

Ottawa Public Library Board Meeting

Minutes 8

Monday, 14 September 2015

5:05 p.m.

Champlain Room, Ottawa City Hall, 110 Laurier Avenue West

Notes: 1. *Please note that these Minutes are to be considered DRAFT until confirmed by the Board.*

Notes: 2. *Underlining indicates a new or amended recommendation approved by the Board.*

Present:

Chair: Tim Tierney

Vice-Chair: André Bergeron

Trustees: Steven Begg, Kathy Fisher, Allan Higdon,
Catherine McKenney, Scott Moffatt, Marianne Wilkinson

Regrets:

Trustees: Scott Moffatt, Pamela Sweet

DECLARATIONS OF CONFLICT OF INTEREST

No Declarations of Interest were filed.

CONFIRMATION OF MINUTES

Minutes 7 - Tuesday, 9 June 2015

CONFIRMED

**PRESENTATION: ONTARIO LIBRARY ASSOCIATION (OLA) BUILDING
AWARD – BEAVERBROOK BRANCH**

Chair Tierney presented to the Board the OLA Building Award received for the Beaverbrook Branch. He advised that the branch also received an honourable mention in the prestigious Library Journal (September 15th edition); being a first ever achievement for OPL to be recognized in the Library Journal for Architectural significance.

MOTION OPL 20150914/1

That the Ottawa Public Library Board receive the presentation for information.

RECEIVED

CHAIR'S VERBAL UPDATE

Constance Bay Branch Official Re-Opening Ceremony

Chair Tierney indicated that the Mayor, Councillor Eli El-Chantiry, and himself hosted a ceremony for the reopening of the new library in the recreation complex. Trustees Wilkinson, Bergeron, Begg, and Fisher were also in attendance. He thanked both the Friends of the Ottawa Public Library Association (FOPLA) and the organizers of the Diefenbucker for their kind donation that allowed OPL to outfit the branch, and also recognized the effort of the local community who raised more than \$300,000 for this centre.

Federation of Ontario Public Libraries (FOPL) Board Announcement

Chair Tierney congratulated Trustee Fisher who filled the "Urban Caucus" vacancy on the FOPL.

Canada 150 Funding

Chair Tierney advised that the OPL Submission to the Canada 150 Community Infrastructure Program was not successful.

Employee Forum

Chair Tierney noted that on September 18th OPL will be holding a Forum for employee development, engagement, and recognition, which is held every two years. Branches that normally open at 10:00 a.m. or 1:00 p.m. on Friday's will open at 1:30 p.m.

MOTION OPL 20150914/2

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

RECEIVED

CHIEF EXECUTIVE OFFICER UPDATE

Central Library Development

Danielle McDonald, CEO, provided a presentation on the Central Library Development initiative (*Held on file with the Chief Executive Officer*). The CEO advised that the Central Library Development was approved as a strategic initiative in the 2015-2018 Term of Council Priorities on July 8th, making the Central Library a project. She noted that the initiative was approved without any funding attached and at this point, there is no approved site, no budget, nor delivery method. This is a very complex, non-traditional project that will involve the efforts of OPL and City staff, who will determine and recommend the best approach and the most affordable way in which to deliver the project to the Board and Council (i.e. partnership opportunities). Ms. McDonald stated the Board endorsed a three-stage procurement process in order to assist in refining the business opportunity and limit risk going forward: Request for Expression of Interest (REOI), Request for Qualifications (RFQ), and Request for Proposals (RFP). The CEO advised they are in the Project Planning Phase that will run until Q1 2017, and the key components of the phase include: project management, stakeholder engagement, procurement, exemplar site analysis (on the public sector comparator site), design, and financial analysis. The key deliverables are: Complete an REOI process and stakeholder engagement, and use information

gathered to inform the development of an RFQ; development and approval of a RFQ; and, development and issuance of a RFP. She said that the project implementation phase is estimated to run from Q1 2017 – Q4 2020 (dependent on project delivery method). Ms. McDonald provided a summary of the planning updates.

Chair Tierney thanked Ms. McDonald and said that the CEO and staff have been busy working throughout the summer to ensure that the file moves forward. He noted that the survey and the REOI will be the most important starting points, and that the Board is looking forward to continued progress and updates.

In response to a question from Trustee Wilkinson with respect to the omission of “site selection process” noted in the slide, Chair Tierney responded that the site decision has yet to come before the Board. Ms. McDonald, CEO indicated that work has progressed from Council’s decision on July 8th and the next key activities are the stakeholder engagement and the REOI process. Elaine Condos, Division Manager, Central Library Project added that until the project delivery method is determined, a location for the library is unknown at this stage. She noted that staff will be undertaking additional analysis on the exemplar site for the public sector comparator. Chair Tierney noted that staff will take the site selection analysis point from Trustee Wilkinson back for consideration.

Trustee McKenney reiterated that there has to be a process for site selection. She mentioned that stakeholder engagement on site design is going to inform the RFP process but she would like to see that broadened to another public open house in order to hear from as many people as possible. Ms. McDonald advised that a public open house is not part of the current plan. She recommended that staff continue with the engagement as outlined, review findings, and come back to the Board before making modifications. Chair Tierney advised that staff will look at the recommendations/suggestions and report back to the Board.

Trustee Fisher asked what kind of information will be gathered from the REOI and how will the information inform the RFQ process. Ms McDonald advised that the document provides a series of detailed questions on site, design, and engagement, that will be compiled, in addition to what will come out of the confidential meetings that will take place. Jeff Byrne, Chief Procurement Officer,

Supply Branch added that the REOI gives the private sector some indication as to what they would be competing for, and will provide the OPL/City with information on whether potential partners would bring money to the project.

In response to a question from Trustee Begg on whether the results of the REOI would be confidential, Ms. McDonald noted that the results themselves would be confidential but staff will take the information to help shape where to go with the process. The Board will receive information on how many meetings took place and whether there were various partnership opportunities, however, not providing specific details. Further, Mr. Byrne said they would report in general terms but not identify confidential information.

In response to a question from Trustee Wilkinson on the Board having the REOI document, Mr. Byrne advised that he would provide that document to the Trustees. He added that the REOI is an information gathering exercise.

The Board heard from the following delegations:

Mike Pyndus,* spoke of analysis of space requirements and space criteria. He asked whether a business case will be prepared with respect tax dollars and provided options that should be considered in the development.

Sarah Anson-Cartwright, Bookmark the Core, Citizens for a new Central Library in Downtown Ottawa* Bookmark the Core recommended that: the outcomes of the steps be verified, the questions be tabled to inquire how the three steps come together and inform on how they will be incorporated into one another, encourage the library to issue a plain-language fact sheet, and the OPL host a public face-to-face event for optimal engagement and feedback.

[**Individuals / groups marked with an asterisk above either provided comments in writing or by email; all submissions are held on file with the CEO.*]

In addition to that provided by the individuals marked with an asterisk above, written correspondence was also submitted by the following, as noted:

- Stephen Thirlwall, a resident of Centretown*, expressed concerns about the

location being a place holder for the new Central library and noted that it is one of the most awkward places to walk or bike.

There being no further discussion, the CEO's update was received as presented.

MOTION OPL 20150914/3

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

RECEIVED

REPORTS

1. ALTERNATIVE SERVICES DELIVERY FRAMEWORK 2016-2020

OPLB-2015-0071

Monique Brulé, Division Manager, Programs and Services provided a presentation (*Held on file with the Chief Executive Officer*). She described the purpose of the framework and advised that the objective is to develop a holistic approach for providing alternative services. She also touched on key service characteristics, framework service parameters, and next steps.

In response to a question by Trustee Wilkinson about the consultation being applied before the framework and whether reporting in December would be enough time, Ms. Brulé advised that staff could exchange the two processes or it may happen concurrently. She said staff could also take that as direction to report back in Q1 2016.

Vice-Chair Bergeron thanked staff for a detailed report. He noted the framework will give the Board and staff the opportunity to shift according to demand, whereas a physical branch could not provide that flexibility. Mr. Bergeron asked how the service parameters were determined and Ms. Yarrow advised that staff have technology tools for the parameters.

Mr. Bergeron inquired about circulation items and how parameters were determined. Ms. Yarrow mentioned that it is benchmarked within OPL, current locator services, and also international standards. In response to a question from Vice-Chair Bergeron regarding taking the framework for sensitivity analysis for all bookmobile stops, Ms. Brulé noted that it is premature, however they have started the analysis for all the stops and will meet with the Ad hoc committee and bring that information back to the Board.

Trustee Fisher also thanked staff and asked if, in using the framework to optimize, staff will take into consideration reducing stops or services, or a service no longer being required and eliminating it completely. Ms. Brulé advised that the framework can be used towards decommissioning services.

The Board heard from the following delegation:

John D. Reid,* spoke as a mostly satisfied customer of an alternative service, noting that the alternative service was instituted when it was clear the bookmobile was inadequate. Mr. Reid noted the proposed model has a short list of criteria for success, and those are neither well justified nor transparent. He said the focus cannot be on bookmobiles, which is just one part of a range of alternative services. He indicated that there are creative options being tried by other libraries but did not see any evidence of those being explored.

*[*Individuals / groups marked with an asterisk above either provided comments in writing or by email; all submissions are held on file with the CEO.]*

Chair Tierney advised that Trustees Wilkinson and Higdon were interested to serve on the Alternative Services Framework Ad hoc committee and asked if anyone else was interested. There being no other interest shown and there being no further discussion, the report recommendations were put before the Board and were CARRIED, as amended.

MOTION OPL 20150914/4

- 1. That the Ottawa Public Library Board approve the Alternative Services Delivery Framework 2016-2020, including the parameters for establishing new alternative services locations and reporting periods;**
- 2. That staff be directed to bring back to the Board in Q4 2015 recommendations for changes to bookmobile stops to align with the framework; and**
- 3. That the Board approve an ad-hoc working group composed of Trustees Higdon and Wilkinson to serve as advisors to staff on the recommendations.**

CARRIED, as amended

2. OTTAWA PUBLIC LIBRARY BOARD POLICIES 2 OF 3

OPLB-2015-0072

Trustee McKenney expressed concerns with the Board Role in Advocacy Policy and looked for precision on restricting the statutory role a City Councillor plays in the municipality versus their role as a Board Trustee in advocacy. She asked that this policy be deferred until such time a legal opinion is provided on the matter.

There being no further discussion, the report recommendations were put before the Board and were CARRIED, as amended.

MOTION OPL 20150914/5

- 1. That the Ottawa Public Library Board adopt the following Board Governance policies, attached as Documents 2 - 5:**

- **Trustee Orientation and Continuing Education**
 - **Board Meeting Calendar**
 - **CEO Succession Planning**
2. **That the Board Role in Advocacy Policy be deferred to the 13 October 2015 OPL Board meeting to seek a legal opinion by the City Clerk and Solicitor's office with respect to the statutory role that City of Ottawa Councillors versus Trustees play in their role in the municipality.**

CARRIED, as amended

Board Role in Advocacy Policy 017 – OPLB (Deferred to 13 October 2015)

3. OPL MANAGEMENT AND PROFESSIONAL EXEMPT (MPE) GROUP – ECONOMIC INCREASES

OPLB-2015-0073

Chair Tierney advised that if approved, the Board would no longer authorize annual economic increases for the MPE group as they would be aligned with the City's. The CEO will ensure that the Board is informed and apprised of any pending increases, as brought to and approved by City Council.

There being no further discussion, the report recommendations were put before the Board and CARRIED, as presented.

MOTION OPL 20150914/6

That the Ottawa Public Library Board authorize the following:

1. **Economic increases for the Library Management and Professional Exempt Group as identified in this report;**
2. **That on a go-forward basis, economic increases for the**

Library Management and Professional Exempt Group mirror those of the City of Ottawa Management and Professional Exempt Group.

CARRIED

4. SECOND QUARTER 2015 FINANCIAL STATEMENTS

OPLB-2015-0074

MOTION OPL 20150914/7

That the Ottawa Public Library Board receive the 2015 second quarter financial reports.

RECEIVED

5. BOARD GOVERNANCE ACTION PLAN

OPLB-2015-0075

MOTION OPL 20150914/8

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

RECEIVED

6. 2015 CALENDAR OF REPORTS, OUTSTANDING INQUIRIES, MOTIONS, AND UNSCHEDULED REPORTS

OPLB-2015-0076

MOTION OPL 20150914/9

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

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***IN CAMERA ITEM**

7. OTTAWA PUBLIC LIBRARY – PERSONAL MATTERS ABOUT AN IDENTIFIABLE INDIVIDUAL WITH RESPECT TO MID YEAR REVIEW FOR THE CHIEF EXECUTIVE OFFICER FOR 2015 – IN CAMERA – REPORTING OUT DATE: 14 SEPTEMBER 2015

MOTION OPL 20150914/10

That the Ottawa Public Library Board move in camera in accordance with section 16.1 (4)(b) of the Public Libraries Act, to consider personal matters about an identifiable individual, with respect to the Mid Year Review for the Chief Executive Officer.

CARRIED

Upon resuming in open session, the Board moved the following:

MOTION OPL 20150914/11

Moved by Trustee Fisher:

Therefore Be It Resolved that the Ottawa Public Library Board approve the Ad-Hoc Committee's recommendation regarding the Chief Executive Officer's Mid-Year Performance Review and that the Board forward the information to the City of Ottawa to implement the changes accordingly.

CARRIED

ADJOURNMENT

MOTION OPL 20150914/12

Be It Resolved that the Ottawa Public Library Board meeting be adjourned at 6:33 p.m.

Chair

Recording Secretary