

Oakville Public Library Board

MINUTES

Date: May 16, 2024
Time: 7:00 p.m.
Location: Council Chamber

Board Members Present: Councillor Knoll, Chair

Councillor Chisholm
Bill Smith
Meredith Burke
Avis Maher
Rebecca Mayville
Celso Mello
Roderick Sawyer

Regrets: Andrew Cashman

Staff Present: T. Wong, CEO of Oakville Public Library
P. Damaso, Commissioner of Community Services
J. Moncada, Director of Innovation and Integration
C. Hicks, Director of Customer Experience
T. Agnew, Manager of Human Resources
B. Wiersma, Senior Financial and Policy Analyst
J. Warren, Council and Committee Services

A virtual meeting of the Oakville Public Library Board was held on Thursday, May 16, 2024, commencing at 7:00 p.m.

- 1. Territory Acknowledgement**
- 2. Regrets**

As noted above.

3. Declarations of Pecuniary Interest

No declarations of pecuniary interest were declared.

4. Confirmation of Minutes of the Previous Regular Meeting of the Board

4.1 Minutes of the Regular Meeting of the Board, MARCH 21, 2024

Moved by Roderick Sawyer
Seconded by Rebecca Mayville

That the minutes of the regular meeting of the Oakville Public Library Board dated March 21, 2024, be approved

CARRIED

4.2 Minutes of the Special Meeting of the Oakville Public Library Board, MAY 9, 2024

Moved by Roderick Sawyer
Seconded by Rebecca Mayville

That the minutes of the special meeting of the Oakville Public Library Board, dated May 9, 2024 be approved.

CARRIED

5. Consent Item(s)

5.1 2024 Oakville Public Library (OPL) Board Key Agenda Items – May 16, 2024

Moved by Councillor Chisholm
Seconded by Roderick Sawyer

That the 2024 OPL Board Key Agenda Items report be received for information.

CARRIED

5.2 Health and Safety Report – May 16, 2024

The Board would like monthly statements on site inspections included in this report.

Moved by Councillor Chisholm
Seconded by Roderick Sawyer

That the Health and Safety report be received for information, as amended.

CARRIED

5.3 Employee Retention and Turnover Metrics – May 16, 2024

Moved by Councillor Chisholm
Seconded by Roderick Sawyer

That the Employee Retention and Turnover Metrics report be received for information.

CARRIED

6. Confidential Consent Item(s)

There are no confidential consent items.

7. Discussion Item(s)

7.1 2023 Financial Statement Report – May 16, 2024

Jade Surgeoner, Manager of Accounting reviewed the 2023 Financial Statements Report with the Board.

Responding to questions from the Board it was noted that \$122,000 in surplus occurred due to staff gapping. Tara Wong, CEO OPL advised that generally funds need to be spent on the category they are committed to, however, on occasion they can be re-allocated and used to help supplement other areas such as purchasing collections including e-books.

Moved by Councillor Chisholm
Seconded by Celso Mello

That the draft Financial Statements of the Oakville Public Library for the year-end December 31, 2023 be approved.

CARRIED

7.2 2023 Oakville Public Library Audit Findings Report – May 16, 2024

Jade Surgeoner, Manager of Accounting introduced the Auditors from KPMG, Matthew Ciardelli and Carlos Alvarez.

The auditors presented the 2023 OPL Audit Report. It was advised that any dismantling of Central Branch would fall under the Town's jurisdiction as a town facility and capital asset.

Moved by Rebecca Mayville

Seconded by Celso Mello

That the 2023 Audit Findings Report for the year ended December 31, 2023 be received for information.

CARRIED

7.3 Comprehensive Financial Report at March 31, 2024

Regarding the financial report, discussion occurred between staff and the Board and the following was noted:

- Funding for staff positions coming out of the development reserve is for one year, the position will be apart of the staffing complement of Sixteen Mile in 2025.
- The goal is to have the Fund Development Coordinator eventually be self-funded through fundraising efforts.
- The newspaper digitization project is currently in the RFP stage, the library hopes to secure a vendor by July. The Board would like for this project to be addressed in monthly CEO Updates.

Moved by Meredith Burke

Seconded by Councillor Chisholm

That the Comprehensive Financial Progress Report as of March 31, 2024, be received for information.

CARRIED

7.4 Performance and Measures Report Q1 2024

Tara Wong, CEO OPL, presented the Performance and Measure's Report.

During discussion with the Board, the following was noted:

- School and community centre branches get the most traffic (Iroquois Ridge and Glen Abbey).
- Since Glen Abbey was renovated there is significant increase in program attendance, sometimes 50-60 people attending a single session.
- Attendance at afternoon story times has been increasing.
- Program attendance varies based on branch location.
- The increase in web sessions is the result on a change in how the website logs visitors with a single sign on.
- The Board would like to track cardholder by age bracket in future reports.

Moved by Rebecca Mayville

Seconded by Celso Mello

That the Performance and Measures Report Q1 2024 be received for information.

CARRIED

RECESS

The meeting recessed from 7:57 - 8:05 p.m.

7.5 OPL Partnership Policy – May 16, 2024

The Board would like policies coming forward to show changes outlined in track changes and redlined.

Moved by Councillor Chisholm

Seconded by Rebecca Mayville

That the updated OPL Partnership Policy be received for feedback.

CARRIED

7.6 OPL Fund Development Policy – May 16, 2024

Staff clarified the Board only needs to approve donations over \$150,000.

Moved by Meredith Burke

Seconded by Roderick Sawyer

That the OPL Fund Development Policy be received for feedback.

CARRIED

7.7 Policy Development Framework - May 16, 2024

Moved by Councillor Chisholm

Seconded by Meredith Burke

That the Policy Development Framework be received for feedback.

CARRIED

7.8 Fleet Services Service Level Agreement – May 16, 2024

Moved by Celso Mello

Seconded by Avis Maher

That the Fleet Services Service Level Agreement (SLA) be approved.

CARRIED

7.9 Q1 2024 OPL Goals Update – May 16, 2024

Regarding the 2024 CEO Goals the following was discussed:

- Regarding the citizen satisfaction survey, the ranking has dropped compared to previous years, however, comparing to other municipalities the ranking is still considered high.
- Staff will review the results of the survey, especially the open ended comments and consider the community feedback.
- The Board suggested its important to review who is getting the surveys and where the answers are coming from, as sometimes accuracy with surveys isn't entirely accurate.

Moved by Rebecca Mayville

Seconded by Meredith Burke

That the Q1 2024 OPL Goals Update be received for information.

CARRIED

7.10 CEO Update – May 16, 2024

Tara Wong, CEO OPL presented the CEO Update. The Board suggested OPL look to partner with other community agencies for cardholder benefits. Toronto Public Library has recently done this and it has been successful. Ms. Wong advised she will follow up with Toronto Public Library and look into options regarding cardholder partnerships.

Going forward the Board has requested that the written CEO Update include a standing item on the Sixteen Mile renovation report.

Moved by Meredith Burke
Seconded by Celso Mello

That CEO Update report be received for information.

CARRIED

8. Confidential Discussion Item(s)

8.1 Confidential Labour Relations Update - May 16, 2024

CLOSED SESSION

Moved by Roderick Sawyer
Seconded by Avis Maher

That the Oakville Public Library Board resolve into a closed meeting session for the purpose of dealing with labour relations or employee negotiations in relation to Item 8.1 - Confidential Labour Relations Update.

CARRIED

*The Board resolved into closed session at 8:41 p.m.
The Board resolved back into open session at 8:51 p.m.*

Moved by Celso Mello
Seconded by Roderick Sawyer

That the confidential update be received.

CARRIED

9. New Business

There was no new business.

10. Date and Time of Next Meeting

Thursday, June 20, 2024
Oakville Municipal Building
Council Chamber - 7:00 p.m.

11. Adjournment

Moved by Councillor Chisholm
Seconded by Meredith Burke

That this meeting be adjourned.

CARRIED

The meeting adjourned at 8:52 p.m.