

READ

Rosemount (Library) Expansion and Development Group

Meeting #27, Monday, April 10, 2017

Draft Minutes

Hintonburg Community Centre, 1064 Wellington St. West

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Present: Josh Nutt, Chair, Emily Addison, Chris Burke, vice-chair, Bonnie Campbell, Barb Clubb, Paulette Dozois, Treasurer; Deirdre Foucauld, Linda Hoad, vice-chair, Larry Hudon, Carole Lethbridge, Rick Van Loon

Special Guests: Fiona Mitchell-Gougeon, Barbara McInnes, Ben Jolliffe

Regrets: Marty Plaine, Blaine Marchand

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1. **Welcome and introductions:** Chair Josh Nutt, welcomed all attendees. He acknowledged Councillor Leiper's office in facilitating the room rental.
2. **Agenda:** the agenda was approved with the following additions:
6.d. Future of Rosemount site: guest Ben Jolliffe
10.b. Andy Billingsley (add to both March and April minutes)
3. **Guest Speaker:** Barbara McInnes, former President and CEO of the Community Foundation of Ottawa was introduced by Rick Van Loon who said that she had been with the CFO 22 years and oversaw their assets increase to more than \$100 million. She is part of the Ottawa fundraising community and while not a fundraiser in the strict sense is very familiar with the fundamentals of fundraising. Ms McInnes indicated that READ had a very good case for asking for support. She said a good analogy was the Plant Bath (now the Plant Recreation Centre) in that it was community activism and some fundraising that got the facility saved and developed at the time of amalgamation. She also indicated that fundraising for RO could be good community building/awareness activity. Linda Hoad noted that the OPL/City commitment to rebuild was not yet confirmed. Ms McInnes said that pledge cards might be one way to go until there is a real fund and project to contribute to. She recommended talking with Dan Brunet at the CFO regarding how a RO fund might be set up or how to use an existing fund. It should be in cooperation with the Library and/or the Friends of the Library. She stressed that it is important to make it really easy for people to donate and know what they are donating for and to obtain a tax receipt. She also stressed that appreciated stocks were an excellent way for donors to give. It's a good tax strategy for the individual and can be given directly to the CFO and designated for the Rosemount project. The community foundation has a great deal of experience in dealing with these types of gifts. Linda Hoad asked about hiring a fundraiser. Ms McInnes said that it was really important to have a plan

all worked out before any public action was taken and if READ were to hire a fundraiser they should be on a fixed fee-never offered a % of funds raised.

4. **Minutes:** of March 10, 2017 were approved with the addition of Andy Billingsley to the attendees list.

5. **Update from Chair:** Chair Nutt introduced the penultimate version of a one-page document "Characteristics for a Future Rosemount Site and Library". A number of amendments were agreed to such as: western boundary for site would be Holland Ave; change subsidized housing to affordable housing; add words non-profit housing groups. This document is to ensure that we are speaking with one voice and to provide to consultants etc.

Action: Josh will revise and circulate.

The Chair also reported that he had followed up to thank Tracy for cooperating with READ at the Elmdale School Book Sale. He also sent the READ annual report to OPL-CEO Danielle McDonald and that she had responded that she was happy to continue working with READ.

6. **READ Strategic Planning:**

a. **OPL Board Meetings:** READ will continue to have representatives at each board meeting to maintain both a presence and connection with board members. It may also provide opportunities to talk with them.

For **Tuesday Apr 11th** will be Larry Hudon, Paulette Dozois and Carole Lethbridge.

For **May 9th** will be Linda Hoad, Larry Hudon and Carole Lethbridge.

For **June 13th** will be Josh Nutt and Emily Addison

b. **OPL Business Case:** Fiona reported that Councillor Leiper had an interview with the consultant doing the business case for Rosemount and that he would be encouraging the consultant to set up an interview/meeting with READ representatives as well. The Chair indicated that it was important that READ knows the terms of reference/criteria for the study so that there could be a successful dialogue on the issues. Fiona agreed that she will try to get it and will try to confirm when the meeting will take place. Vice-chair voiced a concern that READ is anxious for this information because previous related studies commissioned by the library were not well done and READ had no input into the report or the criteria for the report.

Action: Chair to send additional information to Fiona.

c. **OPL Corporate Plan for 2017:** Vice-Chair Hoad reported that she had reviewed the recently released OPL [Corporate Work Plan](#) and under Section B "Spaces for community, collections and creation" the following statement was included (B.ii.b) Rosemount Renovation:

Description: Investigation and the analysis of options for the renewal or new build of the Rosemount branch, a Carnegie library opened in the early 1900's [1918]. Given this is a 100 year-old facility, it is prudent to pause and conduct a comprehensive business case.

Objective: to fully investigate the advantages and disadvantages of investing in the current facility versus the feasibility of relocating to a new site. In order to inform the 2018 budget and the Board with respect to a decision on go forward.

(B.ii.a) Improvements to other branches include: Alta Vista, Blackburn Hamlet, Carlingwood, Centennial, Nepean Centrepointe, North Gloucester, Ruth E. Dickinson, St, Laurent and Sunnyside.

It was noted that many of the above branches have already had extensive renovations in the last 15 years.

d. **Sites for Rosemount library:** It was reported that the site beside the Marché was off the list and that the Knights of Columbus Hall on Gladstone just east of the Parkdale Church had been sold.

d. **Presentation by Minister Ben Jolliffe.** Mr Jolliffe is the head of the Resurrection Church currently meeting at the Orpheus building in Hintonburg. They are looking for a permanent home-one that would be open all week round for community needs and events, not just for church activities. The church really wants to help contribute to the neighbourhood and are definitely interested in possibly purchasing the Rosemount library site and building. It was recommended that Mr Jolliffe meet formally with OPL representatives who could advise him how best to proceed.

7. **Follow-up Business**

a. **Attendees at future OPL board meetings:** See item 6a.

b. **Schools Liaison:** No current action required except Lindsay Setzer to check on possibilities of any booksales at Devonshire school.

c. **Community Liaison:** Paulette advised that *ArtsPark* will be May 27 and READ has a table; *Prose in the Park Literary Festival and Book Fair* is June 10 in Parkdale Park and there are NO TABLES LEFT. Final Decisions on what to have at the tables to be made at May READ meeting. Could be book marks and annual reports.

Action: Dozois to advise on how READ might participate in Prose in the Park in June.

d. **Library Touring of OPL branches:** plans to be finalized at June READ meeting.

8. **Advocacy, Outreach and Research:**

a. **Statistics:** 2015 OPL statistical information has been received, entered into the database and reviewed. A number of errors and data omissions were detected and we are just waiting on that additional information to come from OPL. Following that the "Info Poster" will have to be revised with the new information. The complete (or complete as possible) information should be ready for the committee for review at the June meeting.

b. **Media:** A great article on kids using the Rosemount library was written by Blaine and published in the March issue of [Kitchissippi Times/Newsweek](#). Future articles will include features on other OPL branch renovations and also stunning branch libraries in other parts of Canada. Additional ideas welcome. Please send to Blaine Marchand. All these articles are posted on the READ website for convenient access.

c. **OPL 2017 Corporate Work Plan:** Vice-Chair Linda Hoad urged us all to read this OPL Board document (see also item 6b). [Here is the link](#). In particular she noted that it talks a lot about outreach and fostering community partnerships. READ should align its work as closely as possible to the relevant sections and wording of the OPL corporate plan.

ACTION: all to read OPL corporate work plan

Website and Social Media Report: The annual report has been highlighted on the READ home page. Planning is underway to make the photos on the website more immediately accessible by flattening the menu structure where possible.

9. **Finances:** no report but we are still solvent.

10. **Other Items:**

a. **Mechanicsville AGM:** Christine Burke reported that it will be held Tuesday, April 11, 2017 at the Innovation Centre. She will report on Rosemount and will be supplied with bookmarks (Emily), table posters (BC) the annual report and additional statistics (BC). All are welcome to attend.

b. **Andy Billingsley:** has resigned from the meeting group but would like to continue to receive the minutes so that he can keep the Civic Hospital Neighbourhood Group informed of what is going on.

Action: The Chair will send a card of thank you for Mr Billingsley's service.

c. **An ABC of Ottawa:** To build connection with the Rosemount Library and its staff it was agreed that we would all chip in to purchase 2 copies to be presented to Jennifer Johnson at the Rosemount branch for the exclusive use at the branch. The OPL already has 10 hard-bound copies in circulation and the Carlingwood Branch has its own copy donated by the author because they are the L is for Library page.

Action: Josh will seek a suitable time to make the presentation in person at the Branch.

Dates of next READ meetings:

Monday, May 8th, 2017

Monday, June 13th, 2017

Submitted by

B. Clubb, Secretary

Approved:

Attached: Rolling Action list

Agenda #	Topic	Action	Status
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 booksale at Devonshire Sch.	
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 Berkem and Marchand articles and post when found	done
6e	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 Berkem 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.	

