

## Oakville Public Library Board

### MINUTES

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

Board Members Present: Councillor Knoll, Chair

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

Regrets: Councillor Chisholm  
Andrew Cashman

Staff Present: T. Wong, CEO of Oakville Public Library  
P. Damaso, Commissioner of Community Services  
C. Hicks, Director of Customer Experience  
M. Socol, Interim Director of Innovation and Integration  
J. Warren, Council and Committee Services

**A meeting of the Oakville Public Library Board was held on Thursday, October 17, 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, SEPTEMBER 18, 2024**

Moved by Roderick Sawyer  
Seconded by Rebecca Mayville

That the minutes of the Regular Meeting of the Oakville Public Library Board dated September 18, 2024, be approved, as amended.

CARRIED

**5. Consent Item(s)**

**5.1 2024 Oakville Public Library (OPL) Board Key Agenda Items – October 17, 2024**

Moved by Rebecca Mayville  
Seconded by Avis Maher

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

CARRIED

**5.2 Health and Safety Report – October 17, 2024**

Moved by Rebecca Mayville  
Seconded by Avis Maher

That the Health and Safety report be received for information.

CARRIED

**5.3 Employee Retention and Turnover Metrics Report – October 17, 2024**

Moved by Rebecca Mayville  
Seconded by Avis Maher

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

CARRIED

**5.4 Intellectual Freedom Policy – October 17, 2024**

Moved by Rebecca Mayville

Seconded by Avis Maher

That the Intellectual Freedom Policy (Appendix A) be received for approval.

CARRIED

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

There were no confidential consent items.

**7. Discussion Item(s)**

**7.1 2025 Capital Budget Update – October 17, 2024**

Moved by Rebecca Mayville

Seconded by Avis Maher

That the 2025 Capital Budget Update be received for information.

CARRIED

**7.2 Parks, Recreation and Library Master Plan – October 17, 2024**

Moved by Roderick Sawyer

Seconded by Bill Smith

That the Parks, Recreation and Library report and presentation be received for information.

CARRIED

**7.3 2025 OPL Goals – October 17, 2024**

Moved by Avis Maher

Seconded by Rebecca Mayville

That the 2025 OPL Goals be received for feedback.

CARRIED

**7.4 Collection Development Policy – October 17, 2024**

Moved by Roderick Sawyer

Seconded by Avis Maher

That the Collection Development Policy (Appendix A) be received for feedback.

CARRIED

**7.5 Library Space Booking Policy – October 17, 2024**

Moved by Bill Smith

Seconded by Rebecca Mayville

That the Library Space Booking Policy be received for feedback.

CARRIED

**7.6 Membership Policy – October 17, 2024**

Moved by Avis Maher

Seconded by Meredith Burke

That the Membership Policy be received for feedback.

CARRIED

**7.7 Mandatory Learning Policy – October 17, 2024**

Moved by Roderick Sawyer

Seconded by Meredith Burke

That the Mandatory Learning Policy be received for feedback.

CARRIED

**7.8 2024 Board Evaluation – October 17, 2024**

Moved by Roderick Sawyer

Seconded by Rebecca Mayville

That the 2024 Board evaluation survey be received for feedback.

CARRIED

**7.9 CEO Update – October 17, 2024**

Moved by Bill Smith

Seconded by Meredith Burke

That CEO Update report be received for information.

CARRIED

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

There were no confidential discussion items.

**9. New Business**

There was no new business.

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

Thursday, November 21, 2024  
Oakville Municipal Building  
Council Chamber - 7:00 p.m.

**11. Adjournment**

Moved by Roderick Sawyer  
Seconded by Rebecca Mayville

That this meeting be adjourned.

CARRIED

The meeting adjourned at 8:25 p.m.