

## Oakville Public Library Board

### MINUTES

**Date:** July 18, 2024  
**Time:** 7:00 p.m.  
**Location:** Council Chamber

Board Members Present: Councillor Knoll, Chair

Bill Smith  
Andrew Cashman  
Meredith Burke  
Avis Maher  
Rebecca Mayville  
Celso Mello

Regrets: Councillor Chisholm  
Roderick Sawyer

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

**A meeting of the Oakville Public Library Board was held on Thursday, July 18, 2024, in the Council Chamber of the Oakville Municipal Building, 1225 Trafalgar Road, commencing at 7:00 p.m.**

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- 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, JUNE 20, 2024**

Moved by Bill Smith

Seconded by Celso Mello

That the minutes of the regular meeting of the Oakville Public Library Board dated June 20, 2024, be approved.

CARRIED

**4.2 Confidential Minutes of the Closed Session of the Board, JUNE 20, 2024**

Moved by Bill Smith

Seconded by Celso Mello

That the minutes of the closed session meeting of the Oakville Public Library Board dated June 20, 2024, be approved,

CARRIED

**5. Consent Item(s)**

**5.1 2024 Oakville Public Library (OPL) Board Key Agenda Items – July 18, 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 – July 18, 2024**

Moved by Meredith Burke

Seconded by Avis Maher

That the Health and Safety report be received for information.

CARRIED

**5.3 Employee Retention and Turnover Metrics Report – July 18, 2024**

Moved by Meredith Burke

Seconded by Avis Maher

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

CARRIED

**5.4 Occupational Health, Safety and Workplace Violence Policy – July 18, 2024**

Moved by Andrew Cashman

Seconded by Rebecca Mayville

That the Occupational Health, Safety and Workplace Violence Policy be received for feedback.

CARRIED

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

There were no confidential consent items.

**7. Discussion Item(s)**

**7.1 YTD Financial Status Indicators May 2024**

Moved by Rebecca Mayville

Seconded by Celso Mello

That the Year-to-date (YTD) Financial Status Indicators report as of May 31, 2024 be received for information.

CARRIED

**7.2 Future of the Sixteen Mile Temporary Branch – July 18, 2024**

Regarding the future of the existing temporary Sixteen Mile branch, the building can only be moved roughly 1-2 times. Tara Wong, OPL CEO is working with town staff on plans for the future use of the building. The

Board suggested using it in another spot in town that is underserved, such as Palermo.

Moved by Avis Maher

Seconded by Meredith Burke

That the Sixteen Mile Temporary Library Branch Relocation report be received for information.

CARRIED

### **7.3 Non-Union Vacation Entitlement – July 18, 2024**

Responding to questions from the Board, it was noted vacation must be used within the year.

Moved by Bill Smith

Seconded by Celso Mello

That the Non-Union Vacation Entitlement report be received and that the updates to the non-union vacation entitlement be approved.

CARRIED

### **7.4 Political Use of Space and Resources policy – July 18, 2024**

The Board noted a small adjustment to be made within video usage in the policy.

Moved by Avis Maher

Seconded by Rebecca Mayville

That the Political Use of Space and Resources policy be received for feedback.

CARRIED

### **7.5 Media Relations Policy – July 18, 2024**

Moved by Celso Mello

Seconded by Meredith Burke

That the updated Media Relations Policy (Appendix A) be received for feedback.

CARRIED

**7.6 Electronic Monitoring Policy – July 18, 2024**

Moved by Celso Mello  
Seconded by Rebecca Mayville

That the Electronic Monitoring Policy (Appendix A) be received for feedback.

CARRIED

**7.7 CEO Update – July 18, 2024**

Moved by Bill Smith  
Seconded by Meredith Burke

That CEO Update report be received for information.

CARRIED

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

**CLOSED SESSION**

Moved by Avis Maher  
Seconded by Meredith Burke

That the Oakville Public Library Board resolve into closed session for the purpose of a proposed or pending acquisition or disposition of land by the municipality or local board, and litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board with respect to Item 8.1 - Newspaper Digitization Project and 8.2 - Potential Development Library Proposal.

CARRIED

**RECESS**

*The meeting recessed at 7:53 p.m. and reconvened in closed session at 8:00 p.m.*

**8.1 Newspaper Digitization Project Update – July 18, 2024**

Staff direction was provided in closed session.

**8.2 Potential Development Library Proposal – June 20, 2024**

Moved by Bill Smith

Seconded by Andrew Cashman

That the confidential update be received.

CARRIED

**9. New Business**

Councillor Knoll asked everyone to visit the website [www.savesciencecentre.com](http://www.savesciencecentre.com) and sign the petition to help save the Ontario Science Centre.

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

Thursday, September 19, 2024

Oakville Municipal Building

Council Chamber - 7:00 p.m.

**11. Adjournment**

Moved by Meredith Burke

Seconded by Rebecca Mayville

That this meeting be adjourned.

CARRIED

The meeting adjourned at 9:05 p.m.