

# Minutes Ottawa Public Library Board April 20, 2009

A regular meeting of the Ottawa Public Library Board was held on Monday, April 20, 2009 at 16:00 hours in Councillor's Lounge, 110 Laurier Avenue West, Ottawa, Ontario.

Present:	Chair	Jan Harder
	Members	Paula Agulnik
		André Bergeron
		Jim Bennett
		Bernard Clavel
		Murray MacLean
		Tony Manera
		Vicki Metcalfe
		Pamela Sweet
Regrets:		Michel Bellemare
		Peggy Feltmate
		Diane Holmes
		Shad Qadri
		Marianne Wilkinson
Also Present:	City Librarian	Barbara Clubb
	Div. Mgr. Centralized & Information Services	Elaine Condos
	Div. Mgr. Planning & Governance	Monique Désormeaux
	A/Div. Mgr. Public & Support Services	Donna Clark
	Coord. Financial Services	Jim Santagati
	Mgr, Access and Outreach	Richard Stark
	A/Manager, Community Partnerships & Programming	Joan Haire
	Recorder	Vickie Piamonte
	Observers	

1. ***IN-CAMERA* Session**  
**MOTION: 017-09**

**Moved by Trustee Manera, seconded by Trustee MacLean to move *in-camera* to discuss personal matters about an identifiable individual.**

***-CARRIED.***

2. **Return to Open Session**  
**MOTION: 018-09**

**Moved by Trustee Metcalfe, seconded by Trustee Bergeron, to return to open session.**

***-CARRIED.***

**3. MOTIONS ARISING FROM *IN-CAMERA* SESSION**  
**MOTION: 019-09**

Moved by Trustee Agulnik, seconded by Trustee MacLean that the Ottawa Public Library Order of Friendship be awarded to Maureen Boyd, in recognition of tireless support of both the Ottawa Public Library Foundation and the Ottawa Public Library and Jane Dobell, in recognition of her outstanding contribution to the development of the Rockcliffe Park branch and her continued efforts to ensure a strong public library system throughout the City of Ottawa.

*-CARRIED.*

**MOTION: 020-09**

Moved by Trustee Clavel, seconded by Trustee Sweet, that the Board approve the Executive Performance Report 2008 for the City Librarian and that the Board approve the six amendments to the City Librarian's employment contract as requested on page 31 of the Executive Performance report 2008 and that the Board recommends the maximum allowance for the City Librarian in accordance with the City of Ottawa merit pay payment for excellence program.

*-CARRIED.*

**4. Call to Order**

The Chair called the meeting to order at 18:02.

**5. Excused Absences**

Chair Harder noted that due to a joint meeting of the Corporate Services and Economic committees, Trustees Bellemare, Feltmate, Holmes, Qadri and Wilkinson would not be able to attend this evening's Board meeting.

**6. Declarations of Conflict of Interest**

None declared.

**7. P2: Greening of the Ottawa Public Library Presentation**

The Ottawa Public Library made a commitment to greening OPL Facilities by identifying it as a key strategic direction for Spaces and Places in the "Strategic Directions and Priorities 2008-2011" planning document. To that end, OPL contracted McMurray Environmental Solutions Inc. to undertake a review of best practices in public libraries along with an examination of current practices at the Ottawa Public Library.

Angie McMurray, Waste Management Specialist with McMurray Environmental Solutions presented the Board with the results of the review along with an outline of the next steps to be taken in developing an implementation strategy for OPL.

OPL Staff will be taking the results of the McMurray Environmental Solutions report and developing into a work plan. Staff have been asked to return with recommendations for an implementation plan.

**8. Approval of Agenda**

**MOTION: 021-09**

Moved by Trustee MacLean seconded by Trustee Bergeron, to approve the agenda as presented;

And to approve the following on consent:

- Minutes of March 9, 2009

- **French Adaptation of the Lifelong Learning, Literacy and Reading Position Statement**
- **Notice of Motion to Amend Board By-Law Amendment**
- **Governance and Audit Committee Report**
- **Budget and Finance Committee Report**

And to receive the following reports:

- **April Monthly Report**
- **2009 Strategic Work Program: High Level Version**
- **OPL Talent Plan Report: Succession and Leadership Planning**
- **2009 Calendar of Reports, Outstanding Inquiries, Motions and Un-scheduled Reports**
- **Monitoring Report: A.2 Staffing and Staff Relations**
- **Monitoring Report: A.7 Compensation and Benefits**

**-CARRIED.**

## 9. Chair's Remarks

Chair Harder provided the Board with the following updates:

- **National Volunteer Week:** This is national volunteer week with the theme *Volunteers: compassion to action* and as it is the Library's custom that all volunteers both staff and the OPL Board members of the Library, the Friends and Foundation receive a thank you card from the Chair, our Vice-Chair and City Librarian and sweet treats in a small gift box.

Chair Harder noted that for the first time the Library is also acknowledging efforts of volunteers who assist with the Newcomer Information Program at nine OPL branches. *"I want to take this opportunity to say thank you to you all for your dedication and hard work and to point out your personal truffle box at your seat."*

- **Another Award for OPL:** On Wednesday April 15, 2009 during the Centre 507 Association of Ottawa Annual General Meeting, the Ottawa Public Library Main Branch, Yoannes Birrou (guard at the Main Library) and Main Library Manager, Line Gravelle were awarded a certificate of appreciation for ongoing partnership and support of Centre 507 in their pursuit of social justice for all people in Ottawa. Street Outreach Worker Richard Leblanc and Craig Marsden presented the certificates of appreciation to partners of Centre 507 Street Outreach Program. Mr. Leblanc said kind words of appreciation regarding the partnership with the Main Library and staff support, openness and caring towards marginalized population. He also thanked our security guard, Yoannes Birrou for which the City Librarian accepted the certificate.
- **OPL Foundation;** The Elmvale Acres, Cumberland, and Stittsville branches will be piloting the *"I Got It At The Library"* campaign. This campaign is a joint effort of the OPL Foundation and the Friends of the Ottawa Public Library Association (FOPLA). The goal of the campaign is to raise awareness of both the Foundation and FOPLA and to encourage library patrons to get involved either by making a contribution to the Foundation or FOPLA or to become a member of FOPLA. One branch will receive the signage and brochures for a weeklong test and then it will move to another branch.
- Work has started on the 2009 Literary Gala. The theme this year is *"Explore the North"*. Mark your calendars to go to the beautiful Canadian Museum of Civilization on Tuesday November 17, 2009. Authors Elizabeth Hay and Ken McGoogan and moderator Charlotte Gray will be sharing the stage.

- A reminder to OPL Board members was given regarding of the Strategic Plan review meeting with Susan Wright on Saturday, April 25, 10:00 a.m. to 1:00 pm in the OPL Board Room.

**10. P3: Business Services Strategy Report for 2008**

In September 2008, Joan Cavanagh, Manager of Information Services made a presentation to the Board outlining the information services provided by OPL including support for the emerging information program for small and medium sized business.

In 2008 a dedicated business services team was formed and services and outreach to the business community were significantly strengthened. Strategic objectives were developed with accompanying action strategies.

Ms. Cavanagh attended the Board meeting to report on the results and activities against objectives for the new Business Services Strategy.

Barbara Clubb informed the Board that Ms. Cavanagh has accepted a position with the University of Ottawa as the Associate University Librarian (Access). Ms. Clubb presented Ms. Cavanagh with a pin recognizing her 10 years of service with the Library along with a small gift thanking her for all of her hard work and dedication to the Library.

**11. Performance Measurement Committee Report**

Trustee Bennett noted a few changes to the 2009 Draft workplan. The Board approved as amended.

**MOTION: 022-09**

**Moved by Trustee Bennett, seconded by Trustee Sweet, that the OPL Board approve the 2009 Draft Board Workplan as amended.**

***-CARRIED.***

**12. Designation of Bilingual Positions**

Chair Harder requested that this item be deferred to the May Board meeting when more Board members would be present to discuss. The Board agreed.

**13. Employee Orientation Manual**

Trustee Manera noted that the employee orientation manual did not convey that the Library is a bilingual institution. There is only a reference but it is not integrated into the manual. Barbara Clubb noted the manual could be revised to include sections on bilingualism including the library's policy once adopted.

Trustee Bergeron noted that all of the Library's core values should be encompassed throughout the manual and not just bilingualism.

Staff will revise the manual to incorporate the changes as noted above.

**14. Consolidated Performance Report for 2008**

Trustee Metcalfe noted that in the report it states "that library visits comprise of 19.2% of total library uses in 2008" and requested an explanation. Trustee Metcalfe asked whether the library was double counting. Joan Haire explained that total uses refers to the number of discrete instances when library service is accessed and in 2008 library visits (defined as a person entering a physical facility) were 19.2% of total library uses. At the same time as visiting a library, a person might borrow a book and that would count as two uses (one visit and circulation of one book).

Trustee Bergeron questioned if there was an explanation for the 13.4% decrease in circulation at the Greenboro branch.

**MOTION: 023-09**

**Be it resolved that the OPL Board receives the 2008 annual performance report.**

***-RECEIVED***

**15. Adjournment  
MOTION: 024-09**

**Moved by Trustee Metcalfe to adjourn the meeting at 19:57.**

***-CARRIED.***

Minutes approved by:

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Chair

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Secretary