

Ottawa Public Library Board Meeting

Minutes 13

Tuesday, 8 March 2016

5:00 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.*

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

Present:

Chair: Tim Tierney

Vice-Chair: André Bergeron

Trustees: Steven Begg, Kathy Fisher, Allan Higdon,
Catherine McKenney, Scott Moffatt, Pamela Sweet,
Marianne Wilkinson

DECLARATIONS OF CONFLICT OF INTEREST

No Declarations of Interest were filed.

CONFIRMATION OF MINUTES

Minutes 12 - Tuesday, 12 January 2016

Confidential Minutes 4 – Tuesday, 12 January 2016

CONFIRMED

CHAIR'S VERBAL UPDATE

Human Library

In partnership with CBC Ottawa, OPL held its fifth annual Human Library on

February 27 at the Beaverbrook, Main, and St-Laurent branches. The event was very successful; twitter alone had 30K tweets and ranked third in Ottawa trends. The initiative breaks down the walls of prejudice and challenges stereotypes by giving the public access to human “books”. Participants in the Ottawa Human Library were able to speak informally with thirty people who volunteered to be “books” and share their personal stories with the public.

Update on ebooks pricing campaign and Federation of Canadian Municipalities (FCM) support

The Federation of Canadian Municipalities endorsed a letter to multinational publishers sent out by the Coalition of Canadian Libraries on ebook pricing. This adds another level of support for our campaign for fair pricing for ebooks.

MOTION OPL 20160308/1

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

RECEIVED

CHIEF EXECUTIVE OFFICER'S VERBAL REPORT

Canadian Library Association (CLA)

In late January, CLA members voted in favour of dissolution and moving to a Federated model. Over the next few months, CLA will undertake the process to wind down their operations, paving the way for the new Federation. The national forum will continue to be held in June in Ottawa.

Opening of Imagine Space

The popular makerspace, located at the Nepean CentrepoinTE branch, reopened on January 29. Since it opened in April 2014, Ottawa’s only free, and public, makerspace has quickly become a highly-used and valued service. Having re-opened just a little more than a month, we have already received positive public input congratulating staff on the new Imagine Space.

Grant Funding for Food Literacy and Community Garden Project

The Ministry of Tourism, Culture and Sport, through Ontario Libraries Capacity Fund, announced that OPL will receive a grant of \$186K for a food literacy program. The grant will deliver innovative programs about food literacy in a suite of programs called OPL/BPO à la carte. OPL will work with local partners such as Ottawa Public Health, Just Food Ottawa, the Ottawa Writer's Festival and Market Mobile to bring the innovative program to Ottawa residents.

MOTION OPL 20160308/2

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

RECEIVED

PRESENTATION

1. PRESENTATION - FRIENDS OF THE PUBLIC LIBRARY ASSOCIATION (FOPLA)
-

Vladimir Uher, Vice-President, Friends of the Ottawa Public Library Association (FOPLA) provided an overview of the organization and what they do, as well as how they intend to support the exciting new Central Library project. *(Held on file with the Chief Executive Officer)*

Mr. Uher mentioned that FOPLA gifted OPL \$275K in 2015 and \$924K over the past three years. The money is used towards the purchase of specific equipment, materials, or programs that would otherwise not be possible due to budget limitations. He acknowledged the hard work of the hundreds of FOPLA volunteers who contribute their time and knowledge to enhance the Ottawa Public Library (OPL) system.

Chair Tierney thanked Vladimir for his presentation and noted the added value that FOPLA brings to OPL city-wide.

Trustee Wilkinson also thanked the presenter and FOPLA for the fantastic

work it does in the community.

MOTION OPL 20160308/3

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

RECEIVED

POSTPONEMENTS AND DEFERRALS

(Deferred from OPL Board meeting of 12 January 2016)

2. INTELLECTUAL FREEDOM BOARD POSITION STATEMENT

OPLB-2016-0132

MOTION OPL 20160308/4

That the Ottawa Public Library Board approve the revised Intellectual Freedom Position Statement.

CARRIED

REPORTS

3. OTTAWA PUBLIC LIBRARY BOARD RULES OF PROCEDURE BY-LAW

OPLB-2016-0133

MOTION OPL 20160308/5

That the Ottawa Public Library Board approve the revisions to the Rules of Procedure By-Law of the Ottawa Public Library Board that govern the proceedings of the Board.

CARRIED

4. OTTAWA PUBLIC LIBRARY BOARD POLICY REVIEW

OPLB-2016-0134

MOTION OPL 20160308/6

That the Ottawa Public Library Board adopt the following:

1. **The Board Policy Framework, attached as Document 1; and**
2. **The Board Governance policies, attached as Documents 2 – 5:**
 - **Donations, Fundraising, Sponsorships, and Naming (revised)**
 - **Board Evaluations and Governance Review (revised)**
 - **Order of Friendship (new)**
 - **Bilingualism (new)**

CARRIED

5. OTTAWA PUBLIC LIBRARY BOARD 2016 WORKPLAN AND BUDGET

OPLB-2016-0135

MOTION OPL 20160308/7

That the Ottawa Public Library Board:

1. **Approve the 2016 Board Work Plan (Appendix 1);**
2. **Approve the creation of an Ad-Hoc Committee to work with staff on the Facilities / Growth Investment Planning; and,**
3. **Receive the 2016 Corporate Work Plan (Appendix 2) for information.**

CARRIED

6. FOURTH QUARTER 2015 FINANCIAL STATEMENTS

OPLB-2016-0136

MOTION OPL 20160308/8

That the Ottawa Public Library Board receive the 2015 fourth quarter financial reports.

RECEIVED

7. CENTRAL LIBRARY DEVELOPMENT PROJECT UPDATE

OPLB-2016-0137

Danielle McDonald, CEO gave an overview with respect to the potential partnership with Library and Archives Canada (LAC), and the impact it has on the project plan. *(Held on file with the Chief Executive Officer)*

Ms. McDonald indicated that the potential LAC partnership is very promising; however, we need to protect the OPL's and the City's best interests in the event that a partnership arrangement cannot be reached. She asked the Board's support and endorsement to proceed with two project streams: OPL and the OPL stand-alone and a joint OPL/LAC.

Trustee Sweet introduced the following Motion to support and endorse the two streams:

Whereas the Ottawa Public Library (OPL) Board is committed to delivering to the residents of Ottawa a new stand-alone Central Library; and,

Whereas the new Central Library in Ottawa will serve three purposes: a community branch for local residents, a Library for all residents across the City, and a destination for visitors to our Nation's Capital; and,

WHEREAS the OPL Board believes that the new Central Library should be a civic landmark embodying great architecture, a great location with spaces and programs that draws residents from

across the City, and inspires civic pride; and,

WHEREAS the Request for Expressions of Interest (REOI), that was issued in September 2015, encouraged the identification of potential partners that could by their involvement contribute to the successful delivery of a new Central Library; and,

WHEREAS through the REOI process, Library and Archives Canada (LAC) expressed interest in a potential partnership with the OPL which led to a signed Letter of Intent (January 15, 2016) to explore a potential and innovative partnership opportunity with respect to the Central Library Development Project and the development of a landmark facility in the Nation's Capital; and,

WHEREAS OPL is currently tasked with planning for the delivery of a stand-alone Central Library;

THEREFORE BE IT RESOLVED that the OPL Board directs that OPL staff undertake a concurrent planning process for both a stand-alone Central Library, and a OPL-LAC joint facility; and

BE IT FURTHER RESOLVED that staff report to the Board in 2016 with recommendations regarding the partnership opportunity.

The Board heard from the following delegations:

Mr. Jevone Nicholas, Bookmark the Core: was pleased to see comments on public engagement and site selection process in the CEO's presentation, however he thought the report appeared to be a one-sided view. He put forward four recommendations for the Board's consideration:

- 1) Publish criteria and weighting that will be used to evaluate the optimal location, and the release of data that will support all relevant criteria affecting how residents will access the new library.
- 2) Focus on public consultation by improving transparency and engagement, by increasing openness and improving stakeholder awareness, by creating a fully functional dedicated website, an interactive social media campaign, and information displays in all branches on the project, and by establishing a Public Consultations Advisory Group.

- 3) Establish an Independent Advisory Committee of experts in the fields of modern public libraries, architecture, urban planning, landscaping, and community building, to provide input on best practices for an important civic project and advice on key decisions on location, design, and size.
- 4) That the Central Library Development project be on the agenda of every OPL Board meeting to allow the public to make statements and ask questions about the process, and staff be on hand to respond.

Mr. Mike Pyndus*: provided a presentation on project management planning including a work breakdown structure. (*Held on file with the Chief Executive Officer*) He provided his views on the 132K square foot number, said the business case for the project is very limited, and that other options could have been explored. Project management is a key deliverable that should be included at the beginning of a project focusing on outcomes rather than activities. Mr. Pyndus referenced the Beaverbrook branch project and of Trustee Wilkinson speaking of tracking costs. He noted that a professional project management piece should be put in place as there were City projects where the costs were more than originally planned.

Mr. Paul duBellet Kariouk: a licensed architect; tenured professor at Carleton University spoke of transparency, that a thorough process on site location had not been done, and that an arms' length group to review the process is needed. Mr. duBellet Kariouk made brief statements regarding the CEO, the Mayor, the Chair, the planners, and Trustee Sweet's appointment and position on the Board, specifically her role with developers. During the delegation's presentation, Vice-Chair Bergeron asked for a point of order as the delegation was not speaking to the report on the agenda and was speaking disrespectfully of many persons in contravention of the Board Procedure By-law. Chair Tierney asked the presenter to speak to the report. The delegation continued to speak with Trustee Wilkinson raising a point of order, upon which the delegation concluded by speaking briefly of the LeBreton Flats site.

Mr. Mitch Vandeborn, President, Centretown Citizens Community Association: was pleased with the report thus far but disappointed in the public engagement aspect. He echoed concerns regarding location and strongly questioned the perception that downtown is shifting West. He had

concerns with putting the library west before people are even there and about the timeline for completion. Mr. Vandenberg said he looks forward working with the City and the Board on the project.

Bruce Morgan: a Rosemount branch customer provided some observations on the conclusions that are set out in the report to the Board and the process for involving the public. He appreciates the stewardship offered by OPL Board trustees and for the services the library provides to the current and future customers of the City. Mr. Morgan had no preference at this time regarding the site, the location, the design but cautioned some of the views on page six of the report as it should not be used as determining or a definitive but rather seen as useful input. He said that 2K people that participated in the Nanos Public Opinion Research results is not really engagement, it should go beyond focus groups and surveys. He pointed out that only 15 people responded to the REOI and said it is reasonable to assume that most participants are developers. Mr. Morgan was pleased to hear from the CEO, he said that READ and OPL are holding open houses in the next couple of months and that the Central Library Development project should be able to do the same to get customers views from local community.

Hortense Kailo: a citizen with a disability, and a big customer of the library, who walks to the Main branch with her husband every day. She pointed out that if the library is to move west, it would mean having to get a bus pass that is not affordable. She is concerned with the perception of the criteria for visitors and tourists as customers versus the downtown core customers who will be thrown under the bus. She asked that the Board take into consideration the human face to the project if the library should move to LeBreton Flats.

Chair Tierney said that Trustee McKenney is a strong voice who represents the ward and the branch and has brought this point up as part of the discussions.

Donna Kearns: a resident of Lowertown and member of the Community Association was not happy with the assertion that only five people sit on Bookmark the Core and expressed disappointment at the Chair's previous statements about individuals in the group. During the delegation's presentation, Vice-Chair Bergeron asked for a Point of Order as the

delegation was not speaking to the report on the agenda. Chair Tierney asked the presenter to speak to the report being discussed.

In addition to that provided by the individuals marked with an asterisk above, written correspondence was also submitted by the following, as noted:

- Stephen Thirlwall, Seniors Committee of the Centretown Citizen's Community Association* was concerned that the Central Library would not be in Centretown and that there would not be an adequate branch in the core.
- Hilary Seddon* expressed feedback on the agenda item order.
- Jennifer McIntosh* asked staff to provide the document electronically.

**Individuals / groups marked with an asterisk above either provided comments in writing or by email; all submissions are held on file with the CEO.]*

Trustee McKenney thanked staff for the presentation and asked that the criteria be included in the public engagement process. In response to Trustee McKenney's question on how the Nanos information will be used, Ms. McDonald pointed out the information will feed into the Request for Qualifications (RFQ) and Request for Proposal (RFP) process.

Trustee McKenney said that when the OCL Ad-Hoc Committee looks at criteria, will it compare, the number of residents, workers, transit users, etc. Ms. McDonald replied that staff will look for guidance from the Committee for criteria.

In response to a question from Trustee Higdon on how long OPL will stay engaged with LAC, Ms. McDonald noted that there is no specific answer at this time; however, staff expect that an arrangement will be made by the end of the year.

In response to the Disposition statement on page 7 of the report saying site evaluation criteria are in development for review by the Board in March 2016, Ms. McDonald pointed out that the Board is not approving site evaluation criteria today. Further, Trustee Sweet asked that the CEO's presentation be posted to the website.

*Action: That staff post the CEO's OCL project update presentation to the website. (*Note: an alternate format version will be posted to the website to meet accessibility standards)*

In terms of the types of public consultation expected, Ms. McDonald identified the following: 1) development of new website, 2) a town hall on functional building program, and 3) engaging stakeholder groups, which staff will be looking for help from the Board. Further to a question from Trustee Sweet as to when an engagement plan would be brought back to the Board, Ms. McDonald mentioned that staff can't comment on that yet; however, updates will be provided to the Board as they become available.

Trustee Wilkinson reiterated that a public engagement framework is needed as the public has voiced that concern, which could include how FOPLA can assist. Ms. Basile, Program Manager, Planning and Board Support replied that information about how the public can get involved will be on the new website and will need to be aligned with what OPL does with the joint stream with LAC. Trustee Wilkinson pointed out that the site evaluation criteria is needed soon and information from the public will make the process richer.

Following up on a question regarding public engagement on site evaluation criteria, Trustee McKenney reiterated the importance of hearing from the public and to have a process to solicit information.

In terms of the proposed motion of two streams and whether there is a plan to develop assumptions in order for the Board to review, Ms. McDonald said that slide five of her presentation speaks to those potential synergies and co-location opportunities. Staff need to narrow down the shared values and details when a decision is going to be made but it will be part of the overall plan.

In response to a question from Trustee Begg on what is the estimate time as to when the OCL website will be re-launched, Ms. Basile mentioned by mid April with social media being integrated.

Vice-Chair Bergeron thanked staff for transparency in the release of the REOI results as he didn't think other Boards have been this transparent. He asked whether the REOI results were interpretations or statements of fact.

Ms. McDonald pointed out that they have a Fairness Commissioner for the process. Elaine Condos, Division Manager, Central Library Development Project indicated that the Commissioner has been engaged since July 2015, and attended all the Commercially Confidential meetings (CCMs). She said that the statements made are representative of the comments made in the meetings.

Vice-Chair Bergeron asked if the comments regarding the downtown moving west was a statement from developers. Ms. Condos answered in the affirmative saying that the statements in the report were validated by the Fairness Commissionaire of what was said at the CCMs.

Vice-Chair Bergeron thanked the delegations for appearing today and mentioned that the report does speak to the site evaluation criteria being included in the public engagement.

Chair Tierney thanked staff and noted staff are following a process that involves public input.

Chair Tierney asked Trustee Sweet to speak to the motion. Trustee Sweet said it is a very important project that will stand out, and be a source of pride for the City. As the need to continue the mechanism for a plan for a stand-alone OPL facility, she was also happy about the idea of a joint OPL/LAC facility and continuing to explore and quantify those benefits.

There being no further discussion, the report was received as presented followed by the motion being carried.

MOTION OPL 20160308/9

That the Ottawa Public Library Board receive the Central Library Development Project report for information.

RECEIVED

MOTION OPL 20160308/10

WHEREAS the Ottawa Public Library (OPL) Board is committed to delivering to the residents of Ottawa a new stand-alone Central Library;

and,

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BE IT FURTHER RESOLVED that staff report to the Board in 2016 with recommendations regarding the partnership opportunity.

CARRIED

***IN CAMERA ITEMS**

8. OTTAWA PUBLIC LIBRARY – PERSONAL MATTERS ABOUT AN IDENTIFIABLE INDIVIDUAL WITH RESPECT TO THE 2015 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW – IN CAMERA – REPORTING OUT DATE: 8 MARCH 2016
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MOTION OPL 20150303/11

Moved by Vice-Chair Bergeron:

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 2015 Chief Executive Officer Performance Review.

CARRIED

Upon resuming in open session at 6:43 p.m., the Board moved the following:

MOTION OPL 20150303/12

Moved by Vice-Chair Bergeron:

Therefore Be It Resolved that the Ottawa Public Library Board approve the 2015 Chief Executive Officer's 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

ADJOURNMENT

MOTION OPL 20160308/13

Be It Resolved that the Ottawa Public Library Board meeting be adjourned at 6:45 p.m.

Chair

Recording Secretary