



## Ottawa Public Library Board

### Draft Minutes

**Meeting #:** 36  
**Date:** September 13, 2022  
**Time:** 5 pm  
**Location:** Electronic Participation

**Present:** Chair Matthew Luloff, Vice-Chair Steven Begg (pro tem)  
 Trustee Riley Brockington, Trustee Mary-Rose Brown,  
 Trustee Allan Higdon, Trustee Catherine Kitts, Trustee  
 Rawlson King, Trustee Harvey A. Slack.

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.

#### Notes:

1. The Ottawa Public Library Board members participated virtually.

### MOTION OPL 20220913/1

#### MOTION TO ELECT A VICE-CHAIR *PRO TEM*

Moved by Trustee Brown:

**WHEREAS Vice-Chair Fisher has advised the Board of her absence for the September meeting, a Vice-Chair is required to be appointed in the interim;**

**THEREFORE BE IT RESOLVED THAT the Ottawa Public Library Board appoint Trustee Begg as Vice-Chair (*pro tem*) for this meeting.**

Result: Carried

**MOTION OPL 20220913/2**

**MOTION REQUIRING SUSPENSION OF THE RULES OF PROCEDURE**

Anna Basile, Division Manager, Corporate Services said the Prime Minister of Canada declared a new one-time Federal Holiday for federal workers to provide the opportunity to mourn the passing of Her Majesty Queen Elizabeth II on Monday, September 19, 2022. Staff will discuss protocol for the Ottawa Public Library, and, in keeping with OPL's Collective Agreement and Terms and Conditions, potential impacts on library services.

Moved by Vice-Chair Begg (*pro tem*)

**That the Ottawa Public Library waive the Rules of Procedure to approve the addition of item "OPL Closure - Observance to mourn the passing of the Queen" at today's meeting, pursuant to Section 21(3) of the Ottawa Public Library's Rules of Procedure By-law (By-law December 2018, as amended).**

Results: Carried

2. Recognition of Anishinābe Algonquin Territory

Chair Luloff welcomed members and attendees to the Ottawa Public Library Board meeting and delivered the Indigenous land acknowledgement statement.

3. Roll Call

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

4. Regrets

Vice-Chair Fisher sent her regrets.

5. Declarations of Interest

No Declarations of Interest were filed.

6. Confirmation of Minutes

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Results: Carried

7. Communications

There were no communications.

8. Chair's Verbal Update

**Capital Pride**

The Chair indicated that OPL participated in a number of events during Capital Pride Week (August 21-28), including the Hintonburg picnic, Storytime at the National Arts Centre (NAC) and the Pride parade. He said the Draft Royalty Storytime, which was held in partnership with the NAC and Capital Pride, featured Cyril Cinder and China Doll, was supported by OPL staff who led the event and provided songs and rhymes to support early childhood literacy. Approximately 150 children and adults visited the OPL table where staff distributed OPL Pride swag and more than 70 copies of the picture book *Pink, Blue, and You*. OPL received positive feedback and engagement via social media about Pride activities, and the post using the Lego "Everyone is Awesome" kits that branches had on display was very popular online and even received a "like" from Lego itself. Through a combination of events and drop-offs at local Little Free Libraries throughout the city, staff gave away 258 copies, in English and French, of OPL's Pride eRead selection *Laura Dean Keeps Breaking Up With Me* by Mariko Tamaki. OPL also handed out approximately 1500 OPL Pride magnets and 3,000 OPL Pride tattoos throughout the week. The Chair thanked Trustee Kitts and Heather Scott in her office for walking with OPL staff, family, and friends in the parade!

**National Day of Truth and Reconciliation (NDTR)**

Chair Luloff said seven of OPL's branches will be open on the NDTR (September 30) to offer programs, displays, film screenings, and resources that focus on the residential school experience. Branches will host a storywalk featuring David Alexander Robertson's book *"When We Were Alone"*.

**Facilities Update**

Chair Luloff indicated that public consultation for the Facilities Framework has been running through the summer and will close in two days. A virtual Open House was held (August 23) and a video is posted online, along with a Question-and-Answer page, for those interested in watching and reading the feedback received thus far. He said there has been significant participation to-date, and residents have a chance to fill out the online survey until the end of the day September 15.

### **Science Literacy Week**

Science Literacy Week (September 19-25) showcases the many ways kids and families can explore and enjoy the diversity of Canadian science. The Chair said partners, including librarians, museums, schools, and not-for-profits, came together to highlight the exciting stories of science, including discoveries and ingenuity that shape our lives. This year's theme is mathematics. Chair Luloff mentioned OPL will be hosting programs for children and teens in branches and online with partners such as Let's Talk Science, Scientists in Schools, and the Maker Mobile. Kids will use math to launch rocket ships and learn about colour and art, as well as code with math using programs as Scratch and Tinkercad for 3D modeling. Younger students will learn about Canadian money and use math to code counting coins. The Chair also highlighted that each branch will have kits to distribute to children, created in the Nepean Centrepointe branch's Imagine Space using the laser cutter, and featuring either a puzzle or a tangram. The kits will also contain a bibliography of recommended math-related reads.

### **MOTION OPL 20220913/3**

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

Results: Received

#### 9. Chief Executive Officer's Report

##### **TD Summer Reading Club Program 2022**

The CEO was pleased to announce that the TD Summer Reading Club for children (TD SRC) and the Teen Staycation programming kept young customers engaged this summer, thanks to great work by the Program Development team and branch employees.

##### **"Le Jour des Franco-Ontariennes et Ontariens"**

To mark *Le Jour des Franco-Ontariennes et Ontariens*, OPL will share booklists and reading recommendations that celebrate Franco Ontarian writers, stories, and culture.

##### **Return to Regular Operating Hours**

The CEO said OPL will increase opening hours at the urban and suburban branches to include two additional mornings (Tuesday and Thursday), starting October 11, as another step towards resuming regular, pre-pandemic hours of operation. Monday and Wednesday hours will remain 10 a.m. to 6 p.m. at these branches for the time being. Ms. McDonald also mentioned that Friday hours will

remain the same (10:00 a.m. to 6:00 p.m. for district branches or 1:00 to 6:00 p.m. for others that are open), and Saturday hours will remain 10:00 a.m. to 5:00 p.m. Branches that are open on Sundays will see their hours expanded as well, and will now be open from 10:00 a.m. to 5:00 p.m., and Osgoode and Vernon branches will be adding Tuesday night hours starting October 11. Finally, the Metcalfe branch will be opening in its new temporary location at the Town Hall effective October 13. The CEO indicated that rural branches, Rockcliffe Park branch, and bookmobile stops will maintain their current opening hours.

### **Ādisōke Update**

The CEO was very happy to report that the Ādisōke project has reached an exciting milestone: all 150 caissons have now been installed for the foundation. She also reported that a second tower crane was also recently installed on site and highlighted that the pouring of concrete for the foundation walls continues in the coming days, as well as pile cap and grade beam work. Waterproofing and backfilling operations are also ongoing. For up-to-date construction information, the CEO encouraged everyone to visit [Ādisōke.ca](http://Ādisōke.ca).

### **October Library Month Preview**

The CEO reminded trustees that an exciting and important celebration is upcoming: October is Canadian Library Month! This year's theme at OPL will highlight how the Library can help counter misinformation, encouraging customers to "Read between the lines". Noting that libraries are resource centres and community hubs with a responsibility to support information literacy skills and critical thinking, Ms. McDonald observed that by promoting diverse, high-quality collections and helping customers improve their ability to seek, find, and interpret information, OPL can help build a more peaceful, tolerant, and successful community. She said OPL will be offering programs, hosted by Media Smarts, that explore digital literacy, and encourage people to put on their thinking caps.

### **MOTION OPL 20220913/4**

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

Results: Received

#### 10. Reports

##### 10.1 Metcalfe Branch Reconstruction Additional Funding Requirements

File Number: OPLB-2022-0913-10.1

Trustee Brockington indicated he was supportive of the recommendation before the Board. He inquired about the details of space at Greenboro branch that the funding was originally intended for, and whether other spaces were also on loan as staff indicated to a non-library organization (Ottawa Public Health (OPH) in this case). Anna Basile, Division Manager, Corporate Services indicated that Greenboro is the only branch has space currently loaned out to OPH: the branch has a standing agreement with OPH to use Library space for a vaccine clinic. She mentioned that staff had originally intended, pre-pandemic, to re-allocate that space by removing the public computers [later corrected: study carrels], but that when the pandemic occurred, staff agreed to loan it to OPH. Ms. Basile added that OPH also uses a room at Emerald Plaza for a vaccine clinic; but that space is booked by OPH using the regular meeting room booking process. Donna Clark, Division Manager, Branch Operations reiterated that the space used by OPH at Greenboro branch was going to be repurposed, and OPH's use has provided additional community members with an opportunity to visit the Library.

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

#### **MOTION OPL 20220913/5**

**That the Ottawa Public Library (OPL) Board approve the re-allocation of one capital account totaling \$180,000 to the Metcalfe capital project authority as described in this report.**

Results: Carried

#### 10.2 Order of Friendship Nomination - The Anishinābe Algonquin Host Nation communities of Pikwakanagan and Kitigan Zibi

File Number: OPLB-2022-0913-10.2

#### **MOTION OPL 20220913/6**

**That the Ottawa Public Library (OPL) Board approve the Anishinābe Algonquin Host Nation communities of Pikwakanagan and Kitigan Zibi for the Order of Friendship, in recognition of their instrumental input into shaping the design of Ādisōke, and for supporting OPL in advancing the organization's reconciliation and decolonization efforts.**

Results: Carried

10.3 Board Succession Planning Policy - Amendments

File Number: OPLB-2022-0913-10.3

**MOTION OPL 20220913/7**

**That the Ottawa Public Library (OPL) Board approve the amendments to OPL Board Policy 016 - Board Succession Planning.**

Results: Carried

10.4 Update - Indigenous Services

File Number: OPLB-2022-0913-10.4

Remarking on the information in the report regarding Cree, Inuktitut and Ojibwe language collections at Main and St Laurent branches, Trustee Brockington inquired if branches also offer collections in other languages tied to demographics from the area. He inquired whether additional information could be shared with trustees regarding how OPL responds to demands for other languages. For example, he noted that there are Arabic-speaking residents in the south of Ottawa, and he wondered how branches in that area respond to that need? Ms. McDonald, CEO referred to the Board-approved 2020-2023 Content Services Framework that provided information about how OPL collects material in languages that have more than 2,000 speakers in Ottawa, according to demographic data. She also mentioned that through the Framework and the Board Delegation of Authority Policy, staff have the ability to spend the collections fund and advise the Board how the money was spent.

Following up on the comment about demographic data, Anna Basile, Division Manager, Corporate Services said that the requirements for other languages was reviewed annually based on new census data and highlighted that census data was used by OPL staff for many services, including collections. Donna Clark, Division Manager, Branch Operations added that individual branches work closely with Content Services to share information about their communities as well.

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

**MOTION OPL 20220913/8**

**That the Ottawa Public Library (OPL) Board:**

1. **Receive this report for information; and,**

2. **Direct staff to provide the Board with an update regarding Indigenous Services at OPL once per term of Board, as further described in this report, and to update Board Policy 010 – CEO Reporting and Board Monitoring to reflect this reporting timeline.**

Results: Received and Carried

#### 10.5 Fundraising Update

File Number: OPLB-2022-0913-10.5

Trustee Brockington asked staff to elaborate on the challenges being experienced in the current fundraising campaign and noted that he was expecting better performance since the last fundraising update (March 2022). Michael Poliwoda, Program Manager, Major Gifts and Partnerships pointed out that the current report reflects the first half of 2022 and noted that OPL has never embarked on this type of campaign. Mr. Poliwoda said there were a number of lessons learned, confirmed that there is a healthy pipeline for donations, and noted that he is optimistic regarding additional donations that will be received by year end. He observed that the economic environment has also changed. The team is moving forward with a strategy to cultivate major gifts, which can take from six months to two years to secure.

Trustee Brockington asked whether there will be changes to the strategy for the second half of the year. Danielle McDonald, CEO, noted that the report results were for the first half of the year and included funds received and processed. She felt that the numbers regarding annual giving were good and agreed that the campaign results fell short of the goals. However, she did acknowledge that there was potential to increase the results given the pipeline prospects. Ms. McDonald added that OPL will also seek third party advice regarding the fundraising strategy to provide additional insights and help inform future directions.

Trustee Brockington asked whether the Board could receive fundraising updates more frequently. Ms. McDonald advised trustees regarding the Board-approved timelines (twice annually). She agreed to inform the Board (via correspondence) regarding additional donations received before the year's end and to include a summary of key findings based on third-party advice received.

**MOTION OPL 20220913/9**

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

Results: Received

*Direction to staff*

*That staff provide an update to the Board regarding third party advice received regarding OPL fundraising initiatives.*

10.6 Second Quarter 2022 Financial Report

File Number: OPLB-2022-0913-10.6

**MOTION OPL 20220913/10**

**That the Ottawa Public Library Board receive the 2022 second quarter financial reports.**

Results: Received

10.7 2021 Financial Statements

File Number: OPLB-2022-0913-10.7

**MOTION OPL 20220913/11**

**That the Ottawa Public Library Board receive the 2021 Financial Statements.**

Results: Received

11. Trustees' Items

11.1 International Federation of Library Associations and Institutions (IFLA) World Library and Information Congress 2022 - Chair Matthew Luloff

File Number: OPLB-2022-0914-11.1

Chair Luloff reported that he had a wonderful time at the IFLA World Library and Information Congress (accompanied by CEO Danielle McDonald). He noted that the location in Dublin, Ireland was incredible, and that he appreciated the opportunity to meet other library executives and strengthen relationships.

Chair Luloff underlined three sessions he found particularly interesting: one relating to the role of libraries as democratic institutions; another

related to building new spaces in older buildings, and another about combatting misinformation.

He said the Congress was a valuable experience for both the ideas discussed and the connections our delegation made with members of the international community. He said he left excited for what the future holds for public libraries, and OPL in particular.

Trustee Slack commented that he loved the emphasis of the library as an institution that supports democracy, a key Canadian tenet; he added that we are very lucky to have libraries in our lives.

There being no further comments or questions, the report was RECEIVED as presented.

**MOTION OPL 20220913/12**

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

Results: Received

11.2 Facilities Framework Deferral

**MOTION OPL 20220913/13**

**WHEREAS the Board received and tabled the draft Facilities Framework, and sought Board approval for the public engagement approach at the 14 June 2022 OPL Board meeting;**

**WHEREAS the draft Facilities Framework identified that staff report back to the Board in October 2022 on the outcome of public engagement, and to present the final Facilities Framework for deliberation;**

**WHEREAS the Board directed staff to consider including a live in-person or virtual session, and asked staff to address the impacts on the timeline for the final version of the Framework;**

**WHEREAS staff re-evaluated the public engagement plan for the draft Facilities Framework and a virtual open house was scheduled and conducted on August 23, 2022;**

**WHEREAS based on the volume and quality of public input received to-date, the Finance and Facilities Ad hoc Committee recommend adjusting the timelines for reporting back;**

**THEREFORE BE IT RESOLVED THAT the OPL Board defer the public engagement summary and final Facilities Framework to the meeting scheduled for 8 November 2022.**

Results: Carried

12. In Camera Items

**MOTION OPL 202209013/14**

**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 LABOUR RELATIONS UPDATE – REPORTING OUT DATE: NOT TO BE REPORTED OUT; and,**
- **DISCUSS EMPLOYEE RELATIONS - REPORTING OUT DATE BY: 1 OCTOBER 2022.**

**THAT, IN ACCORDANCE WITH THE *PUBLIC LIBRARIES ACT*, THE OTTAWA PUBLIC LIBRARY BOARD RESOLVE IN CAMERA PURSUANT TO 16.1 (4)(B), PERSONAL MATTERS ABOUT AN IDENTIFIABLE INDIVIDUAL, TO CONSIDER THE MID YEAR REVIEW FOR THE CHIEF EXECUTIVE OFFICER – IN CAMERA – REPORTING OUT DATE: 13 SEPTEMBER 2022.**

Results: Carried

Trustee Brown left the meeting at 6:26 p.m. and returned at 6:29 p.m.

Upon resuming in open session at 7:19 p.m., the Board moved the following:

**MOTION OPL 202209013/15**

Moved by Chair Luloff (*Vice-Chair Begg was unavailable due to technical issues*):

**That the Ottawa Public Library Board:**

1. **Receive the Labour Relations Update;**
2. **Approve changes to the benefit entitlements for OPL's Management and Professional Exempt (MPE) employees with reporting out by October 1, 2022; and,**
3. **Receive the Mid Year Review presentation from the CEO for information.**

Results: Received and Carried

## 13. Additional Item

OPL Closure - Observance to mourn the passing of the Queen.

Anna Basile, Division Manager, Corporate Services reiterated that Prime Minister announced that Monday, September 19 will be a day of mourning for Federal employees. At this point, OPL is seeking legal advice, and a key element in reaching a decision regarding any potential closure of OPL or City services is whether the Prime Minister or the Governor General specifically declared the Federal Holiday. She said OPL is working closely with Legal but do not yet have all the required information to make a decision. As such, staff are seeking direction from the Board to follow the City's decision regarding potential closures, including potential impacts for both unionized employees and management.

Trustee Brockington inquired regarding the specifics of language in the Collective Agreement. Ms. Basile advised that the current languages indicates that: if the Governor General declares a new public holiday, OPL would add the holiday. This language is specific to our Collective Agreement but is the same in some of the City's Collective Agreements.

Vice-Chair Begg (pro tem) asked whether the Board is able to recommend otherwise; for example, if the Board want to acknowledge September 19 as a holiday and recommend branches be closed. Ms. Basile said the Board does have authority to make that decision according to the Delegation of Authority. He asked staff to read out the actual Collective Agreement language. Ms. Basile read out the specific language: "Any day proclaimed by the Governor General in Council shall be a statutory holiday".

Chair Luloff felt that it is important for OPL to align with City services but understands there are some nuances. Noting that OPL has two sets of employees (unionized and management), there would be additional costs incurred (regular staff salaries and holiday rate). A decision like this has a lot of factors. Trustee Slack added that he was supportive of aligning with the City of Ottawa.

**MOTION OPL 202209013/16**

**That the Ottawa Public Library Board approve aligning any potential OPL closures with the City of Ottawa, pending confirmation on their part and release details to the Board as they are finalized.**

Results: Carried

14. Adjournment

**MOTION OPL 202209013/17**

**Be It Resolved that the Ottawa Public Library Board meeting be adjourned at 7:20 p.m.**

15. Next Meeting

Tuesday, 11 October 2022 (*subsequently, a Special Meeting of the Board was convened on Tuesday, 4 October 2022.*)

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Original signed by Matthew Luloff,  
Chair

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Danielle McDonald, Recording  
Secretary