

**READ Rosemount
Meeting #31
Final Minutes
Tuesday, August 15, 2017
Time: 7 - 9 pm**

Location: Plant Recreation Centre, Booth Room

Present: Josh Nutt (Chair), Emily Addison, Bonnie Campbell, Barb Clubb, Paulette Dozois, Deirdrie Foucauld, Linda Hoad, Larry Hudon, Carol Lethbridge, Fiona Mitchell- Gougeon (Assistant to Councillor Jeff Leiper). Marty Plaine

Regrets: Christine Burke, Blaine Marchand, Lindsay Setzer, Richard Van Loon.

1. **Welcome:** Josh welcomed the group and thanked Deirdre for booking the room once again.
2. **Agenda:** The agenda was approved as circulated.
3. **Minutes Approval:** The minutes of July 17th were adopted with one typo change. Larry Hudon and Carole Lethbridge were thanked for taking excellent minutes. Moved: Dozois/Hoad **Carried**
4. **Update from Chair and vice chairs.** See Item 5 below.

5. **READ Strategic Planning**

a) **Strategic Communication:**

OPL Chair/Councillor Tim Tierney: Chair Josh reported that he had been unsuccessful in reaching Councillor Tierney by either email or phone. The group suggested that he arrange drop in to the Councillor's office.

Action: Josh to visit Councillor Tierney's office.

Councillor Jeff Leiper: Paulette noted that the councilor has indicated that if the Rosemount business case is solid he will accept either recommendation: rebuild or renovate. The group decided that a meeting be set up with Councillor Leiper to check-in, update him, and discuss the challenge of funding urban infrastructure.

Action: Fiona will try to determine the Councillor's availability in the next few days.

Action: Josh to meet with Councillor Leiper.

Action: Josh to follow-up with some additional strategies for contact including discussion of including Rosemount in the Sec 37 community fund the Councillor is establishing.

Councillor Catherine McKenney: Chair Josh reported that Councillor McKenney remains supportive but that her first priority is the new central branch and she believes that the location of the new central branch will have an impact on the location and development of Rosemount. She continues to encourage READ to push for a Rosemount solution.

Hintonburg Community Centre: Linda, Paulette and Emily A reported that the Hintonburg CA board had passed a motion supporting a new build as an extension to the HCC. It has been determined that there is enough room for a two story building:

Action: Josh will formally communicate this to Councillor Leiper.

b) **Attendance at OPL Board Meetings:** it was confirmed that both summer meetings of the OPL board had been cancelled. The latest information is that the [next ones](#) will be: Sept 5, Oct 10, Nov 7, and Dec 5. Note always check the OPL website.

Note: Since the READ August 15 meeting, READ has been advised that the RO business case report will likely not be presented until the October meeting.

Agreed that READ will make a presentation at the above meeting and the presentation will be determined by what the report says.

In preparation, we reviewed the response options prepared by Larry Hudon and Carol Lethbridge (included in the July minutes). A revised version will be prepared and the secretary will send out to the "Mtg Attendees" email list.

Action: revised RO business case response to be sent out.

Action – Josh and Emily to arrange for a large contingent from READ to attend the September and October OPL Board meetings. Josh will send out a reminder to READ group members.

Action: Josh to communicate with OPL's Monique Désormeaux re the RO business case report and confirm date of presentation.

c) **Advocacy letter:** the letter previously circulated was reviewed.

Action: Chair to finalize and send out making sure to include Ms McDonald, Ms Désormeaux and City Manager Steve Kanellakos in the cc list.

d) **Catchment Boundaries:** Fiona reported that she had investigated and that the current RO catchment boundaries are: E: Bronson; S: Carling; NW (n. of Richmond): Royal/Dominion; W: Tweedsmuir. The western boundary does not seem correct. Some believe it is Churchill or Golden or Roosevelt. Note: the Kitchissippi ward western boundary is Maitland/Sherbourne.

Action: Chair to review with Ms Désormeaux

e) **Winnipeg Public Library redevelopment strategy:** B. Clubb reported that she had just returned from vacation in Manitoba and while there learned about the major redevelopment strategy of the Winnipeg Public Library for its urban core libraries that is underway. She distributed a copy of an email from the Chief librarian as well as links to information for each project and a preliminary chart detailing each project. She is still awaiting some additional information but reported on what she had learned so far.

* **Population:** Wpg 704K; Ott 960K (2015)

* **Number of Branches:** Wpg 20; Ott 33 (2015)

* **Total Sq Ft:** Wpg 342L sf; Ott: 450K Sf (2015)

* **% leased:** Wpg 19%; Ott 22%

Winnipeg is completely redeveloping **one** urban branch (St Vital); completely replacing, relocating and expanding **three** other urban branches (River Heights, Transcona and Windsor Park) and expanding **two** Carnegie branches (St. John's and Cornish) neither of which does as much business as RO. With the exception of the Carnegie branches (1915) all the other branches were built in the 1960's. Winnipeg has solved the financing of the redevelopment of its branches and continues to build new branches in new development areas. There should be lessons that Ottawa can benefit from.

Action: BC to complete Winnipeg Public Library report.

f) **Review of Rolling Action Plan:**

Action: Chair will review the rolling action plan with secretary and report back at the September meeting (Sept 7).

6. Advocacy, Media, Outreach and Research

a) **OPL Branch Statistics for 2015:** B. Clubb referred to the most recent of the draft statistics that she and Deirdre Foucauld had been working on. They referred to the documents that had been circulated. This includes a summary document as well as a six page spread-sheet of the detailed statistics which also indicates sources for the information.

Highlights include:

- **Age:** RO is 99 years old, last expanded in 1936 and last renovated in the 1980's
- **Circulation/SF:** RO is HIGHEST (up from 3rd in 2014)
- **Seating:** RO has vastly fewer seats than comparator branches
- **Public Access Computer workstations:** RO has vastly few workstations than comparator branches
- **Meeting Rooms:** RO has NO public available meeting rooms; 25 other branches (including several rural branches) have such meetings rooms.
- **Size:** RO ranks 21st in size and has only 1.35% of the total real estate. Similar branch real estate range from 3.7% to 4.38%, RO has the 13th highest total circulation of all branches.
- **Visits/SF:** RO is 3rd highest
- **Cardholders:** RO serves more than 40K with a cardholder count of almost 16K; this is 8th highest in all the catchment areas; RO has the 10th largest catchment area by population.

There is still some work to be done on seating for comparator branches; once that is completed the stats will be finalized and made available to meeting attendees and can be posted on the READ website.

Action: DF and BC to complete statistics report.

b) **Media:** Blaine was away. Deferred to September

c) **Website and social media:** Josh will send out some FB posts. The website continues to be modified and updated. We await further input from Jeanette Rule.

7. Financials. Treasurer Dozois reported that all bills are paid up to date, including room rentals and that the balance in the bank is \$75.00

8. Future Meetings.

The next READ meeting will be held **Thursday, September 7th** at the Plant RC.

Meetings for remainder of year are scheduled for:

Monday, October 16 (one week later due to Thanksgiving)

Monday, November 13

Monday, Dec 11.

Note: the dates are subject to change due to OPL board meetings, the Library/City Budget debates and the timing of the presentation of the OPL RO business case.

Attached: Rolling Action List

READ Rosemount Rolling action plan

Agenda #	Topic	Action	Status
August 2017			
#5	T. Tierney	Josh to drop into his office.	
#5	J. Leiper	Fiona to check Councillor's schedule re mtg with READ Chair	
#5	J. Leiper	Josh to meet with Councillor Leiper	
#5	Strategy	Josh to develop additional strategies including speaking with J. Leiper re section 37 funding for RO.	
#5	HCC	Josh to communicate HCC board decision re RO expansion on its property	
#6	RO Bus Case	Revised version to be sent out.	
#5	OPL Bd Mtg	Josh and Emily to encourage as many attendees to OPL Board meeting where RO business case is presented	
#5	RO Bus Case	Josh to communicate with M. Désormeaux re timing	
#5	Adv Letter	Josh to finalize and send and ensure posting on website etc.	
#5	Winnipeg PL	BC to finalize report	
#5	Rolling Action Plan	JN and BC to review and revise	
#6a	Statistics	DF/BC to finalize for distribution and posting	
July 2017			
#5	OPL relations	Josh to ask to meet with OPL board chair re management and decision re Rosemount	
#5	Councillor	Josh to update Jeff Leiper re McKenney's staying positive and supportive on READ's objective of new build	
#5	OPL Mtg	Josh and EA to arrange for large contingent of READ to attend the Sept and Oct OPL Bd mtgs	
#5	Hintonb. CC	EA to measure available square footage at HCC	
#6	Stakeholders	Josh to draft update letter to stakeholders	
#6	Councillor	Larry and Carole to attend next Leiper constituency pop-up and to create a draft backgrounder and update for August Mtg.	
#10	Postal code data for RO	Josh to request OPL for data on clients with postal codes from the RO catchment area that are consuming services at other branches.	
June 2017			
#5	Business case	JN and EA to get confirmation on catchment area boundaries.	
#5	Business case	JN to clarify when the final board decision on Rosemount will be made.	
#5	Business	JN and executive to prepare for possible presentation to OPL Sept 5 th Board meeting.	
#5	Sites	EA to send new sites/site information to Monique Désormeaux as appropriate.	
#7	Stats	DF/BC to prepare report for coordinating committee	
#7	Website	Barb, Josh and Jeanette Rule to meet.	
May 2017			
4	Sec 37 Funds	Emily to follow-up with Councillors Leiper and McKenney re use of Sec 37 funds for libraries such as Rosemount	
4	Various	Josh to find out about OPL timelines for study, a mtg between OPL and READ and additional information on the business case consultant Jeff Sward	
4	Business Case	Fiona to find out Terms of Reference for the Business Case	

5	Strategic Action Plan	Sub group to be formed to prepare response to Business Case when it is released; volunteers to date include Josh, Richard, Emily, Larry, Marty and Barb; Josh to call first meeting when required.	
	Future Mtgs	June 12, Jul 17 and Aug 21. Fiona to book rooms for these dates	Deirdre has booked Plant
April 2017			
8e	OPL Corporate Work Plan	ALL to read.	
March 2017			
5a	Stats	BC to request Ont Library Bds Association for more information on their data project	
February 2017			
5.d	Lib touring	Barb and Emily to continue planning	
5.f	Song Contest	Barb and Josh to finalize posting	
January 2017			
8	Fundraising	RVL/JN to ask OPL re fundraising for Rosemount	
December 2016			
5	Budget follow-up	RVL or representative to send letter to Councillor Leiper re the tender documents for the RFP for business case	
5	Budget follow-up	B. Clubb to contact the Ottawa Community Foundation and OPL Friends re setting up a fund for Rosemount	
November 2016			
October 2016			
5.b	Endorsement	Action: Linda will raise the subject with the Westboro CA.	
5.f	OPL data request	Action: DF and EA will work on refining data received	
5.g	Island Park	Action: L Hoad will follow up on questions and endorsement	
6.c	Data Analysis	Action: Data group and EA and DF will work on data analysis.	
6.c	Data	Action: Councillor Leiper and Fiona Mitchell will forward any statistics they receive	
6.3	Song Contest	Action: DF will send letter of thanks to submissions.	