

Ottawa Public Library Board Meeting

Minutes 28

Tuesday, 2 November 2021

5:02 p.m.

Electronic Participation

Notes: 1. *The Ottawa Public Library Board members participated virtually.*

Chair Luloff welcomed members and attendees to the Ottawa Public Library Board meeting. The Chair delivered the Indigenous land acknowledgement statement and proceeded with roll call by voice in random order.

Present:

Chair: Matthew Luloff

Vice-Chair: Kathy Fisher

Trustees: Steven Begg, Riley Brockington, Mary-Rose Brown,
Allan Higdon, Rawlson King, Carol Anne Meehan, Harvey A. Slack

DECLARATIONS OF CONFLICT OF INTEREST

No Declarations of Interest were filed.

CONFIRMATION OF MINUTES

Minutes 27 – Tuesday, 19 October 2021

CONFIRMED

CHAIR'S VERBAL UPDATE

Ādisōke Update

The Chair was pleased to report that on October 27th, City Council approved the additional funding required for Ādisōke. He said that this approval is a testament to the incredible work that has gone into this project for many years. This included the iconic design from our Architects Diamond Schmitt Architects, the collaborative work between the City Project Management Office, Ottawa Public Library and Library and Archives Canada staff, and the dedicated commitment shown by Anishinaabe Algonquin Communities. He said this approval serves as an important reminder of the value of libraries, the importance of contributing to social infrastructure, and of the impact of meaningful public engagement. The Chair was thrilled to be able to move ahead with the construction of the new central library and looks forward to a ground-breaking ceremony later this year.

130 Years of continuous Library Service at North Gower

The Chair noted that, during Library Month, Wendy Fuller and Greg Hutton - Public Service Assistants at the North Gower branch - did a marvelous job of creating a photo montage for the incredible milestone of 130 years of continuous library service. This active rural library features a large, colourful mural created by a local artist and is also the site of a local monthly art display. The Chair remarked that this well used, well-loved branch is a gem in the community and serves a steady flow of customers with its small footprint.

50th Anniversary of Homebound Services

The Chair indicated that 2021 marks the fiftieth anniversary of Homebound Services at the Ottawa Public Library (OPL). OPL customers can request to have OPL employees select Library materials and deliver them to their door every month. This free, bilingual service is available to borrowers who are confined to their home or residence for more than three months because of age, illness or disability and are not able to visit a Library branch or Bookmobile stop. He said that beginning in 1971, Homebound Services initially served only twenty-three individuals and eleven seniors' residents. Today, Homebound Services provides library material to over 800 members of our

community.

Data Counting Week

The Chair said each year OPL and other library systems in Ontario participate in a data survey. This is affectionately called “Counting Week” at OPL and is a regular fixture in November for staff at OPL. The purpose of counting week is to collect data on reference transactions, in-library item use, visits, and other indicators representative of core library services. Not only is this information used by OPL decision makers, but it is also submitted to the Ministry of Heritage, Sport, Tourism and Culture Industries for their records, and is a requirement for libraries to receive the Public Library Operating Grant. He noted that Counting week will run between November 15-21 inclusively.

MOTION OPL 20211102/1

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

RECEIVED

CHIEF EXECUTIVE OFFICER’S REPORT

Book Donation from the Ambassador of Latvia and National Library of Latvia

The CEO said in September, she received a series of lovely books donated by the Ambassador Extraordinary and Plenipotentiary of the Republic of Latvia to Canada, H.E. Kārlis Eihenbaums and his wife, Mrs. Ināra Eihenbauma. There are nine titles gifted from the National Library of Latvia and two titles gifted from the Embassy of Latvia of Canada. The books have been sent to Tallwood for consideration by our selectors.

OPL Celebrates the 25th Anniversary of its Website

The CEO mentioned that OPL’s first website was launched in October 1996, during Ontario Library Week. That marks 25 years of being online and helping the citizens of Ottawa access technology. She said that Bill Gates, as part of Microsoft’s Libraries Online Project, provided OPL with \$400,000 to encourage the introduction of computers to the Library and offer Internet access to those who would not otherwise

have it. OPL continues this spirit today, with public computers and WiFi access in every branch, as well as Chromebook computers, and WiFi hotspots, which the Library provided to community organizations on extended loan during the COVID-19 pandemic.

Library Month Wrap Up

The CEO indicated that another Library Month concluded the previous week. This year, the theme was “Bring a friend to the Library! Bring the Library to a friend!” The CEO said the Library Month campaign was primarily virtual again in 2021 due to the ongoing pandemic, however, in the spirit of friendship OPL helped its communities stay connected not only this month but over the past 18 months. Customers shared how much the Library has helped them stay inspired, current, entertained, and much more. During the campaign, OPL reached more than 80,000 customers by email, and close to 45,000 people on social media, who interacted with us through clicks, likes, and comments 2,000 times! She was pleased to report that the Library Month initiatives helped OPL welcome more than 3,500 new cardholders in October! She reminded trustees that, that while quantities lasted, new cardholders received an OPL USB flash drive friendship bracelet with 4 GB of storage when they picked up their physical card at any OPL branch. This gift was generously donated by the Friends of the Ottawa Public Library Association (FOPLA). She thanked staff and Board Trustees who participated, OPLs best friends at FOPLA, and everyone who came together to support the Library in October in the spirit of friendship.

Update – COVID-19

The CEO noted that on October 22nd, the Province announced its plan to Safely Reopen Ontario and Manage COVID-19 for the Long-Term. She said staff are currently working through the changes now and will meet with the OPL Board’s Ad hoc Committee on COVID 19 in the coming weeks to discuss areas that impact OPL, and propose a plan going forward. She indicated that staff would report out on this in detail at the November 30th OPL Board meeting.

Coming Up

The CEO mentioned that, this November, OPL will be connecting Young Adult authors with YA literature fans and aspiring writers through our Ottawa Reads YA programs. She said that Trustee Slack has volunteered to provide opening remarks for a few

events. She also indicated that the 27th Annual Ottawa Children Storytelling Festival will run from November 22-27 and will be held online for kids aged 0 to 12. She said that these programs offer young people an opportunity to hear from a wide variety of storytellers from Ottawa and across Canada. Finally, she highlighted our upcoming Cooking Series featuring different traditions and host chefs which will highlight dishes from various cultures.

MOTION OPL 20211102/2

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

RECEIVED

REPORTS

1. 2022 DRAFT OPERATING AND CAPITAL BUDGET ESTIMATES AND
FOUR-YEAR CAPITAL FORECAST

OPLB-2021-1101

Anna Basile, Division Manager, Corporate Services provided a presentation on the 2022 Draft Operating and Capital Budget Estimates and Four-Year Capital Forecast. (*Held on file with the Chief Executive Officer*). Ms. Basile touched on OPL's mission and remarked that, despite the challenges in 2021, staff were able to deliver virtual one on one ebook sessions, virtual programming and events, continued access to physical collections through curbside or contactless services to support customers, and access to lamination services for vaccination cards. Ms. Basile outlined the 2022 Draft Budget details and estimates. She presented the Board with the 2022 Operating Pressures which includes financial adjustments, mandatory costs, strategic items, user fees, and transfer to Library Reserve. Ms. Basile concluded her presentation with the next steps and summary for 2022. 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 Luloff reminded the Board that only questions of clarification could be posed to staff at this time.

Vice-Chair Fisher asked whether the proposed creation of the one Virtual Programming Full-Time Equivalent (FTE) Position would be an operating pressure going forward. Ms. Basile replied that, to support this new position of virtual programming, staff are recommending reallocating the \$100K approved in the 2021 budget, as that funding should have been a one-time allocation and not a base budget adjustment. Further, this position will be included in the economic increases as part of the collective bargaining process.

Trustee Brockington asked whether there would be a record of questions submitted by members between now and November 30th, and how will these be shared with trustees. Ms. Basile said members are welcome to submit questions directly through the Board email:

Board@bibliottawalibrary.ca. The questions will be collected by staff and shared with trustees.

Trustee Brockington asked staff to confirm the allocated reserve amount after budget commitments. Ms. Basile explained that based on the anticipated year-end surplus, as well as commitments previously approved by the Board and Council regarding the Library Reserve Fund, it is anticipated that OPL's Reserve Balance at March 2022 will be approximately \$6M.

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

Note: The report was tabled at meeting.

MOTION OPL 20211102/3

That at its meeting of November 2, 2021, the Board:

- 1. Receive and table the 2022 Draft Budget for Ottawa Public Library and four-year capital forecast; and,**
- 2. Direct staff to forward the 2022 Draft Budget for Ottawa Public Library to Ottawa City Council on November 3, 2021 as part of**

City Council's tabling of the City of Ottawa Draft Operating and Capital budget; and,

That at its meeting of November 30, 2021, the Board:

- 1. Approve the 2022 Draft Budget for Ottawa Public Library; and,**
- 2. Upon the Ottawa Public Library Board's approval of the 2022 Draft Budget, direct staff to forward the report to Ottawa City Council, for consideration on December 8, 2021 as part of the City Council's approval of the City of Ottawa 2022 Draft Operating and Capital budget.**

RECEIVED and TABLED

2. 2022 BOARD MEETING SCHEDULE

OPLB-2021-1101

Trustee Brockington requested that before the end of this term of board, staff review the start time of 5:00 p.m. for board meetings. He wondered whether another meeting time would be more convenient for Board trustees, the public, and for staff. Chair Luloff commented that it is an excellent point to raise and review next term.

There being no further discussion, the report was CARRIED as presented.

MOTION OPL 20211102/4

That the Ottawa Public Library (OPL) Board approve the 2022 regular meeting schedule as proposed in Document 1.

CARRIED

4. FUNDRAISING AD HOC COMMITTEE - VACANCY

MOTION OPL 20211102/5

That the Ottawa Public Library Board approve Trustee Rawlson King to fill the Fundraising Ad hoc Committee vacancy.

CARRIED

OTHER BUSINESS

Chair Luloff thanked staff in Board and Strategic Services for their excellent work organizing so many Board meetings of late.

ADJOURNMENT

MOTION OPL 20211102/6

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

Chair

Recording Secretary