

Ottawa Public Library Board Meeting

DRAFT Minutes 2

Tuesday, 10 February 2015
5:00 pm

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, Allan Higdon, Scott Moffatt,
Pamela Sweet, Marianne Wilkinson

Regrets: Trustees: Kathy Fisher, Catherine McKenney

DECLARATIONS OF CONFLICT OF INTEREST

No Declarations of Interest were filed.

CONFIRMATION OF MINUTES

Minutes - Wednesday, 28 January 2015

CONFIRMED

With unanimous consensus, the Board proceeded to Item 5 and moved to closed session. Chair Tierney advised that In Camera items are not subject to public discussion or debate and asked appropriate staff to remain in the room, along with M. Rick O'Connor, City Clerk and Solicitor, and Ottawa Public Library's external Legal Counsel.

***IN CAMERA ITEMS**

5. OTTAWA PUBLIC LIBRARY - LABOUR RELATIONS OR EMPLOYEE NEGOTIATIONS - LITIGATION OR POTENTIAL LITIGATION AFFECTING THE OTTAWA PUBLIC LIBRARY: THE RECEIVING OF ADVICE THAT IS SUBJECT TO SOLICITOR-CLIENT PRIVILEGE WITH RESPECT TO A DECISION OF THE PAY EQUITY TRIBUNAL DATED FEBRUARY 3, 2015 - IN CAMERA - REPORTING OUT DATE: 10 FEBRUARY 2015
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MOTION OPL 20150210/1

Moved by Vice-Chair Bergeron:

Be it Resolved that the Ottawa Public Library Board move In Camera in accordance with Sections 16.1 (4)(d), (e) and (f) of the *Public Libraries Act*, to discuss the decision of the Pay Equity Tribunal.

CARRIED

The subject matter of this item centers around the Ottawa Public Library Board receiving a briefing from legal counsel related to a decision of the Ontario Pay Equity Hearings Tribunal dated 3 February 2015.

In accordance with the provisions of Sections 16.1 (4)(d), (e) and (f) of the *Public Libraries Act*, as well as Section 18(d), (e) and (f) of the Ottawa Public

Library *Rules of Procedure By-law*, this item deals with “labour relations and employee negotiations”, “litigation or potential litigation, including matters before administrative tribunals, affecting the board” and “advice that is subject to solicitor-client privilege, including communications necessary for that purpose”. Therefore, the item may be received and considered by the Board, and direction given to staff, in closed session.

The Board resolved In-Camera at 5:05 p.m.

In Camera

Board Open Session

MOTION OPL 20150210/2

Moved by Vice-Chair Bergeron:

Be It Resolved that the Ottawa Public Library Board return to Open Session at 5:29 p.m.

CARRIED

Board resumed in open session at 5:29 p.m.

Chair Tierney reported that no votes were taken, and no decision was made during the In Camera session. The Board received information from legal counsel and M. Rick O'Connor, City Clerk and Solicitor on the litigation matters of the Pay Equity Hearings Tribunal and the assessment of responsibility of the Ottawa Public Library.

The Chair asked Monique Désormeaux, Division Manager, Corporate Services to come sit at the main table as questions may be asked of staff.

CEO, Danielle McDonald provided details on the financial implications of the order: a one-time retroactive payout of approximately \$2.3 million as well as approximately \$250,000 base pay adjustment to the 2015 Budget toward the cost of living allowance.

In response to questions from Trustee Wilkinson regarding timing of payout and what cuts would be made, Ms. McDonald advised that payment would be made in 2015. She noted that staff will see how to achieve this by looking at resources, capital accounts, and pressures. Service cuts would be the very last resort. She mentioned that in 2006, the Ottawa Public Library didn't have funding in reserves and as such the City assisted with a \$1 million dollar differential payment.

Trustee Wilkinson stated that the Board could have some discussion with the City to see if any reserves are available as the decision was not planned. Brenda Gorton, Financial Services Unit representative advised that the City does have an unforeseen budget but didn't know the extent of how much can be attributed.

Vice-Chair Bergeron said that in light of the recent events and that the Ottawa Public Library tabled the budget a week ago, the prudent approach would be to go back and review the 2015 budget.

Discussions having concluded, the following motion was put before the Board:

MOTION OPL 20150210/3

Moved by Vice-Chair Bergeron:

Be It Resolved that the Ottawa Public Library Board direct staff to revise the recommended OPL 2015 Draft Operating and Capital Budget tabled on January 28, 2015 to incorporate the unanticipated cost of the Ontario Pay Equity Hearings Tribunal's award, including their recommended solutions, and that the revised OPL 2015 Draft Operating and Capital Budgets, along with a report outlining the recommended changes, be issued on February 24, 2015 for consideration by the Ottawa Public Library Board at their meeting of 3 March 2015; and

Be It Further Resolved that the revised OPL 2015 Draft Operating and

Capital Budget and accompanying documentation be provided to Ottawa City Council for their information.

CARRIED

Chair Tierney thanked staff for all their hard work on the file, in particular, a special thanks to City colleagues in Legal and Human Resources as well as Monique Désormeaux, the lead on the file. He concluded by saying that this has been a long process on both the library's and union's part. The Board has agreed to comply with this order and noted that staff has done everything they could and is confident that they will do their best in bringing a revised draft budget for the Board's review.

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

PRESENTATIONS

1. EDUCATIONAL : TECHNOLOGY BRIEFING

Craig Ginther, Manager, Technology Services, Content and Technology Department provided a PowerPoint slide presentation overview of the Ottawa Public Library's technology environment and services. *(Held on file with the Chief Executive Officer)*

Following the presentation, Board questions and staff responses touched upon details of online registration for library cards, the 500,000 website visits versus catalogue visits, metric of public computers and number of wireless desktops.

Chair Tierney thanked staff in content and technology for all their work.

MOTION OPL 20150210/4

Be It Resolved that the Ottawa Public Library Board receive this presentation for information.

RECEIVED

REPORTS

CHIEF EXECUTIVE OFFICER

PLANNING AND BOARD SUPPORT

2. OTTAWA PUBLIC LIBRARY BOARD POLICIES

OPLB-2015-0012

Trustee Wilkinson asked that the policies involving Board responsibilities be reviewed to ensure future orientation.

Discussions having concluded, the report was put before the Board and was CARRIED as presented.

MOTION OPL 20150210/5

Be It Resolved that the Ottawa Public Library Board adopt the following Board Governance policies, attached as Documents 2 - 10:

- **Roles and Responsibilities of the Board and Trustees**
- **Trustee Conduct**
- **Trustee Attendance**
- **Trustee Inquiries**
- **Reimbursement of Trustee Expenses**
- **Role and Responsibilities of the CEO**
- **CEO Reporting and Board Monitoring**
- **CEO Performance Management**
- **Board – CEO Relationship**

CARRIED

DIRECTION TO STAFF:

That staff examine the Board responsibilities for future planning.

3. **CENTRAL LIBRARY PROJECT UPDATE**

OPLB-2015-0013

The Board heard from the following delegations, as noted:

- Mr. Mike Pyndus*, expressed concerns with the Board's May deadlines that was self-imposed by the previous Board and noted that it isn't too late to do the right thing. He mentioned that money had been spent without an approved internal statement in two previous cases. He said a business case is needed to indicate the best course of action and the best value for the tax dollar. Mr. Pyndus' recommendation speaks to reducing the current accommodation of 98,000 square feet. He concluded by stating that citizens, as well as city officials, should be able to see everything that was considered and the logic involved in deriving the recommended course of action.

Trustee Higdon asked whether the delegation was in support of a new building for the Central library. The delegation was in support but with partnership with a developer for a capital lease, as was done with the Shenkman Arts Centre.

- Mr. Yves Potvin, a customer of the library for 40 years recalled the previous main branch's construction in 1973 for then a population of 300,000 people. He suggested that the size of the future library be three-times the size of the present branch to accommodate for the 900,000 or more people in the City of Ottawa.

Correspondence was received by Mr. John D Reid inquiring why an option to decentralize some of the functions currently performed at the Main library location is not being considered.

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

In response to public engagement and other consultation questions by Trustee Wilkinson, Danielle McDonald, CEO advised they are in the pre-planning phase and more details will be forthcoming. The town hall is multi-faced and there would be other opportunities to provide feedback. A report would be back in

May.

Anna Basile, Manager, Planning and Board Support advised that the Town Hall would likely occur in March. She noted that crowd sourcing, data collection from visitors at Main and stakeholder interviews of target groups would be other possible consultation streams.

Trustee Higdon asked that access to parking be chosen for the location of the Town Hall.

Discussions having concluded, the report was put before the Board and was RECEIVED as presented.

MOTION OPL 20150210/6

Be It Resolved that the Ottawa Public Library Board receive the Central Library Project Update report.

RECEIVED

DIRECTION TO STAFF:

That staff provide the where and when of the Town Hall for distribution and have those key messages translated so that the Trustees can share with their contacts via newsletters, etc.

4. ONTARIO LIBRARY ASSOCIATION CONFERENCE - TORONTO
(TRUSTEE WILKINSON)

Trustee Wilkinson thanked the Board for the opportunity to attend the conference and was amazed by the large number of workshops given by the many volunteers working the conference. Her written report was previously distributed and is held on file with the CEO.

MOTION OPL 20150210/7

Be It Resolved that the Ottawa Public Library Board receive this report for information.

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OTHER BUSINESS

- Presentation from a representative from READ – the Rosemount Expansion and Development Group. *(Previously distributed and held on file with the CEO)*

Trustee Wilkinson stated that they don't have a list of available land but a lot of interest for Rosemount has been generated.

Chair Tierney thanked the delegation and advised that staff will be going back to revisit the budget and all planned projects will be under review.

MOTION OPL 20150210/8

Be It Resolved that the Ottawa Public Library Board receive this presentation for information.

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INQUIRIES

- List of outstanding contracts committed to be paid in U.S. dollars, and the impact of those on the 2015 OPL Budget given the escalating appreciation of the dollar.
(Trustee Higdon)

ADJOURNMENT

MOTION No. OPL 20150210/9

Be It Resolved that the Ottawa Public Library Board meeting be adjourned at 6:31 p.m.

Minutes approved by:

Chair

Recording Secretary