

## Ottawa Public Library Board Meeting

### Minutes 21

Tuesday, 8 November 2016

5:02 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

**Regrets:** Trustee Marianne Wilkinson

#### DECLARATIONS OF CONFLICT OF INTEREST

No Declarations of Interest were filed.

#### CONFIRMATION OF MINUTES

Minutes 20 - Tuesday, 11 October 2016

CONFIRMED

In response to a question from Trustee Higdon regarding the 2017 Ontario Library Association (OLA) Super Conference, Anna Basile, Program Manager, Planning and Board Support advised that a report will be brought forward at the December meeting providing details of the 2017 Conferences.

## **CHAIR'S VERBAL UPDATE**

### **Passing of Joan Baxter MacLeod**

Chair Tierney recognized Mrs. Joan Baxter MacLeod, a former Chairperson of the Ottawa Public Library (OPL) in the early seventies, who passed on 20 October 2016.

### **Bill and Melinda Gates Foundation**

Chair Tierney said as part of an initiative with the Urban Libraries Council (ULC), he has signed a letter on behalf of the OPL Board to the Bill and Melinda Gates Foundation honouring their contributions to public libraries over the last 20 years. He advised that former public libraries in Ottawa received funding for public computers and internet access.

## **MOTION OPL 20161108/1**

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

RECEIVED

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

### **October Library Month 2016 Book Bag Blitz**

The CEO said OPL received great customer feedback from social media posts and thanked staff for making an impact, and bringing awareness to the OPL.

### **Remembrance Day**

The CEO advised OPL will be closed on Friday, November 11, 2016 to acknowledge the courage and sacrifice of those who served their country.

### **Central Library Development Project**

The CEO provided the Central Library Development Project document release timelines as follows:

- December 15 - Technical briefing (time and location TBD)  
(Documents available online at 4:00 p.m.)

- January 31 – OPL Board Meeting
- February 8 – Ottawa City Council
- \*Public survey to be conducted in January

Trustee McKenney asked whether the public would be invited to attend the December 15 technical briefing to pose questions. Chair Tierney said the public is invited to technical briefings. Danielle McDonald, CEO advised that members of the public are welcome to attend but not ask questions, however, questions may be directed via the Central Library website.

In response to a clarification regarding the December meeting from Trustee Sweet, Ms. McDonald advised that December 6 is the regular board meeting scheduled in December where Trustees can deliberate, debate, and receive public delegations on the 2017 draft budget.

**MOTION OPL 20161108/2**

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

RECEIVED

**PRESENTATION**

1. PRESENTATION – ECONOMIC BENEFIT STUDY

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David Fleming, Library Planning Consultant, Business Services provided a presentation on the Economic Benefit of Ottawa Public Library. (*Held on file with the Chief Executive Officer*). He said the purpose of the study was to look at how events, activities, and spending impact people and communities.

Key highlights of the presentation:

- Explained why the study was completed;
- Demonstrated the methodology around the two-pronged approach: direct and indirect benefits;
- Gave an overview of the return on investment indicating that dollars spent on library services provide a good investment;

- Provided the link to the interactive website where residents and stakeholders can go through the library, read about sections of OPL's services that are captured directly in the study, and how much benefit was realized;
- Advised that other products are available, including a full technical study and workbook with background data and calculations; and
- Explained next steps with respect to a social impact study.

Chair Tierney and Vice-Chair Bergeron thanked staff for the very informative and interactive presentation.

Trustee Fisher asked if libraries in the province use the same methodology and whether OPL is a leader. Mr. Fleming advised that the base methodology is the same for the six library systems referenced, however, there are many adaptations that are adjusted to fit each library in its own way. In terms of leading, Mr. Fleming said that OPL's conservative version of the methodology compares quite well against the other libraries.

Vice-Chair Bergeron commended staff and was keen on the \$5.17 in benefits for every dollar invested as identified in the presentation. He said the public would get an appreciation of the benefit of OPL.

In response to a question from Trustee Sweet on how staff plan to get the message out on the study, Anna Basile, Program Manager, Planning and Board Support said the Economic Benefit Study will continue to be referenced over the years ahead. She noted that a news release was issued, as well, as social media posts via Facebook, Twitter, etc. Over the coming days, staff will be sharing copies of the report to key stakeholders within the community, to other libraries across the country and into the United States, and with local partners such as Ottawa Public Health.

Trustee Higdon asked whether the report suggested ways in which OPL can enhance the economic benefit of the library system. Mr. Fleming advised that it may be helpful to consider both the economic and social benefits together rather than focusing on one type of benefit. He noted that staff wanted to release this piece and bring back the second piece at a later date,

which will give a clearer picture and not isolate one benefit over another.

In response to a question from Trustee Higdon regarding whether different languages should be looked at in the library system, Mr. Fleming stated that once the full study has been completed, staff will be looking at demographics, the impacts created, and whether there are gaps such as cultural or languages.

The CEO said that looking back to the Imagine Campaign, people indicated that they love OPL's spaces. She said the Federation of Ontario Public Libraries survey through Market Probe Canada indicated that people in Ontario value and derive benefit from their libraries. Ms. McDonald thanked Mr. Fleming for putting a figure to that value for OPL, and thanked Matthew Pritz, Manager of Finance and Business Services for supporting the project.

There being no further discussion, the presentation was RECEIVED.

**MOTION OPL 20161108/3**

**That the Ottawa Public Library Board receive the Economic Benefit Study presentation for information.**

RECEIVED

*Trustee McKenney left the meeting at 5:20 p.m.*

**REPORTS**

**2. CREATION OF A GOVERNANCE AD-HOC COMMITTEE**

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**MOTION OPL 20161108/4**

**That the Ottawa Public Library Board approve the creation of an Ad-Hoc Committee composed of Trustees Begg and Higdon to work with staff on a governance review through to 2018.**

CARRIED

3. 2017 BOARD MEETING SCHEDULE

OPLB-2016-0203

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**MOTION OPL 20161108/5**

**That the Ottawa Public Library Board approve the 2017 regular meeting schedule as proposed in Document 1.**

CARRIED

4. 2017 DRAFT OPERATING AND CAPITAL BUDGET ESTIMATES AND  
THREE-YEAR CAPITAL FORECAST

OPLB-2016-0204

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Chair Tierney stated that the report is being received and tabled, whereas the full discussion and deliberations would take place at the December Board meeting.

Monique Désormeaux, Deputy CEO provided a presentation of the 2017 Draft Operating and Capital Budget Estimates and Three-Year Capital Forecast. (*Held on file with the Chief Executive Officer*). Ms. Désormeaux outlined the 2017 Draft Budget details and estimates. She presented the Board with the Rosemount options, as requested by the Board in September 2016, as well as summarized the revised fee schedule. Ms. Désormeaux concluded with the budget timelines and recommendations. Matthew Pritz, Program Manager, Finance and Business Services, and Brenda Gorton, Account Manager, Financial Services Unit were in attendance to respond to questions.

Chair Tierney reminded the Board that questions of clarification could be posed to staff at this time.

Trustee Fisher asked if the depletion of the reserves by 50% associated with the renewal option for Rosemount, would allow other branches to receive capital improvements. Ms. Désormeaux noted that if the Board chooses to undertake the renewal for Rosemount, there will be no funding remaining to

invest in the other three to five branches.

Trustee Begg asked staff to explain the one-time \$271K reversal on page six of the report. Ms. Gorton explained that one-time transactions are removed from the previous year, reversed out in order to correct the base budget before adding the budget pressures.

In response to a question from Vice-Chair Bergeron regarding what would be included in the business case for Rosemount (eg. functional programming), Ms. Désormeaux pointed out that the business case would look at a number of things, including functional programming, total cost of ownership over a 20 year timeframe, cost to refurbish and reorganize the current space to be able to deliver the services more effectively, and lifecycle renovating costs. She explained it would assess options for leasing, renting, or building a new facility.

There being no further discussion, the report was RECEIVED and TABLED.

**MOTION OPL 20161108/6**

- 1. That the Ottawa Public Library (OPL) Board receive and table the 2017 Draft Operating and Capital Budget Estimates and receive the three-year Capital forecast for information;**
- 2. That the 2017 Draft Operating and Capital Budget Estimates be tabled at City Council's meeting of November 9, 2016.**

RECEIVED and TABLED

**5. THIRD QUARTER 2016 FINANCIAL STATEMENTS**

OPLB-2016-0205

**MOTION OPL 20161108/7**

**That the Ottawa Public Library Board receive the 2016 third quarter financial reports.**

RECEIVED

**ADJOURNMENT**

**MOTION OPL 20161108/8**

**Be It Resolved that the Ottawa Public Library Board meeting be adjourned  
at 5:48 p.m.**

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**Chair**

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**Recording Secretary**