

Oakville Public Library Board

MINUTES

Date: June 23, 2022
Time: 7:00 p.m.
Location: Oakville and Trafalgar Rooms

Board Members Present: Councillor Knoll, Chair

Steven Bright
Pankaj Sardana
Bill Smith
Susan Fanelli
Savanna Chiblow

Regrets: Councillor Haslett-Theall
Andrew Cashman
Meredith Burke

Staff Present: C. Bell, Commissioner of Community Services
T. Wong, CEO of Oakville Public Library
J. Moncada, Director of Innovation and Integration
S. Dinu, Director of Customer Experience
J. Warren, Council and Committee Services

A meeting of the Oakville Public Library Board was held on Thursday, June 23, 2022, in the Oakville and Trafalgar Rooms of the Oakville Municipal Building, 1225 Trafalgar Road, commencing at 7:00 p.m.

1. Regrets

As noted above.

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, MAY 26, 2022

Moved by Bill Smith

Seconded by Steven Bright

That the minutes of the regular meeting of the Oakville Public Library Board dated May 26, 2022, be approved.

CARRIED

4. Consent Item(s)

4.1 Oakville Public Library (OPL) Board Key Agenda Items

Moved by Susan Fanelli

Seconded by Savanna Chiblow

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

CARRIED

4.2 Health and Safety Report – June 23, 2022

Moved by Susan Fanelli

Seconded by Savanna Chiblow

That the Health and Safety report be received for information.

CARRIED

5. Confidential Consent Item(s)

There were no confidential consent items.

6. Discussion Item(s)

6.1 YTD Financial Status Indicators – May 2022

Moved by Susan Fanelli

Seconded by Steven Bright

That the Year-to-date (YTD) Financial Status Indicators report as of May 31, 2022 be received.

CARRIED

6.2 Board Newsletter Proposal – June 23, 2022

Moved by Susan Fanelli

Seconded by Bill Smith

1. That the Board Newsletter Proposal report be received.
2. That Option C, adding a Board section to the existing OPL newsletter be approved for implementation following the July Board Meeting.

CARRIED

6.3 Contests and Lotteries policy

Moved by Bill Smith

Seconded by Steven Bright

That the Contests and Lotteries Policy (Appendix A) be received for feedback.

CARRIED

6.4 Fund Development Policy Report

The Board inquired as to how staff ensure any money coming in through donations is legitimate. The policy indicates the following and staff advised that best practices can be reviewed:

1. Sponsorship agreements of \$5,000 or more must be confirmed by a written Sponsorship Agreement signed by both parties. Sponsorship Agreements will outline the benefits, roles and responsibilities, fees, duration, recognition opportunities, termination reasons and other agreed terms of the sponsorship arrangement.
2. Sponsorship agreements, which are valued at \$25,000 or less, may be approved by the CEO and reported to the OPL Board at its next meeting.
3. Sponsorship agreements with values more than \$25,000 shall be approved by the OPL Board.

Moved by Bill Smith

Seconded by Steven Bright

That the Fund Development Policy (Appendix A) be received for feedback.

CARRIED

6.5 Election Related Resources policy

Staff clarified that volunteers cannot campaign for the election during volunteer hours. Any campaigning would have to be done on their own time.

Staff advised that the Board is covered under the town's Use of Corporate Resources during Municipal Elections Procedure.

The Board suggested that this policy be reviewed by Elections staff in the Clerk's department.

Moved by Steven Bright

Seconded by Bill Smith

That the updated Election Related Resources policy be received for feedback.

CARRIED

6.6 Performance and Measures Comparison Report Q1 2022 - 2019

The Board inquired about any correlation between withdrawals and current events. Staff haven't run statistics on this, however generally speaking there is often high usage of material that would be considered trending in society.

Moved by Savanna Chiblow

Seconded by Susan Fanelli

That that Performance and Measures Comparison Report Q1 2022 - 2019 be received for information.

CARRIED

6.7 CEO Update – June 23, 2022

The Board suggested that the Book Bike Program be extended.

Moved by Steven Bright

Seconded by Bill Smith

That CEO Update report be received for information.

CARRIED

7. Confidential Discussion Item(s)

There were no confidential discussion items.

8. New Business

Oakville Ribfest runs this weekend, June 24-26 and the Oakville Film Festival runs June 22 - 28.

9. Date and Time of Next Meeting

Thursday, July 28, 2022
Oakville Municipal Building
Oakville and Trafalgar Rooms - 7:00 p.m.

10. Adjournment

Moved by Bill Smith
Seconded by Savanna Chiblow

That this meeting be adjourned.

CARRIED

The meeting adjourned at 7:44 p.m.