

Ottawa Public Library Board Meeting

Minutes 3

Tuesday, 9 April 2019

5:02 p.m.

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.*
 - 2. Underlining indicates a new or amended recommendation approved by the Board.*

Present:

Chair: Tim Tierney
Vice-Chair: Kathy Fisher

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

DECLARATIONS OF CONFLICT OF INTEREST

No Declarations of Interest were filed.

CONFIRMATION OF MINUTES

Minutes 2 - Monday, 4 March 2019

CONFIRMED

CHAIR'S VERBAL UPDATE

International Day of Pink

Chair Tierney indicated that April 10, 2019 marks the International Day of Pink. A day where communities worldwide, unite in celebrating diversity and raising awareness to stop homophobia, transphobia, transmisogyny, and all forms of bullying. This year, to celebrate Day of Pink, high school students from The Element High School will be sharing the book they wrote to promote equality during a family storytime at the Sunnyside branch. A few Trustees wore pink to support the cause.

Awesome Authors Youth Writing Contest Award Ceremony

The Awesome Authors is a writing contest designed to inspire and engage youth writers from across the capital region. Chair Tierney indicated that the top writers and illustrators will be recognized at two separate award ceremonies at the Meridian Theatres at Centrepointe on April 13, one at 3:00 pm for those aged 9 to 12 years, and then 7:00 pm for those aged 13 to 18 years.

Reel Youth Film Festival

New this year, Ottawa Public Library (OPL) will be presenting the OPL Reel Youth Film Festival at 7:00 pm on April 26 at Ben Franklin Place. An exciting screening of short films by filmmakers under the age of 20 will showcase the richness and diversity of a new generation and is sure to spark cinematic ideas for people in our city. Chair Tierney indicated the specially-curated compilation of films from all over the world includes films by local Ottawa youth.

An evening with Mark Critch

Chair Tierney was pleased to attend an evening with Mark Critch, an event held in collaboration with Library and Archives Canada (LAC) and the Ottawa International Writers Festival. Mark Critch is a recognizable face in Canadian comedy, a man whose storytelling abilities are second to none. He is the author of *Son of a Critch: A Childish Newfoundland Memoir*.

MOTION OPL 20190409/1

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

RECEIVED

CHIEF EXECUTIVE OFFICER'S REPORT

Volunteer Recognition

The CEO acknowledged the importance of volunteers to OPL's success, including teens who help with community programming, Conversation Group leaders, Reading Buddies, Teen Advisory Group, Friends of the Ottawa Public Library Association (FOPLA), and the OPL Board. In recognition, volunteers have been invited to events being held across the OPL during National Volunteer Week (April 7 to 13). She congratulated Vice-Chair Fisher who received a certificate of recognition from the Federation of Ontario Public Libraries (FOPL) for her voluntary service as a Board member on the 2018 Board of Directors of FOPL. A list of volunteer events for April will be shared with the Board.

April is National Poetry Month

The CEO indicated that National Poetry Month was established in Canada in April 1999 by the League of Canadian Poets, to bring together schools, publishers, booksellers, literary organizations, libraries, and poets to celebrate poetry and its vital place in Canada's culture. Communities and businesses participate through readings, festivals, books displays, and other events. Customers joined OPL on April 8 at Café Robo to share their favourite poem with POEKA, a spoken word collective that hosts poetry karaoke shows in Ottawa.

Friends of the Ottawa Public Library Association (FOPLA) – Mammoth Sales

The CEO congratulated FOPLA, specifically Penelope Gould, Vice-President, Operations, Tallwood Distribution Centre for all the work that goes into the Monthly Mammoth Sales. From books and vinyl sales, to introducing a refined sorting guideline, FOPLA is raising the level of quality and desired products for customer. The March Mammoth sale was very successful, topping \$4,600 and OPL is grateful for the

additional revenue. The next Mammoth used book sale is April 13 at 10:00 am at the James Bartleman Centre (Tallwood).

Passing of Deirdre Foucauld

The CEO acknowledged Deirdre Foucauld, a member of READ (Rosemount Expansion and Development, a wonderful and passionate library advocate who passed away earlier this month. CEO McDonald said Deirdre was a very thoughtful person who will be missed by her community and by the OPL.

MOTION OPL 20190409/2

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

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PRESENTATION

1. FRIENDS OF THE OTTAWA PUBLIC LIBRARY ASSOCIATION (FOPLA) - PRESENTATION
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Vladimir Uher, President, Friends of the Ottawa Public Library Association (FOPLA) provided an overview of the organization, what they do, and how individuals get involved. He also offered a look to the future plans of the organization. *(Held on file with the Chief Executive Officer)* Mr. Uher thanked the Board for the opportunity to share details on what efforts FOPLA undertakes to help support the OPL.

In response to a question from Trustee Luloff regarding vinyl stock at the next Mammoth sale, Mr. Uher advised that there are approximately five to six cartons of good quality vinyl's available at the next sale. Mr. Uher advised that FOPLA received a large donation of 12,000 vinyl records which will be sold to raise money for the OPL.

In response to questions from Trustee Meehan about the large donation, who the donation went to, and who it was from, Mr. Uher said the donor is providing the vinyls directly to FOPLA, this individual is preparing to downsize. Mr. Uher

said the plan is to first have a marketing plan, price the vinyls, and hold a sale.

In response to a question from Vice-Chair Fisher regarding FOPLA donating books to organizations at a discounted rate, Mr. Uher said FOPLA provides donations to six to nine organizations, specifically servicing newcomers, under privileged groups, seniors, etc., however they are quite selective in terms of who FOPLA donates to. Mr. Uher indicated that books that are not sold are shipped to a large bookseller (Better World Books) at their cost, and FOPLA receives a commission if a book is sold. He noted that FOPLA generates \$30K annually from these commissions.

Trustee Brockington asked what percentage of books are retired from OPL content versus donations. Mr. Uher indicated that the ratio is approximately 20% versus 80%.

Further to a question from Trustee Brockington on whether FOPLA has a policy for rare or valuable contributions, Mr. Uher said FOPLA has two stores where valuable books are displayed. He indicated that an experienced volunteer evaluates the contribution and guides FOPLA for pricing. Mr. Uher noted that FOPLA's future focus will be with online sales, offering customers materials through e-Commerce.

In response to a question from Trustee Slack whether FOPLA communicates with Friends of LAC, Mr. Uher responded in the affirmative, advising that they have met a few times to discuss collaborative ways to work together for the new facility.

Chair Tierney thanked the presenter and FOPLA for the fantastic work it does in the community.

Following the presentation, Mr. Uher presented OPL with a cheque of \$375,000 for 2018, the largest single donation to-date. FOPLA has donated more than \$3.6M to OPL over the last 16 years.

The CEO closed by thanking Mr. Uher for the presentation, for the 2018 donation, and for being such wonderful "friends" to the OPL. She noted that FOPLA is the top "friends" group in Canada and brings such value to OPL city-wide.

MOTION OPL 20190409/3

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

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REPORTS

2. OTTAWA PUBLIC LIBRARY DEVELOPMENT CHARGES – 2019 PROJECTS LISTING UPDATE

OPLB-2019-0402

Matthew Pritz, Program Manager, Finance and Business Services provided a presentation of the OPL Development Charges 2019 project list. (*Held on file with the Chief Executive Officer.*) Mr. Pritz explained the synopsis of the report and clarified what staff are seeking from the Board. Gary Baker, Program Coordinator, Development Charges, Economic Development Services (City), Brenda Gorton, Account Manager, Financial Services Unit (City), and Monique Désormeaux, Deputy CEO were in attendance to respond to questions.

Trustee Brockington asked if the “Area-specific Development Charge; Service Component - Library Services” was updated five years ago, and if it is a five-year requirement to do so. Mr. Pritz responded in the affirmative.

Trustee Brockington followed with a question on whether anticipated projects in wards within the next five years are captured in the listing or elsewhere. Mr. Pritz indicated that the increased service needs are captured in the projects list. If they are not listed, they do not qualify and would need a separate funding stream.

Trustee Brockington noted that a needs assessment was conducted in his ward and that the Alexander Community Centre may incorporate a small branch component. He asked how that would be reflected as anticipated development is in the list. CEO McDonald indicated that the request would come via the

budget process not via the development charges listing, further stating that infrastructure funding may be available or other avenues such as capital funds, grants, etc.

Trustee Brockington expressed his position that options remain open for increased service needs. He said he is looking at expansion of service city-wide and not necessarily advocating for his ward.

There being no further questions, the item was CARRIED as presented.

MOTION OPL 20190409/4

That the Ottawa Public Library Board:

- 1. Approve the Development Charge project lists as per Appendix 1 – Area-specific Development Charge Projects, and Appendix 2 – City-wide Development Charge Projects; and,**
- 2. Direct staff to forward appendixes 1 and 2 to the City of Ottawa for inclusion in the 2019 Development Charges By-Law Update report to Ottawa City Council for consideration.**

CARRIED

3. 2018 FOURTH QUARTER FINANCIAL STATUS REPORT

OPLB-2019-0403

In response to a question from Trustee Higdon regarding the operating recovery line in Appendix A, Ms. Gorton said that is an expenditure relating to the Ottawa Central Library Development Project. Trustee Higdon congratulated staff on the total expenditures being under budget by 0.8 percent.

Trustee Brockington asked whether security services is an annual cost. Monique Désormeaux, Deputy CEO confirmed in the affirmative.

Further to a question from Trustee Brockington on how many full-time equivalent positions the security contract amounts to, Ms. Désormeaux indicated that the cost is for two security guards at the Main branch. The

service is out-sourced through Neptune Security Services. She indicated that the guards are empathy-driven and can administer Naloxone with respect to opioid overdoses. CEO McDonald explained that the contract is different and slightly more expensive than previous as it reflects an enhanced level of security requiring an elevated level of training and a more diverse skill set for guard services.

Trustee Brockington further voiced his concern regarding the annual cost. Mr. Pritz explained that there are two guards during all open hours but there are four in total. He said there is one commander and three security guards. Mr. Pritz indicated that the hourly rate is \$30 and that favorable feedback has been received since the service was deployed.

Trustee Meehan expressed concern at the high cost for lounge chairs. Ms. Désormeaux indicated that the chairs are high quality, covered in material that is water and bed bug proof.

There being no further questions, the item was RECEIVED as presented.

MOTION OPL 20190409/5

That the Ottawa Public Library Board receive the 2018 fourth quarter financial reports.

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4. SEMI-ANNUAL PERFORMANCE MEASUREMENT – JULY TO DECEMBER, 2018

OPLB-2019-0404

MOTION OPL 20190409/6

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

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5. OTTAWA PUBLIC LIBRARY 2018 ANNUAL REPORT

OPLB-2019-0405

MOTION OPL 20190409/7

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

RECEIVED

INQUIRIES

Trustee Brockington submitted the following inquiry:

Are funds generated via Development Charges (DCs) restricted by geography as to where they can be directed? Specifically, are funds limited to where they can be spent, or is there flexibility in allocating those funds, regardless of where they came from, to be used based on a pre-determined list of capital priorities across the city?

ADJOURNMENT

MOTION OPL 20190409/8

Be It Resolved that the Ottawa Public Library Board meeting be adjourned at 5:52 p.m.

Chair

Recording Secretary