

Ottawa Public Library Board Meeting

Minutes 19

Tuesday, 6 September 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 18 - Tuesday, 16 August 2016

Confidential Minutes 6 – Tuesday, 16 August 2016

CONFIRMED

CHAIR'S VERBAL UPDATE

Launch of the new Bookmobile

Chair Tierney advised that over the next two weeks, employees will be working on

the finishing touches of the new bookmobile and will provide an official launch date at a later date.

MOTION OPL 20160906/1

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

RECEIVED

CHIEF EXECUTIVE OFFICER'S REPORT

Stars of the City

The CEO mentioned the "Stars of the City" designation is Ottawa Tourism's official recognition of excellence in customer service. She congratulated staff at the Rideau branch for receiving a "Star of the City" in July. Staff were nominated by a member of the public for their helpful and friendly attitude, and ability to handle tough situations with calmness and decency.

Library Month

The CEO advised that Library Month is an opportunity for the OPL to demonstrate how it fulfills its vision to build community and transform lives, as well as show appreciation to customers. On Saturday, October 1, OPL will kick off Library Month at the Carlingwood branch by celebrating the branch's 50th anniversary. The CEO indicated that plans are underway for special activities across the 33 branches, and on social media. An official announcement will be made later this month.

MOTION OPL 20160906/2

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

RECEIVED

REPORTS

1. LIBRARY FACILITIES FRAMEWORK AND INVESTMENT AND GROWTH PLANNING STUDY

OPLB-2016-0181

Monique Désormeaux, Deputy CEO said the purpose of the report is to approve recommendations aimed at adopting a Facilities Framework which will govern investments in facilities, to direct which facilities priorities will be developed using growth funding, and to confirm the branch renewal priorities for 2016-2021. The Deputy CEO and Daniel Nixey, Danix Consulting, provided a joint presentation of the Library Facilities Framework and Growth Planning Study (LFIGPS). *(Held on file with the Chief Executive Officer)*

Key highlights of the presentation:

- Explained that maintenance of library facilities is a key component to good stewardship of the current facilities;
- Detailed that retrofit projects focus on fit-up of existing parts of branches to better meet customers' needs;
- Explained the renewal category, which focuses on existing branches by equipping them to deliver modern day library services;
- Provided context for growth projects in new parts of the city where no library branch exists;
- Gave an overview of the Library Facilities Investment and Growth Planning Study;
- Gave an overview of the study design, the growth projections, the needs assessment, the facilities plan, and the investment plan; and,
- Summed up the key assumptions.

The Board heard from the following delegations:

Councillor Jeff Leiper* thanked the Board Chair, the CEO, and library staff for their guidance, advice, and generosity in working with the community and his office. Mr. Leiper said that he and members of the Rosemount Expansion and Development group (READ) are asking the library to pause on the plan to move ahead with a renovation to the Rosemount branch, pending one more

year of business case development, exploring re-location to provide the community with an expanded facility. The Councillor advised that he hired a neutral facilitator and hosted two consultations consisting of workshops, and online surveys, and he spent time in the adjacent Parkdale Food Centre to talk with clients about how the Rosemount branch served their needs. Mr. Leiper provided an overview of the themes of the more than 60 page report summarizing the consultations. He asked that the Board ensure that collaborative discussions continue, one more year be given before the money proposed on renovation is spent, and a business case be explored for moving the library to expanded space.

Trustee McKenney reminded the Board that Rosemount serves the Kitchissippi ward, as well as a large part of Somerset ward, especially west of Bronson. She thanked the members of READ for their passionate approach to the library, and their advocacy on behalf of the community to find a solution. She looked forward to a deserving outcome for Rosemount.

Trustee Wilkinson indicated that funding for a new branch may not be available for five years. Councillor Leiper mentioned that he and his community are committed to being patient in waiting for the results of a business case that would come a year from now. He added he would be very supportive in seeking money from City Council and anticipates voting yes to such a motion.

Chair Tierney thanked Councillor Leiper for the many hours working together and for his professionalism.

Richard Van Loon, Chair, Rosemount Library Expansion and Development Coalition, READ* is seeking a resolution to the longstanding concerns of the Rosemount community, emphasized in the consultations which Councillor Jeff Leiper described. Mr. Van Loon noted the branch is heavily used, overcrowded, and obsolete. He mentioned that during the process of READ's monthly meetings for nearly two years, a very productive alliance was formed with Councillor Leiper, who provided financial assistance for public consultations. Mr. Van Loon provided an overview of the consultation findings, which were posted on READ's website in June. He

recommended the following:

- *That OPL commence work as soon as possible in partnership with the local councillor, with READ, and with the community at large, aimed at having in place within five years, a new expanded library that provides a full array of modern library services to the Rosemount catchment area (the branch should be located very near to the current site and should take into consideration recommendations from the community consultations);*
- *That OPL only complete such repairs at the current site to address immediate concerns, keeping the focus on the finding and beginning work on a new location;*
- *If at all possible, the current building be repurposed for another public, community use but a functioning library branch is first and foremost the concern;*
- *Consistent with the approach mandated by the Library Facilities Framework and Investment and Growth Planning Study, that OPL Board direct its staff to develop a business case for the relocation of the Rosemount branch;*
 - *That the business case be completed within one year;*
 - *That the capital funds presently reserved/requested for Rosemount branch improvement/expansion be incorporated into the larger building initiative;*
 - *That what remains of the \$100K planning money be used for the development of the business case and if at all possible, that the current building be repurposed to retain its heritage significance (the only remaining Carnegie library in Ottawa) and the new building incorporate some of the heritage aspects of the current facility.*

Knitted books provided by Deirdre Foucauld, a READ member were distributed to the Board.

Trustee Wilkinson commented on READ's recommendations to have both a new location and to repurpose the current branch, and inquired whether READ is willing to raise funds for a new build. Mr. Van Loon pointed out that if it comes down to a choice between a fully functional modern library or retaining the old site they would choose the new library. As to raising money

for the project, he said it would be a hard sell when no other community in the City has been asked to raise money for a library, however, that could be addressed in the business case.

Trustee Wilkinson commented that other branches have been renovated to meet existing needs and that no other branch has asked the Board to move ahead of what was planned to be done. Mr. Van Loon said that READ is not asking for sooner; they recognize that patience is required in order to get what the community wants. With respect to size, he noted that should be reflected in the business case. READ is seeking a modern facility that provides all the services which are consistent with a modern branch.

Trustee Wilkinson acknowledged that new branch can be simultaneously functional and be smaller because of some of the new technology, as evidenced with Beaverbrook.

Emily Addison is a concerned resident in the Rosemount community, a frequent customer of the branch, and a member of READ who participated in the community consultations. She reiterated that the Rosemount branch needs to be greatly expanded, not just renovated, providing 2014 OPL statistics with regards to circulation per square foot to illustrate the need. She indicated that residents keep the outstanding library staff incredibly busy as it is the fourth highest in terms of the number of reference questions. She highlighted the diversity of the community, stating that many of the residents depend on the branch and take advantage of all that it has to offer. Ms. Addison said she and the public would be curious to know how Rosemount is doing in OPL's new measurement framework including public computer use, WIFI use, and program attendance. She expressed concerns with the growth of the area and provided percentages based on data she received from the City of Ottawa. Ms. Addison acknowledged that the City of Ottawa would like to ensure that areas of intensification continue to be friendly to walking, cycling, and public transit, however, many residents in the neighbourhood drive to other branches because Rosemount cannot provide the needed services. She concluded that if the library is too small for the current population, a renovation cannot make it a valuable branch for the future, with anticipated intensification. The only option for Rosemount is to expand the

library at another site.

Joshua Nutt is a customer of the Rosemount branch and a resident of the Kitchissippi ward who has followed along with the work that READ has been doing. He attended the public consultations and is interested in ensuring that the community has access to the best library service possible. Mr. Nutt provided insight to what he overheard at the community consultations. He said the overarching issue from residents is that more space at the Rosemount branch is needed. He referenced the consultant who asked residents to think about ideas for renovating, and how to use the space in different ways without considering the idea of expansion. He indicated that it became apparent that there were too many limits on the current space and there was a shared realization that significant expansion at the current building simply wasn't possible. Mr. Nutt said people at the consultations were generally open to the idea of moving to a new location with a few caveats and conditions. The main concern was ensuring any future Rosemount branch is close to the current location. Mr. Nutt pointed out that it is important for OPL to continue to consult with Councillor Leiper, READ, and the broader community, and to consider what the library needs will be now and in the future. He spoke of the benefits of leveraging existing relationships and forming new partnerships in order to make sure that the best possible services are provided. He said that the Rosemount branch can serve as a hub for community services and that it could be an example of a great way to provide different services to a diverse population in an intense urban environment. He emphasized that Rosemount is vastly overused and needs more space.

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

Questions from the Board were then put to staff.

In response to a question from Vice-Chair Bergeron on whether staff is looking at options to include financing the service gaps in the suburban area, and whether there are synergies with the Parks and Recreation Department, Ms. Désormeaux advised that the LFIGPS report looks at the existing fleet of

facilities and the amount of space per population; however, it does not look at synergies with city partners. She said that the report identifies existing gaps, where the library should build new facilities, and how best to maximize the dollars that the library receives through development charges. In terms of how staff builds this into the budget, Ms. Désormeaux mentioned that these are included in the three-year capital plan and the long range financial plan. The 2017 OPL budget will see funds for the development of architectural drawings for a branch in the Riverside South community with future branches. Those costs will be built into the long range capital plan.

Following up on a question from Vice-Chair Bergeron with regards to growth in Cumberland and whether staff is looking at potential sites in that area, Ms. Désormeaux noted that staff is not looking to expand the existing facilities at this point in time. Richard Stark, Program Manager, Facilities Development advised that the City is in the early stages of the design to build an expansion at the François Dupuis Community Centre indicating it was designed to be able to accommodate a branch in the future.

Trustee Fisher thanked staff and the consultant for an excellent report and presentation. She had a question with regards to external funding outside of development charges and at what point would the Board identify the desire to access federal or provincial funding. Ms. Désormeaux answered that staff will work with the City to see what funding sources are available as presented through the federal and provincial budget processes. Other sources of funding would be to have dedicated resources or fundraising opportunities.

In response to a question from Trustee Higdon regarding the capacity to develop a business case as per READ's recommendation, given the work for the Central Library Development project, Danielle McDonald, CEO confirmed that staff could carry out the direction but it would be a matter of choice as staff couldn't do many other projects. The Rosemount expansion would become one of the priorities that could be done as part of the facilities program.

Trustee Higdon asked whether a Rosemount expansion would replace the renewal option that is being presented as part of the 2017 budget. The CEO suggested the Board put Rosemount at the top of the renewal list and bring forward a business case option in the 2017 budget. The Board would have

two options and make a decision.

Trustee Sweet said it is important to clearly understand the need for staying within the development charge cycle because that is the library's primary source of new facility funding. She asked staff to clarify the importance of taking advantage of the development charge envelope. Mr. Nixey pointed out that if the library does not proceed with expansion programs, it means that the average provision per capita of space would decline, and the 10-year average be reduced. He noted furthermore that going forward, it would be diluted to that new base, and so it is a "use it or lose it" concept.

Trustee Sweet stated that the City's Planning Department target population projections have generally been very accurate. She added that the two phases discuss the real need of a catch-up in the suburban areas because of the amount of growth that has taken place outside the Greenbelt. It is in the long term that the library would see more opportunity for using development charges inside the Greenbelt. Mr. Nixey acknowledged that both points were correct.

Trustee Wilkinson asked if the Board did explore the option of looking at alternatives for Rosemount, would staff look at what work may need to be completed in the short-term versus what could wait until we can afford to build a bigger branch. Ms. Désormeaux said that the library would have to maintain the current facility, and that lifecycle costs would be reviewed. In the case of a business case, the analysis would include the cost of construction, total cost of ownership, buy/lease/sell options, etc.

Trustee Wilkinson said that Rosemount is one of the most efficient libraries in the city and would like a comparison of the cost of a building with one-storey compared to two-storeys. She prefers to not renovate the Rosemount branch now if it would be a new build in five to ten years. She asked if she understood correctly that Rosemount would go as a first priority.

Chair Tierney indicated that at the will of the Board, they could direct staff to consider including the option to develop a business case for a new build Rosemount branch as part of the 2017 budgeting process.

Trustee Wilkinson mentioned that the new build could be attached to an

existing facility, to avoid a land cost, which would assist with timing. In response to a question from Trustee Wilkinson regarding eligible percentages for development charges related to existing buildings, Mr. Nixey advised that for the calculations, it would depend on whether or not the facility that is being built or expanded meets a legacy need and if so then that should have been dealt with. Trustee Wilkinson said that the new build would be eligible for development charge funding from those new residents through growth.

Trustee Wilkinson said there are a lot of complexities in the funding but it can be looked at through the 2018 budget. Chair Tierney reiterated the option for consideration to come to the Board as part of the 2017 budget process. Ms. McDonald clarified that the budget will be brought forward based on the timetable. Once the Facilities Framework and Investment and Growth Planning Study is approved, staff will bring forward a renewal estimate for Rosemount as part of option 1 and as option 2, on conducting a business case for a new build. Trustee Wilkinson asked if staff has enough time to include all that detail in two months time. The CEO advised that they were planning on bringing the renewal option in November so she did not foresee any concerns with timing to develop the second option for consideration.

Trustee Wilkinson indicated agreement with the Chair's suggested direction.

Direction to staff:

That staff include an option to develop a Business Case for a new build Rosemount branch for consideration as part of the 2017 budget process.

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

MOTION OPL 20160906/3

That the Ottawa Public Library Board:

- 1. Approve Table 1, Facilities Framework, which summarizes the approach for new, expanded, or renewed facilities as further described in this report;**
- 2. Approve Table 2, Proposed Branch Renewal Priorities (2016-2021)**

as further described in this report;

- 3. Receive the Library Facilities Investment and Growth Planning Study (Danix, 2016); and,**
- 4. Direct staff to use the recommendations within the Facilities Investment and Growth Planning Study to prepare the Development Charges Project Listings in 2018.**

CARRIED

2. ORDER OF FRIENDSHIP NOMINATION – MR. COLIN PLOWS
OPLB-2016-0182
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MOTION OPL 20160906/4

That the Ottawa Public Library Board approve Mr. Colin Plows for the Order of Friendship in recognition of his outstanding work with the Friends of the Ottawa Public Library Association (FOPLA).

CARRIED

3. COMMEMORATIVE NAMING – CAROL PARKER ROOM – GREELY BRANCH
OPLB-2016-0183
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MOTION OPL 20160906/5

That the Ottawa Public Library Board approve the proposal to name a room within the Greely Branch the “Carol Parker Room.”

CARRIED

4. SECOND QUARTER 2016 FINANCIAL STATEMENTS
OPLB-2016-0184
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MOTION OPL 20160906/6

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

RECEIVED

5. OTTAWA PUBLIC LIBRARY BOARD 2015 FINANCIAL STATEMENTS
OPLB-2016-0185
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MOTION OPL 20160906/7

That the Ottawa Public Library Board receive the 2015 Ottawa Public Library Financial Statements.

RECEIVED

ADJOURNMENT

MOTION OPL 20160906/8

Be It Resolved that the Ottawa Public Library Board meeting be adjourned at 6:20 p.m.