

**READ Rosemount
Meeting #36
Final Minutes
Thursday, Feb 15th, 2018
Time: 7 - 9 pm**

Location: Hintonburg Community Centre, 1064 Wellington W. Lower level.

Present: Josh Nutt Chair, Bonnie Campbell, Barb Clubb, Paulette Dozois, Emma Kenny (Councillor Leiper's office), Linda Hoad, Larry Hudon, Carol Lethbridge, Blaine Marchand, Marty Plaine, Richard Van Loon.

Regrets: Emily Addison, Deirdre Foucauld, L. Setzer.

1. **Welcome:** Josh welcomed the group and wished everyone Happy New Year.
2. **Agenda:** The agenda was approved with the following additions: agenda items renumbered; item c (letter on infrastructure to election candidates) deferred to March; strategic action plan identified as item 6a.
3. **Minutes Approval:** The minutes of Jan 10 were approved with additional information under 4 re Emily Addison. Motion: M.Plaine/B. Marchand. Carried.

4. Update from Chair and Vice Chairs.

General: Chair Nutt reported that the advocacy letters had not been done and committed to doing in the next month. He reported that OPL Deputy CEO had responded to READ's letter offering advice and assistance on the upcoming community consultations. Her response included "*We will be working on finalizing the RFP for Architectural Services for this project in the upcoming weeks. The Architectural scope of work will definitely include requirements around public consultation. Once an Architect has been awarded the project, public consultation planning will begin in earnest. We are hoping the successful Architectural firm will bring additional experience to inform how we will conduct the consultation. We will review the READ's suggestions along with City and OPL's best practices in finalizing the process.*"

It was reported that Deirdre had completed the request for information #2 on the Beaverbrook kiosk service and it would go out on Friday; Paulette is still working on the request for information #1 on the OPL contract with Boxfish consulting.

Action: Chair to send letter(s) to OPL requesting a tour of the facility in particular the lower level and expressing our concern that early engagement with the community regarding renovations is important.

Action: B. Clubb to contact Ann Bailey, retired manager of Toronto PL who coordinated the new and renovated branch program.

5. READ Strategic Planning:

- a. **Strategic Action Plan:** Agreed that this would be discussed at the March meeting. All to review and forward any other items to B. Clubb for inclusion in the second draft. Items to be added include READ's participation in the City's Development Charge Bylaw review.
Action: L. Hoad to investigate how READ can participate.
- b. **Community Consultation on Rosemount renovations:** Following discussion the following action was agreed upon.
Action: Chair to draft response to M. Désormeaux memo stressing the need for significant involvement in community consultation; asking what the service strategy will be when the branch is closed or renovations; and asking that READ see a copy of the related RFP(s).

- c. **100th Anniversary of Rosemount at 18 Rosemount location:** OPL has advised that the 100th anniversary celebrations will be held April 21 rather than the real date of November as the branch may be under renovation in the fall. It will include a family fun fair. Concern was expressed that this date does not give much time for planning a suitable celebration for such a significant milestone. Others expressed that at this time there was little to celebrate. READ would like to use this opportunity to draw attention to the importance of the library to the community. A community mural was suggested as was a possible READ demonstration or advocacy event on April 21. The CAs could be invited to speak and/or send letters of support.
Action: M. Plaine to draft letters to BIA, Board and Council for review by committee.

Action: Chair to write to new ED of the BIA Dennis van Staalduinen, suggesting that the BIA partner with READ on this project. The BIA has a budget for events like this. He is very supportive of READ's work. Chair with the assistance of M. Plaine and P. Dozois to return to READ committee with a plan.

Action: Add ED to the READ contact list. DONE

6. Advocacy, Outreach and Research

- a. **OPL Comparative Statistics:** Final version of work of the Statistics group were reviewed. Agreed that the smaller document comparing Rosemount with six other branches and including pictures would be prepared for sending to the CAs to accompany the letter(s) and posted on the website.

b. **Annual Report:** Chair will send draft to committee members for review.

c. **READ website and social media:** Next deadlines for NW are Mar 2, Mar 30 and Apr 27. Possible topics include library infrastructure funding comparison between cities; how OPL provided service to Kanata north while the Beaverbrook branch was being expanded and renovated; comparative library branch statistics. Emma Kenny noted that there are additional ways to leverage social media using our Twitter and FB pages/accounts. The chair indicated that he would direct the social media strategy and could prepare a series of "content packages" for scheduled releases to keep the community engaged. He asked for back-up in this area.

d. **Elmdale School Booksale:** agreed that READ would not participate this year.

e. **FOPLA:**

Action: Chair to reach out to FOPLA with the annual report and statistics and invite them to a future event including a tour of the Rosemount branch.

f. **Councillor Leiper's Community Forum:** the Councillor's representative Emma Kenny advised that information on the next forum would be forthcoming shortly. READ would like to send representatives and possibly participate in some way.

7. Financials:

Action: Chair to write to CAs requesting \$50 from each of them, along with the annual report and statistics.

8. **Future READ Meetings.** The next meeting will be **Monday March 12**. It was suggested that perhaps the committee meet every 2nd month with executive planning sessions on the alternate months but no final decision was made.

OPL Meetings as per [OPL website](#):

Jan 16	Hudon/Lethbridge	May 8		Sept 4	
Feb 13		June 12		Oct 9	
Mar 13	Hudon/Lethbridge	July 10		Nov 13	
Apr 10		Aug 14		Dec 11	

Submitted by
Barb Clubb
Rolling action list to Feb 15, 2018 (Attached)

READ Rosemount Rolling action plan as of Feb 15, 2018

Agenda #	Topic	Action	Status
Feb 15, 2018			
#4	OPL	Chair to write to OPL requesting complete tour of Rosemount including staff areas AND expressing concern regarding community engagement/consultation for the renovations	
#4	Toronto PL	B. Clubb to contact Ann Bailey about TPL approach to renovations and new facilities etc.	
#5a	DC charges	Hoad to research how READ can participate in City review of DC charges as they relate to libraries and RO.	
#5b	Comm Consult	Chair to draft response to M. Désormeaux memo stressing the need for significant involvement in community consultation; asking what the service strategy will be when the branch is closed or renovations; and asking that READ see a copy of the related RFP(s).	
#5c	100 th anniversary	M. Plaine to draft letters to BIA, Board and Council for review by committee.	
#5c	100 th anniversary	Chair to write to new ED of the BIA Dennis van Staalduinen, suggesting that the BIA partner with READ on this project. The BIA has a budget for events like this. He is very supportive of READ's work. Chair with the assistance of M. Plaine and P. Dozois to return to READ committee with a plan.	
#6e	FOPLA	Chair to reach out to FOPLA with the annual report and statistics and invite them to a future event including a tour of the Rosemount branch.	
#7	Finances	Chair to write to CAs requesting \$50 from each of them, along with the annual report and statistics.	
Jan 10, 2018			
#4	Update	Post HCC craft fair photo (BC)	
#4	Mun Elections	Chair (JN) to coordinate information to councilors running again and all new candidates	
#4	Comm Consult	BC to get contact information for Anne Bailey	
#5	Info Request 1	Formal request for info on Boxfish consulting contract. (PD)	
#6	OPL Mtgs	Chair (JN) to follow-up on READ attendance for Jan, Feb and Mar and possibly beyond.	Done for Jan
Nov 13, 2017			
5	Strat Planning	Fiona to get more details on 10 year outlook for development charges for OPL and Rosemount.	
5	Strat Planning	Chair to set up PR and Outreach committee	
October 16, 2017			
5b	RO decision follow-up	Chair to request OPL for all supporting documentation related to business case	

	OPL Consultation	Chair and coordinating committee to keep watching brief on the proposed community consultations related to the renovation of Rosemount	On-going and on each agenda
6a	Media	Chair to consider op/ed piece for Ottawa Citizen	
September 2017			
August 2017			
July 2017			
#5	OPL relations	Josh to ask to meet with OPL board chair re management and decision re Rosemount	
#5	OPL Mtg	Josh and EA to arrange for large contingent of READ to attend the Sept and Oct/Nov OPL Bd mtgs	
June 2017			
#5	Business case	JN and EA to get confirmation on catchment area boundaries.	
#5	Business case	JN to clarify when the final board decision on Rosemount will be made.	
#5	Business	JN and executive to prepare for possible presentation to OPL Ot/Nv Board meeting.	
#7	Stats	DF/BC to prepare report for coordinating committee	
#7	Website	Barb, Josh and Jeanette Rule to meet.	
March 2017			
5a	Stats	BC to request Ont Library Bds Association for more information on their data project	
February 2017			
5.d	Lib touring	Barb and Emily to continue planning	
January 2017			
8	Fundraising	RVL/JN to ask OPL re fundraising for Rosemount	
December 2016			
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	
November 2016			
October 2016			
5.b	Endorsement	Action: Linda will raise the subject with the Westboro CA.	
5.g	Island Park	Action: L Hoad will follow up on questions and endorsement	