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

MINUTES OF REGULAR LIBRARY BOARD MEETING

Thursday, September 15, 2011 - 7:30 p.m. – Bathurst Clark Resource Library

Michael McKenzie
Chair

Devender Sandhu
Vice Chair

Rocco Capone
Trustee

Marie Chiaromonte
Trustee

Lorraine de Boer
Trustee

Rosanna
DeFrancesca
Trustee

Michael Di Biase
Trustee

Isabella Ferrara
Trustee

Vivek Gupta
Trustee

Marilyn Iafrate
Trustee

Steve Kerwin
Trustee

Grace Locilento
Trustee

Pradeep Puri
Trustee

Gino Rosati
Trustee

Suri Rosen
Trustee

Present: M. McKenzie (Chair), R. Capone, M. Chiaromonte, L. de Boer,
R. DeFrancesca, M. Di Biase, I. Ferrara, V. Gupta, M. Iafrate, S. Kerwin,
G. Locilento, G. Rosati (from 8:25 pm), S. Rosen
Regrets: P. Puri, D. Sandhu

In Attendance: M. Singleton, Chief Executive Officer
M. Guy, Director of Operations
S. Vander Werff, Director of Finance & Facilities
T. Watman, Director of Service Delivery
P. Yovdoshuk, Recorder

1. CALL TO ORDER

As there was a quorum at 7:35 p.m., the Chair called the meeting to order.

2. DISCLOSURES OF INTEREST

There were no disclosures of interest.

3. CONFIRMATION OF AGENDA

3.1 Items to be Added or Deleted

Addition: Item 9.2 – Meeting Start Time

3.2 Motion to Adopt the Agenda

MOTION: THAT the agenda be adopted as amended.

MOVED BY: I. Ferrara

SECONDED BY: M. Iafrate

MOTION CARRIED.

4. MINUTES OF MEETING

4.1 Minutes of Regular Board Meeting of June 16, 2011

MOTION: THAT the minutes of June 16, 2011 be adopted as presented.

MOVED BY: G. Locilento

SECONDED BY: L. de Boer

MOTION CARRIED.

5. **BUSINESS ARISING**

5.1 **VPL's Strategic Plan 2012-2015 – Empower People, Inspire Opportunities, Build Community**

The Director of Planning & Communication reviewed the amendments made to the Strategic Plan as a result of discussions at the Board Meeting of June 16, 2011. The document will now go to print and will first be rolled out to staff, then to the public. On behalf of the Board, the Chair expressed appreciation to all staff for their efforts in creating the document.

MOTION: **THAT the Board receive the final draft of VPL's Strategic Plan 2012-2015 – Empower People, Inspire Opportunities, Build Community.**

Moved BY: **R. Capone**

SECONDED BY: **I. Ferrara**

MOTION CARRIED.

TEEN SUMMER READING PROGRAM WINNER

The Board welcomed Sara Lasagna as the winner of VPL's Teen Summer Reading Challenge, having read over 57,000 pages. The Board presented Sara with a Kobo eBook Reader.

5.2 **Information Requests Report**

Staff were requested to bring back information reports to the Board on the following:

Thornhill Woods Neighbourhood Library - The RFP for the design/build of this facility is currently in progress and is expected to be issued in early October 2011.

Civic Centre Resource Library – The RFP for an architect is expected to be issued by the end of 2011. Copies of a memorandum from the Commissioner of Finance dated September 15, 2011 about available development charge funding for the Civic Centre Resource Library were distributed and discussion ensued.

MOTION: **THAT the correspondence be received, and that an updated report from staff be provided.**

Moved BY: **M. Di Biase**

SECONDED BY: **M. Iafrate**

MOTION CARRIED.

Library Locations

Additional information regarding population densities and construction progress for various development areas has been obtained from the Planning Department of the City of Vaughan. Investigation is continuing about re-prioritization of future library locations.

MOTION: **THAT staff obtain additional information of construction progress in Blocks 32 West and 33 West.**

Moved BY: **M. Iafrate**

SECONDED BY: **M. Di Biase**

MOTION CARRIED.

Communities in Bloom Program/Funding from PowerStream

The CEO investigated sponsorship from PowerStream for VPL Winterfest activities and found no surplus funds were available. Staff were directed to forward a letter to PowerStream requesting funding support for events and activities for 2012.

5.2 continued

MOTION: THAT the Board receive the Information Requests Report.
MOVED BY: L. de Boer
SECONDED BY: M. Chiaromonte
MOTION CARRIED.

6. **CORRESPONDENCE**

- 6.1 Correspondence from Isabel Little dated July 4, 2011 relating to the Commemorative Plaque presentation at Woodbridge Library
- 6.2 Correspondence from Councillor Sandra Yeung Racco dated July 6, 2011 relating to the Block 10 Library (Thornhill Woods Community)
- 6.3 Correspondence from Roger Bunn, Chair, Brampton Library dated August 6, 2011, relating to reciprocal borrowing with Vaughan Public Libraries
- 6.4 Article from the Summer edition of OLA.Access Magazine about the Re-Opening of Bathurst Clark Resource Library
- 6.5 At the Library publication – September/October/November 2011 Edition

S. Kerwin expressed positive comments about VPL's Beyond the Basics program in which his spouse is currently participating to learn new computer skills in one-on-one sessions with a local teen.

MOTION: THAT the Board receive the items of correspondence.
MOVED BY: R. DeFrancesca
SECONDED BY: I. Ferrara
MOTION CARRIED.

7. **FINANCES**

8.1 **Accounts Paid for June 2011**

MOTION: THAT the Board receive the Accounts Paid for June 2011 in the amount of \$233,330.79,

AND THAT the Board receive the Accounts Paid for July 2011 in the amount of \$222,352.69,

AND THAT the Board receive the Accounts Paid for August 2011 in the amount of \$489,805.05.

MOVED BY: M. Di Biase
SECONDED BY: G. Locilento
MOTION CARRIED.

8. **REPORTS**

8.1 **Management Report for June 2011**

8.2 **Management Report for July/August 2011 and Performance Indicators Report**

MOTION: THAT the Board receive the Management Reports for June and July/August 2011 and the Performance Indicators Report.
MOVED BY: V. Gupta
SECONDED BY: G. Locilento
MOTION CARRIED.

8.2 CEO's Report on Attendance at Library Management Institute Conference

The Chief Executive Officer reported on her attendance at the Library Management Institute Conference and thanked the Board for the opportunity to attend.

G. Rosati joined the meeting.

MOTION: THAT the Board receive the CEO's report from Library Management Institute Conference.
MOVED BY: R. Capone
SECONDED BY: M. Chiaromonte
MOTION CARRIED.

8.4 Report from Budget & Finance Committee**8.4.1 Minutes of Budget & Finance Committee Meeting of June 16, 2011****8.4.2 Minutes of Budget & Finance Committee Meeting of July 26, 2011**

MOTION: THAT the Board receive the minutes of Budget & Finance Committee Meetings of June 16, 2011 and July 26, 2011.
MOVED BY: M. Di Biase
SECONDED BY: L. de Boer
MOTION CARRIED.

8.4.3 Revenue & Expenditures Variance Analysis Report and Capital Analysis Report for Second Quarter Ending June 30, 2011

MOTION: THAT the Board receive the Revenue & Expenditures Variance Analysis Report and Capital Analysis Report for Second Quarter ending June 30, 2011 as recommended by the Budget & Finance Committee.
MOVED BY: M. Di Biase
SECONDED BY: G. Locilento
MOTION CARRIED.

8.4.4 Draft Operating Budgets 2012–2014

The Budget & Finance Committee met on July 26, 2011 to review the Operating Budget submission for 2012-2014. Verbal reports were provided by S. Kerwin, Acting Committee Chair, and the Director of Finance & Facilities. Discussion ensued.

MOTION: THAT the Board approve the Draft Operating Budgets 2012 – 2014 as recommended by the Budget & Finance Committee,

AND THAT the Board endorse the Additional Resource Request for an E-Marketing & Communications Specialist as an 18-month pilot project to assist Vaughan Public Libraries in extending and expanding our electronic communications options to our stakeholders,

Motion continued...

Motion continued...

AND THAT the Board endorse the Additional Resource Request for an inflation component to be added to the budget for our library resource costs in order to protect the current and future purchasing power of the mission critical component to Vaughan Public Libraries' operations,

AND THAT the Board endorse the Additional Resource Request for the staff levels required to open the Thornhill Woods Neighbourhood Library (TWNL) in 2012,

AND THAT the Board endorse the Additional Resource Request for the operations of the new Thornhill Woods Neighbourhood Library (TWNL) in 2012,

AND THAT the Board endorse the Additional Resource Request for funding to undertake a citizen's telephone survey of non-library users, to provide Vaughan Public Libraries with insight into non-users' needs and assist in developing strategies to meet those needs,

AND THAT the Board endorse the Additional Resource Request for the staff levels required to open the new Civic Centre Resource Library (CCRL) in 2014,

AND THAT the Board endorse the Additional Resource Request for the operations of the new Civic Centre Resource Library (CCRL) in 2014.

MOVED BY: M. Di Biase

SECONDED BY: M. Iafrate

MOTION CARRIED.

8.4.5 Draft Capital Budgets 2012–2014–2016

The Budget & Finance Committee met on July 26, 2011 to review the Capital Budget submission for 2012-2014-2016. Reports were provided by S. Kerwin, Acting Committee Chair, and the Director of Finance & Facilities. Discussion ensued.

MOTION: THAT the Board approve the Draft Capital Budgets 2012 – 2016 as recommended by the Budget & Finance Committee.

MOVED BY: M. Iafrate

SECONDED BY: L. de Boer

MOTION CARRIED.

8.5 Verbal Report on Appointment of Chair of Personnel & Policy Committee

The Board Chair announced that a Personnel & Policy Committee was held immediately prior to this evening's Board meeting, and the elected Chair of the Committee is Suri Rosen. The Committee reviewed two policies which will be brought forward for Board approval at the October meeting of the Board.

9. NEW BUSINESS**9.1 CEO's Attendance at Bi-Annual CULC Meeting**

The Canadian Urban Libraries Council (CULC) meets bi-annually to discuss issues of national concern in public libraries. The fall meeting of CULC is being held in Surrey, B.C. where a full agenda will be enhanced by a tour of Surrey's new Central Library opening to be public later this month.

MOTION: **THAT the Board approve the CEO's attendance at the Canadian Urban Libraries Council bi-annual meeting to be held in Surrey, British Columbia on November 6 and 7, 2011.**

Moved BY: **R. DeFrancesca**

SECONDED BY: **M. Chiaromonte**

MOTION CARRIED.

9.2 Meeting Start Time

The Board discussed a suggestion brought forward by G. Locilento for regular Board meetings to commence at 7:00 p.m. rather than 7:30 p.m. as meeting times are running too late.

MOTION: **THAT regular Board meetings commence at 7:00 p.m.**

Moved BY: **G. Locilento**

SECONDED BY: **R. Capone**

MOTION CARRIED.

10. IN-CAMERA MEETING (CLOSED SESSION)**10.1 Motion to Move In-Camera**

MOTION: **THAT the meeting move In-Camera.**

Moved BY: **M. Chiaromonte**

SECONDED BY: **V. Gupta**

MOTION CARRIED.

The meeting moved In-Camera at 8:52 p.m.

10.2 Adoption of In-Camera Agenda

MOTION: **THAT the In-Camera Agenda be adopted as presented.**

Moved BY: **M. Di Biase**

SECONDED BY: **I. Ferrara**

MOTION CARRIED.

10.3 Adoption of In-Camera Minutes

MOTION: **THAT the In-Camera Minutes of June 16, 2011 be adopted as presented.**

Moved BY: **M. Di Biase**

SECONDED BY: **G. Locilento**

MOTION CARRIED.

10.4 Motion to Return to Open Session

MOTION: THAT the meeting return to Open Session.
Moved By: M. Chiaromonte
Seconded By: I. Ferrara
MOTION CARRIED.

The meeting returned to Open Session at 8:53 p.m.

10.5 Ratification of Actions Taken In-Camera

MOTION: THAT the Board ratify all actions taken In-Camera.
Moved By: M. Chiaromonte
Seconded By: G. Rosati
MOTION CARRIED.

11. UPCOMING EVENTS & ACTIVITIES

M. Di Biase left the meeting.

Event: Thornhill Village Festival Parade
Date/Time: Saturday, September 17, 2011 – 9:00 a.m.
Location: Yonge Street & Centre Street, Thornhill

Event: City of Vaughan & Vaughan Public Libraries
Employee Recognition Event (Long Term Service Awards)
Date/Time: Wednesday, September 21, 2011 - 3:30 p.m.
Location: City Hall, Multi-Purpose Room, Level 100

Event: VPL's Teen Awards Event
Date/Time: Tuesday, October 18, 2011 – 7:00 p.m.
Location: City Playhouse

MOTION: THAT the Board receive the information on upcoming events and activities.
Moved By: L. de Boer
Seconded By: R. Capone
MOTION CARRIED.

12. NEXT BOARD MEETING

Date: Thursday, October 27, 2011
Time: 7:00 p.m.
Location: Ansley Grove Library

15. MOTION TO ADJOURN

The meeting adjourned at 8:57 p.m. on a motion by R. Capone, seconded by S. Rosen.