

**Ottawa Public Library Board  
DRAFT MINUTES**

**Monday, April 14, 2014, 17:00  
The Chamber,  
Ben Franklin Place, 101 Centrepoin Drive**

**Present:**

Chair: Jan Harder  
Vice-Chair: André Bergeron

Trustees: Amelita Armit, Jim Bennett, Keith Egli, Patrick Gauch, David Gourlay, Danielle Lussier-Meek, Doug Thompson, Tim Tierney, Marianne Wilkinson, Rose Zeidan

**Regrets:** Trustees: Christine Langlois, Shad Qadri

**Recorder:** Marc Pellerin, Library Board Assistant

**CALL TO ORDER**

The meeting was called to order at 17:03. Trustees Egli, Gauch, and Tierney joined by teleconference.

**DECLARATIONS OF CONFLICT OF INTEREST**

There were no declarations of conflict of interest.

**PUBLIC DELEGATIONS**

There were no public delegations.

**COMMUNICATIONS**

There were no communication items.

## PRESENTATIONS

### OPL Foundation Final Report, Hunter McGill, Chair, OPL Foundation

Hunter McGill, Chair, Ottawa Public Library Foundation gave a verbal update regarding developments that have occurred over the past 15 months with respect to the Ottawa Public Library Foundation. He summarized all of the actions taken as a result of the Foundation Board's decision to wind up the organization in 2013. With the Foundation no longer accepting donations, he confirmed that the Canada Revenue Agency has revoked the Foundation's charitable status. Changes to the Foundation's website have taken effect to redirect donors to websites of the Ottawa Public Library (OPL), the Friends of the Ottawa Public Library (FOPLA), and the Community Foundation of Ottawa (CFO). Negotiations with the CFO have occurred with the intent of establishing the Ottawa Public Library Foundation Legacy Fund to provide support to the OPL for programs for children, seniors, and newcomers. The bulk of the Foundation's financial assets (\$950,000) have been transferred to the Legacy Fund. Financial assets resulting from the Jan Harder Main Library Trust Fund (\$96,023) have been transferred to the OPL. All Foundation files and records will be transferred to the City of Ottawa Archives. H. McGill concluded by thanking Danielle McDonald, CEO, Craig Ginther, Manager, Technology Services, and Michael Gelinas, Acting Integrated Library System Specialist for their assistance throughout the winding up process. He also thanked Trustee Amelita Armit, Barbara Clubb, Former OPL City Librarian, and all members of the OPL Foundation Board for their involvement and contribution with the Foundation Board.

H. McGill opened the floor to questions from members of the Board.

Trustee Bennett asked H. McGill about his views on proposed recommendations for the OPL Board that would ensure a useful role of any future OPL Foundation Board.

H. McGill explained that the success of a Foundation Board is attributed to an appropriate mix of "workers" and "getters," combined with the existence of flagship or high-profile projects that assist in attracting members and advancing overall support, including financial and political support.

### Technology Trends, Jennifer Stirling, Division Manager, Content & Technology

Craig Ginther, Manager Technology Services gave a PowerPoint presentation on technology trends within the library industry. The presentation covered a variety of

technology tools used to proactively meet customer needs. Such tools included the use of hoopla, MakerSpaces, system integration, customer mobility (e.g. chromebooks), and RFID. The concept of Library services in non-traditional locations was also presented.

## 1. CONFIRMATION OF MINUTES

OPLB-2014-0041

### **MOTION No. OPL 20140414/1**

**Minutes confirmed as presented – Ottawa Public Library Board meeting of March 17, 2014.**

**- CONFIRMED**

## REGRETS

The Board received regrets from Trustees Christine Langlois and Shad Qadri.

## CHIEF EXECUTIVE OFFICER'S REPORT

Danielle McDonald, Chief Executive Officer provided a verbal report, covering key highlights including:

- The upcoming Teen Tech Week Awards Night & Video Screening scheduled for May 1;
- The official launch of French eBooks (April 8);
- National Volunteer Week held April 6-12; and
- The MakerSpace launch scheduled for April 23 at the Nepean CentrepoinTE Branch.

## 2. COLLECTION MANAGEMENT FRAMEWORK

OPLB-2014-0042

Monique Brûlé, Manager, Content Services gave a PowerPoint presentation summarizing OPL's proposed collections management framework and provided an overview of some of the work carried out within the Content Services department.

At the Chair's request, Jennifer Stirling, Division Manager, Content and Technology spoke to the impact on eContent, noting that 2014 was the first year in which OPL experienced the need to repurchase content from Publishers. The new eContent purchasing model deviates from the traditional purchasing method, subjecting OPL to limited loans to its customers and increased purchasing costs. J. Stirling explained that clearer differentiations will be made between re-purchased content and new content within the OPL budget.

Chair Harder made reference to some of the advocacy initiatives spearheaded by the Urban Libraries Council (ULC) and the American Library Association (ALA) aimed at reaching out to government officials to address issues affecting digital content purchasing. She inquired about similar initiatives that could be led domestically to reach out to MPs and MPPs about current restrictions by the publishing industry. J. Stirling responded that while there is currently no identified advocacy plan, the same models used in the United States could be applied locally. She added that the Toronto Public Library approved a motion urging the Minister of Canadian Heritage and Official Languages and the Ontario Minister of Tourism, Culture and Sport to review the digital content portfolio. She mentioned that OPL could replicate such action, and could also endeavour to reach out to the Competition Bureau.

Chair Harder suggested that a motion be drafted to replicate Toronto Public Library's advocacy efforts. J. Stirling added that the motion would also be adapted to reflect OPL's French language characteristics. Trustee Tierney moved the Chair's proposal as a Notice of Motion.

#### **NOTICE OF MOTION**

Moved by Trustee Tierney,

**That the Ottawa Public Library Board receive notice that a motion will be coming for approval regarding digital content advocacy efforts, directed to the Minister of Canadian Heritage and Official Languages, the Ontario Minister of Tourism, Culture and Sport, and the Competition Bureau; and**

**That the motion be presented at the May 12, 2014 OPL Board meeting.**

Trustee Wilkinson suggested that the OPL broaden its scope to include more tangible offerings (e.g. community partnership to provide access to photographic materials).

Vice-Chair Bergeron inquired about the OPL's purchasing and acquisition process. M. Brûlé explained that customer requests are funnelled through the OPL's 'Suggestion to Purchase' form. The same criteria are used to purchase either physical and/or digital materials. Such criteria include overall product demand, product quality, pricing, and demographic justifications.

Vice-Chair Bergeron noted the new framework's similarity to the old framework, and emphasized the need to address eBooks and other technologies and mediums that make up the library's collections. M. Brûlé mentioned that OPL's circulation data will steer the Library in the right direction. The new framework calls for annual targets, providing the OPL with the required flexibility to alter targets on an annual basis, and eliminating the presence of a rigid framework.

**MOTION No. OPL 20140414/2**

Moved by Trustee Bennett, seconded by Trustee Armit,

**That the Ottawa Public Library Board approve the Collection Management Framework 2014-2016.**

**- CARRIED**

**3. MONITORING REPORT: A.2 STAFFING AND STAFF RELATIONS**

OPLB-2014-0043

Trustee Bennett held the report. He referred to section 1 of the monitoring report and asked if the number of grievances have increased over the past three years, about the number of outstanding grievances as of April 2014, and further asked about grievance categories. M. Désormeaux, Division Manager, Corporate Services responded that the number of grievances have not increased in any significant fashion over the past three years and advised that the nature of such would need to be discussed in camera.

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

**- RECEIVED**

4. MONITORING REPORT: A.7 COMPENSATION AND BENEFITS

OPLB-2014-0044

Trustee Bennett held the report. He referred to section 3 of the monitoring report and presented his inquiries to staff. The Chair advised him that due to the sensitivity of the matter in question, discussions could not be heard in public session.

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

**- RECEIVED**

5. MONITORING REPORT: A.22 SAFETY AND SECURITY PRACTICES

OPLB-2014-0045

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

**- RECEIVED**

6. 2014 CALENDAR OF REPORTS, OUTSTANDING INQUIRIES, MOTIONS AND UNSCHEDULED REPORTS

OPLB-2014-0046

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

**- RECEIVED**

## NOTICES OF MOTION

Digital Content Advocacy

Moved by Trustee Tierney,

**That the Ottawa Public Library Board receive notice that a motion will be coming for approval regarding digital content advocacy efforts, directed to the Minister of Canadian Heritage and Official Languages, the Ontario Minister of Tourism, Culture and Sport, and the Competition Bureau; and**

**That the motion be presented at the May 12, 2014 OPL Board meeting.**

Enactment of New Procedure By-law

Moved by Trustee Bennett, seconded by Trustee Gourlay,

**That the Ottawa Public Library Board receive notice that a Board Procedure By-law will be coming for approval and enactment at an upcoming meeting.**

## OTHER BUSINESS

There was no other business.

## INQUIRIES

Trustee Bennett submitted the following written inquiry: "In what month can the OPL in an OPL Board meeting expect that the first report in accordance with the new Performance Measurement Framework (and KPIs) will be released to the Board for review?"

Chair Harder responded that the first report is slated to be presented to the Board in either May or June.

## IN CAMERA

### **MOTION No. OPL 20140414/3**

**That the Ottawa Public Library Board move in camera in accordance with section**

16.1 (4)(d) Public Libraries Act, R.S.O. 1990, CHAPTER P.44, to discuss labour relations or employee negotiations.

**- CARRIED**

**MOTION No. OPL 20140414/4**

That the Ottawa Public Library Board return to open session.

**- CARRIED**

ADJOURNMENT

**MOTION No. OPL 20140414/5**

That the Ottawa Public Library Board meeting be adjourned at 18:12.

**- CARRIED**

Minutes approved by:

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Chair

\_\_\_\_\_  
Secretary