

READ

Rosemount (Library) Expansion and Development Group

Meeting #25, Monday, Feb 13, 2017

Final Minutes

Hintonburg Community Centre, 1064 Wellington St. West

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Present: Josh Nutt, Chair, Emily Addison, vice-chair, Bonnie Campbell (Westboro Beach CA), Barb Clubb, Paulette Dozois, Treasurer; Deirdre Foucauld, Linda Hoad, vice-chair and HCA; Larry Hudon, Carole Lethbridge, Jay Lim, Blaine Marchand; Marty Plaine (Vice-Chair), Lindsay Setzer, Rick Van Loon (past chair)

Regrets: Marty Plaine, Councillor Jeff Leiper, Fiona Mitchell-Gougeon

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1. **Welcome and introductions:** Josh Nutt, our new chair welcomed all attendees. He thanked Linda Hoad for again making the room reservation.
2. **Agenda:** the agenda was approved as circulated with the addition of fundraising under the financial report section #9.
3. **Minutes:** of January 16, 2017 were approved as circulated.
4. **Update from Chair and Strategic Planning:** The Chair noted that in response to READ's request for information Fiona Mitchell-Gougeon (Councillor's Leipers assistant) had advised that no new information was available on the timing or the content of the RFP for the Rosemount business case, and that the OPL staff was very busy at this time with work related to the new main branch. It was also noted that discussions around the council vote on the new main library had included the possibility of a small downtown branch in City Hall to serve Centretown residents-the Mayor is in favour of this. Concern was expressed even though READ has been assured that the new main branch would have no impact on Rosemount, both developments could influence the size of any future Rosemount. Past Chair Van Loon said that he had attended the library board meeting the previous week, that it was a good opportunity to talk to staff informally face-to-face, and stressed that READ should be represented at all OPL board meetings in the coming year. It was also noted that the statistics in the Nanos survey on the location of the new main branch should be reviewed and monitored for accuracy. Agreed to continue discussion re working with OPL and Councillor Leiper at READ March monthly meeting. New member Jay Lim, introduced himself as an architect with Perkins+Will, who lives in the neighbourhood and whose children use the Rosemount library. He is interested in helping in any way he can.

5. Follow-up from previous meetings.
 - a. **Annual Report:** Agreed Chair Nutt would finalize draft of annual report and circulate for further input
ACTION
 - b. **OPL Board Mtgs.** Agreed that READ would have attendees at all OPL Board meetings in 2017. Emily and Linda are scheduled for March. ACTION
 - c. **School Liaison:** Deirdre reported that there was a booksale at Elmdale School where READ had had a sign-up table last year. The dates are Feb 23/24/25. Agreed that we would enquire and hopefully staff a table again to keep up community contacts. Richard will make contact and advise Marty Plaine for further action. Barb, Paulette, Josh and Emily offered to assist ACTION
 - d. **Library Touring:** Emily and Barb will prepare action plan and options. ACTION
 - e. **Fundraising:** Agreed Barb will get further information re Plant Pool fundraising from Diane Holmes . Richard will continue to pursue his contacts. ACTION
 - f. **Posting song contest** results. Josh and Barb to finalize. ACTION

6. **Advocacy:**
 - a. **Statistics:** New data for OPL for 2015 has been received (from the Canadian Urban Libraries Council) and is currently being entered into the Rosemount database. Information about meeting rooms and seating capacity for select branches is also under consideration for addition. Then it has to be proofed and analyzed and mounted on the website. Initially READ's information gathering shows that Rosemount has NO public bookable meeting rooms where all other branches at the same activity level all have them and some have additional smaller study rooms as well.
 - b. **Media:** future Newswest articles will focus on comparing Rosemount with two other comparable branch and in particular on the difference in teen services and spaces provided and illustrating with photos. Jay noted that it was likely that Rosemount teens (as well as other users) likely did not know what was available in other branches. Blaine will look further into Newswest articles in the print editions and online editions and how to best leverage each platform. ACTION
 - c. **Website and social media:** Website is up to date but needs to be reviewed-for further discussion at March meeting. Jeanette Rule is responsible for READ's Facebook and Twitter platforms. All to consider how all our electronic media could be strengthened.

7. **Finance:** no report. READ is solvent.

Dates of next READ meetings:

Monday, March 13, 2017

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
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	
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	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 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.	