

## Ottawa Public Library Board Meeting

### Minutes 31

Tuesday, 7 November 2017

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

#### DECLARATIONS OF CONFLICT OF INTEREST

No Declarations of Interest were filed.

#### CONFIRMATION OF MINUTES

Minutes 30 - Tuesday, 10 October 2017

## **CHAIR'S VERBAL UPDATE**

### **Sun Life Financial Musical Instrument Lending Library**

OPL announced the launch of a new musical lending library earlier in the day. The Chair indicated that staff would provide details of the launch and the new collection following the verbal updates.

### **Haunted Boo-mobile**

The Greely branch hosted a Haunted Boo-mobile event as part of OPL's Halloween-related activities. The Bookmobile was converted into a haunted house. A member of the Ottawa Storytellers thrilled the crowd with spooky tales. The Chair thanked staff for their interesting ideas for these events.

### **Pot-pourri 2017**

The Friends of the Ottawa Public Library Association (FOPLA) annually sponsors an Awesome Authors youth-writing contest as part of their commitment to support the Ottawa Public Library's programming. The winning entries of the contest are compiled and published in a book called Pot-pourri, and the participants are invited to an event where their achievements are celebrated, and they each receive a copy of the anthology. Guests are treated to excerpts from a selection of authors in both official languages at the event. The Chair extended his congratulations to all the youth who participated, to the winners, and thanked Trustee Fisher for representing the OPL Board at the awards.

## **MOTION OPL 20171107/1**

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

RECEIVED

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

### **October Library Month 2017**

October was library month and OPL's activities focused on a national social media campaign around #LibraryMoments. All month, stories were shared on social media.

With the collaboration of more than 25 public library systems across the country, the social media reach was more than 5 million people. Ms. Basile read some of the stories shared. In addition, following the Book Bag Blitz held on October 25, positive reactions from all our customers were received. The CEO expressed thanks to staff and Trustees who helped strengthen OPL's connection with our customers by participating in the Blitz both at the branches and out in the community. OPL was able to make a noticeable impact on the community and bring awareness to the library.

#### **OPL's Homebound Services**

Accessible Media Inc. recently filmed an episode of "ATW Weekend Addition" at the Park Place Retirement Residence to highlight OPL's Homebound Services. The piece was broadcast on Friday, November 10 at 8:30 p.m. on Rogers and Bell.

#### **Remembrance Day**

The CEO advised that OPL branches would be closed on Saturday, November 11 to acknowledge the courage and sacrifice of those who served their country. Offices would be closed on Monday, November 13 for the Remembrance Day observance.

#### **MOTION OPL 20171107/2**

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

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#### **PRESENTATION**

##### **1. OPL PROGRAMMING**

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*Note: The OPL programming title for above was with respect to the new Sun Life Musical Instrument Lending Library.*

Monique Brûlé, Division Manager, Programs and Services provided a presentation of the new musical instrument lending library service at the OPL. *Held on file with the Chief Executive Officer.* The musical instrument lending library is a collection sponsored by Sun Life Financial to encourage music literacy. With this collection, launched November 7, customers can borrow a

musical instrument, just as they would a book. The collection contains 150 musical instruments including acoustic guitars, acoustics bass guitars, mandolins, ukuleles, violins, keyboards, and an assortment of percussion instruments. OPL was privileged to welcome award-winning artist Sarah McLachlan to the OPL's Main branch to help launch the collection. The launch also featured guitar students from the Suzuki School of music. Ms. Brûlé mentioned the collection is available at both the Main and Nepean Centrepont branches where customers can check out musical instruments using their OPL card. She also mentioned a month-long donation drive for musical instruments will also be conducted ending on December 7. In addition to providing instruments, OPL has made available a series of teaching videos to support learning. Ms. Brûlé indicated that the collection will raise awareness of the importance of music, and offers the opportunity to experience the positive role that music can play in one's life. Ms. Brûlé concluded by noting that Sun Life Financial has supported instrument lending collections at other libraries in Canada including Toronto, Vancouver, and Montreal.

The CEO thanked staff for their leadership in working with Sun Life Financial, and was excited and proud for this milestone.

**MOTION OPL 20171107/3**

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

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**REPORTS**

2. 2018 DRAFT OPERATING AND CAPITAL BUDGET ESTIMATES AND THREE-YEAR CAPITAL FORECAST

OPLB-2017-1102

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

meeting.

Monique Désormeaux, Deputy CEO provided a presentation of the 2018 Draft Operating and Capital Budget Estimates and Three-Year Capital Forecast. *(Held on file with the Chief Executive Officer)*. Ms. Désormeaux outlined the 2018 Draft Budget details and estimates. She presented the Board with the 2018 fiscal environment which including the approval of the Rosemount branch renewal, and summarized the revised fee schedule. Ms. Désormeaux concluded with the recommendations and budget timelines. Matthew Pritz, Program Manager, Finance and Business Services, and Brenda Gorton, Account Manager, Financial Services Unit (City) were in attendance to respond to questions.

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

In response to a question from Trustee Wilkinson, Danielle McDonald, CEO indicated that no new money is being requested for the Ottawa Central Library (OCL) project in the 2018 budget. The project is still in its planning phases and the funding strategy will come forward in the legislative report. Trustee Wilkinson said that the funding request will need to come forward in early 2018 due to the election.

In response to a question from Trustee Fisher regarding the 3.2% increase in 2018 being consistent with the increase in 2017, Ms. Désormeaux confirmed that it is.

Trustee McKenney asked that, if the OCL report had come forward in June 2017, would the OCL funding request have been included in the budget for 2018. Ms. McDonald replied that the ask would likely have come through a separate report. Trustee McKenney queried if there was ever an anticipation that the dollars would be requested in 2018. Ms. Gorton replied that it was dependent on the timing of the report.

Trustee Sweet inquired about other consultation opportunities on the budget, in addition to the next Board meeting. Ms. Désormeaux stated that Coucillor-led consultations had occurred and that one library-related comment was received through the Barrhaven consultations.

Chair Tierney added that the Council budget web tool also included information on the Councillor-led consultations.

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

**MOTION OPL 20171107/4**

**That, at its meeting of November 7, 2017, the Board:**

- 1. Receive and table the 2018 Draft Budget for the Ottawa Public Library and three-year capital forecast; and,**
- 2. Direct staff to forward the 2018 Draft Budget for the Ottawa Public Library to Ottawa City Council on November 8, 2017 as part of the City Council's tabling of the City of Ottawa 2018 Draft Operating and Capital budget; and,**

**That, at its meeting of December 5, 2017, the Board:**

- 3. Approve the 2018 Draft Budget for the Ottawa Public Library; and,**
- 4. Upon the Board's approval of the 2018 Draft Budget for the Ottawa Public Library, direct staff to forward the report to Ottawa City Council, for consideration on December 13, 2017 as part of the City Council's approval of the City of Ottawa 2018 Draft Operating and Capital budget.**

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3. URBAN LIBRARIES COUNCIL (ULC) ANNUAL FORUM – TRUSTEE FISHER VERBAL REPORT
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Trustee Fisher said the 2017 ULC Annual Forum themed "Leading in a Democracy" was well attended with CEO's and Trustees from large urban libraries from across the United States and Canada. She added that the forum included a visit to the Minneapolis Central Library and briefly described the site visit.

Trustee Fisher mentioned that a Statement on Race and Social Equity was

developed by ULC Director's Working Group, and the intent is to have a list of signatories to the Statement.

In response to a question from Trustee Higdon on what the Statement says, Trustee Fisher advised it was made available to the Board prior to the meeting.

Trustee Wilkinson asked whether a report would be brought back to the Board on decisions that would need to be taken. Ms. McDonald advised that discussion took place prior to Trustee Fisher's attendance noting a big part of the conference agenda was on the Racial and Social Equity Statement. Staff will report back on actions taken with respect to the elements to the Statement.

Trustee Fisher then proposed the following Direction to staff:

*Direction to staff:*

*That OPL staff take appropriate action to become a signatory to the ULC Statement on Racial and Social Equity, to take meaningful steps to carry this through in our operations, and report back at a future date with respect to actions undertaken.*

**MOTION OPL 20171107/5**

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

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**ADJOURNMENT**

**MOTION OPL 2017110706**

**Be It Resolved that the Ottawa Public Library Board meeting be adjourned at 5:40 p.m.**

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**Chair**

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**Recording Secretary**