

Ottawa Public Library Board MINUTES

**Monday, December 9, 2013, 17:00
Champlain Room,
Ottawa City Hall, 110 Laurier Avenue West**

Present:

Chair: Jan Harder
Vice-Chair: André Bergeron

Trustees: Amelita Armit, Jim Bennett, Keith Egli, Patrick Gauch, Christine Langlois, Danielle Lussier-Meek, Shad Qadri, Doug Thompson, Tim Tierney, Marianne Wilkinson, Rose Zeidan

Regrets: Trustee David Gourlay

Recorder: Marc Pellerin, Library Board Assistant

CALL TO ORDER

The meeting was called to order at 17:00. The Chair opened the meeting asking for a moment of silence to recognize the passing of Hélène Merritt, Children's Librarian at Sunnyside Branch.

DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

PUBLIC DELEGATIONS

There were no public delegations.

COMMUNICATIONS

The Chair advised that a letter was received from 4th grade students, St. Rose of Lima Catholic School, requesting changes to the bookmobile schedule. A copy of the letter will be shared with all trustees. A response will be drafted and sent back to the students.

PRESENTATIONS

2013 Urban Libraries Council Partners for Success Conference, Presentation by Trustee Amelita Armit and CEO Danielle McDonald

Trustee Armit and Danielle McDonald, CEO gave a PowerPoint presentation, summarizing their recent trip to the ULC Partners for Success Conference held in Seattle Washington from November 12 to 14, 2013. The conference's main message consisted of libraries evolving into the new culture of learning. The important role of libraries was emphasized, making reference to libraries as hubs, spaces to learn, create and innovate, where content and context come into play. Sir Ken Robinson, internationally acclaimed expert on creativity and innovation was a guest speaker and enlightened conference participants on the many changes taking place in learning institutions, speaking on the need to adapt and explaining how creativity should be at the heart of education.

Other key messages shared at the conference included:

- The importance of understanding the Mayor's vision and the need to seek his/her support;
- Library leaders having a role to play in their municipality;
- The need to look from a community perspective and integrate libraries with other key family services;
- The need for libraries to consider a system-wide approach, as opposed to working in silos;
- The importance of networking in leveraging resources and the way in which resources are used;
- Libraries are key components in the ecosystem of learning – they have a role to play.

1. CONFIRMATION OF MINUTES
OPLB-2013-0122

MOTION No. OPL 20131209/1

Minutes – Ottawa Public Library Board meeting of November 21, 2013.

- CONFIRMED

CHIEF EXECUTIVE OFFICER'S REPORT

Danielle McDonald, Chief Executive Officer provided a verbal report. She expressed her condolences for the passing of Hélène Merritt, Children's Librarian, Sunnyside Branch.

D. McDonald reported that 2013 has been a productive year for the Board and for the OPL. She thanked staff and all Board trustees for their efforts and support. She presented Board trustees with a gift bag, as a token of appreciation and concluded by saying that 2014 will be an ideal year to focus on key objectives.

2. COMMEMORATIVE NAMING – PATRICIA LEDUC ROOM
OPLB-2013-0123

Trustee Zeidan held the report and voiced her objection to the proposed naming submission, noting that the proposal does not demonstrate any direct contribution do the library itself. Trustee Zeidan noted that while the many contributions made by Patricia Leduc deserve recognition, those who have had a direct impact to the library itself (e.g. library volunteers) may be better suited for commemorative naming awards.

The contents and validity of the proposal were discussed by members of the Board. Trustees Armit, Tierney, Vice-Chair Bergeron, and Chair Harder supported the proposal's request to name the small meeting room at Orléans Branch "Salle Patricia Leduc Room". Ms. Leduc's direct link to the library was her work in history and genealogy, combined with her knowledge, writings and research shared with the community. With libraries viewed as community hubs, Ms. Leduc's many achievements and strong connection to her community strengthened the proposal's validity.

Chair Harder invited a member of the public, Louis Patry, to speak to the commemorative naming proposal. He summarized the late Patricia Leduc's many accomplishments and contribution in the provision of extensive community service and dedication to preserving family history and genealogy. He summarized Ms. Leduc's involvement in the community justifying her merit.

Trustee Zeidan concluded by recognizing Ms. Leduc's many contributions, noting her objections were specific to ensuring the presence of direct library-related contributions.

MOTION No. OPL 20131209/2

That the Ottawa Public Library Board approve the proposal to name a room within the Orléans Branch of the Ottawa Public Library "Patricia Leduc Room".

- CARRIED

**3. 2014 ONTARIO LIBRARY ASSOCIATION (OLA) SUPER CONFERENCE
TRUSTEE ATTENDANCE
OPLB-2013-0124**

Chair Harder noted that Trustee Gauch has been confirmed as a speaker, sharing his experiences and insights on governance-related matters. Trustee Bennett will also be in attendance at the Federation of Ontario Public Libraries Board Annual General Meeting at this time.

MOTION No. OPL 20131209/3

That the Ottawa Public Library Board approve one trustee, in addition to Trustee Patrick Gauch, to participate in the 2014 Ontario Library Association Super Conference held January 29 to February 1, 2014 in Toronto, Ontario.

- CARRIED

**4. LIBRARY OF THE FUTURE PROJECT FINAL REPORT AND STRATEGIC
PLAN REFRESH
OPLB-2013-0125**

Chair Harder held the report, noting concerns regarding the selection of target groups identified in the focus group sessions, including the absence of key target groups,

representing the majority of the community (e.g. seniors, high tech providers, business community). Monique Brûlé, Manager, Collection Management responded that target groups were selected on the basis of their inability to participate. The crowdsourcing tool allowed most customers and members of the public to participate. Evidence did suggest that members of the business community, seniors and general members of the public participated in the consultation phase. The chosen target groups were strategically selected as there was no evidence to support their participation in the initial consultation process. Chair Harder emphasized the importance of gaining demographic insight to ensure the collection of data reflects the needs of Ottawa's diverse communities. M. Brûlé noted that some respondents did self-identify themselves. She added that the results from the focus groups did not negate any key findings stemming from the initial report findings. M. Brûlé acknowledged Chair Harder's comments.

Trustee Bennett referred to the 5th bullet on page 6. The bullet reads: "Develop outcomes for each strategic direction". Trustee Bennett suggested that the term "measurable outcomes" be incorporated into the sentence. The Board gave consensus to amend the wording in accordance with Trustee Bennett's suggestion.

Trustees Armit, Bennett, and Lussier-Meek expressed interest in participating as members of the ad-hoc group to review and recommend options to refresh the current strategic plan.

MOTION No. OPL 20131209/4

That the Ottawa Public Library Board receive this report as the final piece in the Library of the Future project reporting; and

That the Board approve that the strategic plan be refreshed in 2014 for implementation in 2015 as amended; and

That the Board approve Trustees Amelita Armit, Jim Bennett, and Danielle Lussier-Meek to volunteer as an ad-hoc working group to review and recommend options to refresh the current strategic plan.

- CARRIED

5. AUTOMATED MATERIALS HANDLING SYSTEM –
MAINTENANCE CONTRACT
OPLB-2013-0126

Trustee Zeidan held the report and inquired about the possibility of exploring other service providers to lower the costs of the contract. She further inquired about the quoted amount and asked if the amount was in line with industry benchmarking standards. Jennifer Stirling, Division Manager, System-Wide Services and Innovation explained that the recommended firm offers proprietary hardware and software, having a comprehensive understanding of its own product. She emphasized the importance of service continuity, noting that the recommended firm has the ability to resolve issues in a timely manner. J. Stirling confirmed that the quoted amount is in line with industry benchmarking standards.

Trustee Bennett inquired about OPL's experience with the firm during the first year service agreement. J. Stirling responded that the firm has provided responsive service to the OPL. The firm has a local team on-site and has the ability to acquire additional resources as needed.

Vice-Chair Bergeron asked as to whether or not the full service agreement would be renewed on an annual basis. J. Stirling confirmed that the full service agreement would be renewed annually. The life of the Automated Materials Handling System (AMH) is approximately 10 to 11 years, suggesting that AMH contracts will be brought back to the Board in the foreseeable future.

MOTION No. OPL 20131209/5

That the Ottawa Public Library Board approve a Full Service Agreement (FSA) contract for the Automated Materials Handling (AMH) system (including 124 Smart Bins) in the amount of \$162,743 USD plus applicable HST covering the period from January 1 – December 31, 2014.

- CARRIED

Trustee Thompson left at 17:43.

6. BOARD GOVERNANCE ACTION PLAN UPDATE OPLB-2013-0127

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

- RECEIVED

7. MONITORING REPORT: A.14 ENVIRONMENTAL SUSTAINABILITY
OPLB-2013-0128

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

- RECEIVED

8. MONITORING REPORT: A.29 LIBRARY FACILITIES
OPLB-2013-0129

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

- RECEIVED

9. 2014 CALENDAR OF REPORTS, OUTSTANDING INQUIRIES, MOTIONS
AND UNSCHEDULED REPORTS
OPLB-2013-0130

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

- RECEIVED

NOTICES OF MOTION

There were no notices of motion.

OTHER BUSINESS

Trustee Qadri reported on the unveiling of the Alta Vista mural celebration. In his capacity as Chair of the Crime Prevention Ottawa Board of Directors, he thanked all those involved in the project. The paintings reflect the community's identity, reinforcing the ideal of library branches as community hubs.

INQUIRIES

No inquiries were submitted.

ADJOURNMENT

MOTION No. OPL 20131209/6

That the Ottawa Public Library Board meeting be adjourned at 18:04.

- CARRIED

Minutes approved by:

Original signed by

Chair J. Harder

Chair

Original signed by

D. McDonald, CEO

Recording Secretary