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Vaughan Public Libraries offers welcoming destinations that educate, excite and empower our community.

Enrich Inspire Transform

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Trustee

Pradeep Puri
Trustee

Gino Rosati
Trustee

Suri Rosen
Trustee

MINUTES OF LIBRARY BOARD MEETING
Thursday, November 20, 2014 – 7:00 p.m. – Dufferin Clark Library

Present: M. McKenzie (Chair), R. Capone (from 8:30 pm), L. de Boer,
R. DeFrancesca (to 8:02 pm), I. Ferrara, S. Kerwin, G. Locilento,
P. Puri, G. Rosati (from 7:23 pm), D. Sandhu

Regrets: V. Gupta, M. Iafrate, S. Rosen

Absent: M. Chiaromonte, M. Di Biase

In Attendance: M. Singleton, Chief Executive Officer
S. Vander Werff, Director of Finance & Facilities
A. Dowiat Vine, Director of Planning & Communication
T. Watman, Director of Service Delivery
P. Yovdoshuk, Recorder

1. **CALL TO ORDER**

As there was a quorum at 7:20 p.m., the Chair called the meeting to order.

2. **DISCLOSURES OF INTEREST**

There were no conflicts of interest.

3. **CONFIRMATION OF AGENDA**

3.1 **Items to be added or deleted**

Item 9.1 was moved forward on the agenda following Item 7.

3.2 **Motion to adopt the Agenda**

MOTION: THAT the agenda be adopted as amended.

MOVED BY: S. Kerwin

SECONDED BY: I. Ferrara

MOTION CARRIED.

4. **ADOPTION OF MINUTES OF SEPTEMBER 18, 2014**

MOTION: THAT the minutes of September 18, 2014 be adopted as presented.

MOVED BY: G. Locilento

SECONDED BY: L. de Boer

MOTION CARRIED.

5. BUSINESS ARISING**5.1 Annual Report Video**

A visual presentation was provided about VPL's Annual Report.

MOTION: THAT the Board receive the visual presentation of VPL's Annual Report.
Moved by: R. DeFrancesca
Seconded by: P. Puri
Motion Carried.

6. CORRESPONDENCE

- 6.1 Library Articles
- 6.2 The Future Now Expert Panel Report
- 6.3 Early Harvest Magazine 2014
- 6.4 Promotional Articles about VPL

MOTION: THAT the Board receive the items of correspondence.
Moved by: P. Puri
Seconded by: I. Ferrara
Motion Carried.

7. FINANCES

- 7.1 Accounts Paid for September 2014
- 7.2 Accounts Paid for October 2014

MOTION: THAT the Board receive the Accounts Paid for September 2014 in the amount of \$269,696.23, and the Accounts Paid for October 2014 in the amount of \$293,067.12.
Moved by: G. Locilento
Seconded by: D. Sandhu
Motion Carried.

REPORT & PRESENTATION ON MAKER KITS

The Board welcomed VPL staff Lisa McDonough, Dina Stevens and Alison Neal who provided a presentation on Maker Kits. Trustees commended staff on this initiative that facilitates opportunities for VPL customers.

MOTION: THAT the report and presentation on Maker Kits be received.
Moved by: G. Locilento
Seconded by: L. de Boer
Motion Carried.

8. REPORTS**8.1 Management Report for September 2014**

MOTION: THAT the Board receive the Management Report for September 2014.
Moved by: R. De Francesca
Seconded by: I. Ferrara
Motion Carried.

8.2 Management Report for October 2014, Year to Date Performance Indicators & VPL's Performance Measures Q1-Q3

MOTION: **THAT the Board receive the Management Report for October 2014, Year to Date Performance Indicators & VPL's Performance Measures Q1-Q3.**

MOVED BY: **G. Rosati**

SECONDED BY: **R. De Francesca**

MOTION CARRIED.

8.3 Project Update – Civic Centre Resource Library

A. Dowiat Vine provided a project update on the Civic Centre Resource Library. Discussion ensued about a water problem on the site.

R. DeFrancesca left the meeting.

MOTION: **THAT the Board receive the project update on the Civic Centre Resource Library.**

MOVED BY: **G. Rosati**

SECONDED BY: **I. Ferrara**

MOTION CARRIED.

8.4 Project Update – Pleasant Ridge Library

A. Dowiat Vine provided a project update on the Pleasant Ridge Library. A 'soft' opening will take place on Saturday, December 20, 2014, with official opening ceremonies taking place during March Break in 2015.

MOTION: **THAT the Board receive the project update on the Pleasant Ridge Library.**

MOVED BY: **G. Rosati**

SECONDED BY: **G. Locilento**

MOTION CARRIED.

8.5 Project Update – Kleinburg Library

S. Vander Werff provided a project update on the renovations at Kleinburg Library. The branch will re-open to the public on Monday, December 8, 2014.

MOTION: **THAT the Board receive the project update on the Kleinburg Library.**

MOVED BY: **S. Kerwin**

SECONDED BY: **G. Locilento**

MOTION CARRIED.

8.6 Building Projects Lessons Learned Report

T. Watman provided a report on lessons learned during recent building projects. The Board agreed this was a good exercise that will be valuable in the future.

R. Capone joined the meeting.

MOTION: **THAT the Board receive the report on Building Projects Lessons Learned.**

MOVED BY: **G. Rosati**

SECONDED BY: **G. Locilento**

MOTION CARRIED.

8.7 Report from Budget & Finance Committee:**8.7.1 Revenue & Expenditures Variance Analysis Report and Capital Analysis Report for Third Quarter ending September 30, 2014**

P. Puri, Chair of the Budget & Finance Committee, reviewed the report.

MOTION: **THAT the Board receive the Revenue & Expenditures Variance Analysis Report and Capital Analysis Report for Third Quarter ending September 30, 2014 as recommended by the Budget & Finance Committee.**

MOVED BY: **P. Puri**

SECONDED BY: **G. Rosati**

MOTION CARRIED.

9. NEW BUSINESS**9.1 Report & Presentation on Maker Kits**

See report following Item 7.

9.2 Qualities of a Library Board Trustee

Discussion ensued and trustees were informed of an Information Open House for citizens interested in applying to sit on boards and committees in the City of Vaughan, which is taking place on December 3, 2014 at City Hall. VPL's CEO will be participating in the information session.

MOTION: **THAT the Chief Executive Officer be directed to submit to the Mayor and Members of Council an overview of recommended qualities to be considered when evaluating applications for trustees of the new term of the Vaughan Public Library Board.**

MOVED BY: **D. Sandhu**

SECONDED BY: **S. Kerwin**

MOTION CARRIED.

9.3 Staff Appreciation Event

The Board has hosted an annual Staff appreciation Event during the festive season for the past 14 years to celebrate staff's ongoing contributions to VPL's continued success. This year's event will be held on Friday, December 5, 2014.

MOTION: **THAT the Board recognize VPL staff commitment and performance by fiscally supporting the 2014 Staff Appreciation Event.**

MOVED BY: **G. Rosati**

SECONDED BY: **R. Capone**

MOTION CARRIED.

9.4 December 2014 Board Meeting

MOTION: **THAT the Board direct staff to arrange the December 2014 dinner meeting of the Board at Piatto Vecchio Restaurant.**

MOVED BY: **G. Locilento**

SECONDED BY: **D. Sandhu**

MOTION CARRIED.

9.5 2015 Library Board Meeting Schedule

Meetings are scheduled to take place on the third Thursday of the month, with exceptions where needed due to religious or cultural observances or other events known to be taking place.

MOTION: **THAT the Board approve the 2015 Library Board Meeting Schedule.**
Moved BY: **S. Kerwin**
SECONDED BY: **R. Capone**
MOTION CARRIED.

10. UPCOMING EVENTS

Event: **Kleinburg Library Re-Opening Celebration**
Date/Time: Monday, December 8, 2014 – 1:30 p.m.
Location: Kleinburg Library

11. NEXT MEETING

Date/Time: Thursday, December 18, 2014 – 6:00 p.m.
Location: Piatto Vecchio Restaurant

12. MOTION TO ADJOURN

The meeting adjourned at 8:58 p.m. on a motion by G. Locilento, seconded by D. Sandhu.

Chairman

Secretary-Treasurer