

## Ottawa Public Library Board Meeting

### Minutes 29

Tuesday, 5 September 2017

5:00 p.m.

Champlain Room, Ottawa City Hall, 110 Laurier Avenue West

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

**Present:** Chair: Tim Tierney  
Vice-Chair: Allan Higdon (*pro tem*)  
Trustees: Steven Begg, Kathy Fisher, Pamela Sweet,  
Marianne Wilkinson

**Regrets:** Vice-Chair: André Bergeron  
Trustees: Catherine McKenney, Scott Moffatt

#### DECLARATIONS OF CONFLICT OF INTEREST

No Declarations of Interest were filed.

#### CONFIRMATION OF MINUTES

Minutes 28 - Tuesday, 20 June 2017

CONFIRMED

In Vice-Chair Bergeron's absence, the Board appointed a Vice-Chair *pro tem*.

**MOTION OPL 20170905/1**

Moved by Trustee Sweet:

**WHEREAS any point of order or procedure for which rules have not been provided in the Board's Procedure By-law, shall be decided by the Chair in accordance, as far as is reasonably practicable, with the rules of procedure contained in Robert's Rules of Order;**

**WHEREAS the latest Robert's Rule of Order Newly Revised (11<sup>th</sup> Edition) from 2011) indicates that a Vice-Chair (whether permanent or temporary) "should be chosen principally for the ability to preside given if the presiding officer must leave his/her seat";**

**THEREFORE BE IT RESOLVED THAT the Ottawa Public Library Board appoint Trustee Allan Higdon as Vice-Chair pro tem to serve for Vice-Chair Bergeron in his absence for this meeting.**

CARRIED

**CHAIR'S VERBAL UPDATE**

Chair welcomed everyone from summer break saying the verbal updates would reflect the number of programming events that took place over the past few months.

**Capital Pride**

OPL celebrated Ottawa Capital Pride by taking part in a number of activities. On August 26, Trustee Fisher introduced OPL's first Drag Queen/King Storytime which had an online reach of more than 82,000 people, with 1,200 expressing interest, and more than 200 people attending. On August 27, more than 30 OPL volunteers marched in the Pride Parade alongside the Bookmobile, distributing magnets and tattoos. Images of the event were shown and magnets were distributed to the Trustees. *(Held on file with the Chief Executive Officer)*

### **Rag and Bone Puppet Theatre presents Snippets 150**

In July, OPL hosted workshops and performances in several branches across Ottawa as part of the Canada 150 programming. Trustee Sweet opened the event on July 6 at the Blackburn Hamlet branch. The Chair thanked Trustees Begg, Fisher, and Wilkinson for volunteering to read at the Rag & Bone performances over the summer. Images of the event were shown. *(Held on file with the Chief Executive Officer)*

### **Chair Library visit**

The Chair mentioned he was in the Greater Toronto Area to visit the Vaughan Central Library which opened in September 2016. The Civic Resource award-winning branch boasts gorgeous architecture inside and out. There is a reading garden, with plants and trees, and a second-story patio. It is a good example how libraries are changing to community hubs.

### **MOTION OPL 20170905/2**

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

RECEIVED

### **CHIEF EXECUTIVE OFFICER'S REPORT**

#### **Dominion Day OPL Strawberry Social**

On July 8, OPL presented the third marquee event to celebrate Canada's 150<sup>th</sup> featuring musical performances, an Anne of Green Gables storytelling tea, local history displays, programming and activities, along with food and refreshments. The event brought together more than 2,000 people of all ages for a fun-filled afternoon. The CEO thanked the Trustees who not only served as members on the Ad-Hoc Committee (providing guidance and advice in overseeing the Canada 150 programming), but who also joined in on the festivities demonstrating love and support for OPL. She recognized the employees who worked extremely hard to make the marquee event memorable and indicated that OPL has received lively and positive feedback from the community. There were many volunteers, coordinators,

and employees from across the organization who came together to set-up, and dress-up, for the community. Images of the event were shown and strawberry keychains were distributed to the Trustees. *(Held on file with the Chief Executive Officer)*

### **October Library Month Preview**

OPL is celebrating Library Month 2017 via a social media Library Moment Campaign. OPL will encourage customers and library lovers across Canada to share their meaningful moments and vivid memories of libraries on Twitter and Facebook using the hashtags: #LibraryMoments #MomentsBiblio. OPL has invited other public libraries across Canada to participate and more than 20 have confirmed to-date. The CEO identified some of the public libraries and library systems who have confirmed their participation. Information about Library Month activities will be announced at the October Board Meeting.

### **MOTION OPL 20170905/3**

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

RECEIVED

### **REPORTS**

#### **1. OTTAWA PUBLIC LIBRARY BOARD POLICY REVIEW**

OPLB-2017-0901

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In response to a question from Trustee Wilkinson regarding compensation for the Acting CEO and requesting that details be included in the plan, Danielle McDonald, CEO advised that those details are covered in the MPE Terms and Conditions.

Trustee Wilkinson followed the question with a suggestion to have criteria developed into protocol. The CEO agreed and mentioned that criteria is inserted in her performance piece in the objectives.

**MOTION OPL 20170905/4**

**That the Ottawa Public Library Board adopt the following:**

- 1. Board Governance policy on CEO Succession Planning (Document 1) - revised; and,**
- 2. CEO Emergency Succession Plan (Document 2) - New.**

CARRIED

**2. SECOND QUARTER 2017 FINANCIAL STATEMENTS**

OPLB-2017-0902

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In response to questions from Trustee Higdon regarding Appendix D, 2017 Q2 Contract Expenditures Report, Elaine Condos, Division Manager, Central Library Project explained that Item 4 (Professional Project Management Services for the Central Library Development Project - \$285,483.74 – Tiree Facility Solutions) was a contract for continuity to carry the project forward and provide support to OPL staff until June 2017. At the time of the original purchase order (December 31, 2016), it was not confirmed that the City would assume control over the project. Ms. Condos pointed out that a balance of \$237K remains as OPL did not use the services as anticipated. She noted that 50 percent of the project is covered by Library and Archives Canada (LAC). With respect to what services Tiree provided, Ms. Condos noted that Tiree focused on project management and strategic advisory services, stating that OPL hired a senior level project manager to ensure deliverables would be met between OPL and LAC for the project, and specifically for the January 31, 2017 report.

In response to questions from Trustee Higdon regarding Appendix F, 2017 Q2 Capital Report, specifically 905105 Central Library Development, Ms. Condos advised it is expenditures for OCL project planning.

*Action: That staff provide Trustee Higdon the OCL Project – Planning Phase Budget Summary.*

With respect to 905708 New Central Library – Land Acq \*Legacy\*, Ms. Condos clarified that in 2004, Council approved a site, and that money spent was related to unsuccessful land acquisition negotiations in 2009-2010. The amount is debenture funds sitting in capital, and the money does not exist. Ms. Condos said the \$188,984 cost was for work that Real Estate and Property Management completed in 2009-2010.

Trustee Wilkinson expressed concerns with the forecast report for Q2 ending June 30, 2017, Appendix B, specifically, the projected deficit of 0.5% or \$207,884. Ms. McDonald said it isn't unusual to see a deficit in Q2, and she is confident OPL will be on target at the end of Q4. Further to a question whether key projects would be on hold, Ms. McDonald said that they would not. Monique Désormeaux, Deputy CEO mentioned that options to meet the target or to reduce costs included slowing down purchased services, and more analysis with respect to compensation.

In response to a question from Trustee Wilkinson regarding revenues forecasted to be under budget by 6.5% or \$235,824 by year end, Ms. Désormeaux advised that part of the reason is due to the lost revenue from the garage lease, and a decrease in meeting room rentals. With respect to when the Board will receive the Q3 report, Ms. Désormeaux said in November.

**MOTION OPL 20170905/5**

**That the Ottawa Public Library Board receive the 2017 second quarter financial reports.**

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3. OTTAWA PUBLIC LIBRARY BOARD 2016 FINANCIAL STATEMENTS  
OPLB-2017-0903
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**MOTION OPL 20170905/6**

**That the Ottawa Public Library Board receive the 2016 Ottawa Public Library Financial Statements.**

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**IN CAMERA ITEM**

4. OTTAWA PUBLIC LIBRARY – PERSONAL MATTERS ABOUT AN IDENTIFIABLE INDIVIDUAL WITH RESPECT TO MID YEAR REVIEW FOR THE CHIEF EXECUTIVE OFFICER FOR 2017 – IN CAMERA – REPORTING OUT DATE: 5 SEPTEMBER 2017
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**MOTION OPL 20170905/7**

Moved by Pro tem Vice-Chair Higdon:

**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 mid year review for the Chief Executive Officer.**

CARRIED

Upon resuming in open session at 6:21 p.m., the Board moved the following:

**MOTION OPL 20170905/8**

Moved by Pro tem Vice-Chair Higdon:

**That the Ottawa Public Library Board receive the CEO mid year review presentation.**

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## INQUIRIES

OPLB-2017-INQ-0905-01

Trustee Sweet submitted the following inquiry:

Further to the Card Free Internet Access pilot program (designed to provide card-free access to public wifi as a welcoming gesture to visitors to the nation's capital for Canada's 150<sup>th</sup> Anniversary (See 20 June meeting minutes), was the pilot well-received and successful? If so, why not offer it all the time?

## ADJOURNMENT

### MOTION OPL 20170905/9

**Be It Resolved that the Ottawa Public Library Board meeting be adjourned at 6:22 p.m.**

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Chair

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Recording Secretary