

## Ottawa Public Library Board Meeting

### Minutes 32

Tuesday, 5 December 2017

5:00 p.m.

Champlain Room, Ottawa City Hall, 110 Laurier Avenue West

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**Notes:** 1. *Please note that these Minutes are to be considered DRAFT until confirmed by the Board.*

**Notes:** 2. *Underlining indicates a new or amended recommendation approved by the Board.*

**Present:** Chair: Tim Tierney  
Vice-Chair: Kathy Fisher (*pro tem*)  
Trustees: Steven Begg, Allan Higdon, Catherine McKenney,  
Scott Moffatt, Pamela Sweet, Marianne Wilkinson

**Regrets:** Vice-Chair: André Bergeron

#### DECLARATIONS OF CONFLICT OF INTEREST

No Declarations of Interest were filed.

#### CONFIRMATION OF MINUTES

Minutes 31 - Tuesday, 7 November 2017

CONFIRMED

In Vice-Chair Bergeron's absence, the Board appointed a Vice-Chair *pro tem*.

**MOTION OPL 20171205/1**

Moved by Trustee Sweet:

**WHEREAS any point of order or procedure for which rules have not been provided in the Board's Procedure By-law, shall be decided by the Chair in accordance, as far as is reasonably practicable, with the rules of procedure contained in Robert's Rules of Order;**

**WHEREAS the latest Robert's Rule of Order Newly Revised (11<sup>th</sup> Edition) from 2011) indicates that a Vice-Chair (whether permanent or temporary) "should be chosen principally for the ability to preside given if the presiding officer must leave his/her seat";**

**THEREFORE BE IT RESOLVED THAT the Ottawa Public Library Board appoint Trustee Kathy Fisher as Vice-Chair pro tem to serve for Vice-Chair Bergeron in his absence for this meeting.**

CARRIED

**CHAIR'S VERBAL UPDATE**

**50<sup>th</sup> Anniversary – Orléans branch**

In November, the Orléans branch celebrated its 50<sup>th</sup> anniversary. The Chair mentioned the event was very busy with local storytellers, crafts, 3D printing, a Rag and Bone puppet show, B-Radical balloon creations, and lots of cake.

**25<sup>th</sup> Anniversary – Blackburn branch**

The Chair indicated that he and Councillor Monette were in attendance for the Blackburn Hamlet 25<sup>th</sup> anniversary celebration. The branch had many events including a Rag and Bone puppet show, balloon art, cake and refreshments, crafts, and 3D printing.

### **New Food Literacy Initiative at the OPL: Grow Tower Unveiling**

The Chair said five grow towers will be installed at OPL branches across the city. He helped unveil the first of the five grow towers in Ward 11-Beacon Hill-Cyrville at the North Gloucester branch on Monday, December 4. The Grow Tower is part of OPL's food literacy initiative, *à la carte* in partnership with Growing Futures, a social enterprise developed by the Parkdale Food Centre. He said the grow towers are wonderful tools for the Library to use in food literacy programming, through which OPL advances work to build community and develop local partnerships.

### **MOTION OPL 20171205/2**

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

RECEIVED

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

#### **Another Extraordinary Year @ OPL**

The CEO highlighted a number of accomplishments in 2017:

- Branch improvements: Alta Vista, Beaverbrook, Blackburn Hamlet, Carlingwood, North Gloucester, St-Laurent, and Sunnyside;
- Branch Anniversaries: Blackburn Hamlet (25 years), Centennial (50 years), and Orléans (50 years);
- Canada 150 saw the OPL celebrate storytelling with monthly-themed celebrations. In addition, OPL held a series of Marquee events including: Allan Doyle and the Beautiful Gypsies; Mayor's Poetry Contest: Poe Tree Sculptures; Dominion Day Strawberry Social Event; and the upcoming performance by Chris Hadfield on December 11<sup>th</sup>.
- Other highlights:
  - Summer 2017: Access to Card-free WIFI;
  - OPL introduced a new 32 foot Bookmobile vehicle to the fleet;
  - Continued growth of the Express eBooks collection;
  - Review of OPL Hours of Operations, which will continue into the new year;
  - Introduction of a new food literacy app from OPL as part of the *à la carte*

- program;
- OPL celebrated Library Month 2017 with an amazing social media campaign and the trendy book bags;
  - The launch of an exciting new program Sun Life Financial Musical Instrument Lending Library;
  - OPL supported the City's efforts in providing assistance to residents and communities that were affected by the flooding; and,
  - The achievement of a major milestone as OPL and City Council approved a new flagship Ottawa Central Library.

**MOTION OPL 20171205/3**

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

RECEIVED

**REPORTS**

1. GOVERNANCE EVALUATION ACTION PLAN STATUS UPDATE  
OPLB-2017-1201
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**MOTION OPL 20171205/4**

**That the Ottawa Public Library Board:**

1. **Receive the Governance Evaluation Action Plan Status Update for information; and,**
2. **Approve the 2018 Board Continuing Education Plan.**

CARRIED

2. ATTENDANCE – 2018 CONFERENCES

OPLB-2017-1202

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**MOTION OPL 20171205/5**

**That the Ottawa Public Library Board approve the attendance of Trustees for the 2018 Conferences as proposed.**

CARRIED

3. OTTAWA PUBLIC LIBRARY 2018 DRAFT BUDGET

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Monique Désormeaux, Deputy CEO, provided a summary of the detailed presentation of November 7. (*Held on file with the Chief Executive Officer*) Matthew Pritz, Program Manager, Finance and Business Services, and Brenda Gorton, Account Manager, City of Ottawa's Financial Services Unit were in attendance to respond to questions. Ms. Désormeaux reminded the Board that the purpose of the evening's discussion was to approve the Draft 2018 budget for recommendation to City Council for final approval on December 13.

Ms. Désormeaux said the 2018 total budget envelope was \$49.309M, comprised of a 2018 net budget of \$48.199M, including the \$1.49M targeted allocated by Council, plus \$1.110M to support facility lifecycle costs and accessibility improvements, managed by City partners. She outlined the 2018 operating budget pressures in three primary categories: Mandatory, Strategic, and Financial adjustments required by Finance. Ms. Désormeaux provided an overview of the 2018 capital funds noting the biggest investments were for the renewal of the Rosemount branch (\$2M) and to replace an aging Bookmobile Unit 2 (\$750K). The Deputy CEO summarized the eight initiatives for the proposed revised fee schedule noting the effective date of January 24, 2018.

The Board heard from the following delegations:

**Mike Pyndus\***, spoke to observations on the 2018 Ottawa Public Library (OPL) 2018 Draft Budget with respect to administrative and meeting room spaces at the current main branch and future Central Library. Mr. Pyndus suggested the

Library co-locate administrative spaces at the Nepean Centrepointe branch, one of the largest branches per capita, stating it would reduce waste and contribute to a cost avoidance.

**Joshua Nutt, Chair, Rosemount Expansion and Development (READ)**, expressed concerns on the city's approach to planning for, and funding of capital projects. He encouraged the Board to advocate for library services through planning for long-term capital projects, and provided examples from Winnipeg and Edmonton. Mr. Nutt would like to see a commitment to long-term sustainable capital funding. He said the Rosemount branch renewal is not a sustainable plan and expressed concerns with intensification in the community. Mr. Nutt said density is not being captured for development charges (DC), that urban libraries do not have access to DC funding, and an unfair cap was used in the Rosemount Business Case report. READ sees this as a problem that will continue to affect long-term funding.

Trustee McKenney requested the delegation provide his speaking notes to the Board. Mr. Nutt said he has no objections providing his notes.

[ *\*Individuals / groups marked with an asterisk above either provided comments in writing or by email; all submissions are held on file with the CEO.*]

In response to a question from Trustee Higdon on additional lease costs for the Emerald Plaza branch in the amount of \$55K, as well as further lease options, Ms. Désormeaux said the increases are as a result of inflation and are built to the lease agreement. With respect to lease options, Ms. Désormeaux indicated that there are no other leased facilities requiring cost adjustments in 2018, however, the Blackburn Hamlet branch lease will expire in three years.

Trustee Higdon complimented staff on a very good budget and stated he was pleased to see an increase for library materials.

In response to a question from Trustee Sweet on whether the proposed minimum wage increase in Ontario will have any impact, Ms. Désormeaux replied that the increase will not have any budgetary impact to OPL.

In response to a question from Trustee Sweet on upcoming changes to the

Development Charges By-law policy, specifically on the point that was raised regarding intensification, Ms. Désormeaux cited the Library Facilities Investment and Growth Planning Study (September 2016) which governs investments in facilities, directs which facility priorities will be developed using growth funding, and confirms branch renewal priorities. She noted that staff met with City colleagues to begin work on the Development Charges By-law policy, which will be reviewed in 2019.

Trustee Wilkinson posed questions on the replacement charges for the popular Museum and Ski Pass and the associated program costs. Monique Brûlé, Division Manager, Programs and Services indicated that institutions provide passes in limited numbers. In the past there was no charge for replacement (lost) passes, however, some of the institutions are now charging a cost of \$20.00. She said that OPL has a solid partnership with the institutions. Trustee Wilkinson noted that the passes are very good, however not all customers are aware that these are offered. She asked if there are waiting lists for the passes. Ms. Brûlé indicated that all passes are now part of the Express collection available for a seven-day loan and are no longer available as "Holds". Changes were made in order to improve customer access to these items by eliminating the long hold lists.

Trustee McKenney asked staff to confirm the requirement for one Full-Time Equivalent (FTE) overall and to explain the Automated Employee Scheduling System. Ms. Désormeaux confirmed that OPL was asking for an increase of only one FTE. She further explained that year one will be focused on planning, determining the software and related requirement to implement an automated scheduling system. Year two will be the implementation phase.

In response to a further question from Trustee McKenney on gapping targets and whether other FTEs are required for growth, Ms. Désormeaux indicated that because OPL is a public service, the gapping is two percent. With respect to FTE increases for growth, Danielle McDonald, CEO said that OPL has not had an FTE increase request in many years. She pointed out that 9 FTEs for the Beaverbrook branch were funded internally through efficiencies from the implementation of Radio Frequency Identification (RFID). Ms. McDonald mentioned that staff will be requesting FTEs in the future for the new Riverside South branch.

In response to questions from Trustee Fisher regarding the Bookmobile Replacement, Unit 2 (\$750K), Ms. Désormeaux said OPL last purchased a Bookmobile in 2014. City Fleet partners were consulted to develop the replacement cost estimate. In addition, a Request for Information (RFI) has been developed to further solidify cost estimates. With respect to maintenance costs included in the operating budget, Ms. Désormeaux indicated this was to keep the current Unit 2 road worthy, while the replacement was being ordered. She also mentioned that maintenance costs typically diminish with a new unit in the short term as work is covered under warranty. Ms. Désormeaux also confirmed that the old unit will be decommissioned.

There being no further discussion, the OPL 2018 Draft Budget was CARRIED as presented.

**MOTION OPL 20171205/6**

**That the Ottawa Public Library Board:**

- 1. Approve the OPL 2018 Draft Budget for the Ottawa Public Library; and**
- 2. Direct staff to forward the report to Ottawa City Council for consideration on December 13, 2017 as part of the City Council's approval of the City of Ottawa 2018 Draft Operating and Capital budget.**

CARRIED



In closing, Chair Tierney thanked the CEO and staff for their tremendous work on the budget and during the year.

**ADJOURNMENT**

**MOTION OPL 20171205/7**

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

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**Chair**

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**Recording Secretary**