

**Ottawa Public Library Board  
Draft Minutes**

**Monday, May 12, 2014, 17:00  
Champlain Room,  
Ottawa City Hall, 110 Laurier Avenue West**

**Present:**

Chair: Jan Harder

Trustees: Amelita Armit, Jim Bennett, Keith Egli, Patrick Gauch, Danielle Lussier-Meek, Shad Qadri, Tim Tierney, Marianne Wilkinson, Rose Zeidan

**Regrets:** Vice-Chair André Bergeron, Trustee David Gourlay

**Absent:** Trustees Christine Langlois, Doug Thompson<sup>1</sup>

**Recorder:** Marc Pellerin, Library Board Assistant

**CALL TO ORDER**

The meeting was called to order at 17:00. Trustees Gauch and Qadri joined by teleconference.

**DECLARATIONS OF CONFLICT OF INTEREST**

There were no declarations of conflict of interest.

**PUBLIC DELEGATIONS**

There were no public delegations.

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<sup>1</sup> Trustees Christine Langlois and Doug Thompson joined the meeting after adjournment and did not partake in any Board discussion.

## COMMUNICATIONS

There were no communication items.

## PRESENTATIONS

There were no presentations.

### 1. CONFIRMATION OF MINUTES

OPLB-2014-0051

#### **MOTION No. OPL 20140512/1**

**Minutes confirmed as presented – Ottawa Public Library Board meeting of April 14, 2014.**

**- CONFIRMED**

## REGRETS

The Board received regrets from Vice-Chair André Bergeron and Trustee David Gourlay. Trustees Christine Langlois and Doug Thompson joined the meeting after adjournment and did not partake in any Board discussion.

## CHIEF EXECUTIVE OFFICER'S REPORT

Danielle McDonald, Chief Executive Officer provided a verbal report; key highlights included:

- The successful Diefenbooker Classic Run held May 3<sup>rd</sup>;
- TV5 series “J’habite ici” featuring a longtime supporter visiting the Vanier branch;
- OPL’s presence at the 2014 ComicCon event held at the Ernst and Young Centre May 9-11;
- The upcoming *Every Child Ready to Read* special programming scheduled for May 31<sup>st</sup>;
- The noteworthy Makerspace Launch held April 23<sup>rd</sup>, along with the recognition of trustees in attendance (Trustees Armit, Bennett, Bergeron, Egli, Wilkinson, and Chair Harder).

## 2. DIGITAL CONTENT ADVOCACY

OPLB-2014-0052

### **MOTION No. OPL 20140512/2**

**WHEREAS the Ottawa Public Library is committed to providing equitable access to information and services regardless of format and customer demand for eBooks and eMagazines is increasing; and**

**WHEREAS Ottawa Public Library staff are working together with publishers to find mutually beneficial solutions so that public library customers have access to the wide range of eBooks and eMagazines they have available to them in a physical printed copy; and**

**WHEREAS the specialized market terms for libraries provided by some publishers for the purchase of eBooks and eMagazines restrict the Ottawa Public Library's ability to purchase these materials for public use, resulting in an inequity of access to electronic content, significant constraints on the Ottawa Public Library budget, and an undermining of the Ottawa Public Library's ability to fulfill its role;**

**THEREFORE BE IT RESOLVED that the Ottawa Public Library Board:**

- 1. request that the Department of Canadian Heritage and the Ontario Ministry of Tourism, Culture and Sport investigate publishers' restrictive practices in making eBooks and eMagazines available to public libraries, including the higher prices charged to public libraries; and**
- 2. request staff bring the issues faced by libraries in obtaining access to eBooks and eMagazines to the attention of the Competition Bureau of Canada.**

**- CARRIED**

### 3. SEMI-ANNUAL PERFORMANCE MEASUREMENT FRAMEWORK REPORT

OPLB-2014-0053

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

**- RECEIVED**

### 4. Q1 2014 FINANCIAL REPORT

OPLB-2014-0054

Chair Harder noted some inconsistencies on page 8, Appendix E of the Q1 2014 Financial Report (Library Board Operating Budget). She reminded trustees of changes previously made by the Board to optimize accountability measures with respect to the handling of the Board's own budget. She mentioned that she is currently in the process of reviewing additional information supplied by staff, and further information will be brought forth at the next OPL Board meeting, if required.

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

**- RECEIVED**

### 5. ONTARIO LIBRARY ASSOCIATION (OLA) REPORT

OPLB-2014-0055

Trustee Gauch thanked the Board for the opportunity to attend the conference. He noted his interest and intention to submit his proposal to act as a speaker for the 2015 Ontario Library Association Super Conference.

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

**- RECEIVED**

**6. MONITORING REPORT: A.3 FINANCIAL REPORT PLANNING AND  
BUDGETING**

OPLB-2014-0056

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

**- RECEIVED**

**7. MONITORING REPORT: A.4 FINANCIAL CONDITION**

OPLB-2014-0057

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

**- RECEIVED**

**8. MONITORING REPORT: A.6 ASSET PROTECTION**

OPLB-2014-0058

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

**- RECEIVED**

**9. 2014 CALENDAR OF REPORTS, OUTSTANDING INQUIRIES, MOTIONS AND  
UNSCHEDULED REPORTS**

OPLB-2014-0059

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

**- RECEIVED**

## NOTICES OF MOTION

There were no notices of motion.

## OTHER BUSINESS

### 1. Trustee Leave of Absence

#### **MOTION No. OPL 20140512/3**

Moved by Trustee Lussier-Meek, seconded by Trustee Armit,

**That the Ottawa Public Library Board grant Trustee Christine Langlois a leave of absence beginning May 12, 2014 and ending on July 1, 2014.**

**- CARRIED<sup>2</sup>**

### 2. Beaverbrook Branch Update

Chair Harder requested a verbal update on the progress of the Beaverbrook Branch Expansion project. Elaine Condos, Division Manager, Facilities and Fleet reported that construction is progressing well. The last update to the Board was shared on the week of May 5, 2014. Upcoming milestones will include the acquisition of a partial occupancy permit. In addition, landscaping and paving work will take place within the next few weeks. The project remains on time and on budget.

## INQUIRIES

Trustee Zeidan inquired about the possibility for OPL to allow customers to renew their library cards online. Jennifer Stirling, Division Manager, Content and Technology advised that staff has recently launched a tool, allowing individual customers to register

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<sup>2</sup> Trustee Christine Langlois subsequently arrived at the meeting after adjournment.

for an OPL library card online. The Technology Services team has also launched auto-renewal which automatically renews library cards that do not have any fees and fines, and provides notification 60 days in advance of the renewal period. Some work is still required to allow for automatic renewal to customers with fines or who are non-residents and are required to pay a fee when renewing. Staff is working on this and hopes that it will be completed by the end of 2014.

Trustee Bennett commended staff for launching the new tools and asked about a customer's ability to take out digital downloads following the online library card registration process. J. Stirling explained that the activation of an online temporary card allows customers to access specific resources for a limited amount of time but needed to confirm the exact parameters. Chair Harder requested that a response be provided to the Board over the coming month.

#### IN CAMERA

There were no in camera items.

#### ADJOURNMENT

#### **MOTION No. OPL 20140512/4**

**That the Ottawa Public Library Board meeting be adjourned at 17:16.**

**- CARRIED**

Minutes approved by:

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**Chair**

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**Secretary**