

Minutes

Ottawa Public Library Board

February 5, 2007

A regular meeting of the Ottawa Public Library Board was held on Monday, February 5, 2007 at 18:00 in the Champlain Room at Ottawa City Hall, 110 Laurier Avenue West, Ottawa, Ontario.

Present:

Chair	Jan Harder
Members	Paula Agulnik
	Michel Bellemare
	Jim Bennett
	André Bergeron
	Bernard Clavel
	Peggy Feltmate
	Diane Holmes
	Murray MacLean
	Tony Manera
	Pamela Sweet
	Marianne Wilkinson

Regrets:

	Vicki Metcalfe
	Shad Qadri

Also Present:

City Librarian	Barbara Clubb
Div. Mgr. Centralized and Information Services	Elaine Condos
Div. Mgr. Planning & Governance	Monique Désormeaux
Financial Services Manager	Brenda Gorton
Mgr, Community Partnerships & Programming	Al Roberts
Div. Mgr. Library Operations and Facilities	George Skarzynski
Recorder	Joanie Asch
Observers	

Regular Meeting

1. Call to Order

The Chair *pro tem*, Barbara Clubb, called the meeting to order at 18:09.

2. Election of Chair and Vice Chair

Barbara Clubb welcomed the Board, and read the names of the 2006-2010 Board of Trustees of the Ottawa Public Library. Ms. Clubb then reviewed the procedures for nominating and voting for the election of the Chair and Vice Chair.

MOTION 007-07

Moved by Trustee Wilkinson, seconded by Trustee Sweet, to nominate Trustee Harder for Chair.

Trustee Harder was elected Chair by acclamation.

MOTION 008-07

Moved by Trustee Feltmate, seconded by Trustee Agulnik, to nominate Trustee Sweet for Vice Chair.

Trustee Sweet was elected Vice Chair by acclamation.

3. Excused Absences

Ms. Clubb advised that regrets had been received from Trustee Qadri, who had to attend a wake, and Trustee Metcalfe, who was out of town.

MOTION 009-07

Moved by Trustee Sweet, seconded by Trustee Feltmate, to accept the meeting regrets of Trustees Metcalfe and Qadri.

CARRIED.

4. Approval of Agenda

Chair Harder asked the Board to add ratification of the board decisions made at the three most recent meetings to the agenda.

MOTION 010-07

Moved by Trustee Holmes, seconded by Trustee Wilkinson, to approve the agenda as amended.

CARRIED.

5. Approval of Minutes

MOTION 011-07

Moved by Trustee Sweet, seconded by Trustee Feltmate, to approve the minutes of the following meetings, as presented:

- Meeting of December 11, 2006
- Meeting of December 21, 2006
- Meeting of January 19, 2006

CARRIED.

6. Consent Items

MOTION 012-07

Moved by Trustee Clavel, seconded by Trustee Holmes, to receive the following reports on consent:

- Trustee Attendance at Community Budget Consultations
- Reinventing Government
- Introduction to OPL Board Policy Governance

CARRIED.

7. Delegations

7.1 Lori Nash, President, Friends of the Ottawa Public Library Association

Ms. Nash congratulated the board on their appointments to the Board on behalf of the Friends of the Ottawa Public Library Association. Ms. Nash noted that, similarly to the Library, various Friends groups had amalgamated in 2003. However, the original Friends of the Ottawa Public Library had begun in 1981, and was the first Friends group in Canada. The Friends raise approximately \$200,000 per year, from sales of used books and proceeds from their trust fund. There are approximately 500 members in the organization. Ms. Nash remarked that a Memorandum of Understanding between the Library and the Friends had been signed last year, and that the group was excited about some new fundraising initiatives planned in the near future.

7.2 Ian Hunter and Margaret Wicklum, Ontario Library Boards Association

Mr. Hunter introduced himself as a former OPL trustee (from 2001-2003), and a former president (2004) of the Ontario Library Boards Association. He recalled the difference one trustee can make, citing an example from one of the initial OPL board meetings of his term, and recommended that the board work together to make Ottawa's library service even better. Mr. Hunter also spoke about the Ontario Library Boards Association, noting the need for trustees to become involved in as many aspects of the library community as possible. He urged the members of the Board to consider participating in the OLBA.

Mr. Hunter introduced Ms. Wicklum as a current member of the OLBA Council. Ms. Wicklum spoke about the recent Ontario Library Association conference, which drew 4500 participants. Ms. Wicklum reported that the OLBA had recently received funding for trustee training, and in conjunction with Randee Loucks (former manager of trustee development at the Southern Ontario Library Service), Ken Haycock (director of the School of Library and Information Science at San José State University) and Glen Murray (former mayor of Winnipeg; member of the Task Force on Creativity and the Public Service for the Government of Canada; chair of the National Round Table on the Environment and the Economy), have developed a training program for trustees called "Leadership by Design." This program was presented as an all-day session at the Super Conference, and was extremely popular. It will be available on the OLBA website at the end of March. Ms. Wicklum also advised that the OLBA and OLA were offering a special to new trustees who had never attended an OLA Super Conference: free registration for next year's conference.

8. Ratification of Decisions Made at Recent Meetings

MOTION 013-07

Moved by Trustee Feltmate, seconded by Trustee Sweet, that whereas the 2006-2010 Library Board, with its new Chair and Vice Chair, was fully constituted as of its meeting of February 5, 2007;

Therefore be it resolved that the Ottawa Public Library Board ratify the decisions made by the Board during its transition period at the meetings of December 11, 2006, December 21, 2006 and January 19, 2007.

CARRIED.

9. Appointments to Board Committees and Linkages

MOTION 014-07

Moved by Trustee Feltmate, seconded by Trustee Agulnik, that the following appointments to Board Committees and Linkages be approved:

Governance Committee:

Trustees Bennett, Clavel, Manera, Metcalfe and Qadri.

New Central Library Building Committee:

Trustees Agulnik, Bellemare, Bennett, Holmes, MacLean, Manera, Sweet, and Wilkinson.

Ottawa Public Library Foundation Board:

Trustee Feltmate.

Gala Fundraising Committee:

Trustee MacLean.

Trustee Council of the Southern Ontario Library Service:

Trustee Clavel.

Liaison to the Ontario Library Boards Association:

Trustee Harder.

Liaison to the Federation of Ontario Public Libraries:

Trustee Harder.

CARRIED.

10. 2007 Meeting Schedule

MOTION 015-07

Moved by Trustee Manera, seconded by Trustee Bennett, to approve the 2007 meeting schedule as presented.

CARRIED.

11. Monitoring Reports

Trustee Manera raised a concern about monitoring reports, wondering why the CEO prepares them, and why these four particular reports were brought forward now. Ms. Clubb responded that there is an annual schedule as to when specific reports are brought before the Board. Trustee Wilkinson noted that there would be one per year per topic, and asked if these are useful or pro forma. Ms. Clubb replied that these reports are part of the governance structure adopted by the Board, and while a report may be similar year over year, there is always new information contained within. Trustee Holmes also supported the referral of this matter to the Governance Committee, for review and a report back to the Board.

MOTION 015-07

Moved by Trustee Manera, seconded by Trustee Holmes, to refer the issue of continuing to have regular monitoring reports back to the Governance Committee for review.

CARRIED.

12. Board Education: Topics for Future Sessions

The Chair reviewed the list of proposed topics, and asked that anyone with additional suggestions bring them forward, either now or in the future.

13. Monthly Reports

Barbara Clubb reported that she had just received information that last year's circulation had increased by 6%, and that January's circulation had increased by 10% over the previous January. Ms. Clubb emphasized that the majority of the January increase was for new check-outs, not renewals.

Trustee MacLean asked about the connection with Astronaut Steve MacLean, and the Chair responded that the Library looks for ideas and connections. Trustee MacLean suggested that a connection with Barbara Ann Scott could be made, and he would be willing to facilitate an introduction.

RECEIVED.

14. 2007 Budget Update – Operating Budget

Barbara Clubb reviewed the operating budget documents, and introduced Brenda Gorton of the Financial Services Unit, who discussed the pressures on the operating budget. Ms. Clubb noted that everything on the Enhanced list had either been deferred or abandoned. Trustee Manera asked if the amount listed for RPAM services was indicative of a move towards having a fully costed model, including HR and finance costs, noting that this method of accounting would provide for better control of costs.

Ms. Gorton confirmed that the aim is to get better control of costs, particularly shared costs. Trustee MacLean asked about the provincial grant. Ms. Clubb responded that the amount received from the Ontario Minister of Culture is built into the budget, but that there had been no increase in the amount of the grant for over eight years.

Trustee Holmes asked if none of the items on the enhanced list were going to be dealt with over the next four years. Ms. Clubb responded that it is up to the Board which of these items would be the most important. The 2007 budget had contained such a large amount for pay equity costs that the previous board approved the removal of all enhancements. Ms. Clubb noted that future budgets would have pay equity included in the base budget, and would not be a separate line item. Chair Harder asked what the inventory value was for all the library's PC's. Ms. Condos said she would have to look that information up, noting that staff had come up with some innovative ways of dealing with the cleaning of public PC's that was on the enhanced list. The Chair commented that she would like to see better life cycle maintenance than work-arounds.

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15. 2007 Budget Update – Capital Budget

George Skarzynski reviewed the capital budget documents, noting that one-time projects are considered capital expenditures, rather than operating. As the funding for these one-time projects does not originate from development charges, they are similar to operating budget items in that sense.

Trustee Wilkinson asked about funding for a new central library. Mr. Skarzynski noted that would be found in the City's Long Range Financial Plan III. Trustee Bellemare noted a budget pressure of \$150,000 for replacement of the Main Library, and asked for additional information on this line item. Elaine Condos responded that this amount would

have been used to undertake additional planning studies and some site work for a new central library. However, a total of \$400,000 over two years had been set aside, against which the RPG contract for a functional building program and some other expenditures have already been applied. Approximately \$48,000 remains, for site visits and other related work. Ms. Condos noted that RPG had been asked to provide costing information if their contract was expanded to include site identification, and she anticipated having that information later this week.

Ms. Condos also encouraged trustees to attend an evening presentation by RPG on Wednesday, February 7, noting that a breakfast meeting on Thursday, February 8 would be arranged for those who could not attend on the evening of February 7. An email would be circulated to the board, advising the specific details.

RECEIVED.

16. Milestone Report

Trustee Clavel found this report useful, but questioned why personal information was included in a summary of work done by the previous board. He shared his opinion that this was a private matter, not for inclusion in a public document. Chair Harder asked if he would like to refer it to the Governance Committee for review, which he declined, as he was content to have expressed his opinion on this matter.

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17. Public Delegation

Ms. Lillian Westfell addressed the board, noting that she first saw the Ottawa Public Library in 1925, and has never known a better library. However, she expressed concerns that the Champlain Room was not set up for senior citizens, particularly noting the poor audio conditions in the room.

18. Adjournment

MOTION 016-07

Moved by Trustee MacLean, seconded by Trustee Manera, to adjourn the meeting at 20:05.

CARRIED.

Chair

Secretary