

## Ottawa Public Library Board Meeting

### Minutes 35

Tuesday, 13 March 2018

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: Pamela Sweet (*pro tem*)  
Trustees: Steven Begg, Allan Higdon, Catherine McKenney, Marianne Wilkinson

**Regrets** Vice-Chair: André Bergeron  
Trustees: Kathy Fisher and Scott Moffatt

Trustee McKenney arrived at 17:20.

#### DECLARATIONS OF CONFLICT OF INTEREST

No Declarations of Interest were filed.

#### CONFIRMATION OF MINUTES

Minutes 34 - Tuesday, 13 February 2018

Confidential Minutes 9 – Tuesday, 13 February 2018

CONFIRMED

Note: In the Confidential Minutes 9, Trustee Allan Higdon will be shown as being present.

In Vice-Chair Bergeron's absence, the Board appointed a Vice-Chair *pro tem*.

**MOTION OPL 20180313/1**

Moved by Trustee Begg:

**WHEREAS** any point of order or procedure for which rules have not been provided in the Board's Procedure By-law, shall be decided by the Chair in accordance, as far as is reasonably practicable, with the rules of procedure contained in Robert's Rules of Order;

**WHEREAS** the latest Robert's Rule of Order Newly Revised (11<sup>th</sup> Edition) from 2011) indicates that a Vice-Chair (whether permanent or temporary) "should be chosen principally for the ability to preside given if the presiding officer must leave his/her seat";

**THEREFORE BE IT RESOLVED THAT** the Ottawa Public Library Board appoint Trustee Pamela Sweet as Vice-Chair *pro tem* to serve for Vice-Chair Bergeron in his absence for this meeting.

CARRIED

**COMMUNICATIONS**

One communication item was received. (*Held on file with the Chief Executive Officer.*)

Ministry of Tourism, Culture and Sport

- Letter of response from Daiene Vernile, new Minister of Tourism, Culture and Sport, Province of Ontario

## **CHAIR'S VERBAL UPDATE**

### **Federal Budget**

The Government of Canada released its 2018 Federal Budget, which includes proposed funding to support the Library and Archives Canada (LAC) collaboration with the Ottawa Public Library (OPL) on a joint facility. The Chair was pleased to see a formal federal commitment to the project. OPL Staff will work with the City and LAC on the project. Next steps will include a report to the Board and City Council in the coming months. The Chair thanked the Board for their vision and dedication over the last four years.

### **Teen Tech Week Video Contest**

The Chair invited teens aged 13 to 18 to let their imagination run wild and compete for the grand prize in the Teen Tech Video Contest running March 4 to April 2. Teens can storyboard their ideas and creative visions and voices into a one-minute video inspired by a book of their choice. To help teens, OPL will host two film and editing workshops in March in the Imagine Space located at the Nepean CentrepoinTE branch.

## **MOTION OPL 20180313/2**

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

RECEIVED

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

### **March Break Programming at OPL**

The CEO mentioned that OPL is offering free, fun, and educational programs for children ages four to 12 from March 12 to 16. This year's March Break theme is Tune In – sparking children's curiosity by inviting them to explore dance and music. She said children will have the opportunity to try the ukulele, learn a dance routine, experiment with sound, play horn rattles, and much more.

### **Mois de la Francophonie**

The CEO indicated that March is Mois de la francophonie, and OPL is celebrating Canada's French language and culture with a host of activities. She encouraged everyone to attend National Film Board public screenings in three of OPL branches from March 3 to 13, which includes stories about inspiring and inspired women, and loving and beloved grandparents. Adults are invited to give free rein to their creativity by taking part in a creative journaling workshop, or to join a conversation, *en français*, about their love of reading by participating in one of OPL's French book clubs.

### **À la carte**

Food literacy is a priority at OPL, through the à la carte initiative. The CEO indicated that LAC, OPL, and the Ottawa International Writers Festival are holding an evening of great food and conversation. The Apron Strings with Jan Wong and Hattie Klotz event will be held March 29 at the LAC, Pellan Room. Registration is free through the LAC website, however seating is limited. The CEO indicated that this is the first partnered event with LAC.

### **MOTION OPL 20180313/3**

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

RECEIVED

### **PRESENTATION**

1. PRESENTATION - CERTIFICATE OF APPRECIATION - IAN PLANTE-MONCUR

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DEFERRED

## REPORTS

### 2. 2018 OTTAWA PUBLIC LIBRARY BOARD WORK PLAN

OPLB-2018-0302

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Vice-Chair Sweet (*pro tem*) asked staff to add: “Conduct community engagement” for B i a), ii a) and b) in Appendix 2 – 2018 Corporate Work Plan.

Danielle McDonald, CEO, indicated that community engagement forms part of all facilities projects, and that engagement for the Central Library and Riverside South branches are expected to happen in 2019. Public engagement is noted in the workplan in the year in which it is undertaken, as such, it will be reflected in the 2019 workplan for these two facilities.

There being no further questions, the Board CARRIED recommendations one, two, and three, and RECEIVED recommendation four as presented.

### **MOTION OPL 20180313/4**

**That the Ottawa Public Library Board:**

- 1. Approve the 2018 Board Work Plan (Appendix 1);**
- 2. Approve the creation of an Ad Hoc Committee composed of two trustees (2): Steven Begg and Pamela Sweet, to work with staff on the Intellectual Freedom Framework;**
- 3. Approve the creation of an Ad Hoc Committee composed of two trustees (2): Kathy Fisher and Allan Higdon, to work with staff on the Hours of Operation; and**
- 4. Receive the 2018 Corporate Work Plan (Appendix 2) for information.**

CARRIED and RECEIVED

3. TECHNOLOGY FRAMEWORK

OPLB-2018-0303

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Craig Ginther, Program Manager, Technology Services, provided an overview of the Technology Framework. He was joined by Monique Brûlé, Division Manager, Programs and Services to respond to questions. *(Held on file with the Chief Executive Officer.)*

Key highlights of the presentation included:

- The purpose of developing the Framework;
- The role of the OPL Board Ad hoc Committee;
- The scope and elements of the Framework; and,
- The Framework in Action: Tool, Roadmap.

Chair Tierney thanked staff for the presentation saying libraries are advanced in technology implementation.

In response to a question from Trustee Wilkinson regarding cyber-security being integrated into the Technology Framework, Ms. Brûlé indicated that there is consideration in the Framework on that aspect. OPL seeks guidance from its City partner. Mr. Ginther mentioned that the City's Information Technology Services has added cyber-security as a standard and reiterated that OPL relies on the City to provide those networks and data centres.

Trustee Wilkinson asked whether cyber-security is on the annual work plan. Ms. Brûlé advised that when a project is proposed, it will go through an assessment. If funding is required, it will appear in the annual budget request. If the project is significant, it is incorporated into the Corporate Work Plan.

Trustee Wilkinson urged staff to look at other library systems for innovative ideas regarding technology.

Trustee Begg, a member of the Ad hoc Committee, thanked staff for their efforts in the development of the Framework.

There being no further discussion, the Board CARRIED the report

recommendations as presented.

**MOTION OPL 20180313/5**

**That the Ottawa Public Library Board:**

- 1. Approve the Technology Framework (Document 1);**
- 2. Approve the Technology Framework review period of once per Board term; and,**
- 3. Disband the Technology Framework Ad Hoc Committee.**

CARRIED

**4. FOURTH QUARTER 2017 FINANCIAL STATEMENTS**

OPLB-2018-0304

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**MOTION OPL 20180313/6**

**That the Ottawa Public Library Board receive the 2017 fourth quarter financial reports.**

RECEIVED

**OTHER BUSINESS**

Trustee Wilkinson thanked staff for their assistance in including a book of condolences in memory of Bill Teron at the Beaverbrook branch.

Chair Tierney took the opportunity to thank Trustee Wilkinson for her commitment to municipal politics and commitment to the OPL Board. He congratulated her on her upcoming retirement.

**ADJOURNMENT**

**MOTION OPL 20180313/7**

**Be It Resolved that the Ottawa Public Library Board meeting be adjourned at 5:25 p.m.**

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**Chair**

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**Recording Secretary**