



4. **Return to Open Session**

**MOTION: 048-09**

**Moved by Trustee Manera, seconded by Trustee Holmes, to return to open session.**

**-CARRIED.**

5. **Motions Arising from In-Camera**

**MOTION: 049-09**

**Moved by Trustee Clavel, seconded by Trustee Bennett, that the OPL Board approve the tentative agreement reached between CUPE 503 Library Group and the Ottawa Public Library.**

**-CARRIED.**

**MOTION: 050-09**

**Moved by Trustee Qadri, seconded by Trustee Bergeron, that Lalande & Doyle (L+D) Architects be approved as the successful firm for architectural and engineering services for the construction of a new Greely Branch Library.**

**-CARRIED.**

6. **Welcome from Rideau Branch Manager, Philip Robert**

Philip Robert, Manager, St-Laurent, Rideau, Rockcliffe and Vanier Branches welcomed the Board to the Rideau Branch and provided information about the Branch and the community it serves.

7. **P1: Presentation- Ottawa Public Library Foundation**

Howard Whittaker, Chair, Ottawa Public Library Foundation and Gerard Séguin, Chief Development Officer, Ottawa Public Library Foundation attended this evening's Board meeting to provide the Board with update on the activity since they last presented to the Board in September 2008. The following is some of the information shared with the Board:

- In the last 18 months, the Foundation has raised \$864,116 with 696 donors MAKING 950 gifts. This year, the Ottawa Public Library has invested \$50,000. With the return on investment of 1:11.5 or for every \$1 invested, the Foundation will return nearly \$12.
- Last November, the Foundation held their most successful literary evening: *An Evening with Sir John A*, with over 400 guests in attendance. Proceeds raised went to refurbish the Ottawa Room in the Main Library Branch. This year's literary theme is *Explore the North* and will be held on November 17<sup>th</sup>. The event will take place in the Great Hall of the Canadian Museum of Civilization.
- In May, the first ever donor cultivation event was held at the Earnscliffe (British High Commission) with 40 special guests in attendance. This event has assisted the Foundation in moving forward in donor cultivation.
- The Memorandum of Understanding (MOU) between the Library and Foundation has been revised and is currently under review with the City legal department. It is anticipated that the MOU will be signed this fall.
- OPL, FOPLA (Friends of the Ottawa Public Library) and the Foundation joined forces to create "I Got It At the Library" giving campaign. This campaign is designed to educate library users on how they can support the library. The campaign will be rolled-out this fall.
- One of the challenges the Foundation faces is to develop a sustainable business model for development and growth along with developing the infrastructure for a capital campaign.

8. **P2: Presentation-Archives/OPL Materials Centre**

Gerry Shoalts of Shoalts and Zaback and Wendy Brawley of Barry J. Hobin & Associates attended this evening's Board meeting to provide the Board with an update on the latest development of the Archives/OPL Materials Centre. Mr. Shoalts gave the Board a brief PowerPoint presentation of what the new facility will look like.

**9. Declarations of Conflict of Interest**

None declared.

**10. Approval of Agenda**

**MOTION: 051-09**

**Moved by Trustee Bellemare, seconded by Trustee Metcalfe to approve the agenda as presented.**

***-CARRIED.***

**11. Approval of Consent Items**

**MOTION: 052-09**

**Moved by Trustee Wilkinson, seconded by Trustee Holmes to approve the following on consent:**

- **Doc #1: September 14/09: Minutes of June 15, 2009 as amended**
- **Doc #2: September 14/09: Infrastructure Stimulus Fund 2 – Application Approval**
- **Doc #3: September 14/09: Financial Planning and Budgeting: Policy A.3**

**And to receive the following reports:**

- **Doc #5: September 14/09: Monthly Report**
- **Doc #6: September 14/09: Q2 Performance Report**
- **Doc #8: September 14/09: Report on Capital Facility Projects**
- **Doc #9: September 14/09: 2008 Audited Financial Statements**
- **Doc #10: September 14/09: Fees and Fines Update**
- **Doc #11: September 14/09: Exam Invigilation Update**
- **Doc #13: September 14/09: ALA Trustee Conference Report**
- **Doc #14: September 14/09: FOPL CEO's Report**
- **Doc #15: September 14/09: 2009 Calendar of Reports, Outstanding Inquiries, Motions and Un-scheduled reports**
- **Doc #16: September 14, 2009: Monitoring Report: A.25 Acceptance of Donations**

**12. Chair's Remarks**

Chair Harder provided the Board with the following updates:

- **Branch Celebrations**: The next three years are going to be full of re-opening celebrations as we expand and accelerate our "Places and Spaces" program. For example:
  - **Cumberland** is re-opening on September 24<sup>th</sup> after a closure to do phase one of their retrofit; phase two will come as part of the new Infrastructure Stimulus Fund.
  - The first review of the drawings for the new **Greely** branch have been completed.
  - The bigger and better **Ottawa Room** has just re-opened at the Main Library. Thanks is due to the Foundation for helping fund this project.
- **Capital**: Item 2 on the agenda refers to our application to infrastructure stimulus fund 2. She added that the executive director of FOPL (Federation of Ontario Public

Libraries) David Allen was particularly helpful to all the libraries in Ontario in ensuring that public libraries were not only eligible but had the right information to complete their applications. A memo of commendation has been sent to him.

- Memorials: Ruth E. Dickinson passed away this month. She was a true pioneer of the Nepean Public Library. There was also a great article by Phil Jenkins in the paper this morning. We also lost Barbara Mirsky, librarian and builder of the Rockcliffe Village Library and long-time CARP volunteer Doug McNab passed away in the summer. The OPL Foundation has established funds to handle donations given in memory of these three individuals.
- September 23 is Raise a Reader Day: if any of you would like to join the City Librarian and other staff (as well as other literacy supporters) in giving newspapers on downtown street-corners to raise money for Raise a Reader and in particular for the Ottawa Literacy Foundation, let Vickie know and she will give you the details. The OPL will have a special article about kids and reading in the special section of the paper on that day.
- Next Month is Canadian Library Month and within that Month one week is Ontario Public Libraries Week. The Library has many things planned so try to take in an event or two, visit your local branches or visit our facilities where we have completed some changes.

Trustee Holmes departed the meeting at 19:30

### **13. Q2 Financial Reports**

Trustee Bellemare sought clarification on the Library's productivity target. The targets for 2008-09 were compressed into 1 year. To date, \$273,000 has been found leaving \$345,000 to be identified in the next 4 months.

Trustee Bellemare asked Ms. Clubb if this will be attained and Ms. Clubb assured the Board that the 2009 productivity target would be met.

Trustee Bellemare asked Ms. Clubb if the Board will be able to receive a detailed report on the lessons learned through this process. Ms. Clubb responded that a report will be produced. Ms. Clubb noted that current and future savings would depend heavily on new investment in technology (E.g. RFID, on-line staff scheduling, on-line fines and fees payment); continuous improvement particularly through work process reviews; and position harmonization.

Trustee Bergeron noted that the Board Budget and Finance Committee was working with Library staff and Brenda Gorton, Account Manager, Financial Services Unit on the budget templates; that everything was completed with due diligence; and if any member of the Board has any questions to please refer them to the committee.

### **14. Kiosk Service at Huntclub/Riverside Community Centre Update**

Trustee Wilkinson noted that in the report (Doc.#14) it referenced that investigation and analysis of 2 kiosk options were completed, however there was only one preferred option. She enquired why the Library went with one option over the other. Linda Standing, Manager, Borrower Services responded that there was a problem with how the technology would be supported and issues with its basic functionality therefore the Brodart kiosk model was chosen.

**15. 2010 Operating and Capital Budgets**

Barbara Clubb introduced the budget item noting that the draft 2010 operating and capital budgets are being tabled this evening for discussion at a further meeting. The budgets have been reviewed by the Board's Finance and Budget Committee. The Board will have an opportunity to ask questions and propose any changes at a future meeting. Board members may also submit comments and questions to the OPL Board Finance and Budget Committee.

Ms. Clubb then proceeded to review the documents presented to the Board.

Document 4.3 Budget Timetable:

- Appendix 4.3A identifies where the OPL will participate in the City's budget timetable. The key dates include the opportunity to review the budget at the Board's October meeting and present the City's Audit, Budget and Finance Committee meeting in November. The presentation to Council will be in December and January.
- Appendix 4.3B is a Council document which outlines the process for Council in more detail. In particular page 9 states: *"The Ottawa Police Services Board and the Ottawa Public Library Board will prepare their own budgets for presentation to Council."*

Document 4.1 The Draft 2010 Operating Budget for Tabling:

- Document 4.1 includes the following:
  - Background
  - Planning and financial context
  - Key performance indicators
  - Productivity and efficiency savings to date
  - Information on cost drivers
  - Explanation of net pressures presented in priority order with the most important listed first
  - New operating pressures listed in three categories with brief descriptions for each (Appendix 4.1A contains more detailed descriptions)
  - The pressures are in the three categories with the City uses:
    - Maintain existing services
    - Respond to growth
    - Support new operating needs
  - An overview of the operating budget presented in the format used for the quarterly reports which the board receives
  - Appendix 4.1A is a more detailed explanation of each operating pressure
  - Appendix 4.1B contains the preliminary net pressures forecast for the following two years 2011 and 2010.

The detailed pressures estimates for the 2010 operating budget are outlined on page 8-9 of the report. As requested, three options have been developed for the Board's consideration:

- Option 1: Maintain existing services
- Option 2: Maintain existing services plus growth
- Option 3: Maintain existing services, plus growth, plus new needs

Document 4.2 The Draft 2010 Capital Budget for Tabling:

Danielle McDonald, Division Manager, Library Operations and Facilities spoke to the capital budget and noted the following:

- Two options are being presented that came out the Board Budget and Finance Committee. The key point is that the 2010 budget is balanced to the Pay as You Go (PAYG) and the Library is not seeking an increase.
- Option 1: requires an increase to the Library's PAYG contribution from the City beginning in 2011 of \$1.2M. Additional capital funds are requested within the renewal category to ensure sufficient funds for the bookmobile replacement, support for general repairs and maintenance. It is important to note that the ISF projects are not included as they are separate projects.
- Option 2: provides a forecast balanced to the annual PAYG funding of \$2.5M for all 3 years (2010-2012), with no request for additional funding.

In sum, Chair Harder noted that if the Board has any questions related to the operating budget or timetable to direct them to Barbara Clubb and for any questions or concerns related to the capital budget to refer them to Danielle McDonald.

**16. Adjournment**

**MOTION: 057-09**

**Moved by Trustee Qadri to adjourn the meeting at 20:15.**

***-CARRIED.***

Minutes approved by:

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Chair

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Secretary