

## Ottawa Public Library Board Meeting

### Minutes 25

Tuesday, 7 March 2017

5:02 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,  
Catherine McKenney, Scott Moffatt

**Regrets:** Trustees: Pamela Sweet, Marianne Wilkinson

#### DECLARATIONS OF CONFLICT OF INTEREST

No Declarations of Interest were filed.

#### CONFIRMATION OF MINUTES

Minutes 24 - Tuesday, 14 February 2017

Confidential Minutes 7 – Tuesday, 14 February 2017

CONFIRMED

#### CHAIR'S VERBAL UPDATE

##### The Door You Came In

On February 25, OPL presented an extraordinary performance of spoken word and song in partnership with the Canadian War Museum, as part of its Canada 150

program. Author David Mcfarlane and musician Douglas Cameron presented tales of family, memory, and war based on David Mcfarlane's poignant memoir, *The Danger Tree*.

### **Mayor's Poetry Contest**

This Marquee Event will take place during National Poetry month (April), in partnership with Ottawa 2017 and four Ottawa School Boards. OPL will work with school boards to have PoeTree Sculptures in four branches, upon which student poems will be hung. More information will be shared at a later date, we encourage everyone to keep an eye out for this contest and encourage all school-aged children to participate. There will opportunities for Board participation during the event.

Vice-Chair Bergeron noted that he and Trustee Fisher sit on the Canada 150 Ad-hoc Committee. He thanked staff for their tremendous work and suggested that staff identify a list of trustees and local councillors to attend each of the events.

*Direction to staff:*

*That staff propose a list of trustees and local councillors to attend each of the four branch events with respect to the OPL Canada 150 Marquee Event: Mayor's Poetry Contest.*

### **MOTION OPL 20170307/1**

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

RECEIVED

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

#### **March Break at OPL: Storytelling through Images and Words**

From March 13 to 17, OPL is offering fun, educational, and free programs that spark children's curiosity by exploring the science and craft of storytelling through books, animation, film, puppetry, visual arts, and more. The March Break theme aligns with the overall monthly theme of Storytelling through Images and Words, as part of OPL's year-long celebration of storytelling in honour of Canada's 150<sup>th</sup>.

**MOTION OPL 20170307/2**

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

RECEIVED

**REPORTS**

1. CENTRAL LIBRARY AD-HOC COMMITTEE
- 

**MOTION OPL 20170307/3**

**That the Ottawa Public Library Board dissolve the Central Library Ad-Hoc Committee.**

CARRIED

2. 2017 BOARD MEETING SCHEDULE UPDATE
- 

**MOTION OPL 20170307/4**

**That the Ottawa Public Library Board approve that the June meeting be moved to June 20, 2017.**

CARRIED

3. 2016 POLICY COMPLIANCE REPORT AND DELEGATION OF AUTHORITY  
ANNUAL REPORTING

OPLB-2017-0303

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**MOTION OPL 20170307/5**

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

RECEIVED

4. ANNUAL REPORT ON OTTAWA PUBLIC LIBRARY RELATED FRAUD CLAIMS

OPLB-2017-0304

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**MOTION OPL 20170307/6**

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

RECEIVED

5. FOURTH QUARTER 2016 FINANCIAL STATEMENTS

OPLB-2017-0305

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Trustee Higdon posed a question regarding the difference between two specific contracts in the Capital expenditures document in Appendix C. One being a contract of \$253,012.62K with RFID Library Solutions for annual service of Radio Frequency Identification (RFID) handling systems at various branches and a contract of \$110,882.09K with Bibliotheca ITG Inc. for the annual support and maintenance for RFID software deployed throughout the branches. Monique Brûlé, Division Manager, Programs and Services said the contracts are for two different systems, and are on varying schedules to renew agreements for RFID implementation, licensing, and maintenance.

Trustee Higdon commented on the cost of annual support maintenance for RFID software and asked if this is the norm. Ms. McDonald noted that it was a capital investment and that the cost identified is the ongoing commitment required to maintain the system. She acknowledged that further planning with regard to technology acquisitions will provide the Board with a sense of the total costs, including maintenance.

Trustee Higdon congratulated the CEO on having a surplus despite having a revenue drop.

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

**MOTION OPL 20170307/7**

**That the Ottawa Public Library Board receive the 2016 fourth quarter financial reports.**

RECEIVED

**TRUSTEES' REPORTS**

6. ONTARIO LIBRARY ASSOCIATION (OLA) SUPER CONFERENCE AND ONTARIO LIBRARY BOARDS' ASSOCIATION (OLBA) ANNUAL GENERAL MEETING – TRUSTEES' VERBAL REPORT
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Trustee Higdon read his report which was previously submitted to the Board. *Held on file with the Chief Executive Officer.* He said he enjoyed the conference and would recommend the event as worthwhile and useful for Board members.

Note: Given her absence at the March meeting, Trustee Sweet provided her verbal update at the 14 February OPL Board meeting. Her written submission of the Ontario Library Boards' Association (OLBA) Annual General Meeting report was circulated to the Board and is held on file with the Chief Executive Officer.

There being no questions, the verbal report was RECEIVED as presented.

**MOTION OPL 20170307/8**

**That the Ottawa Public Library Board receive the verbal presentations for information.**

RECEIVED

7. FEDERATION OF ONTARIO PUBLIC LIBRARIES (FOPL) ANNUAL GENERAL MEETING – TRUSTEE VERBAL REPORT
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In addition to a written document provided to the Board (held on file with the

Chief Executive Officer), Trustee Fisher mentioned that as a member of the evaluation committee, she attended the Ministers Gala to recognize innovation and excellence. She pointed out that OPL may want to submit a nomination for consideration. Trustee Fisher also indicated the Federation is able to produce custom reports through a new system of which OPL should take advantage.

Chair Tierney noted that provincial members of parliament have spoken to him about the tremendous good work the library and the Board does.

There being no questions, the verbal report was RECEIVED as presented.

**MOTION OPL 20170307/9**

**That the Ottawa Public Library Board receive the verbal presentation for information.**

RECEIVED

**ADJOURNMENT**

**MOTION OPL 20170307/10**

**Be It Resolved that the Ottawa Public Library Board meeting be adjourned at 5:20 p.m.**

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**Chair**

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**Recording Secretary**