



Ottawa Public Library Board

Draft Minutes

Meeting #: 14
Date: June 11, 2024
Time: 5 pm
Location: Champlain Room, 110 Laurier Avenue West, and by electronic participation

Present: Chair Matthew Luloff, Vice-Chair Kathy Fisher, Trustee Jessica Bradley, Trustee Mary-Rose Brown, Trustee Alison Crawford, Trustee Rawlson King, Trustee Catherine Kitts, Trustee Harvey A. Slack, Trustee Adam Smith

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1. Notices and meeting information for meeting participants and the public

The public livestream was unavailable due to technical issues.

Notices and meeting information are attached to the agenda and minutes, including: availability of simultaneous interpretation and accessibility accommodations; *in camera* meeting procedures; information items not subject to discussion; personal information disclaimer for correspondents and public speakers; notices regarding minutes; and remote participation details.

Notes:

1. The meeting began at 5:27 pm due to technical difficulties.
 2. Vice-Chair Fisher and Trustee Bradley participated electronically.
2. Recognition of Anishinābe Algonquin Territory
Chair Luloff welcomed members and attendees to the Ottawa Public Library Board meeting and delivered the Indigenous land acknowledgment statement.

3. Roll Call

The Chair proceeded with roll call by voice in random order.

4. Regrets

There were no regrets.

5. Declarations of Interest

No Declarations of Interest were filed.

6. Confirmation of Minutes

6.1 Minutes 13 – Thursday, 2 May, 2024

Results: Carried

7. Communications

7.1 Letter - Office of the City Clerk - Ottawa Council Motion (May 29, 2024)

8. Chair's Verbal Update

Seniors' Month

Chair Luloff highlighted upcoming OPL activities to celebrate Seniors' Month, including programs about supports and services for "aging in place" in partnership with the Council on Aging. The collaboration will continue beyond this month, with additional programs in July and August.

National Indigenous History Month

Noting that June is also National Indigenous Heritage Month, and National Indigenous Peoples Day on June 21, Chair Luloff mentioned various OPL activities for these celebrations, including branch screenings of National Film Board (NFB) films for all ages, staff participation in the Summer Solstice Indigenous Festival on June 22, and fantastic suggestions for reading, watching, and listening on the OPL website, including Aysanabee's recent CD "[Here and Now](#)". The Chair mentioned that Aysanabee was the first Indigenous artist to win Juno awards for both Alternative Album of the Year and Songwriter of the Year in 2023 for this album.

Sad News – Recent Passing of Diane Deans

On behalf of the Board, Chair Luloff expressed his deepest condolences to the family, friends, and former colleagues of former OPL Board member, Diane Deans, upon her recent death. Diane sat as a Trustee on the OPL Board during the 2001-2003 and 2004-2006 terms, and her dedication to public service and

tireless advocacy for the city will leave an incredible mark in Ottawa. Diane was a champion of library services throughout her career and as a City Councillor, she was instrumental in the renovation of the Greenboro Community Centre which also house the Greenboro branch of OPL, reflecting her commitment to serving a growing community.

MOTION OPL 20240611/1

That the Ottawa Public Library Board receive the Chair's verbal update for information.

Results: Received

9. Chief Librarian/Chief Executive Officer's Report

Employee Recognition Month

Sonia Bebbington, Chief Librarian/CEO acknowledged the rich, varied, and significant contributions of employees to OPL's success. She expressed appreciation, along with the Chair and Board of Trustees, for the tremendously gratifying and complex work that all employees do. Ms. Bebbington also congratulated four OPL employees, Mark Gelsomino, Courtney Mellor, Andréa Schnell, and Leslie Stobbart, who were recently nominated for the 2024 City Manager's Award of Distinction for their participation in the City's Integrated Departmental Task Force to engage in community development work in priority neighbourhoods in Ottawa. Ms. Bebbington also congratulated Nathan Fréchette, Children's Programming and Public Service Assistant, who won a community partnership award from Big Brothers Big Sisters of Ottawa for his work on behalf of OPL to support youth. The Chief Librarian, the Chair, and the Board gave all OPL employees a round of applause.

Pride Month

Ms. Bebbington noted the June is also Pride Month, an opportunity to celebrate the 2SLGBTQIA+ community. Pride Month is celebrated internationally in June, in commemoration of the Stonewall Riots that took place in June 1960. She mentioned that Ottawa also celebrates Capital Pride in August, in commemoration of the "We Demand" rally in Ottawa in 1971, the first large scale gay rights demonstration in Canada. Throughout June, OPL will have displays of library materials at the branches, four Rainbow Storytimes for families, and an NFB film screening at the Elmvale Acres branch. She said OPL will also host a hybrid event with author Kai Cheng Thom online and at Ben Franklin Place on June 27. Ms. Bebbington mentioned that later this summer, OPL is looking

forward to joining the community for Capital Pride from August 17-25, including participating in the Pride Parade on August 25.

Summer Hours

As in previous years, Sunday hours at the OPL will be paused for the months of July and August and will return on September 8. Ms. Bebbington reminded listeners that a complete list of branch hours can be found on the website, where virtual offerings are always available 24/7.

MOTION OPL 20240611/2

That the Ottawa Public Library Board receive the Chief Librarian/Chief Executive Officer's report for information.

Results: Received

10. Presentations

10.1 Presentation - Order of Friendship Recipient - Centre 507

Chair Luloff invited the Chief Librarian/CEO, Sonia Bebbington to introduce the recipient and say a few words. Ms. Bebbington highlighted that Order of Friendship recipients help OPL deliver meaningful community services, support the Library and further OPL's mission. This year, OPLB recognized Centre 507 for their pilot project in which they placed Centre workers in the Main and Sunnyside branches of OPL to support vulnerable clients and connect them with services. She added that the partnership supports OPL's commitment to providing a safe and welcoming working environment for clients and employees and helps strengthen OPL's community relationships by enriching the Library's connection with a valued social services agency.

The Chair welcomed Richard Leblanc, Executive Director, and colleague Heather Wherry who accepted the award on behalf of Centre 507. (Danielle Dallinger was also instrumental in the project but was unable to attend). Chair Luloff read the certificate wording and Ms. Shannon MacGillivray, Manager of Sunnyside branch presented a small gift to the Centre 507 team.

Mr. Leblanc expressed his gratitude for the award and thanked the Board and staff for working in partnership with the Centre to serve a vulnerable community and build relationships. He said working with the employees of OPL at Main and Sunnyside has been a rewarding experience and he and his colleagues looked forward to a continued partnership with OPL.

11. Reports

11.1 Ottawa Public Library Board Policy Amendments

File Number: OPLB-2024-0611-11.1

MOTION OPL 20240611/3

That the Ottawa Public Library Board approve the amendments to the following policies as further described in this report:

1. **Policy 002 - Delegation of Authority (Document 1);**
2. **Policy 008 - Fund Development (Document 2);**
3. **Policy 013 - Commemorative Naming (Document 3);**
4. **Policy 022 - Sponsorship (Document 4).**

Results: Carried

11.2 Ādisōke - Update on Construction and Operational Planning

File Number: OPLB-2024-0611-11.2

Craig Ginther, Division Manager, Service Planning, and Tara Blasioli, Manager, Design and Construction, Buildings, Infrastructure and Water Services Department, City of Ottawa provided a presentation regarding the Ādisōke project, including an update regarding construction and operational planning. (*Held on file with the Chief Librarian and CEO*). Laura George Fernandes, Manager, Special Projects was also in attendance to respond to any questions. Key highlights of the presentation included:

- Construction progress and activities planned for 2024;
- Future building milestones and anticipated dates;
- Operational planning (visitor experience, service design);
- Operating budgets; and,
- Partners engagement (internal and external partners, and sample engagement activities).

In response to a question from Trustee Brown regarding what the biggest risk was for construction, Ms. Blasioli noted the risk register, which is regularly reviewed and updated. She touched on key risks (standing items on the register) being monitored closely by the Project Management Office

(PMO), including the schedule and budget. She reiterated that the project is tracking on schedule and on budget.

Trustee Slack thanked staff for the presentation and commented that he drives by the site daily and continues to be impressed by the design as construction unfolds.

Trustee Kitts thanked staff for the updates at Committee and at Board meetings. She was proud of the project being on track and on budget and looked forward to continued progress.

Chair Luloff thanked staff for the presentation and congratulated the project team and contractors on the incredible work to date. He added that the recent tours with media were successful. Chair Luloff noted that he was particularly impressed with the PMO and OPL team, whose skill and diligence is much appreciated by the Board.

There being no further discussion, the report was RECEIVED as presented.

MOTION OPL 20240611/4

That the Ottawa Public Library Board receive this report for information.

Results: Received

12. Trustees' Items

12.1 Public Library Association 2024 Conference - Trustee Jessica Bradley Report

File Number: OPLB-2024-0611-12.1

Trustee Bradley commented that attending the conference was tremendously beneficial to her work as a Trustee of for the OPL Board. She thanked the Board for approving her attendance and staff for the logistical support to attend.

MOTION OPL 20240611/5

That the Ottawa Public Library Board receive this report for information.

Results: Received

13. In Camera Items

13.1 Cybersecurity Update - In Camera - Reporting Out Date: Not Reporting Out

That, in accordance with the *Public Libraries Act*, the Ottawa Public Library Board resolve to move In Camera pursuant to 16.1(4)(a), to close part of a meeting to members of the public as the subject matter considered is "the security of the property of the Board", at which time a confidential verbal update will be provided on cyber security and will not be reported out.

The Board resolved In Camera at 6:10 pm and resumed in open session at 7:15 pm. Upon resuming in open session, Chair Luloff advised that the Ottawa Public Library Board met In Camera to receive an update regarding Cybersecurity. These matters will not be reported out as they relate to 16.1(4)(a) of the *Public Libraries Act*, the security of the property of the Board.

During the in camera session, no votes were taken other than procedural motions.

MOTION OPL 20240611/6

Moved by Vice-Chair Kathy Fisher:

BE IT RESOLVED THAT the Ottawa Public Library Board resolve in camera pursuant to 16.1(4)(a) of the *Public Libraries Act*, as the subject matter relates to the security of the property of the Board, to receive a confidential presentation on cyber security, which will not be reported out.

Results: Carried

Vice-Chair Fisher left the meeting at 6:58 pm and Trustee Brown left the meeting at 7:01pm.

14. Information Previously Distributed

14.1 Memo - Management and Professional Exempt (MPE) Cost of Living Allowance (COLA)

14.2 Memo - City Reporting on Ādisōke

14.3 Memo - 2023 Ottawa Public Library Related Fraud and Waste Claims

15. Notices of Motions (For Consideration at Subsequent Meeting)

There were no Notices of Motion.

16. Inquiries

There were no Inquiries.

17. Other Business

Lea Catana, Program Manager, Technology Services shared that she is reading ["Dare to Read"](#), Brené Brown's leadership book on brave work, tough conversations, and whole hearts. Sarah Macintyre read ["Yellowface"](#), a novel by R.F Kuang, which Alexandra Yarrow recommended. Trustee Slack will be reading ["A Gentleman in Moscow"](#), by Amor Towles. Trustee King is reading ["Losing the Signal"](#), Jacquie McNish's book on the spectacular rise and fall of BlackBerry. Trustee Crawford is reading ["How Big Things Get Done"](#) by Bent Flyvbjerg. She will also be reading "All the Shah's Men", by Stephen Kinzer.

18. Adjournment

BE IT RESOLVED THAT the Ottawa Public Library Board meeting be adjourned at 7:18 pm.

19. Next Meeting

Tuesday, September 10, 2024 (July 9 and August 13 dates are held if required)

Original signed by Matthew Luloff,
Chair

Sonia Bebbington, Recording
Secretary