

**Ottawa Public Library Board
DRAFT MINUTES**

**Monday, July 7, 2014, 16:00
Champlain Room,
Ottawa City Hall, 110 Laurier Avenue West**

Present:

Chair: Jan Harder
Vice-Chair: André Bergeron

Trustees: Jim Bennett, Keith Egli, David Gourlay, Christine Langlois, Danielle Lussier-Meek, Shad Qadri, Doug Thompson, Tim Tierney, Marianne Wilkinson, Rose Zeidan

Regrets: Trustees Amelita Armit, Patrick Gauch

Recorder: Marc Pellerin, Library Board Assistant

CALL TO ORDER

The meeting was called to order at 16:00. Trustees Langlois and Qadri joined by teleconference.

DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

PUBLIC DELEGATIONS

Two members of the public addressed the Board. Mr. Mike Pyndus spoke to Item # 3 Main Library Facility Planning. Mr. John Reid also spoke to Item #3 Main Library Facility Planning, and further spoke to Item #11 Approval of Bookmobile Purchase.

COMMUNICATIONS

There were no communication items.

1. CONFIRMATION OF MINUTES
OPLB-2014-0061

MOTION No. OPL 20140707/1

Minutes confirmed as presented – Ottawa Public Library Board meeting of May 12, 2014.

- CONFIRMED

2. CONFIRMATION OF MINUTES
OPLB-2014-0062

MOTION No. OPL 20140707/2

Minutes confirmed as presented – Ottawa Public Library Board special meeting of June 17, 2014.

- CONFIRMED

REGRETS

The Board received regrets from Trustees Amelita Armit and Patrick Gauch.

3. MAIN LIBRARY FACILITY PLANNING
OPLB-2014-0063

Elaine Condos, Division Manager, Facilities and Fleet introduced the item and outlined key sections of the report, noting that the report presents the Board with results of the planning study undertaken with Board direction (November 2012). She introduced Ajon Moriyama, Ajon Moriyama, Architect, and invited Mr. Moriyama to provide the Board with additional details on proposed blocking options.

Mr. Moriyama explained that through the needs analysis process which included identification and prioritization of functional program requirements, a total of 130,000 square feet of space was identified as being needed to facilitate the delivery of modern

library services at the Main branch. He presented the three blocking options, including options for renewal, renovation, and redevelopment.

Chair Harder thanked Mr. Moriyama for his presentation and opened the floor to questions from members of the Board.

Board trustees inquired about a range of factors involving costing, lifespan, and construction configurations.

Trustee Egli asked as to whether the cost estimates outlined in the presentation were considered Class D estimates. A. Moriyama responded in the affirmative and explained that a total of 15% is added in the preliminary design and 15% for renovation and construction unknowns (i.e. change orders). No contingencies were added for soft costs (e.g. furniture, equipment, etc.).

Trustee Egli made reference to the age of the building and inquired about the considerations that have been given to address the age issue. A. Moriyama explained such assumptions have already been considered as part of the cost analysis, taking into account any unknowns that may arise.

Trustee Egli made reference to the lifespan as presented in each blocking option, and inquired about cost comparisons between the options presented and the construction of a new main library. A. Moriyama answered that the construction of a new main library would translate into a life span of 40+ years, consisting of the same lifespan as Option 3 (Redevelopment).

Trustee Egli inquired about anticipated renovation timelines, noting escalating costs as time lapses. Paul Hussar, Design & Construction, Buildings & Parks, Infrastructure Services Department, City of Ottawa reminded trustees that the purpose of the study did not examine renovation timelines. However, an estimated 12-18 months of design time and preparation would be required, and an additional 18-24 months would be required in terms of construction. A. Moriyama noted that the QS report (Class D Cost Estimates) was based on Q2 2016 figures.

Trustee Langlois asked how the proposed addition of 22,400 square feet was derived. A. Moriyama explained that as part of the process, there was a need to work with each department, validating all requirements to best understand the overall need. P. Hussar added that part of the intent of Option 3 was to address the full program within the existing footprint and through expansion.

Trustee Langlois inquired about the structural soundness and overall impact of the possible addition of a 4th and 5th floor to the Main branch. A. Moriyama responded that the general usage of the new space would be for meeting rooms and event spaces. Such usage helps to alleviate some of the loading issues on the perimeter. Part of the strategy of demolishing the south east corner of the library was to enable reinforcement of the structure to support the additional event space. The 2012 building condition report also suggests that two storeys could be built above the Main branch. In the long run, the demolition of the south east corner would result in a more economical and easier solution that would optimize ease of construction. P. Hussar added that significant reductions in the book collection would translate in shorter book stacks that will help support greater accessibility and improved light penetration through the spaces, as well as reducing the overall structural loading on the floor plates.

Trustee Tierney commended staff for their work associated with the Main branch portfolio and OPL's ability to reinvent itself. He inquired about overall space rental (e.g. auditorium) to allow members of the public and potential partners to privately rent space within the Main branch. E. Condos explained that the planning assumptions were based on ensuring that meeting rooms remain accessible, even during hours when the library is not open.

Trustee Tierney further inquired about OPL's tracking mechanisms for the past five years and emphasized the need to understand customer needs, all to ensure places and spaces are being used. E. Condos mentioned that the number of visitors at the Main branch has increased over the past few years. In 2013, weekly visits were estimated at more than 16,000.

Trustee Wilkinson referred to the three options presented in the report. She noted the absence of the auditorium in Option 3. A. Moriyama explained that the auditorium was removed in the second and third options to reflect current trends in the establishment of multi-purpose rooms to support diverse service offerings in a flexible manner. E. Condos added that the auditorium could not be retained in light of constraints of the existing facility, noting the current two storey space includes the inaccessible mezzanine reading area. Considering the fact that the ground floor would be moved onto one level, it was necessary to remove the auditorium and replace it with meeting rooms.

Trustee Wilkinson made reference to a previous comment regarding the structural soundness and overall impact of the demolishing of the south east corner. She questioned the increase in capacity in holding the extra storage on that side. A. Moriyama responded that the strategy would be to increase the overall loading capacity. A structural engineer would be needed to calculate the requirements to reinforce the foundations required to sustain the additional weight of the additional floors.

Trustee Lussier-Meek made reference to Option 2, noting the new façade detailed in the option. She asked as to whether such extensive changes would resolve some of the WiFi issues and other related issues. P. Hussar mentioned that the extent of the investigation has not examined such detail as of yet. A more detailed analysis would be conducted at a later date should one of the options be further pursued.

Trustee Lussier-Meek further asked if the accessibility details identified in Option 2 would meet OPL's legislative requirements. E. Condos responded in the affirmative.

Trustee Lussier-Meek made reference to Option 3 and sought staff's opinion on the possibility of building a completely new facility at the existing site, noting potential structural issues with the current library facility. E. Condos answered that such an option could not be considered until 2034 as OPL is tied to a 60 year contract.

Chair Harder added to Trustee Lussier-Meek's comment and asked if the structure of the Sir Richard Scott Building could be maintained, should the OPL pursue the demolition of the existing Main branch. P. Hussar explained that part of the strategy would necessitate the removal of the atrium space only. Any work would remain within the gridline already defined as separate from the Sir Richard Scott Building. Such a scenario would maintain the entrance to the tower during the construction phase. Much consideration has been invested with respect to the split building configuration, all of which would allow both buildings to function during construction. Chair Harder further inquired about costing of such a scenario. P. Hussar responded that further demolition in such a scenario would result in a considerably higher cost. Additional concerns may arise in terms of bracing the existing building.

Chair Harder made reference to an email she sent to the Board that included a motion that would assist the Board in moving forward with respect to the planning of the Main library facility.

Chair Harder introduced the following motion:

MOTION No. OPL 20140707/3

WHEREAS, on September 12, 2011, the Ottawa Public Library Board considered a report entitled “Main Library Condition Assessment” which noted as follows:

- **The Main Library is the most heavily used building in the OPL fleet of facilities;**
- **At that time, the Main Library facility had not undergone a comprehensive renovation since it opened in 1974; and**
- **The last building condition assessment had been undertaken in 2004 by the City of Ottawa Public Works department; and**

WHEREAS, at that meeting, the Ottawa Public Library Board directed staff to work with the City of Ottawa Infrastructure Services and other departments to undertake an external building condition assessment of the Main Library building that would examine expansion potential, building flexibility, end of life, and structural soundness and identify proposed remedies and recommendations including estimated costs; and

WHEREAS, on September 10, 2012, the Ottawa Public Library Board received the report that included the Main Library Building Condition Audit and Structural Assessment Report from Morrison-Hershfield and a report from Nanos Research on a survey they conducted of users and non-users of the Main Library which stated as follows:

- **Overall, the Main Library building is in generally good condition and is structurally sound;**
- **The high-level estimate at the time for essential repairs was \$6.2 million over 10 years;**
- **There is limited potential for expansion;**

- Generally, people who use the Main Library are satisfied with their experience and want a more spacious library with an updated interior and more seating; and

WHEREAS, on November 19, 2012, the Ottawa Public Library Board considered a report entitled, “Main Library Building Plan-Next Steps” and approved “Option 2: Modernize” as the go-forward approach for renewal, redesign and refreshing the current Main Library as follows:

- **Option 2: Modernize was a mid-term solution (estimated 20-years) that would respond to the condition audit, address service delivery and accessibility issues and allow for the optimal Radio Frequency Identification (RFID) technology; and**
- **Staff were directed to identify the functional program requirements and develop a preliminary design vision for the modernization of the Main Library; and**

WHEREAS the results of this study are presented in the “Main Library Facility Planning” report on the July 7, 2014 Ottawa Public Library Board agenda, and include the following:

- **The functional program space requirement for a modern Main Library is 130,000 square feet and the current facility has 98,000 usable square feet;**
- **There are 3 options for modernizing the Main Library facility (Class D estimates):**
 - **Option 1:Renewal - \$40 million for 109,000 sq. ft., with a life span of 15-20 years;**
 - **Option 2:Renovation - \$50 million for 115,000 sq. ft., with a life span of 25-35 years;**
 - **Option 3:Redevelopment - \$70 million for 131,000 sq. ft., with a life span of 40+ years; and**

- None of the options fully address the deficiencies of the current space; even Option 3 is unable to resolve current limitations to shipping and receiving access; and

WHEREAS the report identifies some risk with these numbers, given the number of unknowns that may occur when renovating an existing building; and

WHEREAS the study confirms that the programming space needs for a modern Main Library that meets the needs of current and future users is 130,000 square feet rather than the 345,000 square feet estimated in the 2007-2008 planning study for a new Central Library; and

WHEREAS any of the options for the current facility involve a significant investment from the Ottawa Public Library's funder, the City of Ottawa, and this report does not include an analysis of the relative pros and cons for City Council and the taxpayer with respect to the business case of proceeding with any of these options versus building new or seeking public-private partnership opportunities that might take advantage of any new builds that would benefit from access to public transit; and

WHEREAS staff have advised that funds exist in the Main Library Modernization capital budget to fund a study that would provide information on the relative merits of proceeding with modernizing the current facility or building, either alone or in partnership, a new facility of 130,000 square feet, including as follows:

- Identifying City-owned sites in proximity to public transit that have the potential to accommodate the full 130,000 sq. ft. functional program requirements for the Main Library;
- Preparing blocking plans for a new Main Library as part of a potential mixed-use development on the identified sites;
- Developing Class D project cost estimates for both the City and potential private sector components associated with each of the blocking plans;
- Undertaking current real estate appraisals to determine the estimated value of the OPL/City's existing property holdings at 120

Metcalf/191 Laurier and the value of the potential private sector property rights associated with each of the blocking plans;

- **Establishing the preliminary net project development costs for the Main Library and the relative financial viability of the private sector component, relative to the estimated value of the property rights, associated with each of the blocking plans;**
- **Identifying the City site/blocking option with highest potential value (least net development cost) to the OPL/City and establish this site option as the Public Sector Comparator for initiating a potential request for proposals (RFP) process with respect to constructing a new Main Library under a public/private sector partnership (a P3 design, build, and finance model process);**
- **Preparing a preliminary financial pro forma for the Main Library component of the Public Sector Comparator option that takes into account not only the development costs and revenues but also ongoing operating/maintenance costs and lifecycle renewal costs in relation to existing funding provisions; and**
- **Identifying a potential RFP process with the Public Sector Comparator being a base option but with flexibility for the private sector to respond with alternative non-City owned site options that may provide equal or additional value to the OPL/City;**

THEREFORE BE IT RESOLVED THAT the Ottawa Public Library Board approve the following:

1. **That staff be directed to develop a further option analysis for a full 130,000 square foot functional program requirement for the Main Library at a new site, based on the above approach and consultation with relevant City of Ottawa staff, particularly in the Real Estate Partnerships and Development Office (REPDO) and Design and Construction Branch, Infrastructure Services Department (ISD), to report back to the Board with this information in 2015;**

2. That the study be funded from the Main Library Modernization capital budget to an upset limit of \$180,000.

Chair Harder invited Public Delegations to speak to Item #3 Main Library Facility Planning.

Mike Pyndus addressed members of the Board and noted his past review of the 2007-2008 study, solicited by the Board, for the construction of a 300,000 square feet new Main library facility. He observed that the completion of a statement of requirements nor of a business case was conducted at that time. Mr. Pyndus reminded the Board of his attendance at a previous Board meeting in 2012, where a presentation was provided in which he had offered his professional services to complete a statement of requirements, free of charge. After some follow up with City staff, Mr. Pyndus' offer was turned down. Mr. Pyndus emphasized the need for the Board to consider a well analyzed, detailed, and substantiated statement of requirements now in order to move ahead with a proper business case to recommend a course of action. As a minimum, the statement of requirements should show the details in terms of where the gross numbers for spaces came from, as described in the City's reference document. Mr. Pyndus made reference to the City's Guidelines for preparing a business case and encouraged the use of such a business case to improve fiscal responsibility. He recommended that the Board directs City staff to review these guidelines and prepare a better business case that addresses all options, the true lifecycle costs of the options, the risks associated with each option, and the sensitivity of changes in assumptions and data on the ranking of these options.

Chair Harder thanked Mr. Pyndus for his presentation.

Chair Harder asked staff to comment on suggested next steps. E. Condos advised that next steps would be determined by Board direction. Should the Board approve proceeding with the analysis as noted in the motion, a similar approach would be taken to options 1, 2, and 3. D. McDonald added that OPL management have been trained in project management methodology, and OPL is moving towards a business case culture.

Chair Harder opened the floor to additional questions from trustees.

Vice-Chair Bergeron requested clarification on how the space requirements were determined. E. Condos explained that best practices and trends were used to guide the project. Trustees will have an opportunity to view some of the planning assumptions used for the Main branch, as such assumptions were also used on the expanded Beaverbrook branch. The overall direction led OPL staff to work within its means, in terms of what is needed at a minimum.

Chair Harder invited Mr. John Reid to speak to Item #3 Main Library Facility Planning. Mr. Reid made reference to a previous conversation he had with OPL staff years ago, noting staff's assessment of including everything within a central library. He reminded the Board of a meaningful part of the library being moved to the James Bartleman Centre at 100 Tallwood Drive. Mr. Reid questioned the need to have a Main library located downtown, noting that some components could be well accommodated elsewhere, thus reducing the overall footprint within the current space. Mr. Reid asked as to whether such a scenario was considered. E. Condos confirmed that such a scenario was not considered as it was not part of the project scope. The assigned process was to identify functional program requirements, undertake preliminary conceptual design within the current location, and report back to the Board.

Chair Harder re-opened the floor to questions from members of the Board.

Trustee Qadri made a comment about the need to investigate the potential for P3 partnerships.

Trustee Zeidan referenced the fourth potential option, as noted in the Chair's motion, and inquired about the possibility of retaining the existing Main facility as a branch, with the potential of building a new facility, considered as the Main Library. Chair Harder advised that such an option would not be considered feasible. Trustee Zeidan further asked as to the outcome of the existing property should the fourth option be considered. Gordon MacNair, Director, Real Estate Partnerships & Development Office, City of Ottawa explained that in looking at various options and pending the Board's direction, the general focus would be to review the asset in question.

Chair Harder asked as to whether liability costs were considered in a scenario that would leave the Main library in its current space. G. MacNair responded that through a detailed analysis, both lifecycle costs and cost of ownership (e.g. maintenance cost) would be taken into consideration. With the approval of the motion, as introduced by the Chair, that detailed analysis would be carried out.

Trustee Tierney made reference to the new partnership option and inquired about the amount of flexibility such an option would deliver in terms of oversight into the configuration of the Main library. G. MacNair clarified the steps involved in the process which then would come back to the Board for approval.

Trustee Tierney further inquired about the potential partnership approach with Option 3, sacrificing some of the space to accommodate partners. Chair Harder reminded that a certain amount of space has been identified as part of Option 3. Some potential may exist in welcoming small-scale partners (e.g. media room, high tech industry). E. Condos added that another possibility would envision the Library in the podium, or lower floors of a taller building.

Vice-Chair Bergeron sought assurances that the motion would provide flexibility to partner not only with the private sector, but public sector entities as well. G. MacNair responded in the affirmative.

Trustee Egli made reference to all of the work carried out as part of the Main Library Facility Planning report, and asked about the transferability of such content in the possible consideration of a new building at a new location. A. Moriyama confirmed that the information is transferable.

Trustee Wilkinson proposed an amendment to the motion, noting that the only clauses associated with a legal requirement are solely linked to what is being resolved by the Board. Suggested changes made included moving all bullets associated with the study, aimed at providing information on the relative merits of proceeding with modernization, in the “be it resolved” section.

The following amended motion was presented:

MOTION FOR AMENDMENT (MOTION No. OPL 201407077)

Moved by Trustee Wilkinson,

WHEREAS, on September 12, 2011, the Ottawa Public Library Board considered a report entitled “Main Library Condition Assessment” which noted as follows:

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- **At that time, the Main Library facility had not undergone a comprehensive renovation since it opened in 1974; and**
- **The last building condition assessment had been undertaken in 2004 by the City of Ottawa Public Works department; and**

WHEREAS, at that meeting, the Ottawa Public Library Board directed staff to work with the City of Ottawa Infrastructure Services and other departments to undertake an external building condition assessment of the Main Library building that would examine expansion potential, building flexibility, end of life, and structural soundness and identify proposed remedies and recommendations including estimated costs; and

WHEREAS, on September 10, 2012, the Ottawa Public Library Board received the report that included the Main Library Building Condition Audit and Structural Assessment Report from Morrison-Hershfield and a report from Nanos Research on a survey they conducted of users and non-users of the Main Library which stated as follows:

- **Overall, the Main Library building is in generally good condition and is structurally sound;**
- **The high-level estimate at the time for essential repairs was \$6.2 million over 10 years;**
- **There is limited potential for expansion;**

- Generally, people who use the Main Library are satisfied with their experience and want a more spacious library with an updated interior and more seating; and

WHEREAS, on November 19, 2012, the Ottawa Public Library Board considered a report entitled, “Main Library Building Plan-Next Steps” and approved “Option 2: Modernize” as the go-forward approach for renewal, redesign and refreshing the current Main Library as follows:

- **Option 2: Modernize was a mid-term solution (estimated 20-years) that would respond to the condition audit, address service delivery and accessibility issues and allow for the optimal Radio Frequency Identification (RFID) technology; and**
- **Staff were directed to identify the functional program requirements and develop a preliminary design vision for the modernization of the Main Library; and**

WHEREAS the results of this study are presented in the “Main Library Facility Planning” report on the July 7, 2014 Ottawa Public Library Board agenda, and include the following:

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 - **Option 3:Redevelopment - \$70 million for 131,000 sq. ft., with a life span of 40+ years; and**
- **None of the options fully address the deficiencies of the current space; even Option 3 is unable to resolve current limitations to shipping and receiving access; and**

WHEREAS the report identifies some risk with these numbers, given the number of unknowns that may occur when renovating an existing building; and

WHEREAS the study confirms that the programming space needs for a modern Main Library that meets the needs of current and future users is 130,000 square feet rather than the 345,000 square feet estimated in the 2007-2008 planning study for a new Central Library; and

WHEREAS any of the options for the current facility involve a significant investment from the Ottawa Public Library's funder, the City of Ottawa, and this report does not include an analysis of the relative pros and cons for City Council and the taxpayer with respect to the business case of proceeding with any of these options versus building new or seeking public-private partnership opportunities that might take advantage of any new builds that would benefit from access to public transit; and

WHEREAS staff have advised that funds exist in the Main Library Modernization Capital budget to fund a study that would provide information on the relative merits of proceeding with modernizing the current facility or building, either alone or in partnership, a new facility of 130,000 square feet;

THEREFORE BE IT RESOLVED THAT the Ottawa Public Library Board approve the following:

- 1. That staff be directed to develop a further option analysis for a full 130,000 square foot functional program requirement for the Main Library at a new site, based on the points listed below and consultation with relevant City of Ottawa staff, particularly in the Real Estate Partnerships and Development Office (REPDO) and Design and Construction Branch, Infrastructure Services Department (ISD), to report back to the Board with this information in 2015:**
 - Identifying City-owned sites in proximity to public transit that have the potential to accommodate the full 130,000 sq. ft. functional program requirements for the Main Library;**
 - Preparing blocking plans for a new Main Library as part of a potential mixed-use development on the identified sites;**

- Developing Class D project cost estimates for both the City and potential private sector components associated with each of the blocking plans;
 - Undertaking current real estate appraisals to determine the estimated value of the OPL/City's existing property holdings at 120 Metcalfe/191 Laurier and the value of the potential private sector property rights associated with each of the blocking plans;
 - Establishing the preliminary net project development costs for the Main Library and the relative financial viability of the private sector component, relative to the estimated value of the property rights, associated with each of the blocking plans;
 - Identifying the City site/blocking option with highest potential value (least net development cost) to the OPL/City and establish this site option as the Public Sector Comparator for initiating a potential request for proposals (RFP) process with respect to constructing a new Main Library under a public/private sector partnership (a P3 design, build, and finance model process);
 - Preparing a preliminary financial pro forma for the Main Library component of the Public Sector Comparator option that takes into account not only the development costs and revenues but also ongoing operating/maintenance costs and lifecycle renewal costs in relation to existing funding provisions; and
 - Identifying a potential RFP process with the Public Sector Comparator being a base option but with flexibility for the private sector to respond with alternative non-City owned site options that may provide equal or additional value to the OPL/City;
2. That the study be funded from the Main Library Modernization capital budget to an upset limit of \$180,000.

- CARRIED

4. APPROVAL TO DISCONTINUE PRODUCTION OF MONITORING REPORTS
OPLB-2014-0064

MOTION No. OPL 20140707/4

WHEREAS in 2012 the Ottawa Public Library Board completed and received a governance review, with direction to disband Board committees and instead establish ad-hoc working groups on a go forward basis to support a more strategic focus within Board operations; and

WHEREAS a By-laws and Policies Ad-hoc Working Group was established to review existing Board by-laws and policies to identify gaps, redundancies, and/or inconsistencies, and development of action plans for moving forward; and

WHEREAS at a meeting held May 21, 2014, the Board's Rules of Procedure By-law & Policy Review Ad-hoc Group suggested that monitoring reports be ceased as a result of substantial changes occurring with the Board's governance framework; and

WHEREAS the retention of the OPL Board's current policy and monitoring report structure will create a conflicting, inconsistent, and confusing framework that will fail to align with the Board's new policy structure, pending the Board's approval of the new structure in September 2014; and

WHEREAS in preparation for the approval of the OPL Board's new policy framework, it was suggested by the ad-hoc group that measures to disband the production of monitoring reports take effect immediately, with the current policy framework to remain in place until such time as the new policy framework is approved by the Board;

THEREFORE BE IT RESOLVED THAT the Ottawa Public Library Board approves to discontinue the production of all monitoring reports effective immediately.

- CARRIED

5. STRATEGIC PLAN REFRESH
OPLB-2014-0065

MOTION No. OPL 20140707/5

That the Ottawa Public Library Board adopt the revised Strategic Plan 2014 – 2016 as recommended.

- CARRIED

6. MID-YEAR BOARD BUDGET FOLLOW UP
OPLB-2014-0066

MOTION No. OPL 20140707/6

That the Ottawa Public Library Board approve the reallocation of \$500 from the Professional Services line item to the Transportation/Parking line item; and,

That the Board allocate \$15,000 from the Professional Services budget to the development of a Board Trustee Orientation and Development package to be used with the new Board.

- CARRIED

7. MONITORING REPORT: A.1 GENERAL EXECUTIVE CONSTRAINT
OPLB-2014-0067

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

- RECEIVED

8. MONITORING REPORT: A.5 EMERGENCY CEO SUCCESSION
OPLB-2014-0068

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

- RECEIVED

9. MONITORING REPORT: A.30 PROTECTION OF BRANCHES
OPLB-2014-0069

Chair Harder requested that the report be amended to clarify Board vs. Council roles with respect to branch closures. She explained that City Council has the responsibility of overseeing permanent branch closures.

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

- RECEIVED as amended

10. 2014 CALENDAR OF REPORTS, OUTSTANDING INQUIRIES, MOTIONS AND
UNSCHEDULED REPORTS
OPLB-2014-0070

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

- RECEIVED

11. APPROVAL OF BOOKMOBILE PURCHASE
OPLB-2014-0071

Chair Harder invited Mr. John Reid to speak to the Bookmobile report.

Mr. Reid reiterated a comment he made at a previous Board meeting, noting that 20% of Ottawa's population is underserved by the OPL branch network, receiving only 5% of service hours provided to the majority of customers, through bookmobile services, failing to ensure the provision of equitable and convenient services. He referenced OPL's Imagine campaign results, noting that customers want more convenient service and further added that the popularity of bookmobiles has been declining and is not conducive to the library of the future. Mr. Reid read an excerpt from the report "Other alternative service delivery modes are also available; however, replacing the current bookmobile service with other services would represent a significant change for current Bookmobile customers." He noted that change to the way services are provided could be a benefit to actual users, as opposed to bookmobile users only. He emphasized the need to review other alternative services before a decision is made.

Chair Harder thanked Mr. Reid for his comments.

The Board discussed the many challenges for OPL in offering library services in Ottawa's geographic territory. The high purchase cost for the proposed bookmobile was highlighted and deemed unjustifiable. Questions surfaced about the need to explore and assess other alternative services that may better meet customer demands (e.g. partnership with school boards, kiosks, etc.). A report on the bookmobile is expected to be presented to the Board in the fall, intended to provide a detailed analysis on bookmobile service operations and key statistics.

The Board discussed other considerations with respect to the motion being presented. It was determined that the bids received were within project estimates given that the 2005 bookmobile unit was purchased at a cost of \$402,000 US. However, preliminary analysis to replacing the current unit with a smaller one led to the anticipation of lower bids. Other configurations were discussed such as the separate purchase of a chassis, front versus rear engine, etc. Staff will investigate such potential arrangements with the City's Fleet Services.

Chair Harder suggested that the motion be considered in two months time. The possibility of an extension from all bidders was also discussed. It was confirmed that a confirmation from all bidders is required should the Board request an extension.

Trustee Tierney moved that the motion be deferred for two months to allow sufficient time to review other opportunities that best fulfill customer needs at an appropriate cost. The Board further gave consensus that staff investigate the possibility of an extension from all bidders involved in the tendering process.

MOTION No. OPL 20140626/8

Moved by Trustee Tierney,

That the Ottawa Public Library Board approve awarding the tender for supply and delivery of a Bookmobile to Harper Bus Sales, Mississauga, Ontario for an amount totalling \$436,532.08 (\$428,982.00 plus \$7,550.08 HST); and,

That the Ottawa Public Library Board approve the transfer of existing capital funds in the amount of \$200,000, as detailed in this report, to add to the initially budgeted funds to ensure the necessary total funding is in place to enable purchase of the bookmobile.

- DEFERRED

Motion No. OPL 20140626/8 will be revisited in September.

NOTICES OF MOTION

1. Revision to 2014 Ottawa Public Library Board Meeting Schedule

Chair Harder proposed that some dates from the Board's 2014 meeting schedule be amended, in consideration of Council's end of term set for November 30, 2014. She suggested that the Board's December 10th meeting be eliminated, and that a new meeting be set for Monday September 29. She further suggested that the November 17 meeting be moved to November 10. A notice of motion was presented to reflect this proposed change.

NOTICE OF MOTION

Moved by Chair Harder,

That the Ottawa Public Library Board approves amendments to its 2014 OPL Board Meeting Schedule, as follows:

- **Reschedule December 10th meeting to September 29th; and**
- **Reschedule November 17th meeting to November 10th**

2. eBook Advocacy Provincial Campaign

Chair Harder provided a follow up to the Board's discussion on Digital Content Advocacy, discussed at its May 12, 2014 meeting. She reported that a letter has been drafted by staff, intended to be distributed to all Chief Executive Officers across all public library systems in Ontario. The letter outlines challenges currently faced by libraries systems, as the publishing industry continues to impose unreasonably high prices, other special conditions, and making some e-content restricted for lending at public libraries. The letter requests library boards across the province to adopt a motion, similar to the motion adopted by the Ottawa Public Library at its May 2014 meeting.

Chair Harder introduced the following motion:

MOTION No. OPL 20140707/7

Moved by Chair Harder,

The Ottawa Public Library Board passed motion # OPL 20140512/2 on Digital Content Advocacy Strategy at its May 12, 2014 Board meeting directing that OPL staff provide letters highlighting issues faced by libraries in obtaining access to eBooks to the Competition Bureau of Canada, the Canadian Minister of Heritage and the Ontario Minister of Tourism Culture and Sport. The letters are in final draft and to be sent out this week.

WHEREAS the issues faced by the Ottawa Public Library are faced by all libraries across Ontario; and

WHEREAS Ottawa Public Library wants to undertake a leadership role in the promotion of equitable access to eBooks for Canadian libraries

THEREFORE BE IT RESOLVED that the Ottawa Public Library Board undertake a letter writing campaign urging all other Ontario Public Library boards to participate in a similar province-wide advocacy campaign.

Trustee Wilkinson proposed an amendment to the motion and suggested that the motion be more specific in terms of what OPL is requesting from other library systems. The following amended motion was presented:

MOTION FOR AMENDMENT (MOTION No. OPL 20140707/7)

Moved by Trustee Wilkinson,

WHEREAS the Ottawa Public Library Board passed motion # OPL 20140512/2 on Digital Content Advocacy Strategy at its May 12, 2014 Board meeting directing that OPL staff provide letters highlighting issues faced by libraries in obtaining access to eBooks to the Competition Bureau of Canada, the Canadian Minister of Heritage and the Ontario Minister of Tourism Culture and Sport; and

WHEREAS the issues faced by the Ottawa Public Library are faced by all libraries across Ontario; and

WHEREAS Ottawa Public Library wants to undertake a leadership role in the promotion of equitable access to eBooks for Canadian libraries;

THEREFORE BE IT RESOLVED that the Ottawa Public Library Board urges all Public Library Boards within the province of Ontario to adopt a similar motion and send a letter, highlighting issues facing libraries in obtaining access to eBooks, to the Competition Bureau of Canada, the Canadian Minister of Heritage and the Ontario Minister of Tourism Culture and Sport.

- CARRIED as amended

OTHER BUSINESS

There was no other business.

INQUIRIES

Trustee Bennett inquired about the status of the 2013 Ottawa Public Library Annual Report. Anna Basile, Manager, Planning and Board Support responded that some design implications delayed the release of the report. The Annual Report is in the final stages of translation. A notice will be sent to the Board when the report is released.

ADJOURNMENT

MOTION No. OPL 20140707/9

That the Ottawa Public Library Board meeting be adjourned at 18:20.

- CARRIED

Minutes approved by:

Chair

Secretary

DRAFT