

Oakville Public Library Board

MINUTES

Date: September 18, 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
Roderick Sawyer

Regrets: Councillor Chisholm
Bill Smith

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 meeting of the Oakville Public Library Board was held on Wednesday, September 18, 2024 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 Meetings of the Board

4.1 Minutes of the Special Meeting of the Board, JULY 17, 2024

Moved by Rebecca Mayville

Seconded by Avis Maher

That the minutes of the Special Meeting of the Oakville Public Library Board dated July 17, 2024, be approved.

CARRIED

4.2 Minutes of the Regular Meeting of the Board, JULY 18, 2024

Moved by Rebecca Mayville

Seconded by Avis Maher

That the minutes of the regular meeting of the Oakville Public Library Board dated July 18, 2024, be approved.

CARRIED

4.3 Confidential Minutes of the Closed Session of the Board, JULY 18, 2024

Moved by Rebecca Mayville

Seconded by Avis Maher

That the minutes of the closed session meeting of the Oakville Public Library Board dated July 18, 2024, be approved,

CARRIED

4.4 Minutes of the Special Meeting of the Board, AUGUST 22, 2024

Moved by Rebecca Mayville

Seconded by Avis Maher

That the minutes of the Special Meeting of the Oakville Public Library Board dated August 22, 2024, be approved.

CARRIED

4.5 Minutes of the Special Meeting of the Board, SEPTEMBER 5, 2024

Moved by Rebecca Mayville

Seconded by Avis Maher

That the minutes of the Special Meeting of the Oakville Public Library Board dated September 5, 2024, be approved.

CARRIED

5. Consent Item(s)

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

Moved by Rebecca Mayville

Seconded by Andrew Cashman

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

CARRIED

5.2 Health and Safety Report – September 18, 2024

Moved by Rebecca Mayville

Seconded by Andrew Cashman

That the Health and Safety report be received for information.

CARRIED

5.3 Electronic Monitoring Policy – September 18, 2024

Moved by Rebecca Mayville

Seconded by Andrew Cashman

That the updated Electronic Monitoring Policy (Appendix A) be approved.

CARRIED

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

Moved by Rebecca Mayville

Seconded by Andrew Cashman

That the Occupational Health, Safety and Workplace Violence Policy be approved.

CARRIED

5.5 Media Relations Policy - September 18, 2024

Moved by Rebecca Mayville

Seconded by Andrew Cashman

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

CARRIED

5.6 Political Use of Space and Resources policy – September 18, 2024

Moved by Rebecca Mayville

Seconded by Andrew Cashman

That the Political Use of Space and Resources policy be approved.

CARRIED

5.7 Performance and Measures Report Q2 2024 YTD – September 18, 2024

Moved by Rebecca Mayville

Seconded by Andrew Cashman

That the Performance and Measures Report Q2 2024 YTD be received for information.

CARRIED

6. Confidential Consent Item(s)

There were no confidential consent items.

7. Discussion Item(s)

7.1 Comprehensive Financial Report at June 30, 2024

Moved by Roderick Sawyer

Seconded by Avis Maher

That the Comprehensive Financial Progress Report as of June 30, 2024, be received for information.

CARRIED

7.2 2025 Oakville Public Library Capital Budget - September 18, 2024

Moved by Rebecca Mayville

Seconded by Andrew Cashman

That the draft 2025 OPL Capital Budget be received for feedback.

CARRIED

7.3 2025 Oakville Public Library (OPL) Operating Budget – September 18, 2024

Moved by Andrew Cashman

Seconded by Rebecca Mayville

1. That the draft 2025 OPL Operating Budget be received for feedback.
2. That the Board recommend Council provides an additional \$310,400 to the 2025 Operating Budget to fully fund the operating costs at the new Sixteen Mile branch.

CARRIED

7.4 Collections Update - September 18, 2024

Moved by Celso Mello

Seconded by Rebecca Mayville

That the Collection Development Update Report be received for information.

CARRIED

7.5 OPL Board Procedural Bylaws Update – September 18, 2024

Moved by Andrew Cashman

Seconded by Rebecca Mayville

That the updates to the OPL Board Procedural bylaws be approved.

CARRIED

7.6 Digitization Update – September 18, 2024

Moved by Roderick Sawyer

Seconded by Celso Mello

That the Digitization Update report be received for information.

CARRIED

7.7 Intellectual Freedom Policy – September 18, 2024

Moved by Avis Maher

Seconded by Rebecca Mayville

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

CARRIED

7.8 Display and Distribution of Community Information Policy – September 18, 2024

Moved by Roderick Sawyer

Seconded by Andrew Cashman

That the Display and Distribution of Community Information Policy be received for feedback.

CARRIED

7.9 Q2 2024 OPL Goals Update – September 18, 2024

Moved by Rebecca Mayville

Seconded by Celso Mello

That the Q2 2024 OPL Goals Update be received for information.

CARRIED

7.10 CEO Update – September 18, 2024

Moved by Celso Mello

Seconded by Andrew Cashman

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, October 18, 2024

Oakville Municipal Building

Council Chamber - 7:00 p.m.

11. Adjournment

Moved by Rebecca Mayville

Seconded by Celso Mello

That this meeting be adjourned.

CARRIED

The meeting adjourned at 8:16 p.m.