

Ottawa Public Library Board Meeting

Minutes

Monday, 08 September 2014

5:05 pm

Champlain Room, Ottawa City Hall, 110 Laurier Avenue West

- Notes:**
1. *Please note that these Minutes are to be considered DRAFT until confirmed by the Board.*
 2. *Underlining indicates a new or amended recommendation approved by Committee.*

Present:

Chair: Jan Harder
Vice-Chair: A. Bergeron
Trustees: Amelita Armit, Jim Bennett, Keith Egli, Patrick Gauch,
Christine Langlois, Danielle Lussier-Meek, Tim Tierney,
Marianne Wilkinson, Rose Zeidan

Regrets: Trustees: David Gourlay, Shad Qadri, Doug Thompson

DECLARATIONS OF INTEREST

No Declarations of Interest were filed.

COMMUNICATIONS

Letter dated August 8, 2014 from the Ministry of Tourism and Culture and Sport.

RECEIVED

1. CONFIRMATION OF MINUTES

OPLB-2014-0081

Amendments:

Item 3 – Main Library Facility Planning will note underlining for Trustee Wilkinson amendment to Chair Harder’s Motion.

Item 11 – Approval of Bookmobile Purchase will note Trustee Tierney as a Deferral Motion not an Approval Motion.

MOTION No. OPL 20140908/1

Minutes of the Ottawa Public Library Board meeting of Monday, 7 July 2014 were confirmed as amended.

CONFIRMED, as amended

ADDITIONAL ITEMS

MOTION No. OPL 20140908/2

That the Ottawa Public Library Board approve the addition of these items for consideration by the Board at today’s meeting, pursuant to Section IX(9.12) of the Procedure By-Law (By Law May 13, 2013).

CARRIED

A. NOTICE OF MOTION – 7 JULY 2014 MEETING - REVISION TO 2014
OTTAWA PUBLIC LIBRARY BOARD MEETING SCHEDULE

Chair Harder advised that upon outreach to the Board, that the original meeting schedule be sustained.

MOTION No. OPL 20140908/3

That the Ottawa Public Library Board approve the status quo of the 2014 Meeting Dates.

CARRIED

B. CHAIR'S VERBAL REPORT

*The Chair's verbal remarks are attached at the end of this document.

MOTION No. OPL 20140908/4

That the Ottawa Public Library Board receive the verbal updates from the Chair on the following:

1. **Welcome (new Board Assistant);**
2. **eBook Advocacy Update;**
3. **Beaverbrook Branch Re-Opening.**

RECEIVED

Direction to staff:

1. That staff provide details of the Ontario-wide campaign to promote advocacy for changes in purchasing terms for libraries at the next OPL Board meeting.
2. That staff collect the eBook Advocacy Campaign Library responses and provide to the Board.

REPORTS

2. APPROVAL OF BOOKMOBILE RE: TENDER PROCESS

OPLB-2014-0082

The Committee heard from the following delegation, as noted:

- Mr. John Reid, spoke to the end of lifecycle of a piece of major equipment is opportunity to rethink how service is delivered. He referenced Ken Roberts' "Facing the future" link in the report stating that it makes not a single mention of bookmobiles, implies that bookmobiles as part of libraries futures and that libraries will soon face radical change. He noted that re-tendering for a bookmobile is not a radical change. It reflects a status quo tendency that condemns 20% of the population to inferior service for years to come and that no matter how sophisticated a bookmobile it only provides such limited hours of service. He stated that the report focuses on location of service and demographics and ignores the quantity, quality and diversity of service, and accessibility by public transit. He concluded by saying that in a library environment that faces radical change, it's an inadequate basis for making the commitment in principle to spend \$400,000 on purchase of a bookmobile and that if it is to fill a bookmobile gap, not to do so in a way that creates a barrier to radical change that is coming.

Jennifer Stirling, Division Manager, Content and Technology advised that staff brought forward the report for information and are analyzing it with other pieces of information before bringing forward any recommendation for any modalities in terms of kiosks, depots, etc. for any community and that it is one piece of the decision-making that will go into the service delivery report for 2015.

Staff responded to a question from Trustee Bergeron, who questioned why the tractor-trailer option was disregarded and whether the tender process would preclude former bidders to re-submit a bid. Alexandra Yarrow, Program Manager, Alternative Services, Facilities and Fleet advised that staff did examine the tractor-trailer option and it was included in the table but excluded from final review as it was deemed impractical because of accessibility, higher operating cost; and

the potential that the capital cost would also be higher. She noted that previous bidders could re-submit a bid for the re-tender.

In response to a question from Trustee Armit with respect to the re-tendering process precluding the Board from looking at other alternatives for service delivery, Ms. Stirling advised that no it does not preclude the Board from looking at other alternatives, but it does allow staff to stabilize that service while they assess other modes of alternative service delivery and continue to provide service to those areas that would not have service if it was discontinued.

Trustee Armit asked Mr. Reid if he was requesting the Board to look at a larger service plan delivery. Mr. Reid pointed out that there's a more in depth consideration of alternative service that is morally required without having to approve in principle \$400,000 expenditure without the basic information for possible alternatives being put forward.

Chair Harder reminded the Board that this was a 2014 budget item identifying that the bookmobile was at its end of life. The draft report shows that staff is working to show the effective, importance, and relevancy of the bookmobile service. She pointed out that the Board wasn't happy in July about the cost associated with the recommended tender and that the front and rear engine options hadn't been fully examined. She thanked staff for their work on this file and looked forward to the RFP process.

MOTION No. OPL 20140908/5

That the Ottawa Public Library Board:

- 1. Receive the consultant's initial findings from the 2014 Bookmobile Service Review for information;**
- 2. Approve the cancellation of Request for Tender 25614-07008-T01 for the supply and delivery of one bookmobile; and**
- 3. Direct staff to participate in a re-tendering process for a vehicle for a mobile library with options for front or rear engine design.**

CARRIED

3. MAIN LIBRARY FACILITY PLANNING UPDATE

OPLB-2014-0083

Chair Harder noted that the Board advised that the \$70M Option 3 wasn't affordable. She pointed out that the project had momentum and that everyone has been working hard following the very complex motion with numerous component parts; which was approved in July. The Board received excellent media coverage on the file following that meeting, and the media and the public have been very supportive to the Board's plan. She noted that a lot of activity is underway, consisting of a small team of Board Chair Harder, Danielle McDonald, Chief Executive Officer, Elaine Condos, Division Manager, Facilities and Fleet, as well as City staff in Real Estate, Partnership and Development Office (REPDO). The Chair mentioned that the Motion also generated interest in the industry and noted that a well-defined RFP process and business plan would be needed. She highlighted the following:

1. External resources will be engaged to help manage this phase of the project. The scope of work will include:
 - Assistance in coordinating information being gathered on Option 4;
 - Development of a business case to compare all options so that the Board can make a recommendation to Council in 2015 on how to modernize the Main Library; and
 - RFP will go out in the next few weeks on MERX. Could have gone with a standing offer but wanted best approach due to interest and this is a unique opportunity. To have someone experienced overseeing the work at Library and City to oversee the business case. Need expertise in different and innovative P3 thinking.
2. Other work will include:
 - Standard response to deal with project interest:
 - o A standard response to inquiries has been prepared because of

the interest coming forward on a possible P3 project;

- Project Resources: Plans are underway to increase OPL resources on the project. The CEO will be working to free up Elaine Condos and she will report back at next Board meeting.
- Communications:
 - o Chair has been keeping City Manager *and Mayor* updated on work being done
 - o Verbal updates will *continue to* be given at monthly Board meetings

3. Next steps for the next term will include:

- To get this project on the Term of Council priorities. (Construction may not happen in the next term but the planning proportion will.);
- For the RFP, the work will be done within the \$180, 000 envelope;
- Asking staff to start the procurement process now.

In response to a question from Trustee Armit regarding other libraries having been built through the P3 process and what lessons can be learned, Chair Harder advised that the number one priority is to get the RFP out. She noted that Halifax did an exceptional job working with the community and pointed out that customer satisfaction has shown the City of Ottawa's library having 90% support. People are excited and talking about what type of collaboration this could be. A solid business case is essential and success will be measured. She stated that public outreach would be part of this and referenced the meeting with the Friends of the Ottawa Public Library (FOPLA) president with the Chief Executive Officer about their advocacy and outreach planning.

Chair Harder concluded by saying that more information will be coming forward as this moves along and that it will include various people. She encouraged them to play a role and to talk to neighbours, etc.

MOTION No. OPL 20140908/6

That the Ottawa Public Library Board receive the verbal update for information.

RECEIVED

4. 2013 FINANCIAL STATEMENTS

OPLB-2014-0084

MOTION No. OPL 20140908/6

That the Ottawa Public Library Board receive the 2013 Ottawa Public Library Board Financial Statements.

RECEIVED

5. Q2 2014 FINANCIAL REPORT

OPLB-2014-0085

MOTION No. OPL 20140908/7

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

RECEIVED

Danielle McDonald, Chief Executive Officer noted they are tracking in the right direction. According to the numbers at the end of August, they will come in on

budget with a slight surplus. The Q3 report in November will give the Board a much clearer sense of that.

ADJOURNMENT

MOTION No. OPL 20140908/7

That the Ottawa Public Library Board meeting be adjourned at 17:45.

Chair

Recording Secretary

REFERENCE: OPLB AGENDA , ITEM B: CHAIR'S VERBAL REPORT

**Chair Jan Harder
Verbal Update
Ottawa Public Library Board Meeting
8 September, 2014**

I wanted to start my update by introducing to you the new Ottawa Public Library Board Assistant, Ms. Julie Tremblay. Ms. Tremblay comes to the Board from the City of Ottawa's City Clerk and Solicitor's office. She most recently was the Assistant on the Planning Committee and I have had the pleasure to work with her and know that she will be a welcome addition. Her skills will be put to good use as we transition to the new Procedure By-laws following Robert's Rules of Procedure. Julie will be reporting to Anna Basile, Program Manager under Danielle McDonald's leadership. We are very pleased to have Julie with the Board and look forward to working with her. Welcome.

I would now like to take this opportunity to update the Board on a number of items.

e-Book Advocacy Report

Leading from the direction provided by the Board motion passed at the 7 July 2014 OPL Board meeting, the Ottawa Public Library has sent 300 letters to libraries across Ontario urging them to participate in a campaign to highlight the issues faced by libraries when purchasing eBooks to the relevant provincial and federal ministries and the Competition Bureau of Canada.

OPL has received letters of support from large and small libraries alike as we move to investigate an Ontario-wide solution to creating sustainable eBook purchasing terms and conditions for libraries.

OPL has met with the Competition Bureau in July 2014 and has a meeting scheduled with Kevin Finnerty, Assistant Deputy Minister of Tourism, Culture and Sport in September.

OPL has also been working with Toronto Public Library to determine the next steps in a joint strategy to raise awareness of eBook availability and to promote advocacy for

changes in purchasing terms for libraries to culminate in an Ontario wide campaign. The Toronto Board has the same strong commitment to affecting change on this file as we do. I have asked staff to provide the Advocacy responses to the Board. A package will be put together that will be simple and will be posted to the website.

More information will be forthcoming in October as the concrete details of the campaign are developed.

Beaverbrook Branch Re-Opening

The Beaverbrook branch reopened on August 6 after being closed 18 months to turn the 10,000 square foot branch into a 24,000 square foot space. OPL celebrated the beautifully expanded branch on August 23. I was there, along with Mayor Watson, Danielle McDonald, Councillor Wilkinson, Councillor Hubley, Carleton Mississippi Mills MPP Jack MacLaren. Also in attendance were OPL Board Trustees David Gourlay, Amelita Armit, André Bergeron and Jim Bennett.

On the day the branch opened, a time capsule was filled by the local history group: Elinor Montgomery, Pat Skarzynski and Nancy Cain.

The time capsule, to be opened in 25 years, included:

- Items regarding the history of library services in Kanata;
- Cards with information about what the Teen Advisory Group thought future youth would be reading, watching, and playing;
- A picture of current City Council;
- A copy of Councillor Wilkinson's newsletter;
- A children's book written by a local author; and
- A picture of current OPL Board.

Building or expanding a library is no small feat and it is a job that requires many hands. The following key people involved in this project were thanked during the ceremony.

From Moriyama and Teshima, architects

- Ajon and Jason Moriyama
- Emmanuelle Van Reuten

From R.E. Hein Construction, general contractor

- John Woroschuk

- Peter Pilson

City of Ottawa

- Brian Clifton, Public Works
- Sue Korwin, Public Works
- Philip Piazza, Infrastructure Services
- Paul Hussar, Infrastructure Services

Site partners

- Ottawa Carleton District School Board
- Kanata Art Gallery
- Kanata Seniors Centre

The Friends of the Ottawa Public Library Association

The Ottawa Public Library Staff

- Donna Clark, Manager
- Karen Beiles, Coordinator
- Elaine Condos, Division Manager of Facilities
- Richard Stark, Manager of Facilities Development

I'd like to take this opportunity to thank every person behind the scenes who organized the celebration, from the staff who picked up the cake, to the ones who made sure the branch was spic and span – each of you helped make the event a success, and for that, I thank you.

- Agnes Ballner
- Anna-Maria Basile
- Livia Belcea
- Greg Bertram
- Laura Cameron
- Julia Chesseman
- Rheal Doucette
- Elizabeth Fosbery Richardson
- Beth Goslett
- Anna Gracey
- Gillian Hurlow
- Gillian Johnston
- Ethel Li
- Kimm Marion
- Surrinder Masonde

- Rosemary Morrison
- Lise O'Connor
- Sandra Pavezka
- Eva Pigeon-Seguin
- Christy Pitcher
- Catherine Raven
- Sheri Rowland
- Reta Sarvaria