

Ottawa Public Library Board Meeting

Minutes 31

Tuesday, 8 March 2022

5:05 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.

He confirmed that he received and accepted the resignation of Trustee Councillor Carol Anne Meehan. He thanked Councillor Meehan for her service to the OPL over the last three years.

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, Harvey A. Slack

DECLARATIONS OF CONFLICT OF INTEREST

No Declarations of Interest were filed.

CONFIRMATION OF MINUTES

Minutes 30 – Tuesday, 8 February 2022

Confidential Minutes 7 – Tuesday, 8 February 2022

CONFIRMED

CHAIR'S VERBAL UPDATE

Francophonie Month

March is 'le Mois de la Francophonie'. This month's virtual *Croisée des mots* will be held March 16 at 7:00 p.m. with Ottawa author and poet Michel Thérien, finalist for the 2021 Ottawa Book Awards. The Chair said the monthly literary encounters are presented in partnership with the Association des auteurs de l'Ontario français (AAOF), Greater Sudbury Public Library, Hearst Public Library, Toronto Public Library and the Hearst Salon du livre, and are a great way to discover, or rediscover Franco-Ontarian literature and authors. The Chair also announced that beginning in 2022, Minutes from OPL Board meetings will be available in French on the OPL website. Prior to 2022, French versions of the Minutes were only available by request. He remarked that this is one more way that OPL is committed to providing services in French.

March Break

The theme for March Break this year is: "It's a Great Big World". OPL will be offering virtual programs for kids, teens, and families that will focus on dance, digital music making, sketching for self-care, and more. The Chair mentioned that the March Break themed take-home kits will also be available in branches and distributed to families through community partners serving vulnerable communities.

Branch Renovation

The Chair indicated that new shelving will be installed throughout the Rockcliffe Park branch along with new paint from March 18-25. The branch will not close fully, but modified service will be offered during this time. He said the modified services will include hold pickups, express items, and a small browsing collection. He remarked that renovations such as these are important for employee morale and the customer experience of the branches.

International Women's Day

Today is International Women's Day, a Global Day of Recognition celebrating the social, economic, cultural and political achievements of women and girls, and raising

awareness of the work left to be done. To celebrate International Women's Day this year, OPL highlighted this special day on social media by promoting OPL-produced videos on OPL's YouTube channel about local heroes: Women who have made an impact and a difference in Ottawa's communities. For more information, please visit BiblioOttawaLibrary.ca. The Chair recognized the work of all the women in the organization and their efforts for OPL and their customers.

MOTION OPL 20220308/1

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

RECEIVED

CHIEF EXECUTIVE OFFICER'S REPORT

Expansion of Services

The CEO was pleased to announce that effective March 7, the Carsons Grove Bookmobile stop will resume with service on Mondays from 3:30-4:30 p.m. She was also pleased to inform the Board that as of March 12, the Vernon branch will return to its full complement of 18.5 hours per week, just in time for March Break. The CEO said that when the province lifted many of its remaining COVID-19 restrictions on March 1, the library resumed some additional services. With a return to regular capacity in branches, seating that had remained in storage was returned for public use. She said that starting March 9, additional computer stations for public booking will be reinstated. Finally, she was happy to report that many meeting rooms will be able to be booked for public use beginning March 21. OPL looks forward to welcoming customers back and expanding the services they so love and miss.

One eRead Canada

The CEO said OPL, in collaboration with other Canadian Urban Library Council (CULC) libraries and media partner CBC-Radio-Canada, is linking people and libraries across Canada to make this year's One eRead an even bigger success than last year's national digital bookclub. The Break, by Manitoba Métis author Katherena Vermette, will be available with unlimited access in both French and English throughout the month of April to readers nation-wide. The CEO said everyone can join

the “club” by downloading a copy of the book as of April 1 and participate in the online discussions and interviews with both the author and translator.

IBBY’s International Children’s Book Day

The International Board on Books for Young People, more commonly known as IBBY, celebrates International Children’s Book Day every year around Hans Christian Anderson’s birthday to inspire a love of reading and call attention to children’s books. The CEO said the theme of this year’s International Children’s Book Day is: “Stories are wings that help you soar every day,” a poem written by Richard Van Camp, a celebrated Dogrib writer of the Dene nation, and illustrated by Cree-Métis author and artist Julie Flett. OPL will be supporting the theme with an online storytime on March 30, focused on books by Indigenous authors and will promote IBBY-developed booklists in English, French, and several Indigenous languages, as well as OPL’s own Indigenous-themed children’s booklists.

MOTION OPL 20220308/2

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

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Following the CEO’s report, Trustee Brockington asked for an update on the progress of hiring drivers for the Bookmobile. Donna Clark, Division Manager, Branch Operations confirmed that there are two open competitions and the hiring process is ongoing.

Chair Luloff requested that information about job postings be sent to the Board Trustees, who in turn can communicate to their constituents. Ms. McDonald agreed that staff can pull together information that the Councillor Board Trustees can communicate via their newsletters.

REPORTS

1. 2021 FOURTH QUARTER FINANCIAL STATUS REPORT
OPLB-2022-0301
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MOTION OPL 20220208/3

That the Ottawa Public Library (OPL) Board:

- 1. Receive this report for information;**
- 2. Receive previously approved \$4,000,000 (October 2021) from Library Services operating surplus to be transferred to the OPL portion of the OPL-LAC Joint Facility project;**
- 3. Approve \$1,244,060 in Library Services operating surplus be transferred to the Library Reserve; and,**
- 4. Upon the Ottawa Public Library Board's approval of the transfer of the Library operating surplus, direct staff to work with the City of Ottawa's (City) Finance Services to include the recommendations as part of the Disposition of 2021 Tax and Rate Supported Operating Surplus / Deficit report through the City's Finance and Economic Development Committee for approval by Ottawa City Council.**

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2. FUNDRAISING UPDATE

OPLB-2022-0302

MOTION OPL 20220208/4

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

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3. ADISOKE – CONSTRUCTION UPDATE AND OPERATIONAL PLANNING

OPLB-2022-0303

Craig Ginther, Division Manager, Ottawa Central Library and Paul Hussar, Program Manager, Design and Const – Buildings, Infrastructure and Water Services Department, City of Ottawa provided a presentation on Ādisōke's construction update and operational planning. *(Held on file with the Chief Executive Officer).*

Key highlights of the presentation included:

- Update on construction progress and schedule, including a camera being installed on a building adjacent to the project site to facilitate the creation of time-lapse videos of construction progress at regular intervals;
- High-level roadmap of key OPL project activities for the period leading to the opening of the building;
- Future Building Milestones prior to the next report to the Board; and,
- Operational Planning (OPL-led).

Trustee Brockington thanked staff for the public presentation. In response to a question from Trustee Brockington on what type of outreach staff have done so that the immediate neighbours of the site are aware of key construction components (such as noise and vibrations), Mr. Ginther noted that there was an initial session held in May 2020 for local community members. Since then, the primary way to connect with the community has been through bi-weekly construction newsletters via email. He mentioned that a mail out was sent mid-February 2022 for those who signed up to receive them. Within those newsletters, community members are encouraged to reach out if they have comments or questions and have been advised that now that drilling has commenced, we have entered the period where it will get loud.

Trustee Brockington asked whether the targeted opening date in 2026 is guaranteed. Mr. Ginther replied that the schedule is part of the contractual

obligation to the contractor, and that there is a specific clause in the agreement for liquidated damages if the target date is not met.

Trustee Higdon asked whether there is a storm water tank under the building, and if so, asked how far down it is. Mr. Ginther confirmed in the affirmative; the storm sewer runs under the site via the Combined Sewage Storage Tunnel (CCST). Mr. Hussar also confirmed that the storm water tank is within the site itself and located under the plaza area adjacent to the project. Underneath the site is the CCST and that runs into the Booth Street Collector. He explained that the City cannot discharge directly into that system. In terms of how far down it is, he said it varies. It slopes down to Booth Street (and deep in rock up to 10 metres in some locations). Mr. Hussar said they are drilling deep keystones so that there is no weight or load and ensure that it will remain whole and safe with no damage to it.

In response to a question regarding how the system for the storm water works, Mr. Hussar said that there is a variety of ways storm water is collected. One way will be by the roofing system, because the green roof will collect and hold a lot of water. The roof itself collects other water before it is disbursed into the storm water tank onsite and before it is then distributed back into the system. The catch basin on site then slowly distributes the water. He noted that green surfaces (soil, trees) are designed to hold water as well, which has less of an impact on the water system. The CCST has a series of gates, and it remains dry most of the time. Mr. Hussar said the intent of rainwater collection is so that it will not be distributed into the Ottawa River water system.

Vice-Chair Fisher asked a question regarding the work being undertaken in Phases 1 to 3, and how it will be met during this term of the Board, specifically relating to risks in being able to meet those timelines. Mr. Ginther replied that the Project Team monitors a risk register very closely (budget schedule, etc.) on a continual basis and noted that mitigation processes are in place. In terms of confidence in the planned schedule, Mr. Ginther said the Project Team is very confident as they are ahead in terms of program planning and have a clear idea of what to do to be ready and how to migrate those services into the building. Mr. Ginther mentioned that a lot of attention over the next few years is to plan exactly what will happen

in all the spaces and looking at staff to fill those spaces. In terms of furniture, Mr. Ginther noted that as staff start to work on space planning, key stakeholder groups will be put together to look at that, and further noted that there are four years to work through the details. He said the Project Team has built in a fair amount of flexibility into the plan, which gives an opportunity to refresh and make modifications leading up to the year of opening. Danielle McDonald, CEO, said the Project Team has had the roadmap for several years and has had consultant advice to draw upon. This year is a test year where we look to see whether we are ahead of schedule or not, which gives staff time to work through the details. There is a plan in place, and time on our side, to mitigate risk along the way.

Trustee Slack confirmed his vote of confidence in meeting the 2026 targeted opening. He was pleased to hear about the community newsletters and urged staff to forward these to the Board. Mr. Ginther noted that Board members can sign up by going to the Inspire555 website, however, would be pleased to distribute the newsletter directly to the Board.

Chair Luloff said the creation of time-lapse videos of construction progress at regular intervals will show transparency and looked forward to viewing the progress along the way. He noted that Ādisōke is the largest capital project and it is important to follow along and share information. He was pleased to see regular updates such as presentations and reports to the Board.

There being no further comments or questions, the report was RECEIVED as presented.

MOTION OPL 20220208/5

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

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***IN CAMERA ITEMS**

THAT, IN ACCORDANCE WITH THE PUBLIC LIBRARIES ACT, THE OTTAWA PUBLIC LIBRARY BOARD RESOLVE IN CAMERA PURSUANT TO 16.1 (4)(A), THE SECURITY OF THE PROPERTY OF THE BOARD, TO RECEIVE A SECURITY UPDATE – IN CAMERA – REPORTING OUT DATE: 8 MARCH 2022.

Upon resuming in open session at 7:03 p.m., the Board moved the following:

MOTION OPL 20220308/6

Moved by Vice-Chair Fisher:

That the Ottawa Public Library Board receive the security update presentation.

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ADJOURNMENT

MOTION OPL 20220308/7

Be It Resolved that the Ottawa Public Library Board meeting be adjourned at 7:06 p.m.

Chair

Recording Secretary