



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

**Thursday, May 21, 2020 beginning at 6:30 p.m.  
Virtual Meeting**

**MINUTES**

**Present:** Mark Ashcroft, Jim Clapp, Croydon DeMello, Eric Guernsey, Elizabeth Jamischak, Michelle Lawson, Melissa Pringle, Linna Tam-Seto and Doug Thomson

**Regrets:** Councillor Tito-Dante Marimpietri and Jacqueline Quinn

**Staff:** Frances Newman, Chief Executive Officer  
*Stephanie McLean, Executive Assistant, acted as the Recording Secretary*

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

**(20-20) MOTION** – Moved by Mark Ashcroft, seconded by Croydon DeMello, “That the Oshawa Public Library Board approve the Agenda for the May 21, 2020 Board meeting.” **CARRIED**

2. **Declaration of Conflict of Interest**

No conflicts were declared.

3. **Approval of the Minutes**

**(21-20) MOTION** – Moved by Melissa Pringle, seconded by Elizabeth Jamischak, “That the Oshawa Public Library Board approve the minutes from the April 16, 2020 Board meeting.” **CARRIED**

#### 4. **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
2. Capital Projects Report
3. Q1/20 Risk Management Report
4. Financial Report – April 2020
5. Statistics Report – April 2019 vs April 2020 eLibrary Statistics

**(22-20) MOTION** - Moved by Melissa Pringle, seconded by Michelle Lawson, “That the Oshawa Public Library Board approve Consent Agenda items 3 and 5, and Consent Agenda items 1, 2 and 4 be pulled for discussion.”

**CARRIED**

With respect to the Strategic Plan Update Elizabeth Jamischak inquired if OPL would continue to produce the PPE headbands for frontline workers by purchasing more filament for the 3D printers. Frances reported that if there is still a need to produce the PPE headbands, OPL may continue to do so.

A brief discussion ensued with respect to the water main break at the McLaughlin branch. Frances reported that the work related to the water main was almost completed, and they are close to completing the work on the areas inside the auditorium that were damaged by water. Frances also reported that she was just informed by the City that OPL is required to pay the 65% of the costs of this project, which is approximately \$75,000.

Elizabeth Jamischak asked whether or not the Library ever applies for the City’s Partnership Grant. Frances advised the Board that the Library is not eligible to apply for this grant as OPL is an agency of the City.

**(23-20) MOTION** - Moved by Elizabeth Jamischak, seconded by Jim Clapp, “That the Oshawa Public Library Board approve Consent Agenda items 1, 2 and 4, for the May 21, 2020 Board meeting.” **CARRIED**

#### 5. **Business Arising from Minutes**

##### **1. Covid-19 - Re-Opening Plan Strategy**

Frances provided a brief summary of the Library’s Re-Opening Plan Strategy. A brief discussion ensued with respect to the increase of illegal activity at McLaughlin and the use of public washrooms at the branches once they open to the public. Frances reported that having Security on-site has been very helpful.

In terms of the Library Take-Out Service, Frances reported that it will be contactless, and customer's items will be left on a table just outside the door. It was also reported that book drops will open at all branches and items will be quarantined for 72 hours.

Frances further reported that a return to the workplace plan for staff has also been prepared, and is ready to be implemented. It was noted that shifts will be staggered so staff are not in the buildings at the same time. Frances advised the Board that the document was shared with the City's Re-Opening team, and was subsequently shared for review by Dr. Robert J. Kyle, Durham Region Medical Officer of Health.

A brief discussion ensued with respect to the library take-out service.

Frances referenced the proposed recommendation included in the Re-Opening Strategy document to suspend fines until at least phase 5 of the Library's re-opening plan. Management's proposed recommendation is based on several factors including the increased risk of staff handling cash, especially during the pick-up phase, as well as it being a great public relations tool and goodwill gesture for the community.

Following a discussion regarding the suspension fines until at least phase 5 of the Library's re-opening plan, the following motion was presented.

**(24-20) MOTION** – Moved by Melissa Pringle, seconded by Elizabeth Jamischak,  
“That the Oshawa Public Library Board approve Management's recommendation to suspend charging overdue fines to customers until at least phase 5 of the Library's re-opening plan.” **CARRIED**

6. **New Business**

NIL

7. **Other Business, if any**

Croydon DeMello brought forth a suggestion that the Board explore ideas and seek donations for revenue generation purposes. Following a brief discussion, the Board agreed that the best path forward would be for Croydon to meet with Frances initially to learn what ideas are already being explored, and if required, the Finance Committee can meet to discuss further options.

8. **Adjournment**

**(25-20) MOTION** – Moved by Eric Guernsey, seconded by Croydon DeMello,  
“That the meeting adjourn.” **CARRIED**

The meeting adjourned at 7:25 p.m.

APPROVED