

## Ottawa Public Library Board Meeting

### Minutes 20

Tuesday, 11 October 2016

5:00 p.m.

Champlain Room, Ottawa City Hall, 110 Laurier Avenue West

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*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

*Trustee Begg arrived at 5:05 p.m.*

### DECLARATIONS OF CONFLICT OF INTEREST

No Declarations of Interest were filed.

### CONFIRMATION OF MINUTES

Minutes 19 - Tuesday, 6 September 2016

The Chair welcomed everyone in attendance, as well as special guest, Mr. Colin Plows.

MOTIONS REQUIRING SUSPENSION OF THE RULES OF PROCEDURE

**MOTION OPL 20161011/1**

**That the Ottawa Public Library Board Waive the Rules of Procedure to approve the addition of the item “Central Library Development Project” for consideration by the Board at today’s meeting, pursuant to Section 21(3) of the Rules of Procedure By-law (By-law, January 1, 2015).**

CARRIED

**CHAIR’S VERBAL UPDATE**

**Passing of Maria Zielinska**

Chair Tierney took a few moments to recognize the passing of Mrs. Maria Zielinska, a former library trustee (pre-amalgamation), a Friends of the Ottawa Public Library Association (FOPLA) trustee, and a long-time volunteer at the FOPLA Bookstore at the Main branch.

**Carlingwood Branch 50<sup>th</sup> Anniversary**

Chair Tierney mentioned that the branch celebrated its 50<sup>th</sup> Anniversary on Saturday, October 1 launching Library Month. Deputy Mayor, and Bay ward Councillor, Mark Taylor shared congratulatory remarks. Chair Tierney thanked Trustee Wilkinson who represented the Board, as well as Trustees Begg and Fisher who attended the event. Chair Tierney noted that a new mural created by teens and local artist Claudia Salguero, was unveiled. This mural serves to highlight the diverse and active population that frequents the branch.

**Central Library Update**

Chair Tierney mentioned that the City experienced significant restructuring last week, which led to impacts to the Central Library Development project team. He said that the Board heard from the public at the June 2015 meeting that the public was not provided with sufficient time to review the documentation in advance of the meeting. Chair Tierney advised that the Board remains committed to releasing the complete decision package in December. No decision however, will be taken until the January 2017 Board meeting.

*Direction to staff:*

*That staff provide details of the Central Library Development Project document release timelines at the November meeting.*

**MOTION OPL 20161011/2**

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

RECEIVED

**CHIEF EXECUTIVE OFFICER'S REPORT**

**Library Month and Week**

The CEO advised that Library Month is celebrated across Canada in October. She referenced the events being held during the month: Discovery Notes, Spine Poetry Contest, Treasure Hunt, and a special appreciation event for customers on Thursday, October 13. The CEO said that it has been an exciting time for all customers across OPL's 33 branches, and it is buzzing on social media. In addition, she mentioned that Ontario Public Library Week runs from October 16-22 and this year's theme is "A Visit Will Get You Thinking." She encouraged supporters to follow the daily tweets and to **Spread the word...get thinking** about their local branch of the OPL.

**MOTION OPL 20161011/3**

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

RECEIVED

Following a 'Consent Agenda' process, the Board considered the held items in the following order: Item Nos. 2, 1, 3, 4, and 5.

## PRESENTATIONS

### 2. PRESENTATION – CANADA 150 PROGRAMMING

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Monique Brûlé, Division Manager, Programs and Services, and Anna Basile, Program Manager, Planning and Board Support, provided a presentation of the Ottawa Public Library's Canada 150 programming. (*Held on file with the Chief Executive Officer*) Ms. Basile said the overall theme is Storytelling, with a sub theme each month. They provided details of each of the monthly themes and described the marquee events for 2017. Ms. Basile stated that OPL has a dedicated team of librarians in Program Development to oversee the implementation of the events and the overall program is supported by the branches. She went on to say that Board members will be called upon to champion OPL's Canada 150 events. Ms. Brûlé and Basile advised that OPL is seen as a leader in the Canada 150 celebrations and have a unique role in celebrating the 150<sup>th</sup>.

Chair Tierney noted it will be an exciting yet busy 2017 with events such as the CFL's Grey Cup, the Red Bull Crashed Ice, and storytelling and slam poetry in the mix.

In response to a question from Trustee Higdon on programming focused on new immigrants, Ms. Brûlé said the theme for June is storytelling through tradition with an encore event being planned to celebrate cultures focused on newcomers. She also advised that there will be encore events to celebrate Aboriginal month.

Vice-Chair Bergeron congratulated staff for their work on the Canada 150 programming. He said, he and Trustee Fisher look forward in continuing to work with staff on the Ad-Hoc Committee.

Trustee Wilkinson asked if the strawberry social is scheduled for July 1<sup>st</sup>. Ms. Brûlé pointed out that staff are still finalizing details at this time but the event would most likely happen the week after.

There being no further discussion, the presentation was RECEIVED.

**MOTION OPL 20161011/4**

**That the Ottawa Public Library Board receive the Canada 150 programming presentation for information.**

RECEIVED

1. PRESENTATION - ORDER OF FRIENDSHIP RECIPIENT – MR. COLIN PLOWS

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Chair Tierney invited Vice-Chair Bergeron and CEO, Danielle McDonald to the podium. He said the Order of Friendship is a special honour bestowed upon a recipient once every two years recognizing exceptional volunteer contributions made to the Ottawa Public Library (OPL) by individuals, groups, or institutions. Chair Tierney recognized the members of FOPLA (both Board members and volunteers), including Chantal Cloutier, President.

Vice-Chair Bergeron detailed Mr. Plows outstanding commitment and contribution to the OPL and described the efforts he made as a volunteer and as President.

Chair Tierney introduced the 2016 OPL Board Order of Friendship, Mr. Colin Plows.

Chair Tierney presented the certificate and Vice-Chair Bergeron and the CEO presented special gifts.

Mr. Plows was very grateful for the honour and thanked the Chair, the CEO, and the Board. He said he is supported by a fantastic group of people, and named a few of the FOPLA members. Mr. Plows noted the leadership of the CEO, the Deputy CEO, and the Chair, specifically with the Central Library file.

The Chair advised that refreshments would be available in the Billings Room to celebrate the event following the adjournment of the meeting.

## **REPORTS**

### **3. OTTAWA PUBLIC LIBRARY 2017 BUDGET DIRECTIONS**

OPLB-2016-0193

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In response to a question from Trustee Sweet with respect to one-time sources of revenue not being included in the budget, Ms. Désormeaux, Deputy CEO noted that one-time funding offsets costs for items such as Radio Frequency Identification (RFID). Trustee Sweet asked what kind of public consultations will take place. Ms. Désormeaux advised that a link to the budget documents will be available on the OPL website, ward councillors will be holding consultation meetings, and the public will have an opportunity to speak at the December Board meeting.

There being no further discussion, the report recommendations were put before the Board and were CARRIED.

### **MOTION OPL 20161011/5**

**That the Ottawa Public Library Board approve:**

- 1. The guiding principles and parameters for the OPL 2017 budget; and,**
- 2. The rescheduling of the December meeting to December 6, 2016 in order to meet Ottawa City Council budget timelines.**

CARRIED

### **4. SEMI-ANNUAL PERFORMANCE MEASUREMENT – JANUARY - JUNE 2016**

OPLB-2016-0194

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The Board heard from the following delegation:

**Diane Holmes** spoke to the factors that influence the performance of the Customer and Employee Satisfaction Rating aligned with the library's strategic directions, the reference to increased awareness of OPL surrounding the Central Library Development Project and related public engagement sessions, and the potential partnership opportunity with Library and Archives Canada. Ms. Holmes mentioned she attended a public engagement session at City Hall where there was no discussion of the sites allowed at that meeting. She asked why the secrecy, as secrecy leads to suspicion. Ms. Holmes said around the country, it is an exciting time for new libraries. She mentioned that in Ottawa, the project is enveloped in secrecy and the public cannot get involved unless they want to discuss the size of the library. Her suspicion is that the new library will be located in Lebreton Flats. She said 4,000 people will get a new library, however, the thousands of people who live in the current area, and work in the core, will be asked to take a train, or a bus to get to the library. Ms. Holmes spoke of how there will be difficulties walking to get to that site for pedestrians. She hoped that she was wrong and that come December, the Board will choose an exciting new beautiful building between Elgin and Bronson in the downtown where thousands of people live.

There being no further discussion, the report recommendation was put before the Board and was RECEIVED.

**MOTION OPL 20161011/6**

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

RECEIVED

**ADDITIONAL ITEM**

5. CENTRAL LIBRARY DEVELOPMENT PROJECT

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Trustee McKenney read the motion as presented: *(distributed to the Board prior to the meeting)*

***WHEREAS, the Ottawa Public Library Board on July 12, 2016***

***approved the site evaluation criteria, including associated weightings for the Central Library Development Project; and***

***WHEREAS staff were authorized to commence the site evaluation process on the Candidate Sites; and***

***WHEREAS the results of the ranking were reported to and confirmed with the Board in-camera in August, including a short-list for both the OPL stand-alone Central Library and OPL-LAC Joint Facility; and***

***WHEREAS staff are in the process of a detailed due diligence on the sites that were short-listed; and***

***WHEREAS the output of this exercise will be a recommendation on the preferred site(s) for the OPL stand-alone facility and potential OPL-LAC joint facility in December, providing no opportunity for the public to weigh in on the short-list of properties prior to a final recommendation coming to the OPL Board; and***

***THEREFORE BE IT RESOLVED the short-list be made public at the November OPL Board meeting prior to a final recommendation on the recommended site(s) in December.***

Ms. McKenney thanked the Board for waiving the Rules of Procedure to bring forward the motion. She said the Board is hearing from residents asking that the short-list be made public to give some additional time between the report being tabled and the vote being taken. She went on to say that there is no legal or procedural reason not to release the short list in November. She noted that at no time at the July meeting did staff say that the short-list wouldn't be reported out at the August meeting following the in camera session. Ms. McKenney mentioned that the public is calling for the Board to be open and transparent. She said the public have a right to know what those sites are in advance; to have time to consider and comment before the December meeting.

Trustee Moffatt asked for a clarification on the motion versus the current process as described by the Chair in his opening remarks. Trustee



McKenney advised that the difference in the two processes is that she is requesting the short-list be made public in November rather than December.

Following the approval of the Board, the Board heard from the following delegation :

**Yves Potvin** referenced the June 9 2015 Board meeting document (*Ottawa Central Library Program Framework - Library Strategies International, Kathryn Taylor Design*). He said the framework identifies space requirements of approximately 131,702 square feet, which includes 36,323 square feet for adult public spaces; distributed as such: reading spaces: 11, 295; learning commons: 16,695; business hub: 3,595. Mr. Potvin noted that of those spaces, a total of 15,600 square feet is for the collection display areas of adult material, which is equivalent to half of one floor of the current library. He had concerns with the proposal for adult collection space being reduced for a new library for the next 30 to 50 years and didn't think it was anywhere near enough. He would like to see 100,000 square feet of display space, 2M books, including 1M circulating and 1M in the reference section. Mr. Potvin added that the new library needs a collection worthy of the city.

Trustee McKenney asked the delegation whether the Board could have a copy of his speaking notes. Mr. Potvin advised that he hadn't prepared a written document but would be most happy if staff would transcribe it for the Board.

Chair Tierney asked staff to give more detailed notes for that specific component of the meeting to the Board.

*Direction to staff:*

*That staff provide detailed notes of speaker Yves Potvin to the Board.*

Questions from the Board were then put to staff.

Vice-Chair Bergeron noted that the proposed motion from Trustee McKenney would be looking at changing the process of what was

approved. He asked the CEO to provide an overview on the advice given, if any from Mr. Rick O'Connor, City Clerk and Solicitor, and Mr. Peter Woods, Fairness Commissioner. Ms. McDonald mentioned that she had the opportunity to consult with both individuals. She advised that the Fairness Commissioner was also present to answer any specific questions the Board may have. Ms. McDonald explained that in speaking with both individuals, three things were highlighted in terms of the process: 1. The process, as communicated in July, was informed by the City's Legal and Real Estate teams, the Fairness Commissioner, and the Evaluation Committee; 2. The Board approved the July 2016 report which directed staff to report back to the Board on the results of Stage 1 of the Site Evaluation Process at a Board meeting to be held in August as an in camera item with a reporting out date of December 2016; and, 3. The process is ongoing - Stage 1 is a ranking of the 12 sites and Stage 2 is further due diligence and monetizing the risk.

She said the Fairness Commissioner and the City Clerk and Solicitor had similar views and concerns with any deviation of a Board-approved process particularly in the middle of the process; and specifically, prematurely releasing any information in advance of the December timeframe. Ms. McDonald noted the short-list is an interim result of Stage 1, followed by Stage 2 which may alter the results. She said it is not standard procurement practice to deviate from the process, and reiterated that the recommendation will be released in December followed by a public Board meeting in January, and then to City Council for approval.

Trustee McKenney disagreed with the advice provided saying that in her view the presented motion does not speak to changing the process. She asked staff to provide in writing the advice from both individuals to the Board.

*Direction to staff:*

*That staff provide, in writing to the Board, the advice from the Fairness Commissioner and the Clerk and City Solicitor given to the CEO with respect to not releasing the short-listed sites prior to December.*

Trustee Wilkinson sympathized with Trustee McKenney in moving the motion but would not be supporting it. She agreed that it is important to let the public know what is happening, such as is the case for the hospital sites that are owned by the National Capital Commission. She said in this case, the 12 properties that are located in all parts of the downtown are publically and privately owned, which makes it extremely difficult to talk about in public as it can create tensions during the process. Trustee Wilkinson advised that there isn't any hidden agenda and indicated she was supportive of the public getting a full month to look at the package, including the criteria and how it was weighted. She said she had much respect for the Evaluation Committee with the different backgrounds and expertise, which does not include anyone from the Board. Trustee Wilkinson reiterated that the Board has not approved a site; staff will be recommending one, and the Board does not have to accept that, as the decision lies with the Board. She mentioned that the short-list will be released somewhat during Christmas but was comfortable with the timeframe given by the Chair. She noted that in Halifax, that site was chosen for the City, and that the public didn't have a say in the site location. However, the public did voice their views on what was going on the site, which is most crucial in her opinion. Trustee Wilkinson referenced the Beaverbrook branch site location where there was minimal input from the community. She explained how she chairs the Community Lands Development Corporation and how land dealings meetings are held in private. She looked forward to the public coming forward when the matter was before the Board and suggested that they provide concrete suggestions at that time. She encouraged staff to book two days if required. Chair Tierney mentioned that staff will take that into account.

Trustee Fisher agreed to the importance of providing the public with sufficient time to provide input and agreed with the Chair's timeframe as it is a good measure which adds flexibility in the process.

Chair Tierney called the vote on Trustee McKenney's motion, advising that a yes vote would be supporting the release of the short-list in November and a no vote would be supporting the current approved

process.

There being no further discussion, the following motion was put before the Board:

**MOTION OPL 20161011/7**

**WHEREAS, the Ottawa Public Library Board on July 12, 2016 approved the site evaluation criteria, including associated weightings for the Central Library Development Project; and**

**WHEREAS staff were authorized to commence the site evaluation process on the Candidate Sites; and**

**WHEREAS the results of the ranking were reported to and confirmed with the Board in-camera in August, including a short-list for both the OPL stand-alone Central Library and OPL-LAC Joint Facility; and**

**WHEREAS staff are in the process of a detailed due diligence on the sites that were short-listed; and**

**WHEREAS the output of this exercise will be a recommendation on the preferred site(s) for the OPL stand-alone facility and potential OPL-LAC joint facility in December, providing no opportunity for the public to weigh in on the short-list of properties prior to a final recommendation coming to the OPL Board; and**

**THEREFORE BE IT RESOLVED the short-list be made public at the November OPL Board meeting prior to a final recommendation on the recommended site(s) in December.**

LOST on a division of 1 YEA to 8 NAYS, as follows:

YEAS (1): Trustee McKenney

NAYS (8): Trustees: Begg, Fisher, Higdon, Moffatt, Sweet, Wilkinson, Vice-Chair Bergeron, Chair Tierney

In response to a December-January timeline concern from Trustee McKenney and whether an extension may be considered, Chair Tierney

pointed out that the Ad-Hoc Committee will be meeting shortly to discuss the next steps and staff will provide a high-level timeline at the November meeting as directed in the Chair's Verbal Update.

**ADJOURNMENT**

**MOTION OPL 20161011/8**

**Be It Resolved that the Ottawa Public Library Board meeting be adjourned at 6:05 p.m.**

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**Chair**

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**Recording Secretary**