

Ottawa Public Library Board Meeting

Minutes 9

Tuesday, 5 November 2019

5:02 p.m.

Champlain Room, Ottawa City Hall, 110 Laurier Avenue West

Notes: 1. *Underlining indicates a new or amended recommendation approved by the Board.*

Present: Chair: Tim Tierney

Vice-Chair: Kathy Fisher

Trustees: Steven Begg, Riley Brockington, Allan Higdon,
Matthew Luloff, Carol Anne Meehan, Harvey A. Slack

Regrets: Mary-Rose Brown

DECLARATIONS OF CONFLICT OF INTEREST

No Declarations of Interest were filed.

CONFIRMATION OF MINUTES

Minutes 8 - Tuesday, 8 October 2019

Confidential Minutes 1 - Tuesday, 8 October 2019

CONFIRMED

**With the approval of the Board, the Chair's ULC 2019 Forum verbal report was delivered immediately following the Chair's Verbal Update.*

CHAIR'S VERBAL UPDATE

Financial Literacy Month

Chair Tierney said the 2019 Financial Literacy Month theme is "Take Charge of Your Finances" and OPL is offering a "Make a Will" program in partnership with the Ontario Bar Association. He mentioned that other programs will focus on: taxes, escaping debt, and general money management. OPL is also offering programming for kids with ZalaSmart to help children aged 5-12 learn about money.

eBooks

Chair Tierney said OPL is informing customers about an upcoming embargo, by multinational publisher Macmillan that will adversely impact OPL customers' access to eBooks and digital content. Effective November 1, public libraries are only able to buy one copy per platform of any new Macmillan eBook release, and will have to wait eight weeks before buying additional copies. OPL will purchase one copy for the express collection and one for the regular collection, with additional copies to follow after the embargo to reduce the number of holds on each title. Chair Tierney provided an update on OPL's actions and approach and mentioned he tweeted a reminder with regards to the Federation of Canadian Municipalities (FCM)'s call on the Federal government to review copyright rules surrounding eBooks with a link to the eBooksForAll campaign. He said OPL will keep customers informed of any developments and provide links to the petition and contact information for Macmillan Publishing via social media and the OPL website, should customers wish to add their name or send a message.

Trustee Luloff congratulated the CEO on her comprehension of the eBook embargo effect on OPL customers and recognized the ongoing advocacy for affordable access to digital content and actions taken to-date. Ms. McDonald thanked Trustee Luloff and highlighted the important role of staff, in particular Ann Archer, Manager, Contest Services on this complicated file.

MOTION OPL 20191105/1

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

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CHIEF EXECUTIVE OFFICER'S REPORT

October Library Month 2019 Wrap Up

Another successful Library Month wrapped up last week promoting the value and reach of OPL. The CEO indicated that branches held fun activities and hid and gave away Golden Tickets, to show appreciation to customers. Golden Tickets can be redeemed at any OPL branch until November 30th for a trendy and practical OPL fanny pack, hand-made locally made by a social enterprise that builds employment skills. She said the Golden Tickets promotion is designed to encourage Ottawans to visit a branch or Bookmobile and get a Library card if they do not already have one. The CEO thanked staff and Board Trustees who participated in a Golden Ticket blitz at various locations across the city that generated upwards of 800 interactions with members of the public.

Musical Lending Library (MILL) Expansion Launch

The CEO announced the expansion of MILL at two additional branches: Cumberland and Greenboro. She said the official launch will be held at the Cumberland branch on November 7, 2019 at 1:00 p.m. with performances from violist Kathryn Patricia Cobbler and one of the children's entertainers from Monkey Rock Music. Hands-on music workshops will be held following the launches to build community interest in the collection.

Chair Tierney indicated that OPL will highlight the program being offered at the Greenboro branch with a future event with Councillor Diane Deans, Gloucester-Southgate ward once she returns from medical leave.

Legislative Amendments to the *Public Library Act* – Number of Regular Meetings and Eligibility to serve on a Library Board

The CEO said the Ontario Government introduced an omnibus bill "*Better for People, Smarter for Business Act, 2019*" last week, which includes proposed changes to the *Public Libraries Act*, specifically: decreasing the number of regular meetings, and eligibility to serve on a library board. She said the proposed minimum number of library board meetings is four (from a mandatory 10) per year, and Library Board will retain the ability to declare special and emergency board meetings. With respect to eligibility, the change will allow Canadian permanent residents to serve as public

library board members, supporting inclusion by widening the pool of potential board members. Staff will keep the Board apprised of results and subsequent impacts to OPL as the Bill proceeds through the legislative process.

Remembrance Day

OPL branches and offices will be closed November 11, 2019 to acknowledge the courage and sacrifice of those who served this country.

Passing of Bill Ptacek

The CEO was saddened by the recent passing of former Calgary Public Library Chief Executive Officer, Bill Ptacek after a battle with cancer. Bill oversaw construction of Calgary's new Central Library and was very helpful to her and to OPL in advancing the file for a new Central library in Ottawa. She said Bill was a visionary and will be deeply missed.

Passing of Tim Coogan

The CEO acknowledged the sudden passing of dedicated OPL employee Tim Coogan, who worked for the Library for close to 30 years. She said Tim will be missed by the many colleagues his life touched and offered her most sincere condolences to Tim's family, the Content Services team, and all who worked with Tim during his career.

MOTION OPL 20191105/2

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

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REPORTS

1. 2020 BOARD MEETING SCHEDULE
OPLB-2019-1101
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MOTION OPL 20191105/3

That the Ottawa Public Library Board approve the 2020 regular meeting schedule as proposed in Document 1.

CARRIED

2. 2020 DRAFT OPERATING AND CAPITAL BUDGET ESTIMATES AND
FOUR-YEAR CAPITAL FORECAST

OPLB-2019-1102

Danielle McDonald, CEO provided brief opening remarks and introduced Anna Basile's, Division Manager, Corporate Services, who now has carriage of this file.

Ms. Basile provided a presentation on the 2020 Draft Operating and Capital Budget Estimates and Four-Year Capital Forecast. (*Held on file with the Chief Executive Officer*). Ms. Basile outlined the 2020 Draft Budget details and estimates. She presented the Board with the 2020 Operating Pressures which includes financial adjustments, mandatory costs, strategic items, and Library Reserve Investment. Ms. Basile concluded her presentation with the next steps, encouraging members of the public to submit comments via BudgetOPLBPO@bibliooottawalibrary.ca. Matthew Pritz, Program Manager, Finance and Business Services, and Brenda Gorton, Account Manager, Financial Services Unit (City) were in attendance to respond to questions.

Chair Tierney reminded the Board that only questions of clarification could be posed to staff at this time.

In response to a question from Trustee Brockington whether the \$52.954M budget was operating, Ms. Basile indicated that it is the total 2020 budget envelope.

Further to a question from Trustee Brockington with respect to the 2020 operating target, Ms. Gorton said the Ottawa Public Library has been allocated an increase of \$1.775M in the draft 2020 budget to respond to both operating

and capital pressures, which is at the Library's discretion to which pressures they will spend those funds on.

Trustee Brockington urged staff to offer budget consultation opportunities with engaged community members in his ward. Ms. Basile indicated that she was aware of the community concerns and has already offered to meet once the budget is tabled.

There being no further questions, the Board received and tabled the following motion:

MOTION OPL 20191105/4

That the Ottawa Public Library Board:

- 1. Receive and table the 2020 Draft Budget for the Ottawa Public Library and four year capital forecast; and,**
- 2. Direct staff to forward the 2020 Draft Budget for the Ottawa Public Library to Ottawa City Council on November 6, 2019 as part of City Council's tabling of the City of Ottawa 2020 Draft Operating and Capital budget.**

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3. OPL-LAC JOINT FACILITY PROJECT: UPDATE

OPLB-2019-1103

Simon Dupuis, Manager, Design and Construction, City of Ottawa and Craig Ginther, Division Manager, Central Library Project, OPL provided a presentation on the work and progress to date. *(Held on file with the Chief Executive Officer)*. Alain Gonthier, Director, Infrastructure Services, City of Ottawa; was in attendance.

Key highlights of the presentation included:

- Project dashboard;

- Overview of the project phases;
- Schematic Design Process conclusion;
- Public Engagement Schedule;
- Overview of workshop 4 – *Iconic Features and Finishing Touches*,
- Overview of the design to-date with Floorplans and sketch views; and,
- Next steps.

Chair Tierney said public input has been very important to the project, expressing thanks for great input into public art, accessibility, design, etc. He also thanked the project team for their work to date.

Chair Tierney wanted assurances from the project team that the joint library project is on target mainly because there was a misleading report that stated the project would be delayed. Mr. Gonthier told the Board that the joint library project is on target, to be completed and opened by the end of 2024.

Trustee Brockington asked about the January design unveil referenced in the next steps of the presentation. Mr. Dupuis said the project team is working on the unveil details. He stated that the unveil would be a public event.

In response to a question from Trustee Brockington regarding the process for the Board to review and comment on the design before it's unveiled to the general public, Mr. Dupuis indicated that the Board may provide feedback on the design at any time.

Despite the confidence Trustee Brockington has in the project team, he raised further concerns requesting the Board see the design illustrations of the building and be allowed to provide opportunities for feedback and bless the design prior to unveiling. Chair Tierney said that while he understands the trustee's concerns, the process has been designed to maximize public input. Board members may offer their feedback after the designs have been made public, stating he would be afraid of being accused of interfering with the public process. Ms. McDonald said the Board and Council approved the implementation plan in June 2018, including recommendations regarding the partnership agreement between three organizations: OPL, Library and Archives Canada (LAC), and the City. She indicated that the Agreement outlines that strategic oversight and major decision-making during the design

and construction phases of the project delegated to the Executive Steering Committee, which includes: The City's General Manager of Planning, Infrastructure and Economic Development, the Chief Executive Officer of OPL, and the Librarian and Archivist of Canada. The CEO said the Trustees may provide feedback on information as presented. As for feedback regarding the exterior, the CEO called the discussion premature since the final designs have yet to be completed.

Trustee Brockington urged the project team to have a conversation with the Board about feedback that can be provided to the design before it goes public. Chair Tierney said that the unveil discussion will be taken offline as plans are being discussed with partners. The Board will be advised of final details at a later date.

In response to a question from Trustee Brockington with respect to the decision to reduce the number of floors from six to five and whether the budget would remain the same, Mr. Dupuis said the architects decided on a five-storey building through the 'natural evolution of design' where mechanical and structural efficiencies were found. Moving to five-storey would not change the budget at this point in time.

Trustee Brockington asked whether having escalators was re-examined. Mr. Dupuis said visitors will move between floors via stairs and elevators, rather than escalators as escalators are not considered good practice in terms of accessibility.

In response to a question from Trustee Brockington regarding ownership of parking garage costs, Mr. Dupuis said all parking project costs will be exclusively paid by the City on a cost-recovery basis.

Trustee Brockington appreciated the thorough update and progress made thus far but reiterated his concern that the Board should have the opportunity to provide feedback on the design before sign off.

In response to a question from Trustee Meehan with respect to changes to the staff compliment due to the change to a five-storey building and how many staff would be moved to other buildings, Mr. Ginther said through the public engagement process, input was provided to have more space for the

public for collections, seating, etc. Approximately 50 staff who do not deliver direct service to the public will have their office space allocated to other buildings.

Trustee Begg asked staff to summarize the Indigenous consultation undertaken with the the Algonquin communities of Kitigan Zibi and Pikwakanagan and LAC's Indigenous Advisory Committee. Mr. Dupuis said members of the Indigenous community requested space that is their own (dedicated). Mr. Ginther summarized by saying that during the design-focused workshop, they heard the importance of consulting locally with all the Algonquin communities to provide inspiration into the design. Some inspiration ideas were: canoe, wigwam, territorial recognition, oral storytime conversations, indigenous language collections, etc.

Trustee Begg asked staff to comment on the Bell/Telus facility on the first floor. Mr. Ginther said this space forms part of the building gross-up (along with other mechanical and electrical spaces, etc.) and is within the approved building size. He indicated that this space was included as part of the architect's scope of work from the Design Service Request For Proposal. The cost of moving this equipment from its current location on the site is included as part of the project budget and is to be confined to this space to ensure the views from the building remain unobstructed.

In response to a question from Trustee Begg regarding how the 200 spaces were arrived to for parking, Mr. Dupuis said the site analysis included a parking study that concluded how many spaces would be required. A small amount of parking is only required in part because the building is in close proximity of a light rail station.

In response to a question from Trustee Higdon whether there is a space allocated for the Friends of the Ottawa Public Library Association (FOPLA), Mr. Ginther confirmed that there will be a gift shop on level one. Staff have been involved with FOPLA in space design and usage management.

Further to a question from Trustee Higdon whether acoustic engineers will be involved, Mr. Dupuis confirmed that the process includes a detailed review for acoustics for the building, which was clearly heard during public

engagement.

Trustee Meehan asked if the building will have space allocated for a daycare. Mr. Ginther said although there is large children spaces, a daycare space is not included, but will take that away for review.

Trustee Luloff left the meeting at 6:20 p.m.

In response to a question from Vice-Chair Fisher with respect to potential risks for the project team at this time, Mr. Dupuis said the project is complex with many pieces and a partnership. He said that can create some challenges from a project management perspective, however, the predominant risks include monitoring the budget, the schedule, and the design.

Trustee Meehan asked staff to summarize the Pimisi station discussion, that is, will the train be going into the actual central library so there is more connection. Mr. Dupuis indicated that there are technical challenges with the site and there was concern with loss of protected views. He said the project team is working with the National Capital Commission (NCC) to create better connection.

Further to a question from Trustee Meehan whether covered walkways would be an option, Mr. Dupuis said covered walkways is something that could be considered. Further discussions will be held with the NCC because of the adjacent development.

Trustee Slack congratulated staff on the presentation. He stated that he enjoyed the site tour provided to the Board in September adding that it was a great opportunity to explore the future library path.

Trustee Meehan left the meeting at 6:24 p.m. as advised.

Chair Tierney recapped Board & Council decisions made thus far and thanked staff for their tremendous work on the project.

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

MOTION OPL 20191105/5

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

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4. **URBAN LIBRARIES COUNCIL (ULC) 2019 FORUM - VERBAL REPORT
(CHAIR TIM TIERNEY)***

The Chair mentioned that he attended the 2019 Forum held in Salt Lake City, Utah with the CEO and Matthew Pritz, Program Manager, Finance and Business Services. He said the forum was an important event that brought together leaders from major urban library systems across the United States and Canada and it was a great networking opportunity to learn from other cities and talk about libraries. Chair Tierney highlighted a few key features of the facilities they toured (Salt Lake City's Central Library and the County of Salt Lake library). The theme was Preparing to Lead on Artificial Intelligence (AI) where participants mapped out how libraries can take ownership of the role of digital literacy, and also included discussions on how libraries are going to deal with the issues regarding costs, embargoes, and terms and conditions, as well as strengthening democracy.

MOTION OPL 20191105/6

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

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INQUIRIES

Trustee Brockington submitted the following inquiry:

What outreach and programming will the OPL commit to offering in at risk communities not presently served with laptop lending service and additional opportunities by Frontier College with Homework Help.

ADJOURNMENT

MOTION OPL 20191105/7

Be It Resolved that the Ottawa Public Library Board meeting be adjourned at 6:27 p.m.

Chair

Recording Secretary