

To: City Council

From: Tracy Adams, C.A.O.,  
Office of the C.A.O.

Report Number: CNCL-24-45

Date of Report: April 24, 2024

Date of Meeting: April 29, 2024

Subject: Appointment to the Oshawa Public Library Board of Directors

Ward: All Wards

File: 03-05

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## **1.0 Purpose**

The purpose of this Report is to recommend applicants to fill recommend an appointment to the Oshawa Public Library Board of Directors (“Board”) to fill a vacancy on the Board.

Confidential Attachment 1 contains the applicant being recommended for appointment to the Oshawa Public Library Board of Directors.

Confidential Attachment 2 contains the applicants not being recommended for appointment at this time.

## **2.0 Recommendation**

It is recommended to City Council:

That in accordance with Report CNCL-24-45 dated April 24, 2024 concerning an appointment to the Oshawa Public Library Board of Directors, the applicant listed in Confidential Attachment 1 be appointed for the term listed, or until such time as successors are appointed.

## **3.0 Executive Summary**

Not applicable

## **4.0 Input From Other Sources**

- Chair of the Oshawa Public Library Board of Directors

## **5.0 Analysis**

In January, Legislative Services received a resignation from a member of the Oshawa Public Library Board. In accordance with Section 12 of the Public Libraries Act, R.S.O. 1990, c. P.44, Council shall appoint a person as soon as possible to fill the vacancy and to hold office for the unexpired term, except where the unexpired term is less than forty-five days.

As such, Legislative Services initiated a recruitment process including advertisements via public notices, on the City's website and the City's social media accounts in February 2024.

Interviews with qualified candidates were conducted in March 2024. The interview panel consisted of the Council member representative on the Board, the Chair of the Oshawa Public Library Board and staff from Legislative Services.

The following interview questions were asked of each candidate:

- Why are you interested in volunteering your time on the Library Board?
- What skills, interests, resources and expertise do you have to offer and are willing to use on behalf of the Board?
- Do you have personal aspirations that could be enhanced by serving on the Board?
- How much time can you dedicate to serving on the Board?
- Do you see the library playing a different role in the future from the one it currently plays?
- Libraries in other cities have integrated other services (i.e. coffee shops, sound engineering booths, etc.) Do you think this is a good idea?
- What do you know about the Oshawa Public Libraries?
- How did you prepare for this interview?
- What do you think is the role of the Oshawa Public Libraries in the Community?
- What do you think is the most important challenge for the Oshawa Public Libraries?
- What do you think defines a productive, successful board or committee?
- How would you promote the Library?

In addition to the questions above, members of the interview panel were able to ask the applicant any additional or follow up questions. At the end of the each interview, each member of the interview panel scored the applicant. The interview panel discussed the interview and put forward the recommendation based on the score provided by each panel member and the applicant's experience, skills and availability based on the Committee's mandate.

The recommended applicant is contained in Confidential Attachment 1.

## 6.0 Financial Implications

There are no financial implications from the recommendation contained in this Report.

## 7.0 Relationship to the Oshawa Strategic Plan

This Report supports the Oshawa Strategic Goal of Accountable Leadership.



Mary Medeiros, Director, Legislative Services/City Clerk,  
Legislative Services



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Office of the C.A.O.