



Ottawa Public Library Board

Minutes

Meeting #:	22
Date:	May 13, 2025
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 Alison Crawford, Trustee Rawlson King, Trustee Catherine Kitts, Trustee Harvey A. Slack, Trustee Adam Smith
Absent:	Trustee Mary-Rose Brown

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

This draft Minutes document contains a summary of the disposition of items and actions taken at the meeting. This document does not include all of the text that will be included in the final Minutes, such as the record of written and oral submissions. Recorded votes and dissents contained in this draft Minutes document are draft until the Minutes of the meeting are confirmed by the Board. The final draft Minutes will be published with the agenda for the next regular Board meeting and, once confirmed, will replace this document.

Note:

1. The meeting began at 5:01 pm.
2. Vice-Chair Kathy Fisher and Trustee Jessica Bradley participated electronically.

The Chair advised that the Board will be moving In Camera/Closed Session for an additional item, a Collective Bargaining update from staff.

MOTION OPL 20250513/1

MOTION REQUIRING SUSPENSIONS OF THE RULES OF PROCEDURE

Moved by Vice-Chair Kathy Fisher:

That the Ottawa Public Library Board waive the Rules of Procedure to approve the addition of the In Camera Item 11.1 - Collective Bargaining Update for consideration at today's meeting pursuant to Section 21(3) of the Rules of Procedure By-law (November 8, 2022).

Results: Carried

With unanimous consensus, the Board agreed to discuss Item 11.1 under In Camera items.

(This motion was moved following the Confirmation of Draft Minutes (Items 6.1) on today's agenda).

2. Recognition of Anishinābe Algonquin Territory

Chair Luloff welcomed member 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

Trustee Mary-Rose Brown was absent.

5. Declarations of Interest

No Declarations of Interest were filed.

6. Confirmation of Minutes

6.1 Minutes 21 - Tuesday, 8 April 2025

Results: Carried

7. Communications

There were no communications.

8. Chair's Verbal Update

Ādisōke Update

Chair Luloff shared an update about Ādisōke construction, noting progress on insulation and exterior stonework, masonry, utilities components, and wood finishes. He announced the second Ādisōke Artist Workshop, happening later this month with artist Mary Anne Barkhouse, is sold out, and will showcase the fascinating world of sun printing (also known as cyanotype). The artist workshops are a partnership between the City of Ottawa, Library and Archives Canada, and OPL. In closing, the Chair encouraged everyone to continue to follow the Ādisōke construction project online.

May Events at OPL

The Chair noted two author events will be taking place in collaboration with the Ottawa International Writers Festival and Library and Archives Canada on Friday, May 16: Firstly, David A. Robertson will talk about "[52 Ways to Reconcile](#)", a practical, week-by-week guide offering meaningful steps to help build respectful, healing relationships between Indigenous and non-Indigenous people, and then Mélikah Abdelmoumen will present her book "[Baldwin, Styron, and Me](#)", which explores race, identity, and cultural appropriation through the lens of Baldwin and Styron's friendship and the author's own lived experience.

OPL Website Update

Chair Luloff announced an update to the OPL website: visitors will see some familiar elements, and some new ones. The update provides a more secure, user-friendly, and accessible platform.

Canadian Urban Libraries Council

The Chair was delighted to announce that Sonia Bebbington, Chief Librarian/Chief Executive Officer (CLCEO) has joined the Canadian Urban Libraries Council (CULC) 2025-2027 executive as Vice-Chair. He noted Ms. Bebbington brings to CULC not only a deep understanding of librarianship and its impact on communities, but also a uniquely placed understanding of government relations at all levels. Chair Luloff highlighted CULC's mission to facilitate advocacy, collaboration, and research to strengthen and promote the value of Canada's urban libraries, recognizing their importance in supporting a vibrant democracy, a strong economy, and thriving communities. Chair reminded the

Board of CULC’s collaborative report with the Canadian Urban Institute (CUI), [“Overdue: The Case for Canada’s Public Libraries”](#) as well as the upcoming national study (hosted by CULC and in which OPL is participating) about the impact of public libraries. On behalf of the Board, the Chair congratulated Ms. Bebbington on her appointment.

MOTION OPL 20250513/2

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

Results: Received

9. Chief Librarian/Chief Executive Officer's Report

Fund Development

Sonia Bebbington was delighted to announce a \$250,000 commitment from the Dream Community Foundation to OPL’s *Unlock Potential* campaign for the Central branch at Ādisōke. She noted how grateful OPL is that Dream was able to see the value of public libraries, as well as the value that the Central branch will provide to the rapidly growing local neighbourhood, including Odenak LeBreton Flats, a Dream project with the participation of the Multifaith Housing Initiative. She said OPL is grateful for Dream Community Foundation’s contribution and looks forward to collaboration with our future neighbours at Odenak Dream LeBreton.

Awesome Authors Contest Winners

Ms. Bebbington congratulated the recently announced winners of the 2025 Awesome Authors Writing Contest. OPL received 270 contest entries from budding authors between the ages of 9 and 19, all of whom showcased exceptional storytelling skills and creativity. She noted the official list of winners, organized by writing category, with each winner’s name, the title of their work, age, and school can be found on OPL’s website and each winner will receive an eReader as a prize in addition to having their work featured in the annual [Pot Pourri](#) anthology. The contest, including the prizes, would not be possible without the generous support of the Friends of the Ottawa Public Library Association.

Statutory Holiday Closure

Ms. Bebbington noted that all OPL locations will be closed Monday, May 19 for the Victoria Day statutory holiday. She encouraged visiting OPL online at BibliOttawaLibrary.ca to find great reads, including perhaps gardening resources for the spring season.

MOTION OPL 20250513/3

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

Results: Received

10. Reports

10.1 Library Services Asset Management Plan

File Number: OPLB-2025-0513-10.1

Sonia Bebbington, Chief Librarian and CEO (CLCEO), and Craig Ginther, Division Manager, Facility and Technology Services, provided a presentation about the Library Services (LS) Asset Management Plan (AMP). *(Held on file with the CL/CEO)*. Megan Birchfield, Program Manager, Library Facilities Development, Sarah Macintyre, Division Manager, Client Services, and Meagan Wheeler Cuddihy, Program Manager, Capital Planning/Strategic Asset Management, City of Ottawa were in attendance to respond to questions.

Key highlights of the presentation included:

- Background and Plan Elements;
- Condition of Profile of Library Services Assets;
- Increasing Cost Drivers;
- Levels of Service and Risk Management; and,
- Addressing Service Area Gaps.

Trustee Crawford asked staff to elaborate on the climate change cost driver. Ms. Wheeler Cuddihy noted that the OPL LS AMP is part of the City of Ottawa's AMP and energy evolution is aligned with the work that the climate team had done through the Climate Master Plan directed by City Council, which includes things such as greening the fleet, increasing the climate resiliency of facilities, including elements such as heating, ventilation, and air conditioning. Ms. Wheeler Cuddihy added that this

work is done in conjunction with Ontario's Financial Accountability Office, and involves a third-party peer reviewed study, which assesses additional anticipated costs the City could expect as a result of changing climate conditions.

In response to a question from Trustee Crawford regarding the links between eBook advocacy and collection asset management, Mr. Ginther replied that any advocacy for offsetting costs (in this case, for physical collections as an asset) are helpful. Ms. Bebbington clarified that electronic collections (including eBooks) are not considered as part of the AMP as they are not a physical asset that is owned by OPL, but that offsetting costs for eContent overall could assist in managing the broader collections budget, including for physical (print) materials.

Further to the conversations about collection assets, Trustee King asked staff to elaborate on 33% decline in collection size per capita and strategies to keep pace with population growth. Sonia Bebbington, CL/CEO confirmed that active discussions are occurring internally on this matter and that there will be further discussion at a subsequent Board meeting. Ms. Macintyre added that OPL reviewed a variety of data sets to determine collections target ratios for the AMP, including library sector peers in Ontario and projections for Ottawa out to the year 2032, including the likelihood of significant population growth. She further noted that eBook advocacy is one element in the broader collection planning, as progress on this file will allow us to maintain eContent as well as allocate additional funds to print materials. Other considerations include efficient use of shelving and other interconnected elements of asset management that form part of conversations regarding existing as well as new branches. Building on this response, Ms. Bebbington added that opening day collections for new branches are provided with capital funds, and operational funds support collection maintenance on an ongoing basis. As such, she indicated that staff develop and review strategies for collection assets within both of those budget envelopes.

Trustee King commented on the importance of access to fulsome and high-quality collections, and noted he was pleased by the thoughtfulness of staff in planning collections strategies. He further noted his appreciation of the review of the draft AMP with the Facilities, Finance & Risk Standing Committee.

There being no further questions, the report was CARRIED as presented.

MOTION OPL 20250513/4

That the Ottawa Public Library Board:

1. **Approve the Library Services Asset Management Plan, as further described in this report and attached as Document 1; and,**
2. **Recommend that Council approve the Library Services Asset Management Plan.**

Results: Carried

10.2 First Quarter 2025 Financial Status Report

File Number: OPLB-2025-0513-10.2

MOTION OPL 20250513/5

That the Ottawa Public Library Board:

1. **Receive this report for information;**
2. **Approve the closing of \$167,936 of capital accounts as per Appendix F, Works in Progress (WIP) Capital Review; and,**
 - a. **Direct staff to work with the City's Financial Services Unit to forward the information in Appendix F to the City's Finance and Corporate Services Committee, and further consideration by Council for approval utilizing remaining balances as per the following:**
 - i. **Transfer \$167,936 in closures including a \$19,488 deficit in Capital Order 909653, to the Library Reserve;**
 - ii. **Approve the use of Capital Order 909652 for facility repairs as per this report; and,**
2. **Approve a 50 percent increase to levels of delegated spending authority among senior management and management positions as per Table 3; and,**
 - a. **Direct staff to update Board Policy #002-OPLB Delegation of Authority accordingly.**

Results: Received and Carried

10.3 2024 Policy Compliance and Delegation of Authority Annual Reporting

File Number: OPLB-2025-0513-10.3

MOTION OPL 20250513/6

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

Results: Received

10.4 Ottawa Public Library 2024 Annual Report

File Number: OPLB-2025-0513-10.4

MOTION OPL 20250513/7

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

Results: Received

11. In Camera Items

ADDITIONAL ITEM - Item 11.1 - Collective Bargain Update

Moved by Vice-Chair Kathy Fisher:

MOTION OPL 20250513/8

That, in accordance with the *Public Libraries Act*, the Ottawa Public Library Board resolve in camera pursuant to 16.1 (4)(d), Labour Relations or Employee Negotiations, to receive a Collective Bargaining Update - Reporting out date: not reporting out / Upon Collective Agreement Ratification

Note: The motion was moved at 5:36 pm and following a brief technical pause, the In Camera meeting began at 5:44 pm.

Results: Carried

Upon resuming in open session at 6:50 pm, the Chair advised the following:

Please let the record show that the Board went *In Camera/Closed Session*. The matter dealt with was to receive a Collective Bargaining Update.

The specific details of these items cannot be reported out for the reasons stated previously. **No votes were taken and no decision was made in camera.**

12. Information Previously Distributed

12.1 Memo - Trustee Governance Training

12.2 Memo - Update OPLB Standing Committees

13. Inquiries

There were no Inquiries.

14. Other Business

Trustee Slack acknowledged that Chair Mathew Luloff recently celebrated a special birthday and offered his best wishes, noting his support for trustees, including that the Chair personally inspired him during the pandemic by encouraging those who were struggling to seek attention and assistance.

Craig Ginther, Division Manager, Facility and Technology Services is reading ["Solenoid"](#), by Mircea Cărtărescu. Sarah Macintyre, Division Manager, Client Services is reading ["Lula Dean's Little Library of Banned Books"](#), by Kirsten Miller. Trustee Adam Smith is [reading "How Proust Can Change Your Life"](#), by Alain De Botton. Chair Luloff mentioned he is reading more fiction books, such as ["The Picture of Dorian Gray"](#), by Oscar Wilde; ["Senseless"](#), by Ronald Malfi; ["Incidents Around the House"](#) ["Unbury Carol"](#), by Josh Malerman; and ["Wake Up and Open Your Eyes"](#), by Clay Chapman. Alexandra Yarrow, Program Manager, Board and Strategic Services is reading ["Audition"](#), by Katie Kitamura.

15. Adjournment

Be It Resolved that the Ottawa Public Library Board meeting be adjourned at 7:03 pm.

16. Next Meeting

Tuesday, June 10, 2025

Original signed by Matthew Luloff,
Chair

Sonia Bebbington, Recording
Secretary