

# Minutes

## Ottawa Public Library Board

### December 14, 2009

A regular meeting of the Ottawa Public Library Board was held on Monday, December 14, 2009 at 18:00 hours in the Colonel By Room, 110 Laurier Avenue West, Ottawa, Ontario.

Present:	Chair	Jan Harder
	Members	Paula Agulnik
		Jim Bennett
		André Bergeron
		Peggy Feltmate
		Diane Holmes
		Murray MacLean
		Vicki Metcalfe
	(Via teleconference)	Shad Qadri
		Pamela Sweet
		Marianne Wilkinson

Regrets:	Michel Bellemare
	Bernard Clavel
	Tony Manera

Also Present:	City Librarian	Barbara Clubb
	Div. Mgr. Centralized & Information Services	Elaine Condos
	Div. Mgr. Planning & Governance	Monique Désormeaux
	Div. Mgr. Library Operations & Facilities	Danielle McDonald
	Manager, Financial Services Manager	Brenda Gorton
	Recorder	Vickie Piamonte
	Observers	

- 1. Call to Order**  
The Chair called the meeting to order at 18:15.
- 2. Excused Absences**  
Chair Harder noted regrets from Trustees Bellemare, Clavel and Manera.
- 3. Declarations of Conflict of Interest**  
None declared.
- 4. Approval of Agenda**  
**MOTION: 079-09**  
**Moved by Trustee Agulnik, seconded by Trustee MacLean to approve the agenda as presented.**

***-CARRIED.***

5. **Approval of Consent Items**

**MOTION: 080-09**

**Moved by Trustee Agulnik, seconded by Trustee MacLean to approve the following on consent:**

**-Doc #1: December 14/09: Minutes of November 9/09, 2009 and December 7/09**

**And to receive the following reports:**

- **Doc #4: December 14/09: Monthly Report**
- **Doc #6: December 14/09: 2009 Calendar of Reports, Outstanding Inquiries, Motions and Un-scheduled Reports**
- **Doc #8: December 14/09: Monitoring Report: A.14 Environmental Sustainability**
- **Doc #9: December 14/09: Monitoring Report: A. 28 Branch Naming**
- **Doc #10: December 14/09: Monitoring Report: A.29 Library Facilities**
- **Doc #11: December 14/09: Accessibility for Ontarians with Disabilities – Board Backgrounder**

**-RECEIVED.**

6. **Chair's Remarks**

Chair Harder welcomed everyone to the final meeting of the year and provided a re-cap on the following:

With respect to the Library's strategic plan

**Goal A: Continue to provide service that's responsive**

- Newcomer centres are growing thanks to the great partnership with CIC
- The Board approved a new collection development policy
- The Board launched Bibliocommons and approved a new ILS system for 2010
- Self-check out is now available at Cumberland and Orléans branches
- The Library now has Drupal, podcasting and all kinds of other new technology
- The Board approved a new Teen Services Agenda
- OPL launched "Getting to Know the Library" in American Sign Language
- If the Library's budget goes through there will be more hours and more materials to serve residents and users

**Goal B: Building new partnerships to improve services, in particular**

- The Board has developed a stronger governance relationship with the City of Ottawa

**Goal C: Improving our places and spaces**

- The Board approved the purchase of land for the New Central Library and the completion of the Functional Building Program
- The ground breaking for the Library and Archives Building and Materials Distribution Centre at Tallwoods was held
- The Library currently has 17 Teen Zones of varying sizes and working on the development of early literacy spaces
- The Library received \$5 M in Infrastructure funds and all the subsequent work and excitement that this entails for Sunnyside, Alta Vista, Greely, Vernon and Vanier
- Retro-fits at Rideau, Carlingwood, Nepean-Centrepointe and Cumberland have been completed

- There are new spaces at Main for newcomers, computer learning and an expanded Ottawa Room
- The Risk Assessment Pilot Project related to safety and security of facilities is completed and the report in preparation.
- *Greening the Ottawa Public Library* Report was completed
- Groundbreaking for the Hunt Club Riverside Kiosk with the Premier in attendance

#### **Goal D: New Central Library**

- Council approved the funding for the purchase of the land
- The Board received the Functional Building Plan
- The Library's relations with City partners remain strong and they are a tremendous helping moving the agenda along

#### **Goal E: Accountable and Innovative**

- The Board approved the three year contract with the Library's unionized employees
- The Board's first work plan including four new committees to guide the work was approved
- The Library had great OMBI numbers for 2008
- The Library's three year efficiency target of \$820 K was met
- The Library's Strategic Organizational Review is almost completed
- Awards galore were received and the Library celebrated three branch birthdays
- Danielle McDonald, Division Manager, Library Operations and Facilities joined the Library and Barbara Herd, Division Manager, Public and Support Services retired in fitting style
- The Auditor General's report on Governance and Finance is being implemented
- The Board completed a mid-term review and progress review of the 5 year Strategic Plan
- Several position statements were approved including: Accessibility, Life Long Learning and Teen Services
- The Board received the Designation of Bilingual Positions report and the OPL Talent Plan
- The Library received a lot of good print publicity and articles including a wonderful article written by Sue Sherring of the Ottawa Sun
- The first Library Depot was opened to accommodate the Sunnyside closure

Chair Harder acknowledged Trustee Bennett for his outstanding work with the Federation, Vice-Chair Sweet's leadership on the New Central Library, Trustee Bergeron's leadership in Budget and Finance; Trustee Clavel's leadership on Governance and Trustee Feltmate's liaison work with the Foundation.

- 2010 Budget: The 2010 OPL Operating and Capital Estimates were tabled at Council on December 9<sup>th</sup>, 2009. On December 7<sup>th</sup>, the OPL Board agreed to reduce the request for 2010 Operating Budget by \$700,000. (The Audit. Budget and Finance Committee had requested for \$1M). Therefore the requested increase was \$2.046 M or 5.5%. The Capital Budget request was a modest \$4.483 M. The Library's presentation to Council was well received with only one friendly question and the Mayor congratulating the Library on its budget submission

Budget debate will take place starting Jan 25, 2010 when Council sits as a Committee of the Whole.

- The documentation has been emailed to all FOPLA and OPL-F members and is posted on the OPL website.
- The Budget Information Kit 2010 is being provided this evening and it will be posted on the library's website.

2010 Budget Consultations: Ward consultations began December 10<sup>th</sup> and extend into January 2010 and all board members are encouraged to attend one or more meetings. An OPL manager will be at each meeting to respond to questions and write up the meeting. Two meetings have taken place so far and the reports have already been sent out.

Celebrating Trustee Wilkinson: The OPL Chair and City Librarian along with Trustee Qadri and Feltmate attended a celebration in honour of Councillor/Trustee Wilkinson's 40 years in political life. More than 300 people attended the event at the Brookstreet Hotel, which raised funds for breast cancer research.

In closing, Chair Harder wished board members, staff and guests happy holidays and the best for the New Year.

**7. Ontario Library Association (OLA) Super Conference Trustee Attendance**

**MOTION: 081-09**

**Doc #2: December 14/09**

**Moved by Trustee Wilkinson, seconded by Trustee Bergeron, that Trustees Bennett, Harder and Sweet be approved to attend the 2010 OLA Super Conference in Toronto, February 24-27, 2010.**

***-CARRIED.***

**8. Cumberland Branch: Approval of Temporary Closure Related to Renovations**

Trustee Bergeron questioned why Senior Staff wouldn't be considering the option of a temporary depot during the closure for Cumberland, like that of Sunnyside. Danielle McDonald, Division Manager, Library Operations and Facilities responded that a temporary depot was not considered for the Cumberland Branch closure for several factors. The length of closure of the Branch would be extending up to 15 weeks whereas Sunnyside would be closed for up to 6 months. There was a great demand from residents of Sunnyside to provide an alternative option for residents during the 6-month closure for something that was in walking distance of the current branch. Ms. McDonald also emphasized that the temporary branch depot at Sunnyside is a pilot project. Senior staff would consider this alternative for other locations once the current pilot has been completed and evaluated. Trustee Bergeron questioned if the results on the pilot of Sunnyside will be brought forward to the Board. Ms. McDonald responded that the results would be presented to the Board's Facilities Planning Committee.

Trustee Sweet noted that the Cumberland Branch was recently closed due to renovations and questioned why all of the renovations were not completed at that time. Ms. McDonald responded that phase 1 of the Cumberland renovation project was completed in September 2009. The initial phase was part of a more limited scope renovation for which planning was begun in 2008 and approved as part of the 2009 Capital Budget process. The project's goal was to be completed prior to Cumberland Branch's tenth anniversary celebrations planned for October 2009. The Infrastructure Stimulus Funding (ISF) Program allowed the library to apply for additional funding to expand the renovation to all elements of the library. Unfortunately the extended delay in receiving ISF Funding approval necessitated OPL to continue on its approved timeline for Phase 1 and to go to tender for the second phase of the project, as there were no guarantees that funding would be forthcoming. Therefore it all came to timing and funds received for the project.

**MOTION: 082-09**  
**Doc #3: December 14/09**

**Moved by Trustee Bergeron, seconded by Trustee MacLean that the Cumberland Branch be temporarily closed for a renovation to interior spaces commencing January 19, 2010 and extending for up to 15 weeks.**

***-CARRIED.***

**9. Federation of Ontario Public Libraries**

Trustee Bennett provided the Board with an update on what occurred at the Federation's reception for MPP's held on December 7<sup>th</sup> in Toronto.

Trustee Bennett also spoke to the Board about Knowledge Ontario (KO). KO is a collaboration of libraries, cultural heritage organizations and educational institutions. Its focus is on connecting Ontarians with digital content to support their information and learning needs. KO delivers enhanced services to and through the province's publicly funded libraries by supporting equity of access to information. Along with OLA, the Federation is encouraging public libraries to support KO. For the January Board meeting, Trustee Bennett noted that he would like to place support for KO on the agenda with the related documentation and present a motion to the Board to support KO.

**MOTION: 083-09**  
**Doc #5: December 14/09**

**Be it resolved that the OPL Board received the Federation of Ontario Public Libraries (FOPL) report.**

***-RECEIVED.***

**10. Budget Update**

Barbara Clubb, City Librarian spoke to the OPL 2010 Budget Toolkit that was distributed at the meeting. Ms. Clubb noted that Councillor ward consultations are scheduled from December 10 to January 24. OPL Management staff will be present at each ward meeting to answer questions if required. Board members are encouraged to attend. The City of Ottawa's draft budget will be debated by City Council starting on January 25, 2010.

**MOTION: 084-09**  
**Doc #7: December 14/09**

**Be it resolved that the OPL Board receive the 2009 budget update.**

***-RECEIVED.***

**11. Adjournment**

**MOTION: 085-09**

**Moved by Trustee Feltmate to adjourn the meeting at 19:10.**

***-CARRIED.***

Minutes approved by:

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Chair

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Secretary