

## Ottawa Public Library Board Meeting

### Minutes 24

Tuesday, 14 February 2017

5:03 p.m.

Champlain Room, Ottawa City Hall, 110 Laurier Avenue West

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**Notes:** 1. *Underlining indicates a new or amended recommendation approved by the Board.*

**Present:** Chair: Tim Tierney  
Vice-Chair: André Bergeron  
Trustees: Steven Begg, Kathy Fisher, Allan Higdon,  
Pamela Sweet, Marianne Wilkinson

**Absent:** Trustee Catherine McKenney

**Regrets:** Trustee Scott Moffatt

#### DECLARATIONS OF CONFLICT OF INTEREST

No Declarations of Interest were filed.

#### CONFIRMATION OF MINUTES

Minutes 23 - Tuesday, 31 January 2017

CONFIRMED

#### CHAIR'S VERBAL UPDATE

##### OPL's Canada 150 Kick-Off

On January 14, OPL hosted its first Canada 150 event to celebrate Storytelling. The month of January was Storytelling through Song and it featured a sold-out concert by

Alan Doyle and the Beautiful Gypsies. The memorable evening featured Alan singing and reading excerpts from his book.

### **OPL Bookmobile at Winterlude**

We invite the public to join OPL's Bookmobile for the remaining Sundays of Winterlude, as well as on Family Day, at Marion Dewar Plaza from 10 am to 5 pm.

### **OPL receives Council approval for new flagship Ottawa Central Library**

OPL received City Council approval on February 8 to develop a new Ottawa Central Library joint facility with Library and Archives Canada (LAC) at 557 Wellington. City Council also approved a design-bid-build procurement process in order to ensure maximum control over the facility design, and approval in principle for the City-funded portion (\$99M) of the \$168M facility. The Government of Canada will make a decision regarding Library and Archives Canada's participation in the joint facility in spring 2017. We're excited to be moving to implementation as the Ottawa Central Library is an important city-building initiative, with strong national ties given our capital city.

### **MOTION OPL 20170214/1**

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

RECEIVED

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

#### **Family Day Holiday closure**

OPL branches will be closed on Monday, February 20.

#### **OPL is now part of the one million checkout club!**

2016 was a record-breaking year in digital lending as OPL readers borrowed more than a million digital books through OverDrive. This growth is attributed to an increase in digital use across all the OverDrive library collections around the world. In fact, 49 individual library systems and consortia surpassed one million checkouts in 2016, up from 32 that reached that milestone in 2015.

### **Freedom to Read Week 2017**

Freedom to Read Week takes place from February 26 to March 4. As in past years, OPL has ordered kits to support the annual initiative to reaffirm intellectual freedom in Canada. Look for kits in branches with interesting book list displays and online on blog posts.

### **MOTION OPL 20170214/2**

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

RECEIVED

With unanimous consent, the Board agreed to have Trustee Sweet speak to her participation in the Ontario Library Boards' Association (OLBA) Bootcamp, given her pending absence at the March meeting.

Trustee Sweet expressed what a good opportunity it is for the trustees to attend the Ontario Library Association (OLA) Super Conference, especially the OLBA Bootcamp, which she attended in early February. She enjoyed a particular panel, which included herself and Catherine Seaman, OPL's Division Manager, Branch Operations. They presented on "From Chaos to Clarity: creating policies for difficult situations", and also highlighted OPL's Board position statement on Customer Code of Conduct", receiving good feedback from the participants. Trustee Sweet mentioned that while at the Bootcamp she informed the participants of OPL's Board approval of a new Ottawa Central Library joint facility with Library and Archives Canada (LAC) at 557 Wellington, stating that the recommendation would go before Ottawa City Council on February 8, 2017.

There being no further discussion, the Board received the verbal update.

### **REPORTS**

#### **1. COLLECTION MANAGEMENT FRAMEWORK**

OPLB-2017-0201

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In response to Trustee Wilkinson's question on how materials are removed from circulation, Monique Brûlé, Division Manager, Programs and Services noted that the same criteria are used for selection and de-selection. For example, OPL uses circulation statistics, as well assesses the item for condition. If an item is not circulating or is tattered it is removed. If a tattered item is essential for the collection, it is replaced.

Trustee Higdon asked if the review period of once per Board Term (e.g. four years) is too long. Ms. Brûlé indicated it is an appropriate term because the framework is flexible enough to adapt to the trends demonstrated since 2014.

Trustee Sweet asked how the eBook collection will be reflected in the new Central Library that is, does staff see a proportion changing and cost going down. Ms. Brûlé responded that the framework will be applied towards building the Central Library collection, although the number of items will be determined based on the functional building program requirements. Ms. Brûlé mentioned that the eBooks versus physical collection will go up proportionally as sales trend for printed material is up and digital is down.

Trustee Begg asked about having a balanced collection principle with respect to targeted collections for youth, particularly because of a comment he received during the Book bag Blitz in October during OPL Library Month, where the customer expressed a desire for books of a particular genre. Ms. Brûlé advised that it is determined annually with the budget and based on circulation. OPL's collection is considered one collection and not specific to each branch. Trustee Begg asked if the various services are guided within the strategy, Ms. Brûlé confirmed that they are. Trustee Begg added that the Kanopy Criterion Collection is a great OPL acquisition.

#### **MOTION OPL 20170214/3**

**That the Ottawa Public Library Board:**

- a) Reaffirm its approval of the Collection Management Framework; and,**
- b) Approve the Collection Management Framework review period of once per Board Term.**

CARRIED

**\*IN CAMERA ITEM**

2. OTTAWA PUBLIC LIBRARY – TENTATIVE AGREEMENT WITH CUPE 503 LIBRARY GROUP – IN CAMERA – LABOUR RELATIONS AND EMPLOYEE NEGOTIATIONS – REPORTING OUT DATE: UPON RATIFICATION BY BOARD
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**MOTION OPL 20170214/4**

Moved by Vice-Chair Bergeron:

**That the Ottawa Public Library Board move in camera in accordance with section 16.1 (4)(d) of the *Public Libraries Act*, to consider labour relations or employee negotiations, with respect to the proposed agreement with CUPE 503 Library Group.**

CARRIED

Upon resuming in open session at 5:40 p.m., the Board moved the following:

**MOTION OPL 20170214/5**

Moved by Vice-Chair Bergeron:

**That the Ottawa Public Library Board approve the tentative Memorandum of Settlement reached between CUPE 503 Library Group and the Management Bargaining Team as the 2016-2019 Collective Agreement, governing working conditions for unionized library employees.**

CARRIED

**OTHER BUSINESS**

Trustee Wilkinson advised of her pending absence at the next meeting and coupled with absences of Trustee Sweet, she suggested staff poll trustees to review their

respective schedules in case the meeting date would need to be changed.

**ADJOURNMENT**

**MOTION OPL 20170214/6**

**Be It Resolved that the Ottawa Public Library Board meeting be adjourned at 5:45 p.m.**

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**Chair**

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**Recording Secretary**