

Ottawa Public Library Board Meeting

Draft Minutes 5

Tuesday, 12 May 2015

5:00 pm

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

Regrets: Trustee Pamela Sweet

DECLARATIONS OF CONFLICT OF INTEREST

No Declarations of Interest were filed.

CHAIR'S REMARKS

Chair Tierney first welcomed former Vice-Chair and Trustee Jim Bennett in the audience.

Teen Tech Video Awards

Chair Tierney noted that the Ottawa Public Library launched its 5th annual video contest to raise awareness among teens about all its digital and technological

offerings. The contest was sponsored by the Friends of the OPL and SAW Video. Chair Tierney mentioned that the top 10 finalists were announced on April 30th, and he had the pleasure of attending the event along with Trustee Fisher and staff. Adrianna Chang (Miss Peregrine's Home for Peculiar Children by Ransom Riggs) came in first place, winning an Apple iPad, one free SAW Video workshop, and one year basic SAW Video membership. A few images of the event, as well as the video for first place, were shown on the overhead screen. *(Held on file with the CEO)*

Canadian Library Association (CLA) National Conference and Trade Show

Chair Tierney responded to an inquiry raised by Trustee Wilkinson at the April Board meeting, that information was provided once more to Trustees seeking interest to attend the event. Trustees Fisher and Wilkinson will be representing the Ottawa Public Library Board.

Vice-Chair Bergeron in Amsterdam

Chair Tierney indicated that Vice-Chair Bergeron was travelling in Amsterdam unrelated to OPLB business, and visited the Central Library.

Vice-Chair Bergeron stated that he took a couple of hours to tour the Amsterdam Central Library, built in 2007. He provided quick facts of the size of the facility, the number of floors, and the location. A few images of the tour were shown on the overhead screen. *(Held on file with the CEO)*

Action: The Library Board Assistant will provide Vice-Chair's notes and all images to the Board Trustees.

MOTION OPL 20150512/1

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

RECEIVED

CEO'S REMARKS

Content and Technology Services Division Manager

Ms. McDonald reported that Monique Brûlé has been appointed as Acting Division Manager on an interim basis. She has a background in technology, content services, and was also involved in the development of Service OPL function. Please welcome Monique!

Libraries 2025

Ms. McDonald indicated that she and Monique Désormeaux attended this session with many other CEO's, and senior staff from libraries in Ontario. The session focused on four key themes: Community Based Design, Continuous Improvement and Innovation, Proving our Stories, and Staff Evolution. The session provided for a lot of new information and learning, as well as provided assurances that OPL was on the right track with our focus on increased customer and public engagement.

Central Library Update

Ms. McDonald reported that the formal survey from the Public Engagement Feedback was very positive experience by all in attendance. Participants loved the format and set-up, and there was high praise for the facilitators. She indicated that the June Board meeting will be focused on the Central Library file, and that it is a complex project and one of OPL's biggest files that will bring much interest and potential increase in the number of public delegations. In concurrence with the Chair, staff booked Andrew S. Haydon Hall for this meeting. Interested delegations should contact the OPL Board Assistant to register in advance. Ms. McDonald spoke to the Central Library Development process, and what will be discussed at the upcoming meeting (a chart was shown on the overhead screen – *Held on file with the CEO*)

The Board heard from the following delegation:

Sarah Anson-Cartwright* introduced a new group, Bookmark the Core. She explained the group's mission and definition of "downtown" and stated the group's interest in contributing to an inclusive consultative process toward a decision on location, design,

functionality, and size of the future library.

In response to a question from Vice-Chair Bergeron whether the group looked at the boundaries of the downtown core, Ms. Anson-Cartwright pointed out that the group looked at the boundary in relation to the three Light Rail Transit Stations.

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

There being no further discussion, the Chair's remarks were put before the Board, and were RECEIVED, as presented.

MOTION OPL 20150512/2

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

RECEIVED

Chair Tierney proceeded to the items of business.

CONFIRMATION OF MINUTES

Minutes 4 - Tuesday, 14 April 2015

CONFIRMED

With unanimous consensus, the Board agreed to move Item 4 as the last item of business, and following a 'Consent Agenda' process, the Board considered the held Items in the following order: Items Nos. 5, 1, 2, and 4.

PRESENTATION

1. EDUCATIONAL - ALTERNATIVE SERVICES

Alexandra Yarrow, Program Manager, Alternative Services in the Content and Technology Department spoke to the current state of services, and provided insight into the department's operations. Ms. Yarrow mentioned the word modality to categorize the ways in which the department provides service, and the four modalities provided by Alternatives Services at OPL are: Bookmobile Services, Kiosk Services, Homebound Services, and Accessibility Services. *(Held on file with the Chief Executive Officer)*

MOTION OPL 20150512/3

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

RECEIVED

REPORTS

CHIEF EXECUTIVE OFFICE

2. CHIEF EXECUTIVE OFFICER DELEGATION OF AUTHORITY AMENDMENTS

OPLB-2015-0042

Vice-Chair Bergeron noted that there is no confirmation in the report that the Financial Services Unit, or the City, has been consulted on this report. Ms.

McDonald, CEO advised that in fact she and her senior management team have been working with Brenda Gorton, the Ottawa Public Library's financial services unit representative to make the adjustments to the CEO's Delegation of Authority.

Further to a question from Vice-Chair Bergeron about concerns on a) the increase of authority from \$150K to \$500K, and b) the frequency of reporting. Ms. McDonald, CEO pointed out that City Council approved a \$500K threshold for senior management and this would align OPL with the City.

In response to questions from Trustee Wilkinson regarding restrictions around approved spending and process tied to it, Ms. McDonald noted that OPL has a project management discipline, and between that and reporting, spending is within a specific envelope. Further, Trustee Wilkinson spoke to symbols on actual approval amounts and the actual agreement should indicate equal or less than equal.

Trustee McKenney questioned the clarity around the policy interpretation in 2.1 of the DOA that the CEO is authorized to further delegate, and to authorize further delegation of any powers, duties and functions. Ms. Basile, Program Manager, Planning and Board Support noted that the interpretation speaks to such delegations are authorized in writing but does not exceed the authority delegated to the authorized person. Ms. McDonald, CEO added that staff follow the Purchasing By-law, anything over \$500K would have to come to the Board for approval. She stated that expenditures are documented with staff and finance, and as such it is a hierarchy that allows Division Manager's to operate their Divisions without having to come to the CEO with every single expenditure. Ms. Basile noted that the balance of the policies would be back in the fall and the language under 2.1 could be reviewed this summer, and be brought back at that time.

Chair Tierney highlighted Trustee Higdon's concern around the architecture for the Central Library project under the DOA, Ms. McDonald, CEO concurred that it is something that staff will have to build in the report in June on how it will be recommended moving forward in terms of procurement, and those

pieces be specifically be spelled out.

DIRECTION TO STAFF:

1. That staff ensure the symbols for actual approved agreements show as equal or less than equal.
2. That staff review the policy portion of the Delegated of Authority under section 2.1, and add a sentence to indicate what the maximum is for the Division Manager's.
3. That staff highlight what the Board approval will be with respect to Central Library project in the June report.

MOTION OPL 20150512/4

That the Ottawa Public Library Board approve the following recommended changes to the CEO Delegation of Authority:

- a) **Provide the CEO with the approval authority for general competitive and non-competitive contracts be set at <\$500,000 for the CEO, and \geq \$500,000 for the Board.**
- b) **Provide the CEO with authority to exercise approved spending authority for all capital projects up to the annual approved capital amount.**
- c) **Provide the CEO with authority to approve, amend, extend, and execute agreements with federal, provincial, and international governments and agencies.**
- d) **Amend Item #22 to read: Temporarily close or relocate branches in keeping with the branch closure policy, temporarily modify bookmobile stops, or temporarily modify kiosk services; and delete item #24.**
- e) **Grant the CEO with authority to approve Cash or Near-Cash**

prizes valued at ≤\$300.

- f) Change the reporting frequency for the Report on Contract Expenditures from quarterly to semi-annually and increase the minimum threshold for reporting to \$25,000 in accordance with the revised City of Ottawa Purchasing Bylaw.**
- g) Modify the terms of the Policy Review period.**

CARRIED, as amended

3. CHIEF EXECUTIVE OFFICER DELEGATION OF AUTHORITY
ANNUAL REPORTING

OPLB-2015-0043

MOTION OPL 20150512/5

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

RECEIVED

CORPORATE SERVICES

5. FIRST QUARTER 2015 FINANCIAL STATEMENTS

OPLB-2015-0045

Chair Tierney noted that Appendix B of the report had a typographic error in that it indicated the year 2013 and it should have been 2014.

Action: Staff will make the correction to appendix B and re-post to the website.

In response to a question from Trustee Wilkinson on how staff will plan to overcome the operating budget spending, Ms. McDonald, CEO pointed out that the report is a preliminary view of the year, and noted that the Pay Equity component will run a deficit but more information will be forthcoming.

There being no further discussion, the report recommendation was put before the Board and was RECEIVED, as amended.

MOTION OPL 20150512/6

That the Ottawa Public Library Board:

1. **Receive the 2015 first quarter financial reports.**
2. **Correct a typo in Appendix B to read 2014 rather than 2013.**

RECEIVED, as amended

IN CAMERA ITEM

CHIEF EXECUTIVE OFFICE

4. **ORGANIZATIONAL REVIEW VERBAL UPDATE**

Chair Tierney indicated that he met with the CEO to discuss a change to the organizational structure, which is delegated to the CEO as per the Delegation of Authority, and supports the changes she is bringing forward. Chair Tierney noted that changes to the structure is built on work done by staff following the Board's direction in 2012 on the Governance Review.

Danielle McDonald, CEO highlighted several key reasons for the new OPL organization structure below (the structure chart was shown on the overhead screen – *Held on file with the CEO*) :

- Focus on a Strategic Work Plan
- Succession Planning
- Business Continuity
- Central Library

Ms. McDonald provided the one key change to the structure, the introduction of a Deputy CEO. She announced that Monique Desormeaux accepted this position. She brings a wealth of experience to her role, as well as a passion for the organization fueled with more than 25 years of service at OPL. The CEO will have four direct reports based on this new structure and in terms of timing, the Deputy CEO is effective immediately. Ms. Désormeaux will then work on the remaining structure of which the Board will be provided with an update.

In response to a question from Trustee Higdon with respect to budgetary impact, Ms. McDonald advised that the current organizational structure that she provided is within the current budget approval for the Ottawa Public Library and not seeking any increase for this change.

Trustee Higdon posed a question on impact related to compensation; which then the Chair asked Trustee Higdon to move a motion to go In Camera.

MOTION OPL 20150512/7

Moved by Trustee Higdon:

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 compensation.

CARRIED

Upon resuming in open session at 6:17 p.m., the Board moved the following:

MOTION OPL 20150512/8

Moved by Vice-Chair Bergeron:

Therefore Be It Resolved that the Ottawa Public Library Board task the Ad Hoc Committee on CEO performance to review the job description and contractual obligations as part of the CEO's mid-year performance review.

CARRIED

ADJOURNMENT

MOTION No. OPL 20150512/9

Be It Resolved that the Ottawa Public Library Board meeting be adjourned at 6:21 p.m.

Minutes approved by:

Chair

Recording Secretary