boards’ Association (OLBA) representing the Central East region.

10. **Adjournment**

(69-19) MOTION – Moved by Jim Clapp, seconded by Croydon DeMello,
“That the meeting adjourn.” **CARRIED**

The meeting adjourned at 8:00 p.m.

APPROVED