

READ Rosemount

**Meeting #28
Final Minutes**

**Monday, May 8, 2017
Time: 7 - 9 pm**

Location: Plant Recreation Centre, Booth Room

Chair: Josh Nutt

Secretary: Marty Plaine

Present: Paulette Dozois, Blaine Marchand, Deirdre Foucauld, Linda Hoad, Bonnie Campbell, Rick Van Loon, Emily Addison, Larry Hudon, Carol Lethbridge, Fiona Mitchell, Marty Plaine, Josh Nutt (Chair)

Regrets: Barb Clubb, Lindsay Setzer, Chris Burke

1. **Welcome** and introductions by Josh
2. **Agenda:** Two items were added to the agenda: Discussion of Monday vs. Tuesday meetings in the summer; Discussion about Blaine's next article.

Moved by Emily A and seconded by Paulette D, the revised agenda was approved.

3. **Minutes Approval:** from meeting, April 10

Moved by Blaine M and seconded by Richard VL, the notes were approved.

4. **Update from Chair and vice chairs**

Chair Josh Nutt gave a quick review of READ's relationships with community associations. He has been in touch with Karen Wright, president of the Civic Hospital group. While they remain supportive of READ, they are stretched thin with other commitments. They ask to be kept apprised of news of READ activities and involved in READ "asks" of the OPL, Council, etc.

Regarding locations for a new library, Josh has been in communication with Ben Jolliffe about the possibility of his church as location. Josh shared the Rosemount site documents with Ben and has put him in touch with Danielle, CEO of the OPL.

Fiona asked READ for a list of major points, in bullet form, for our councillor Jeff Leiper for the next ward meeting. Josh provided info about READ's consultations, the need for adequate space and appropriate location for a new library branch, community engagement.

Josh mentioned that he met with Rosemount librarian, Jennifer Johnston. He presented her with the gift of the Miriam Bloom book (2 copies), *An ABC of Ottawa* for the use of the Rosemount staff. Josh shared photos of the gift on READ's social media.

Josh provided an update on the section 37 funds that are tied to the new development at the old Trailhead location in Westboro. Councillor Leiper informed Josh that the money is already earmarked for affordable housing and getting water into Lion's Park. Josh led a lively discussion regarding land-planning practices and law, and how and under what circumstances funding may be available for community projects (such as Rosemount library). Linda said that a new report is due soon from the city's planning committee. She will send the report to Josh as soon as it is available.

Action: Emily Addison said she would follow-up with Councillors Leiper and McKenney about future section 37 money, and whether it could be used for a library in the future.

Josh also reported Councillor Leiper met with the consultant ([Jeff Sward](#)) who is overseeing the business case analysis. Fiona assured us that the consultant received materials that outlined READ's analysis based on research and community consultations: the need for space, appropriate location, suggestions of exploring partnerships, comparisons with Ottawa libraries with similar catchment populations, and statistics. Fiona described the meeting as being positive and that OPL is still early in the business-case process. Fiona mentioned that there was interest by the OPL and the Consultant in setting up a meeting with READ.

There were questions from Larry and others about the timing of the consultant's report, the terms of reference and statement of the scope of work. Emily expressed concern about the possible timing of the report. She questioned how the timeline might put a squeeze on READ to prepare an adequate response. Richard expressed concern that the terms of reference do not call for the consultant to meet with READ. Most who were present echoed these concerns.

Action: Josh will follow-up regarding: OPL's timeline, a meeting with READ, and information about the consultant.

Action: Fiona will follow-up with Councillor Leiper about getting a copy of the consultant's terms of reference.

5. READ Strategic Planning: Update

a. **Report of OPL Board April meeting** and communication with OPL Larry, Linda, and Paulette attended.

b. **OPL Business Case:** update. See above (the discussion of the status of the OPL business case took place during the Chair's update).

c. **Relocation sites update.** Sites for a new library were discussed. The sites included the lot next to Daniel O'Connell's Irish Pub (currently a parking lot) and the post office depot at Parkdale and Wellington. Site suggestions will be passed along to city planner who, it is expected, will pass them along to the consultant Jeff Sward. Fiona will look into options involving the Bethany Hope Centre.

d. **Need for READ 2017-18 Action Plan.** There was a lively discussion of timing and the strategy for preparing the Action Plan. While it may seem premature to prepare the Plan before READ knows of the results of the OPL's exploration of a business case, the preparatory work will be considerable. Emily pushed for getting some work underway: this would include organizing updates and compiling statistics. Linda suggested that a subgroup be struck to do the preparatory work. Josh, Richard, Emily, Larry, and Marty volunteered.

Action: Sub-group will begin to develop a presentation plan to present to the OPL Board when the business case is complete. A contingency plan will also be developed for if the business case is unsatisfactory.

e. **Fundraising.** Several people said they found the presentation by Barb McInnes, former president and CEO of the Ottawa Community Foundation, enlightening and useful. It was agreed that formal fundraising for a READ library is not appropriate at this time, but will be a future activity when there is a specific project. There was agreement that READ would not fundraise to support a renovation, rather it would oppose a renovation that didn't add more space. Members agreed that in the meantime, it would be useful to look what other groups or libraries did to achieve their fundraising goals.

e. **OPL Corporate Plan.** Linda attended the OPL Corporate Plan meeting where she raised issue of reaching out to vulnerable communities. This is something that Rosemount librarians do unofficially, based on their sensitivity and knowledge of our community.

6. Advocacy, Media etc +

a. **Advocacy,** outreach and research. General updates were provided.

b. **Statistics.** Deirdre has been using Access to Information requests to obtain the latest stats. She recently received new information and will report on this at the next meeting.

c. **Media.** Blaine has been looking into an article on the subject of how the Rosemount Library serves diverse communities including disadvantaged populations. The group brainstormed and discussed various approaches that would be respectful of library users who agree to speak with Blaine. The group shared various contacts with Blaine, so that he could find someone to interview for his story.

d. **Website and Social Media.** Josh has been using READ's FB and Twitter accounts. He noted that there were 7 responses to one of his tweets - proving that Twitter can be an effective way to stay in touch.

e. **READ at Artspark, May 27, and Prose in the Park, June 10.** READ will have a presence at both events. Marty suggested that READ contact the Friends of the OPL Association to see if they might donate children's books for READ to distribute at Artspark. Josh asked for volunteers to be present. Prose in the Park is sold out and READ will not be able to have a table.

f. **Seniors Tea.** This agenda item was raised because MP for Ottawa Centre, Catherine

McKenna, will be a guest at a seniors' tea at the Good Companions Centre. Some members thought this might be an opportunity for some of us to attend the tea and to approach the MP to discuss READ's position regarding a new branch library. However, there was strong opposition to READ intruding on this event. Richard pointed out that READ had met with her before the community consultations and so a follow up meeting makes sense. He suggested, and others agreed, that READ request another meeting with her. Fiona explained that local politicians at the federal, provincial, and municipal level met regularly to discuss issues affecting their constituents.

7. **Financials:** Linda reported that READ is in the black, with a bank account of \$113 and \$30 in petty cash.

8. Additional items

Meetings: It was decided to continue with monthly meetings through the summer period, even though some members may have conflicts with other community commitments.

The following dates were agreed to: **June 12, July 17, and August 21.**

READ will continue to make sure to have a presence at all OPL meetings.

Approved June 12, 2017

Prepared by

Marty Plaine
Vice-Chair

Rolling action plan

Agenda #	Topic	Action	Status
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	
April 2017			
5	Characteristics for site	Josh to make final revisions and circulate.	
6b	Business Case	Josh to send additional information to Fiona	
7b	Book Sales	Lindsay to find out about book sale at Devonshire School	
7c.	Prose in Park	Paulette to find out how READ can participate without a table	
8c	OPL Corporate Work Plan	ALL to read.	
10b	Andy Billingsley	Josh to send card of thank you	
10c	ABC of Ott	Josh to make presentation to Jennifer at Rosemount	
March 2017			
4	Annual Rept	Chair to send copy to OPL Bd Chair and Admin	
4	Elmdale	Chair to send note of thanks to organizer	
5a	Stats	BC to request Ont Library Bds Association for more information on their data project	
5b	Business Case	Fiona will request to be connected to OPL contract consultant	
5c.	Sites	Josh to pull document together listing sites and pros and cons of each	
6b	Schools Liaison	Lindsay to check with Devonshire re any planned book fairs	
6c	Community Liaison	Paulette to investigate getting READ tables at ArtsPark and Prose in the Park	
February 2017			
-5.a	Ann report	Josh to finalize and circulate final draft	Done
-5.b	OPL Bd Mtg	Emily and Linda H to attend March meeting	

5.c	Elmdale	Richard to contact organizers and provide information to Marty to coordinate	Done
5.d	Lib touring	Barb and Emily to continue planning	
5.e	Fundraising	Josh to enquire of OPL; Barb to enquire of Plant Pool; Richard to enquire of his contacts	
5.f	Song Contest	Barb and Josh to finalize posting	
6.b	Media	Blaine to review print and online versions of Newswest	
January 2017			
4	Business Case	Fiona to request Councillor Leiper for access to the RFP on the business case when issued	
5	OPL Bd Mtgs	BC to send out list of 2017 OPL Board Meeting dates	Done
5	Schools	Deirdre to seek out information on schools' book sales or 2017	On going
5	Business Case	RVL to request OPL administration for time lines for business case.	
8	Fundraising	RVL to seek information on fundraising from his contacts	
8	Fundraising	RVL/JN to ask OPL re fundraising for Rosemount	
December 2016			
5	Budget follow-up	RVL to send letter of thanks to OPL Board	Done
5	Budget follow-up	RVL to send letter of thanks to OPL Management	Done
5	Budget follow-up	RVL to send individual letters of thanks to Councillors Leiper, Tierney and McKenney	Done
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	
5	Budget follow-up	READ/RVL to assign representative to attend each OPL monthly Board meeting	Ongoing
6a	Media	B. Clubb to check on the Van Berkom and Marchand articles and post when found	done
6c	Sites	Addison to prepare submission on sites for OPL Management	done
6d	Songs	Dezois to get Eng permission; B. Clubb to post both submissions to website	
7	Comm Assns	Addison to draft letter to community associations	Done
10	Meetings	READ/RVL to assign representatives to attend Kitchissippi ward meeting on Jan 11.	Done
November 2016			
5	OPL budget	RVL prepare and circulate draft presentation	Done
5	OPL Budget	Member of Executive to call Kathleen Wilker	Done
6a	Kitch Times	Paulette to contact Judith Van Berkom re article	Done
6d	Sites	Emily to compile list of sites and send to OPL	In progress
October 2016			
5.b	Consultation follow up	Action: Josh and Emily will work on drafting the letter to groups.	

5.b	Endorsement	Action: Linda will raise the subject with the Westboro CA.	
5.b	Consultation follow up	Action: Josh will distribute the list of community groups to READ members for additions.	
5.e	Consultation follow up: schools	Action: Josh and Deirdre will draft an appropriate update letter, which will include offer from Richard to meet with those who are interested.	Done
5.e	Student Count	This will be dropped	
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.	