



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

**Thursday, June 18, 2020 beginning at 6:30 p.m.  
Virtual Meeting**

**MINUTES**

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

**Regrets:** Jim Clapp and Councillor Tito-Dante Marimpietri

**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**

**(26-20) MOTION** – Moved by Elizabeth Jamischak, seconded by Michelle Lawson,  
“That the Oshawa Public Library Board approve the Agenda for the June 18, 2020 Board meeting.” **CARRIED**

2. **Declaration of Conflict of Interest**

No conflicts were declared.

3. **Approval of the Minutes**

**(27-20) MOTION** – Moved by Eric Guernsey, seconded by Mark Ashcroft,  
“That the Oshawa Public Library Board approve the minutes from the May 21, 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. Financial Report – May 2020
3. Statistics Report – May 2019 vs May 2020 eLibrary Statistics

**(28-20) MOTION** - Moved by Croydon DeMello, seconded by Linna Tam-Seto,

“That the Oshawa Public Library Board approve Consent Agenda items 1 and 3, and Consent Agenda item 2 be pulled for discussion.”

**CARRIED**

Elizabeth Jamischak referred to the May 2020 Financial Report, and asked for clarification with respect to potential surplus at the end of the year, and whether or not it can be used to offset some costs from the next fiscal year, to help to reduce the budget ask from the City next year. Frances explained that although we are underspent so far this year due to the closure, we are still unsure if our grant from the City for the remainder of the year will be reduced as the City is experiencing a revenue reduction. Frances and Doug Thomson each advised Elizabeth and the other Board members, that the process followed in previous years, has been to move all surplus to reserve funds for capital projects and/or to offset any operating deficit. It was reported that this year the same process is expected.

**(29-20) MOTION** - Moved by Elizabeth Jamischak, seconded by Jacqueline Quinn,

“That the Oshawa Public Library Board approve Consent Agenda item 2, the Financial Report – May 2020, for the June 18, 2020 Board meeting.”

**CARRIED**

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

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

Frances provided a brief summary of the Library’s Re-Opening Plan Strategy. She reported that the Library’s Take-Out Service has been well received by the customers, and they are happy to receive library materials once again.

Frances also reported that as the Province is moving into Stage 2 as of Friday, June 19<sup>th</sup> the Library will be permitted to offer computer only use to customers, based on an appointment structure. A brief discussion ensued.

## 6. New Business

### 1. 2019 Annual Report

The Board members each received a copy of the 2019 Annual Report in advance of the meeting. Frances provided a high-level overview highlighting some key areas of the report, including the development of the Library's new strategic plan (2020-2023), the completion of the Library's rebranding initiative, and the implementation of the new "Fireside Library" at the Simcoe campus of Durham College/Ontario Tech University. Doug Thomson thanked the staff of the Oshawa Public Libraries for producing another impressive Annual Report.

The Board discussed Derek Gillette's recognition by the City as a Volunteer of the Year for his work with the Friends of the Library, and would like to send a letter to the Friends of the Library acknowledging Derek's award and for their continuous support with the Library.

**(30-20) MOTION** - Moved by Melissa Pringle, seconded by Elizabeth Jamischak,  
"That the Oshawa Public Library Board accepts the 2019 Annual Report, as presented.

### 2. 2020 Christmas Hours

Frances referenced the report that was provided to the Board in their advance meeting packages with respect to the proposed Christmas closure of two additional days, December 29-30. Frances advised the Board that as a result of the vacation accumulated by staff during the Covid-19 shut down, there are concerns that staff may not be able to use all of their vacation throughout the next 6 months. It was proposed that if the Library does close for the duration in between Christmas and New Year's, the Library would arrange for a deep clean of each Library branch to be completed by external contractors. Staff would use vacation days in order to be paid for those two days, which has been discussed with the Union.

Following a discussion, the Board agreed to support the proposed motion pending the Union's agreement to proceed with the closure.

**(31-20) MOTION** - Moved by Melissa Pringle, seconded by Mark Ashcroft,  
"That the Oshawa Public Library Board agrees that all branches of Oshawa Public Libraries close to the public from Thursday, December 24, 2020 to Friday, January 1, 2021 inclusive for cleaning, pending the results of the CUPE Local 960 survey."

### 3. OPLB Statement on Racism

Frances referenced the draft Statement on Racism that was provided to the Board in advance of the meeting. Following a review of the statement and a brief discussion, the Board suggested some minor changes to the statement and requested that a revised draft be distributed to the Board for a final review prior to it being distributed to staff and the public.

### 7. Other Business, if any

#### McLaughlin Branch Chiller - Update

Frances provided the Board with an update on the status of the chiller at the McLaughlin branch. She reported that the cost to repair two compressors in the chiller is estimated to be \$60K - \$70K; the initial estimate to replace the entire chiller is a minimum of \$167K. Additionally it was reported that it will take at least 8 weeks for the new chiller to arrive after it has been ordered. A brief discussion ensued with respect to the history of the chiller since it was installed in 2012, and the costs paid in repairs since then. Following a discussion, the Board delegated the Executive Committee to make a decision throughout the summer months on the necessary repairs / replacement of the chiller.

**(32-20) MOTION** - Moved by Eric Guernsey, seconded by Melissa Pringle, "That the Oshawa Public Library Board delegates authority to the Executive Committee comprised of the Board Chair, Vice-Chair, and Secretary/CEO during the absence of Board meetings over the summer months (July and August).

### 8. Adjournment

**(33-20) MOTION** – Moved by Eric Guernsey, seconded by Elizabeth Jamischak,  
"That the meeting adjourn." **CARRIED**

The meeting adjourned at 7:45 p.m.