

Oakville Public Library Board

MINUTES

Date: June 20, 2024

Time: 7:00 p.m.

Location: Council Chamber

Board Members Present: Councillor Knoll, Chair

Councillor Chisholm

Bill Smith

Celso Mello

Avis Maher

Roderick Sawyer

Andrew Cashman (As of 8:35 p.m.)

Meredith Burke

Regrets: Rebecca Mayville

Staff Present:

Tara Wong, CEO of Oakville Public Library

Caitlyn Hicks, Director of Customer Experience

Joseph Moncada, Director of Innovation and Integration

Jasmina Radomirovic, Council and Committee Coordinator

Others:

Allaya O., Zayna G. and Areeban N, YLL group leaders

Catherine Hurley, Oakville Lakeside Residents Association (OLRA)

Elise Cole, Librarian, Local History

A meeting of the Oakville Public Library Board was held on June 20, 2024 in the Council of Chamber the Oakville Municipal Building, 1225 Trafalgar Road, 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, MAY 16, 2024

Moved by Bill Smith

Seconded by Roderick Sawyer

That the minutes of the regular meeting of the Oakville Public Library Board dated MAY 16, 2024, be approved, as amended to acknowledge regret from Bill Smith.

CARRIED

4.2 Confidential Minutes of the Closed Session of the Board, MAY 16, 2024

Moved by Bill Smith

Seconded by Roderick Sawyer

That the minutes of the closed session meeting of the Oakville Public Library Board dated MAY 16, 2024, be approved, as amended to acknowledge regret from Bill Smith.

CARRIED

5. Consent Item(s)

5.1 2024 Oakville Public Library (OPL) Board Key Agenda Items – June 20, 2024

Moved by Meredith Burke

Seconded by Avis Maher

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

CARRIED

5.2 Health and Safety Report – June 20, 2024

Moved by Meredith Burke

Seconded by Avis Maher

That the Health and Safety report be received for information.

CARRIED

5.3 Policy Development Framework

Moved by Meredith Burke

Seconded by Avis Maher

That the Policy Development Framework be received for approval.

CARRIED

5.4 OPL Fund Development Policy – June 20, 2024

Moved by Meredith Burke

Seconded by Avis Maher

That the OPL Fund Development Policy be received for approval.

CARRIED

5.5 OPL Partnership Policy – June 20, 2024

Moved by Meredith Burke

Seconded by Avis Maher

That the updated OPL Partnership Policy be received for approval.

CARRIED

6. Confidential Consent Item(s)

There were no confidential consent items.

7. Discussion Item(s)

7.1 Youth Library Leaders – June 20, 2024

The White Oaks YLL group: Allaya O., Zayna G., and Areeban N. presented to the Board the key factors of the program's activities, and platforms, that they are offering.

Responded to the Board that the biggest challenge is social media

marketing and the use of different platforms for marketing, with a note that the key to improvement is expanding the space of the library.

Moved by Meredith Burke

Seconded by Celso Mello

That the Youth Library Leaders (YLL) program report and presentation be received for information.

CARRIED

7.2 Oakville Remembered Series – June 20, 2024

Tara Wong, CEO of OPL, advised the Board that the Oakville Remembered Series is on the YOUTUBE Channel and has already had a number of views. Catherine Hurley gave an update on the report, emphasizing that the Oakville Remember Series presents a good story of audio-visual heritage not just for Oakville but also for Canadian history. The Board noted that physical audio-visual material is the point of fragility and digitizing is an important step for preservation. The Board thanked Ms. Hurley for saving history from disappearing.

Moved by Bill Smith

Seconded by Councillor Chisholm

That the Oakville Remembered Series report with received for information.

CARRIED

7.3 2025 Budget Drivers – June 20, 2024

The Board made the following requests regarding the upcoming workshop for the 2025 Budget Drivers:

- provide the prioritized elements for the capital project
- advise of the feasibility of the proposed Budget Drivers
- provide a chart to view impact of various operating factor son the total budget.

Moved by Celso Mello

Seconded by Meredith Burke

To refer matter to a workshop to be held at the board earliest convenience.

CARRIED

7.4 Rates and Fees Policy – June 20, 2024

The Board made the following request regarding the Rate and Fees Policy -June 20, 2024

- provide the clarification on when the overdue materials are being charged and when they are not.

Moved by Roderick Sawyer

Seconded by Avis Maher

That the Rates and Fees Policy be received for feedback.

CARRIED

7.5 2024 Fundraising Plan Update Report – June 20, 2024

Tara Wong, CEO, presented the 2024 Fundraising Plan Report. The CEO responded to questions from the Board regarding the future targets in fundraising revenue, sponsorship, and corporate partnerships. The Board made the following request regarding grants:

- for staff to verify eligibility for Trillium grants

Moved by Andrew Cashman

Seconded by Councillor Chisholm

That the 2024 Fundraising Plan Update Report be received for feedback.

CARRIED

7.6 CEO Update – June 20, 2024

Tara Wong, CEO, provided an update on the Parks, Recreation and Library Master Plan, report.

The CEO advises that the Newspaper Digitalization Project has been paused as the library deals with a number of legal questions.

The Board made the following request regarding the Newspaper Digitalization Project:

- provide a report reviewing the issues including a copy of the original agreement with Metroland Media Group.

Moved by Meredith Burke
Seconded by Andrew Cashman

That CEO Update report be received for information.

CARRIED

8. Confidential Discussion Item(s)

8.1 Ratification of CUPE 5348 Collective Agreement

CLOSED SESSION

Moved by Councillor Chisholm
Seconded by Bill Smith

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 - Ratification of CUPE 5348 Collective Agreement.

CARRIED

RECESS

The meeting recessed at 8:09 p.m. and reconvened in closed session at 8:16 p.m.

The Board resolved back into open session at 8:22 p.m.

Moved by Celso Mello
Seconded by Bill Smith

That the recommendation contained in the confidential presentation from the Oakville Public Library, be approved.

CARRIED

9. New Business

Councillor Knoll announced that Rib Fest is this weekend at Sheridan College and 2024 Oakville Film Festival runs from June 19th to 25th.

10. Date and Time of Next Meeting

11. Adjournment

Moved by Councillor Chisholm
Seconded by Bill Smith

That this meeting be adjourned.

CARRIED

The meeting adjourned at 8:55 p.m.