

Oakville Public Library Board

MINUTES

Date: **March 21, 2024**

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

Location: **Virtual Meeting**

Board Members Present: Councillor Knoll, Chair (Left at 7:50 p.m. and returned at 8:00 p.m.)
Andrew Cashman, Vice-Chair (As of 7:11 p.m.)
Meredith Burke
Avis Maher
Rebecca Mayville
Celso Mello
Roderick Sawyer
Bill Smith

Regrets: Councillor Chisholm

Staff Present: Colleen Bell, Commissioner of Community Services
Tara Wong, CEO of Oakville Public Library
Caitlyn Hicks, Director of Customer Experience
Joseph Moncada, Director of Innovation and Integration
Tricia Agnew, Manager of Human Resources
Marcus Logan, Manager of Community Development and Engagement
Jade Surgeoner, Manager of Accounting
Belinda Wiersma, Senior Financial and Policy Analyst
Jill Marcovecchio, Council and Committee Coordinator

A meeting of the Oakville Public Library Board was held on March 21, 2024, via videoconference in the Council Chamber of 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, FEBRUARY 15, 2024

Moved by Rebecca Mayville

Seconded by Bill Smith

That the minutes of the regular meeting of the Oakville Public Library Board dated February 15, 2024, be approved.

CARRIED

4.2 Confidential Minutes of the Closed Session of the Board, FEBRUARY 15, 2024

Moved by Rebecca Mayville

Seconded by Bill Smith

That the minutes of the closed session meeting of the Oakville Public Library Board dated February 15, 2024, be approved.

CARRIED

5. Consent Item(s)

5.1 2024 Oakville Public Library (OPL) Board Key Agenda Items – March 21, 2024

Moved by Roderick Sawyer

Seconded by Meredith Burke

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

CARRIED

5.2 Health and Safety Report – March 21, 2024

Moved by Roderick Sawyer
Seconded by Meredith Burke

That the Health and Safety report be received for information.

CARRIED

6. Confidential Consent Item(s)

There were no confidential consent items.

7. Discussion Item(s)

7.1 Presentation from the Oakville Community Foundation

The Board made the following requests regarding the Oakville Community Foundation presentation:

- provide the average annual rate of return on our portfolio in the last 20 years; and
- for staff to consider the Newspaper digitalization project and preserving the history of our town as part of the OakvilleGive initiative.

Moved by Bill Smith
Seconded by Avis Maher

That the presentation from the Oakville Community Foundation, be received.

CARRIED

7.2 Audit Governance Review – March 21, 2024

The Board made the following request regarding the audit governance review:

- provide a guidebook on the roles and responsibilities of the Audit Committee from the library's auditor KPMG.

Moved by Meredith Burke
Seconded by Rebecca Mayville

That the presentation regarding the Oakville Public Library – Audit Governance Review be received for information.

CARRIED

Councillor Knoll, Board Chair, passed the chair to Andrew Cashman, Vice-Chair.

7.3 YTD Financial Status Indicators – February 2024

The Board made the following requests regarding the year-to-date financial status indicators report February 2024:

- correct February 2024 Year-to-Date Actuals by Program Area from February 2022 to February 2024 in column 2 of Appendix A;
- provide context for the variance in Personnel Services & Benefits for Year-to-Date Actuals by Cost Category in Appendix A;
- review the headings for Year-to-Date Actuals by Program Area in Appendix A; and
- provide a stacked line chart to see the anticipated progression throughout the year and to have a better sense of where we are at for February 2024 YTD Program Variance, and how much does it contribute to total year variance.

Moved by Bill Smith

Seconded by Rebecca Mayville

That the Year-to-date (YTD) Financial Status Indicators report as of February 29, 2024 be received for information.

CARRIED

Councillor Knoll, Board Chair, resumed the chair.

7.4 Fleet Services Service Level Agreement – March 21, 2024

The Board made the following requests regarding the service level agreement with the town for the new library courier van:

- look at adding wording on insurance and bodywork repairs, if needed; and

- look at adding wording on response time, specification, expectation or objective for vehicle repair, if needed.

Moved by Andrew Cashman

Seconded by Avis Maher

That the Fleet Services Service Level Agreement (SLA) be received for feedback.

CARRIED

7.5 Human Resources Policies – March 21, 2024

Moved by Celso Mello

Seconded by Rebecca Mayville

That the following Human Resources policies be approved:

- a. Time At and Away from Work Policy
- b. Professional Development and Educational Assistance Policy
- c. Recruitment Policy

CARRIED

7.6 Halton Information Providers Update – March 21, 2024

Moved by Roderick Sawyer

Seconded by Andrew Cashman

That the Halton Information Providers (HIP) Update report be received for information.

CARRIED

7.7 CEO Update – March 21, 2024

Tara Wong, CEO OPL, advised that a Board workshop will be scheduled to review the Parks, Recreation, and Libraries Facilities Master Plan.

Moved by Celso Mello

Seconded by Meredith Burke

That CEO Update report be received for information.

CARRIED

8. Confidential Discussion Item(s)

8.1 Collective Bargaining Update – March 21, 2024

Moved by Rebecca Mayville
Seconded by Meredith Burke

That Collective Bargaining Update report be received for information.

CARRIED

8.2 2023 CEO Evaluation - March 21, 2024

Moved by Rebecca Mayville
Seconded by Meredith Burke

That the Oakville Public Library board approve the 2023 performance evaluation report with the recommended salary adjustment.

9. New Business

Councillor Knoll, Board Chair, recognized and congratulated Colleen Bell, Commissioner of Community Services, on her retirement from the town. The Chair thanked Commissioner Bell for being a champion of the library system, library advocate, and resource to Tara Wong OPL CEO.

The Board thanked Commissioner Bell for her involvement in the library and arts, and support at town hall.

10. Date and Time of Next Meeting

Thursday, May 16, 2024
Oakville Municipal Building
Council Chamber - 7:00 p.m.

11. Adjournment

Moved by Meredith Burke
Seconded by Bill Smith

That this meeting be adjourned at 8:41 p.m.

CARRIED