

READ

Rosemount (Library) Expansion and Development Group

Meeting #26, Monday, March 13, 2017

Draft Minutes

Hintonburg Community Centre, 1064 Wellington St. West

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Present: Josh Nutt, Chair, Emily Addison, vice-chair, Barb Clubb, Paulette Dozois, Treasurer; Larry Hudon, Carole Lethbridge, Jay Lim, Blaine Marchand; Jeanette Rule, Lindsay Setzer, Megan Therrien (Dalhousie CA) and daughter Abigale (four weeks less 1 day).

Special Guest: Fiona Mitchell-Gougeon

Regrets: Christine Burke, Marty Plaine, Deirdre Foucauld, Linda Hoad, Richard Van Loon,

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1. **Welcome and introductions:** Chair Josh Nutt, welcomed all attendees. He thanked Fiona for facilitating the room rental.
2. **Agenda:** the agenda was approved as circulated with the correction of the date and item numbering and the addition of: events under #7 the Marion Dewar and ABC books under #9
3. **Minutes:** of February 13 2017 were approved as circulated.
4. **Update from Chair:** Chair Nutt reported that the READ 2016 annual report had been completed and it will now be posted on the website, FB page and Tweeted and blogged out.
Action: The Chair will send a copy of annual report to OPL CEO Danielle McDonald, Monique Desormeaux and OPL Board Chair Tim Tierney.
The chair noted that READ had had a presence at the Elmdale School annual booksale (which reported a record sales income).
Action: He will send a formal note of thanks for their cooperation.
He also congratulated READ committee member Megan Therrien on the arrival of her second daughter Abigale whom she brought to the meeting.
5. **READ Strategic Planning:**
 - a. **Report of OPL Board Meetings:** Richard Van Loon, Carol Lethbridge and Larry Hudon attended the Feb 8th special meeting as noted in February minutes. VP Hoad sent a report on her attendance at the Mar 7th OPL board meeting which the OPL chair noted was the shortest on record and consisted largely of OPL board members' reports of attendance at recent conferences in Toronto. The reporting trustee noted the work of the Ontario Public Library Boards' Association on metrics, data and public opinion surveys, 10 year longitudinal data and their ability to do custom reports. The OPL board also voted to disband the ad hoc board committee on the new main branch. No other communication with OPL was

reported. **Who attended the Feb 14th meeting?**

Action: BC to request OLA for additional information about the OPLB's data collection and availability.

b. **OPL Business Case:** Fiona reported that OPL had selected a consultant from the City's standing offer list to do the Rosemount business case and that the contract had been signed. Jay said that it sounded like they had hired a cost consultant who would do a cost study (i.e. how much would it cost to construct a library of various sizes) and that the cost of land would likely not be included. He also said that the costs would likely be at a very high level ie. plus or minus 20%. READ is very interested in being consulted and needs to know the scope of "business case" and the statement of work. READ wants to make sure that the consultation data, the site information and all relevant statistics are made available to and considered by the consultant.

Action: Fiona will ask through the Councillor's office to be connected to the consultant.

c. **Sites for Rosemount library:** a list of sites has been sent to the OPL administration but no response has been received. Fiona noted that there had been initial, positive discussions between the councillor and the OPL board about co-locating with public/affordable housing. She will look into this again. Meanwhile new options keep coming up (e.g. German Catholic Church; OCH at Wellington and Parkdale; Canada Post parking lot at SE Parkdale and Wellington; Trailhead building at McRae and Scott). It was agreed that READ needs a comprehensive document listing the desirable characteristics of each possible site with the positive attributes and negative characteristics each possesses.

Action: Josh to pull together document from existing sources and add new possibilities and circulate to group.

6. **Follow-up Business**

a. **Attendees at future OPL board meetings:** Larry, Carol and Paulette to attend the April 11 meeting.

b. **Schools Liaison:** Deirdre sent word that St. George's Catholic School will be deciding on the date for their April/May booksale after March 21. Jeanette, whose children attend St. George's noted that their sale was quite different from Elmdale in that it was mainly for the children to buy books for themselves. It may not be as useful for READ to exhibit there but no final decision was made.

Action: Lindsay to check with Devonshire school re book fairs.

c. **Community Liaison:** Paulette advised that *ArtsPark* was May 27 and *Prose in the Park Literary Festival and Book Fair* is June 10 in Parkdale Park. Handouts, T-Shirts and animation activities were discussed but no final decisions were made.

Action: Paulette will investigate getting READ free tables at these two local fairs. Committee members should be prepared to sign up for table duty.

d. **Library Touring:** we would like this to happen in April or June (BC will be away in May).

e. **Fundraising for Rosemount library building:** deferred to next meeting.

f. **Song Contest:** material will be posted to READ website

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

a. **Statistics:** 2015 material received from OPL and CULC (Canadian Urban Libraries Council) is being entered into the READ database by Deirdre. Then it has to be proofed and analyzed and more information may have to be sought. The Info Poster will have to be revised. The information should be ready for the committee at the June meeting.

b. **Media:** Blaine reported that an article featuring an interview with local teens will be coming out in the next KT/Newsweek edition (not sure if print and/or online edition). Follow-up articles will feature other OPL branches that have been renovated and perhaps other stunning branch libraries in other Canada cities.

c. **Website and Social Media Report:** Agreed to put the annual report on the Home Page. The photos section of the website will be reworked so that the photos of other lovely/new and renovated OPL branches are more prominent and more easily found and other stunning branch libraries in other Canadian cities will be a new feature added.

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

9. **Other Items:**

a. **An ABC of Ottawa:** Barb noted that long time Kitchissippi resident (and her friend) Miriam Bloom (with Julie Mason) had completed a new, first-ever children's alphabet book set in Ottawa. The launch will be April 2, 2017 at Mrs Tiggy Winkle's Toy Store in Westboro, 315 Richmond Road, 2-5 pm. Mayor is coming at 2:30 and Councillor Leiper will be there at 3:30.

b. **Marion Dewar: a life of action**, by Deborah Gorham. This new book about one of Ottawa's best loved Mayors will be the topic of an event at St. Basil's Church on Thursday, March 23, 2017.

Dates of next READ meetings:

Monday, April 10, 2017 (Easter Monday is April 17)

Monday, May 8th, 2017

Monday, June 13th, 2017

Submitted by

B. Clubb, Secretary

Approved:

Attached: Rolling Action list

Agenda #	Topic	Action	Status
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
6e	Sites	Addison to prepare submission on sites for OPL Management	done
6d	Songs	Dozois 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.	