

Ottawa Public Library Board Meeting

Minutes 22

Tuesday, 9 March 2021

5:05 p.m.

Electronic Participation

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- Notes:
1. *Underlining indicates a new or amended recommendation approved by the Board.*
 2. *The Ottawa Public Library Board members participated virtually.*

Prior to the agenda business, Chair Luloff welcomed members and attendees to the Ottawa Public Library Board meeting and proceeded with roll call by voice in random order.

Present: Chair: Matthew Luloff
Vice-Chair: Kathy Fisher

Trustees: Steven Begg, Riley Brockington, Mary-Rose Brown,
Allan Higdon, Rawlson King, Carol Anne Meehan, Harvey A. Slack

DECLARATIONS OF CONFLICT OF INTEREST

No declarations were filed.

CONFIRMATION OF MINUTES

Minutes 21 – Tuesday, 9 February 2021

CONFIRMED

With unanimous consensus, the Board agreed to discuss Item 2 as the first item of

business.

CHAIR'S VERBAL UPDATE

Welcome Trustee Rawlson King

On behalf of the Board, Chair Luloff welcomed Councillor Rawlson King as a trustee, as approved February 10 at City Council. Trustee King is a long-time Library supporter and will be a wonderful addition to an already strong Board membership. The Board was happy to meet him and getting to know him better in his new role. Chair Luloff said staff have been working with Trustee King to provide him with orientation to OPL. He reported that Trustee King also recently provided introductory remarks for an OPL program, an in-depth conversation between CBC's Idil Mussa and academic and author Rinaldo Walcott, talking about his book pamphlet "*On Property*". Chair Luloff thanked Trustee King for jumping right in.

Panel Discussion on Leadership and the Black Experience

Chair Luloff said the OPL as well as the City of Ottawa's Gender and Race Equity, Indigenous Relations and Diversity and Inclusion Branch recently planned a number of virtual activities throughout February to inspire, education, and celebrate the history, culture and contribution of Black Canadians. On February 26, Trustee King, Council Liaison for Anti-Racism and Ethnocultural Relations Initiatives was a speaker on an inspiring and thought-provoking panel discussion: Towards a Racially Just Workforce: Leadership and the Black Experience, to hear about the contributions and achievements of Black Canadian leaders. He said Trustee King's work is a reminder that we can all do more in the fight against anti-black racism and discrimination and work to achieve equality for all. Chair Luloff said he was told that several OPL employees attended the virtual event and enjoyed Trustee King's contributions. Trustees will see concrete actions at OPL in the upcoming Corporate Work Plan relating to working towards a more racially just workforce, specifically in the upcoming Human Resources Plan.

March is Francophonie Month

Chair Luloff said Francophonie month is an opportunity to join other countries around the world in celebrating not only the French language but also the rich and diverse francophone culture shared by more than 350 million Francophones in 88 countries across five continents. As the largest French and English bilingual public library in

North America, OPL invites Francophones and Francophiles of all ages to enjoy several special programs and explore OPL's many resources in French this month. In addition to virtual events, Chair Luloff invited everyone to visit OPL's YouTube channel to discover several series in French including the "Be active at Home" series and to also check out the Library's Facebook page to view the latest French-language programs. During Francophonie month, residents can discover several online French resources such as Toutapprendre, Généalogie Québec, digital and audio books, animated children's books, magazines, newspapers and more. And, from the comfort of your home, people can explore a wonderful eclectic list of recommended books, films and music curated especially for Francophonie Month.

March is Nutrition Month

Chair Luloff reported that OPL has called on a few engaging chefs to share some of their favorite recipes. He listed the sessions indicating the latest classes in OPL's Comfort Food series highlight nutrition, taste, affordability, and availability of ingredients, all wrapped up in a fun and welcoming virtual event for all. He said OPL has also put together a list of cookbooks and nutrition resources to help customers on the path to healthy eating. He reported that more cooking classes will be planned, for more information or to sign up for a class, visit BiblioOttawaLibrary.ca.

MOTION OPL 20210309/1

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

RECEIVED

CHIEF EXECUTIVE OFFICER'S REPORT

One Year Anniversary of Meeting In-Person

The CEO reported that it has now been a full year since the Board met in-person. She remarked how she misses the informal interactions and feeling of connection that the in-person meetings provide, but is grateful for the technology that allows us to continue to meet. She said the pandemic created a lot of challenges and opportunities, for Boards and other groups, and we found ourselves switching from in-person to virtual meetings, in many cases for the first time. We could not have predicted meeting

virtually for such a long period of time, and she observed that we will likely continue virtual meetings throughout 2021. The CEO said we have learned some lessons over the year while holding virtual meetings and have adapted well. She thanked the trustees and OPL staff, for their support, creativity, and patience as we adapted together. She reported that virtual Board meetings have many benefits, such as the potential to increase civic engagement. People with caregiving responsibilities, those with a busy social or work calendar, individuals with disabilities, those who live far from City Hall, or simply those who do not want to pay for parking, now have increased easy access to “tune in” to the meetings and engage with the governance of the Library. She said we can see this reflected in participant numbers over the last year.

Congratulations to Matthew Luloff on First Year as Chair

The CEO took a moment to congratulate the Chair who is celebrating his one-year anniversary as Chair of the Board. She said Chair Luloff is an active OPL customer and a true advocate for public libraries. Chair Luloff started his term just a week before the World Health Organization (WHO) declared a global pandemic, and he hasn't stopped since then.

OPL Branch Reopenings

The CEO reported that additional library services resumed at several branches on February 22, which consist of 28 branches offering limited browsing and use of public computers. Constance Bay, Munster, and Osgoode branches reopened yesterday, much to the delight of both staff and loyal customers. She said although branch capacity is limited, customers are welcome inside the branches for returns and holds pick up with masks required both inside the branches and in lineups outside. The CEO indicated the Bookmobile also now offers a small collection for browsing at all its stops, as well as contactless returns and holds pick up. Three branches continue to offer contactless service and hours of operation remain the same. Customer are encouraged to check their branch webpage before visiting in-person. She said materials can be returned when the branches are open, acknowledging that 24/7 book drop service is beloved, and staff are working with vendors to resume this or expand book drop hours. She noted that this is contingent on modifying the technology used to process materials (to account for the quarantine period still required), and staff will be piloting a potential solution in the next few weeks. The CEO also reported that Fitzroy Harbour and Vernon branches remain closed, as well as the Kiosk Services at the Hunt Club Riverside Park Community Centre. She said OPL continues to follow

direction from the Province of Ontario and guidance from Ottawa Public Health to stop the spread of COVID-19 in the community. For additional details on current services, visit BiblioOttawaLibrary.ca.

International Women's Day

March 8 was International Women's Day, a global day of recognition celebrating the social, economic, cultural and political achievements of women and girls, and raising awareness of the work left to be done. To celebrate International Women's Day, OPL is showcasing several women who are making a difference in the communities where we live, work, and play in partnership with Ottawa Internationals Writers Festival. Yesterday, CBC's Judy Trinh hosted a conversation with Author Koa Beck *White Feminism*. On March 15, Karen McBride, an Algonquin Anishinaabe writer, will host a conversation with Eden Robinson, a member of the Haisla and Heiltsuk First Nations, who has just published the third book of her brilliant and captivating Trickster Trilogy. For more information, visit BiblioOttawaLibrary.ca.

MOTION OPL 20210309/2

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

RECEIVED

ITEMS

1. FUNDRAISING POLICY FRAMEWORK
-

Please refer to the 9 February 2021 OPL Board Meeting for the documents.

Danielle McDonald, CEO provided opening remarks and introduced Alexandra Yarrow, Program Manager, Board and Strategic Services and Michael Poliwoda, Program Manager, Major Gifts and Partnerships.

Ms. Yarrow provided a high-level summary of the OPL Fundraising Policy Framework (*Held on file with the Chief Executive Officer*). She outlined the Fundraising governance hierarchy, and the administrative processes in place that are required to support fundraising activities, . She also noted that staff will work with Library and Archives Canada (LAC) as required to ensure that protocols and administrative processes are developed jointly or that existing processes are aligned, when conducting fundraising activities related to the OPL-LAC Joint Facility. Ms. Yarrow outlined how the policy framework will set the foundation for how fundraising activities are planned and managed at OPL, including receiving, approving, and recognizing donations, and reporting back to the Board on funds received. Ms. Yarrow provided an overview of the four Board policy revisions required to align with the Framework (Delegation of Authority, Fundraising and Donations, and CEO Reporting and Board Monitoring). She also highlighted the new policy (Sponsorship and Advertising) indicating the policy will be reviewed and revised as part of the work of Governance Ad hoc Committee. Ms. Yarrow listed next steps, including the fact that the Ad hoc Committee will continue to operate at this time. She noted that a broader conversation will be required before the end of the Board term about the best type of committee to advise the CEO and Manager, Major Gifts and Partnerships regarding fundraising decisions. She thanked Trustees Brockington and Slack, members on the Fundraising Ad hoc Committee, for their continued work on this file.

Trustee Higdon inquired about who is responsible for deciding which sponsorships OPL will not accept. Ms. McDonald responded that sponsorships will initially be discussed with the Fundraising Ad hoc Committee; however, the final decision rests with the CEO. Mr. Poliwoda mentioned there is a section in the policy called “Gift acceptance” which specifies what sponsorship OPL will accept, including specifying that the values of the organization must align with OPL’s values.

Vice-Chair Fisher pointed out that the Fundraising Ad hoc Committee serves as an oversight body. She asked who will conduct the review of the committee structure to support fundraising. Ms. Yarrow indicated that staff will involve both the Governance and Fundraising Ad hoc Committee before the end of the term to determine the appropriate role. In essence, an Ad hoc Committee normally dissolves after reporting to the Board but in this case an amendment is required to the Terms of Reference so the Committee can continue its work required going forward.

Vice-Chair Fisher sought further clarification on the approval process for donations, etc. Ms. McDonald stated that while the CEO has the authority to approve a donation, the Fundraising Ad hoc Committee reviews and advises to help mitigate potential risks to the newly-delegated authority to the CEO. The process involves Mr. Poliwoda presenting any potential donations to the Fundraising Ad hoc Committee, including doing due diligence on the potential donations and donors, then the Fundraising Ad hoc Committee considers the donation(s) as a group, reviews the donations based on the policy and any terms of the donation (for example, where the money is to be directed). The CEO would make the final decision and would be responsible for reporting out on donations, at a minimum annually.

Chair Luloff thanked staff for the excellent presentation and congratulated the Fundraising Ad hoc Committee on their work and effort throughout the term.

There being no further discussion, the presentation was CARRIED as presented.

MOTION OPL 20210309/3

That the Ottawa Public Library Board:

- 1. Approve the policy framework as further described in this report; and,**
- 2. In alignment with the policy framework:**
 - a) Approve Board Policy 002 - OPLB Delegation of Authority to provide the CEO with approval authority for donations acquired through fundraising, as further described in this**

- report (Document 1);**
- b) Approve Board Policy 008 – OPLB Donations and Fundraising, to support OPL’s ability to solicit, accept and process donations through fundraising, as further described in this report (Document 2);**
 - c) Approve Board Policy 010- CEO Reporting and Board Monitoring to include the additional requirement for the CEO to report out annually on fundraising and donations (Document 4); and,**
 - d) Approve Board Policy 022 – Sponsorship and Advertising (Document 5).**

CARRIED

Appendix A is attached to this document, as page 3 of this report had a numbering formatting error.

2. **FOURTH QUARTER 2020 FINANCIAL STATEMENTS**

OPLB-2021-0302

Trustee Brockington held the item for discussion. He mentioned that a significant amount of OPL Reserves has been earmarked for the OPL-LAC Joint Facility and sought clarification if the City’s was that OPL will pay additional monies in the future for the shared site, as well as inquired about authority over OPL’s Reserves. Chair Luloff stated that the OPL-LAC Joint Facility has been the Board’s top project priority since 2012, and that there is an expectation that OPL continue to contribute to the project (through fundraising); however, it is prudent as a Board to make decisions based on this priority whenever possible. Ms. McDonald said this is the first time OPL has had a surplus of this amount, and thus the first time staff have recommended a transfer of this nature. The CEO advised that the Reserves By-law states that the Board can make a recommendation to City Council regarding the use of the reserves. She explained that while OPL received

\$1M in operating funds from the Province, most of OPL's funding comes from the City of Ottawa. She echoed the Chair's observation that the new facility was identified as an OPL Board priority in 2012. Speaking to the priorities, Facilities Master Plan, and Financial Framework, Ms. Basile, Division Manager, Corporate Services stated that staff are on track to produce the Facilities Master Plan in the next year and a half (end of 2022, early 2023). She further stated that the list of facilities priorities approved by the Board in 2012 and updated in 2016 are still valid. The number one priority is Ottawa Central Library, with other priorities including Riverside South and East Urban branches (new builds), Rosemount branch (renovations are near completion), as well as two additional branches scheduled for updates, Centennial and North Gower. She also advised that one branch, Metcalfe (village), requires unscheduled repairs due to the state of the facility, so that was added to the priority listing.

Trustee Brockington inquired about OPL's financial commitment to the OPL-LAC Joint Facility. Ms. McDonald responded that OPL committed \$10M upon the sale of the property at 120 Metcalfe (completed), and \$10M upon the move from 120 Metcalfe (scheduled for 2024), as well as \$1M from Reserves, and \$3.2M from Development Charges. She said further to those monies, OPL will continue to look at ways it can contribute to reduce the overall costs of the project.

Trustee Brockington posed a follow-up question inquiring if OPL is contractually obligated to make additional payments. The CEO clarified that there is no contract as such.

Trustee Brockington said he will support the recommendation, however, is concerned that as OPL identifies additional priorities in the next few years, and the reserves would be a source of potential funding for these priorities, stating that with the current report recommendation, OPL is allocating a significant amount to the OPL-LAC Joint Facility.

There being no further discussion, the presentation was RECEIVED and CARRIED as presented.

MOTION OPL 20210309/4

That the Ottawa Public Library (OPL) Board:

- 1. Receive this report for information;**
- 2. Approve the 2020 operating surplus in Library Services of \$6,277,755 be transferred as follows:**
 - \$1,277,755 to the Library Reserve; and,**
 - \$5,000,000 to the OPL/City portion of the OPL – Library and Archives Canada Joint Facility project; and,**
- 3. Upon the Ottawa Public Library Board's approval of the transfer of the Library operating surplus, direct staff to work with the City's Financial Services Unit to forward the report to Ottawa City Council, for consideration as part of the Disposition of 2020 Tax and Rate Supported Operating Surplus / Deficit report through the City's Finance and Economic Development Committee.**

RECEIVED and CARRIED

Trustee Brockington left the meeting at 5:47 p.m. following the item and returned at 6:47 p.m. to join Item 5 of the In Camera session.

TRUSTEES' REPORTS

- 3. ONTARIO LIBRARY ASSOCIATION (OLA) SUPER CONFERENCE – TRUSTEE MARY-ROSE BROWN'S VERBAL REPORT**

Trustee Brown said the 2021 OLA Super Conference was a welcoming opportunity to connect with library practitioners across Canada, which delivered enriching content and thought-provoking sessions in its online form. She thanked the Board for giving her the opportunity to attend the virtual annual conference.

MOTION OPL 20210309/5

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

RECEIVED

4. FEDERATION OF ONTARIO PUBLIC LIBRARIES (FOPL) ANNUAL
GENERAL MEETING – VICE-CHAIR KATHY FISHER'S VERBAL REPORT
-

Vice-Chair Fisher enjoyed participating in the OLA annual conference and FOPL annual general meeting. She thanked the Board for the opportunity.

MOTION OPL 20210309/6

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

RECEIVED

***IN CAMERA ITEMS**

5. OTTAWA PUBLIC LIBRARY – LABOUR RELATIONS OR EMPLOYEE
NEGOTIATIONS WITH RESPECT TO COLLECTIVE BARGAINING – IN
CAMERA – REPORTING OUT DATE: UPON COLLECTIVE AGREEMENT
RATIFICATION
-

MOTION OPL 20210309/7 (1)

Moved by Vice-Chair Fisher:

That the Ottawa Public Library Board move in camera in accordance with section 16.1 (4)(d) of the *Public Libraries Act*, to consider labour relations or employee negotiations, with respect to Collective Bargaining.

CARRIED

Upon resuming in open session at 7:54 p.m., the Board moved the following:

MOTION OPL 20210309/7 (2)

Moved by Vice-Chair Fisher:

That the Ottawa Public Library Board receive Item 5 as presented.

RECEIVED

6. OTTAWA PUBLIC LIBRARY – PERSONAL MATTERS ABOUT AN IDENTIFIABLE INDIVIDUAL WITH RESPECT TO THE 2020 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW – IN CAMERA – REPORTING OUT DATE: 9 MARCH 2021
-

MOTION OPL 20210309/8 (1)

Moved by Vice-Chair Fisher:

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 2020 Chief Executive Officer Performance Review.

CARRIED

Upon resuming in open session at 7:54 p.m., the Board moved the following:

MOTION OPL 20210309/8 (2)

Moved by Vice-Chair Fisher:

That the Ottawa Public Library Board approve the 2020 Chief Executive Officer's (CEO) Individual Contribution Agreement and that the Board forward it to the City of Ottawa's Human Resources department to be included in the CEO's personnel file.

CARRIED

While In Camera no votes were taken and no decision was made.

ADJOURNMENT

MOTION OPL 20210309/9

Be It Resolved that the Ottawa Public Library Board meeting be adjourned at 7:56 p.m.

Chair

Recording Secretary

Appendix A

REVISED PAGE 3

Fundraising Policy Framework

d) la politique sur les commandites et la publicité (022) (document 5).

BACKGROUND

As per the *Public Libraries Act, RSO 1990, c.P.44* (“the Act”), the Ottawa Public Library (OPL) Board retains accountability for the full range of decisions affecting the organization. The Board has decided, however, to use a model of governance that focuses trustee attention on setting strategic direction and objectives, making decisions on major projects, and monitoring performance.

As noted in Board Policy OPLB-002 Delegation of Authority (“the DOA”), the Board retains authority to approve frameworks for advocacy, fundraising, and major sponsorships, and delegates to the CEO authority for their implementation and management, noting that implementation must be in keeping with the overall principles of the DOA.

1. On December 11, 2018, the Board approved a revised Rules of Procedure By-law, and Policy Framework (Report # OPLB-2018-1201), as part of the end of term governance review. As noted in the report to the Board: *“One policy (#008 - OPLB Donations, Fundraising, and Sponsorship, “the Fundraising Policy”) was not reviewed and has been placed “on hold” for future review as part of the OPL’s fundraising strategy.”*
2. At the same meeting, the Board received the Fundraising Feasibility Study (# OPLB-2018-1202) and approved proceeding with the development and implementation of a detailed Fundraising Strategy. The report defined a Fundraising Framework to develop the strategy, including three components:
 - a. The planning phase (anticipated timeline from Q4 2018 – Q3 2019), including reviewing the Fundraising policy and developing a strategy with specific tactics such as an investment in communication and marketing plans, and recognition and naming opportunities;
 - b. The implementation phase (Q4 2019 – Q3 2023); and,
 - c. The evaluation phase (2024).
3. Also, as part of the Fundraising Feasibility Study, the Board approved creating two staff positions and striking a Board Ad hoc Committee on Fundraising (“the Ad hoc Committee”), represented by Trustees Brockington

and Slack. Lastly, the Board further noted that an opportunity existed to raise interest in fundraising for OPL, including for potential naming recognition, with the recent approval of a new Joint Facility with Library and Archives Canada (LAC).