

READ

Rosemount (Library) Expansion and Development Group

Meeting #24, Monday, January 16, 2017

FINAL Minutes

Hintonburg Community Centre, 1064 Wellington St. West

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Present: Rick Van Loon, Chair; Emily Addison, vice-chair; Bonnie Campbell (Westboro Beach CA), Barb Clubb, Paulette Dozois; Linda Hoad, vice-chair and HCA; Larry Hudon, Carole Lethbridge, Blaine Marchand, Ellen McRae, Greg Morrow, Josh Nutt, Hintonburg CA; Marty Plaine (Vice-Chair) Jeanette Rule, Megan Therrien (Dalhousie CA).

Special guests: Fiona Mitchell-Gougeon, Councillor Leiper's assistant,

Regrets: Deirdre Foucauld, Lindsay Setzer

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1. **Welcome and introductions:** The Chair welcomed all attendees in particular new attendees Greg Morrow and Ellen McRae, and wished everyone a happy new year. He thanked Linda Hoad for again making the room reservation. He noted that the READ handout to Councillor Leiper's ward forum on Jan 11, 2017 at the Innovation Centre was available.
2. **Agenda:** the agenda was approved as circulated with the addition of fundraising under the financial report section #9.
3. **Minutes:** of December 12, 2016 were approved with minor adjustments.
4. **Update from Chair and Vice-Chair:** The chair reported that he had written to: Councillors Tierney and Leiper to thank them for their work on the 2017 budget and their support of READ and the Rosemount library; to the Library administration inviting them to the January meeting. He noted that the deputy CEO Monique Désormeaux had indicated that she would not be able to attend the READ meeting nor address the issue of Rosemount until after Feb 8/17 (when the site location for the new central library will go to council following the OPL Board decision on Jan 31/17). She also advised that she didn't want to engage with the public until the RFP process was in place.
V-chair Emily reported that she had pulled together a list of sites for consideration and thanked those who had assisted her. They have been submitted to the OPL administration. She also advised that she had written to all the community associations in the catchment area to both thank and update them on progress to date. It was emphasized that READ wants to be fully consulted on the development of the business case for a new Rosemount facility and to see the RFP (request for proposal)
Action: Request Councillor Leiper to provide access to RFP for business case when issued.
Fiona Mitchell-Gougeon

Barb Clubb reported that she had attended Councillor Leiper's ward meeting on behalf of READ and made a brief presentation (see attached as separate document). She noted that the guest speaker had been City Manager Steve Kanellakos and that he acknowledged that all Canadian cities are dealing with the issue of how to renew facilities (e.g. libraries) in the urban core (where there are no significant development charges to be had). This is one of the first community meetings Mr Kanellakos has attended since his arrival back in the city in March. He acknowledged the presence of Ms Clubb.

5. **READ Strategic Planning-Action Agenda:** Following discussion it was agreed that during the next six months it was very important for READ to be actively working to accomplish its goals. This would include:

- Communication: Working closely with OPL Board and administration in a respectful and productive manner
- Communication: Asking Councillor Leiper to request the OPL administration for its time-lines relative to Rosemount (business case, budget, site evaluation and selection). Chair Nutt to work closely with Councillor Leiper's office.
- Communication: Reminding the OPL administration of how important the Kitchissippi library consultations had been in developing community consensus etc.
- Research: Continuing to examine the most current statistics (2015) to support the Rosemount case.
- Advocacy: Ensuring that READ has a presence at every OPL board meeting and making a presentation whenever possible.

Action: Secretary to list schedule for the 2017 OPL Board meetings on agenda. [Here is the link:](#)

Commitments so far include:

- January 31: Marty Plaine, Linda Hoad et al
- Feb 14: RVL, Carol Lethbridge, Larry Hudon, Dozois
- Community Associations: Maintaining communication with the Community Associations especially when there is something to report and/or when their support is required. We also need to get more liaisons for some of the CA's.
- Schools: Determining best way to keep the schools (students, administrations and parents) informed and involved. One suggestions was working with the book sales in the various schools.

Action: Deirdre to find out about book sales in schools in the catchment area

Action: RVL (as one of his last acts as chair) will write to OPL administration requesting the timelines for the business case.

6. **Follow-Up from previous meetings:**

a. Rosemount 99th birthday: This will happen in November. It was noted that it was the 99th anniversary of the building, not public library service in the area. This is all documented in the history article posted on the website. No concrete plans yet. Marty Plaine is the lead on this.

b. Song Contests: The plan is to post the entries on the website. This will be done shortly.

7. **Advocacy, outreach and research:**

- a. READ Annual Report: Josh volunteered to do a draft report covering 2017. The final version will be posted on our website/FB site etc and used as part of our communication strategy.
- b. Statistics Gathering: It was reported that most of the 2015 OPL statistics were now available through CULC (Canadian Urban Libraries Council) and that all the READ statistical documents would be updated. It was noted that in 2014 Rosemount was 3rd highest in circulation per SF and now according to the 2015 statistics, Rosemount is HIGHEST in circulation at 40.52 items/SF followed by Hazeldean (Kanata) at 33.48, Sunnyside (Ottawa South) at 27.92 and Emerald Plaza (East Nepean) at 26.21 and Elmvale Acres (St-Laurent south of Queensway) at 23.20. All other branches are below these numbers.
- c. Website and Social Media: website is using a new design theme which is more attractive and easier to display information.
- d. Library Touring: Agreed to try to organize two days of touring in May to the best branches. The information about other branch libraries on the website will be revised and expanded with new photos.
- e. Media: READ will continue to try to get articles in to Kitchissippi Times and Newswest and seek to use the online version of Newswest to better effect. This will include focussing on how Rosemount compares to other new/major renovated OPL branches in terms of size, spaces and seating and meeting capacity. We will also look into to providing articles/information to Apt613 electronic publications.

8. **Fundraising**: Agreed that READ would like to do fundraising for a new Rosemount but that any effort should complement what OPL and the Friends of OPL would be doing. It was also acknowledged that fundraising is not easy and requires a great deal of planning. It was agreed that Richard Van Loon would have some preliminary “chats” with his contacts in the fundraising world and that we would continue to pursue possibilities with FOPLA, Friends of the Ottawa Public Library and the Community Foundation of Ottawa. Also agreed that RVL or JN would ask OPL administration what their fundraising plans are for Rosemount.

Action: Seek preliminary advice on fundraising from contacts.

RVL

Action: Ask OPL what fundraising plans are for Rosemount

RVL/JN

9. **Succession Planning**: It was agreed that following the meeting, **Josh Nutt** would take up the position of chair and **Richard Van Loon** would stay on as past chair. The group welcomed Josh enthusiastically and profusely thanked Richard for his leadership, energy, enthusiasm and wisdom during the past 2+ years as chair.

10. **Dates of next READ meetings:**

Monday, February 13, 2017 (Family Day is Feb 20)

Monday, March 13, 2017

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

Submitted by

B. Clubb, Secretary

Approved:

Attached: Rolling Action list

Agenda #	Topic	Action	Status
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	
5	Schools	Deirdre to seek out information on schools' book sales or 2017	
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
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.	