

Special Oakville Public Library Board

MINUTES

Date: July 17, 2024
Time: 7:00 p.m.
Location: Council Chamber

Board Members Present: Councillor Knoll, Chair

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

Regrets: Councillor Chisholm
Roderick Sawyer

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

A special meeting of the Oakville Public Library Board was held on Wednesday, July 17, 2024, in the Council Chamber 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. Discussion Item(s)

3.1 2025 Capital Budget Planning – July 17, 2024

Tara Wong, OPL CEO reviewed the options for capital projects with the Board.

Discussion occurred regarding all options, Ms. Wong and Paul Damaso, Commissioner of Community services were able to provide the Board with extensive information regarding how each project would benefit library services for the town.

Moved by Andrew Cashman

Seconded by Bill Smith

That the following proposed capital projects be approved for inclusion in the 2025 Capital budget:

1. Public Print Payment System Replacement
2. Scheduling Software
3. PRLMP OPL Recommended Strategies
4. Traffic Pattern Tracking
5. Room Booking
6. AI Assistant for OPL.ca

CARRIED

RECESS

The meeting recessed from 8:20 p.m. - 8:33 p.m.

3.2 2025 Operating Budget – July 17, 2024

Discussion occurred regarding priorities for the 2025 operating budget.

The Board discussed the opening the new Sixteen Mile branch, acknowledging there will be additional operating costs associated. The Board discussed the use of surplus towards collections and would like the Finance Department to look into this option.

Moved by Celso Mello

Seconded by Rebecca Mayville

1. That the 2025 Operating budget increase of 9.34% be submitted to town management and Council for approval.
2. That project management and website enhancement costs be submitted to town management for consideration for inclusion as capital expenses.
3. That a request be submitted to the town finance department regarding development of a standing policy on use of surplus towards collections.

CARRIED

4. New Business

There was no new business.

5. Adjournment

Moved by Bill Smith

Seconded by Meredith Burke

That this meeting be adjourned.

CARRIED

The meeting adjourned at 9:55 p.m.