

## Oakville Public Library Board

### MINUTES

**Date:** January 27, 2022

**Time:** 7:00 p.m.

**Location:** Virtual Meeting

**Board Members Present:** Councillor Knoll, Chair (In person)

Councillor Haslett-Theall  
Steven Bright  
Pankaj Sardana  
Bill Smith  
Susan Fanelli  
Andrew Cashman

**Staff Present:** C. Bell, Commissioner of Community Services  
T. Wong, CEO of Oakville Public Library (In person)  
S. Dinu, Director of Customer Experience  
T. Agnew, Manager of Human Resources  
J. Warren, Council and Committee Services (In person)

**A meeting of the Oakville Public Library Board was held on Thursday, January 27, 2022, via videoconference, in the Council Chamber of the Oakville Municipal Building, 1225 Trafalgar Road, commencing at 7:00 p.m.**

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**1. Regrets**

There were no regrets for this meeting.

**2. Declarations of Pecuniary Interest**

No declarations of pecuniary interest were declared.

**3. Confirmation of Minutes of the Previous Regular Meeting of the Board**

**3.1 Minutes of the Regular Meeting of the Board, NOVEMBER 25, 2021**

**3.2 Confidential Minutes of the Closed Session of the Board, NOVEMBER 25, 2021**

**3.3 Minutes of the Special Meeting of the Board, DECEMBER 9, 2021**

**3.4 Confidential Minutes of the Closed Special Session of the Board, DECEMBER 9, 2021**

Moved by Pankaj Sardana  
Seconded by Susan Fanelli

1. That the minutes of the regular meeting and closed session of the Oakville Public Library Board dated November 25, 2021, be approved, as amended to correct the word "towns" to "town's" on page 4, and the word "influx" to "in flux" on page 5 in the public minutes.
2. That the minutes of the special meeting and closed special session of the Oakville Public Library Board dated December 9, 2021, be approved.

CARRIED

**4. Consent Item(s)**

**4.1 Oakville Public Library (OPL) Board Key Agenda Items - January 27, 2022**

Moved by Bill Smith  
Seconded by Councillor Haslett-Theall

That the OPL Board Key Agenda Items report be received for information.

CARRIED

**4.2 Health and Safety Report – January 27, 2022**

Moved by Bill Smith  
Seconded by Councillor Haslett-Theall

That the Health and Safety report be received for information.

CARRIED

**5. Confidential Consent Item(s)**

There are no confidential consent items.

## 6. Discussion Item(s)

### 6.1 Board Procedural By-law Review

Tara Wong, CEO OPL reviewed the report with the Board and the following was noted:

- Amendments to the procedural by-law must be signed by Board and CEO.
- The Board will form an ad-hoc committee comprised of Councillor Knoll, Andrew Cashman and Bill Smith to review the by-law.
- The ac-hoc committee will ensue there is a focus on rapid decision making when reviewing the by-law.

Moved by Councillor Haslett-Theall

Seconded by Susan Fanelli

1. That the Board Procedural By-law review report be received; and
2. That an ad-hoc committee comprised of Councillor Knoll, Andrew Cashman and Bill Smith be established to review the current Board Procedural By-law and bring any recommended updates to the Board for approval.

CARRIED

### 6.2 Facilities and Construction Management Service Level Agreement Update

Tara Wong, CEO OPL reviewed the report with the Board.

The Board requested that item "g" in the general agreement notes that the Board elects the Chair and Vice-Chair yearly, which is incorrect and needs to be reviewed as part of the by-law review.

It was clarified that the Executive Committee is made up of the Chair and Vice-Chair and then any decisions they make would be approved by the Board at the next meeting.

Ms. Wong will clarify that the wording be consistent with the by-laws.

Moved by Susan Fanelli

Seconded by Pankaj Sardana

That the updated Facilities and Construction Management (FCM) Service Level Agreement (SLA) be received for information.

CARRIED

**6.3 2021 CEO Goals Final Update– January 27, 2022**

Tara Wong, CEO OPL reviewed the report with the Board.

Moved by Councillor Haslett-Theall

Seconded by Steven Bright

That the 2021 CEO Goals Final update be received for information.

CARRIED

**6.4 2022 CEO Goals – January 27, 2022**

Tara Wong, CEO OPL reviewed the report with the Board and the following was suggested:

- The Board would like talent management strategy to be made a priority.
- The Board requested that Ms. Wong consider a newsletter be developed with updates after each Board meeting and be made available to the public. This newsletter could be made available via email and social media.

Moved by Steven Bright

Seconded by Susan Fanelli

That the 2022 CEO Goals be received for feedback.

CARRIED

**6.5 CEO Update – January 27, 2022**

Tara Wong, CEO OPL provided the Board with the CEO Update. The Board requested that an update on collections be put in the report every year end.

Responding to questions from the Board Ms. Wong advised that the development of North Park is being driven from the public engagement

portion of the strategic plan. The Board suggested that as much public consultation be done as possible.

Moved by Councillor Haslett-Theall

Seconded by Andrew Cashman

That CEO Update report be received for information.

CARRIED

**7. Confidential Discussion Item(s)**

There are no confidential discussion items.

**8. New Business**

There was no new business.

**9. Date and Time of Next Meeting**

Thursday, February 24, 2022

Virtual Meeting - 7:00 p.m.

**10. Adjournment**

Moved by Steven Bright

Seconded by Bill Smith

That this meeting be adjourned.

CARRIED

The meeting adjourned at 7:42 p.m.