

Oakville Public Library Board

MINUTES

Date: April 17, 2025
Time: 7:00 p.m.
Location: Council Chamber

Board Members Present: Councillor Knoll, Chair

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

Regrets: 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, Director, Innovation and Integration
B. Wiersma, Senior Financial and Policy Analyst
N. Coric, Council and Committee Coordinator
L. Harris, Council and Committee Coordinator

Others: Wendy Rinella, CEO, Oakville Community Foundation
Fred Pinto, Chair of Investment Committee, Oakville Community Foundation
Lori Armitage, Director of Finance, Oakville Community Foundation

A meeting of the Oakville Public Library Board was held on Thursday, April 17, 2025 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, March 20, 2025

Moved by Rebecca Mayville

Seconded by Avis Maher

That the minutes of the Regular Meeting of the Oakville Public Library Board dated March 20, 2025

CARRIED

5. Consent Item(s)

5.1 2025 Oakville Public Library (OPL) Board Key Agenda Items – April 17, 2025

Moved by Councillor Chisholm

Seconded by Meredith Burke

That the 2025 OPL Board Key Agenda Items report be received for information.

CARRIED

5.2 Health and Safety Report – April 17, 2025

Moved by Councillor Chisholm

Seconded by Meredith Burke

That the Health and Safety report be received for information.

CARRIED

5.3 Employee Retention and Turnover Metrics – April 17, 2025

Moved by Councillor Chisholm

Seconded by Meredith Burke

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

CARRIED

5.4 Dress Code and Staff Identification Policy – April 17, 2025

Moved by Councillor Chisholm

Seconded by Meredith Burke

That the Dress Code and Staff Identification Policy be received for approval.

CARRIED

6. Confidential Consent Item(s)

There were no confidential consent items.

7. Discussion Item(s)

7.1 Oakville Community Foundation Presentation

Moved by Bill Smith

Seconded by Rebecca Mayville

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

CARRIED

7.2 YTD Financial Status Indicators – February 2025

Moved by Celso Mello

Seconded by Avis Maher

That the Year-to-date (YTD) Financial Status Indicators report as of February 28, 2025 be received for information.

CARRIED

7.3 Staff Engagement Survey Overview – April 17, 2025

Moved by Bill Smith

Seconded by Celso Mello

1. That the Staff Engagement Survey Overview be received for discussion.
2. That the CAO return in Q3 of 2025 with further findings for analysis.

CARRIED

7.4 2025 Q1 OPL Goals – April 17, 2025

Moved by Roderick Sawyer

Seconded by Councillor Chisholm

That the 2025 OPL Goals be received for discussion.

CARRIED

7.5 Exhibit Policy – April 17, 2025

Moved by Rebecca Mayville

Seconded by Meredith Burke

That the Exhibit Policy be received for feedback.

CARRIED

7.6 CEO Update – April 17, 2025

Moved by Celso Mello

Seconded by Roderick Sawyer

That CEO Update report be received for information.

CARRIED

8. Confidential Discussion Item(s)

8.1 Newspaper Digitization Update - April 17, 2025

Moved by Rebecca Mayville

Seconded by Meredith Burke

CLOSED SESSION

That the Oakville Public Library Board resolved into a meeting closed to the public as these matters may be considered in the absence of the public under Section 16.1(4)(f) of the *Public Libraries Act* with respect to Item 8.1 - Newspaper Digitization Update - April 17, 2025 that deals with advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED

The Oakville Public Library Board resolved into closed session at 8:16 p.m.

The Oakville Public Library Board resolved back into open session at 8:47 p.m.

Moved by Councillor Chisholm

Seconded by Celso Mello

1. That the *Newspaper Digitization Update* report be received;
2. That Staff be directed to undertake an in-depth investigation of access model option 1 - provide free remote public access to the digitized newspaper collection through OPL's existing third-party online platform which currently hosts the library's digital historical collections as identified in this report for the newly digitized newspaper content.
3. That Staff be directed to continue the current practice of providing remote, free public access to OPL's existing historic digitized newspaper content, in accordance with the 1994 Consent Letter from The Oakville Beaver.

CARRIED

9. New Business

There was no new business.

10. Date and Time of Next Meeting

Thursday May 15, 2025

Oakville Municipal Building

Council Chamber - 7:00 p.m.

11. Adjournment

Moved by Roderick Sawyer

Seconded by Bill Smith

That this meeting be adjourned.

CARRIED

The meeting adjourned at 8:50 p.m.