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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, October 27, 2011 - 7:00 p.m. – Ansley Grove 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), L. de Boer, R. DeFrancesca (from 7:42 pm),  
M. Di Biase (from 7:14 pm), I. Ferrara, V. Gupta, S. Kerwin, G. Locilento,  
P. Puri, G. Rosati, S. Rosen, D. Sandhu (from 7:28 pm)
- Regrets: R. Capone, M. Chiaromonte, M. Iafrate
- In Attendance: M. Singleton, Chief Executive Officer  
A. Dowiat Vine, Director of Planning & Communication  
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 7:07 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**

There were no items to be added or deleted.

3.2 **Motion to Adopt the Agenda**

**MOTION:** THAT the agenda be adopted as presented.  
**Moved by:** I. Ferrara  
**Seconded by:** G. Locilento  
**MOTION CARRIED.**

4. **MINUTES OF MEETING**

4.1 **Minutes of Regular Board Meeting of September 15, 2011**

**MOTION:** THAT the minutes of September 15, 2011 be adopted as presented.  
**Moved by:** S. Rosen  
**Seconded by:** S. Kerwin  
**MOTION CARRIED.**

5. **BUSINESS ARISING**

5.1 **Information Requests Report**

**Thornhill Woods Neighbourhood Library**

Considerable effort has been allocated to the creation of the Design/Build RFP. A draft has been completed and is under review.

**Civic Centre Resource Library**

Completion of the RFP for an architect remains outstanding. Creation of the RFP for the Thornhill Woods Neighbourhood Library has temporarily become a priority over the Civic Centre Resource Library.

**Library Locations**

A report from the Commissioner of Finance regarding projected Development Charge funds for VPL is anticipated in November 2011.

**Potential Sponsorship from PowerStream**

A proposal for sponsorship is currently in production.

M. Di Biase joined the meeting.

**MOTION: THAT the Board receive the Information Requests report.**

**Moved BY: I. Ferrara**

**SECONDED BY: L. de Boer**

**MOTION CARRIED.**

6. **CORRESPONDENCE**

6.1 Thank you card from Sarah Lasagna

6.2 Promotional Articles about VPL

6.3 VPL's Early Harvest Magazine 2011

The Chief Executive Officer read aloud emails received about VPL's Teen Awards event held on October 18, and the Human Library program held on October 22, both of which expressed very positive comments and appreciation for providing such wonderful venues.

**MOTION: THAT the Board receive the items of correspondence.**

**Moved BY: P. Puri**

**SECONDED BY: G. Rosati**

**MOTION CARRIED.**

7. **FINANCES**

7.1 **Accounts Paid for September 2011**

**MOTION: THAT the Board receive the Accounts Paid for September 2011 in the amount of \$292,511.26.**

**Moved BY: G. Rosati**

**SECONDED BY: G. Locilento**

**MOTION CARRIED.**

**8. REPORTS****8.1 Management Report for September 2011 and Performance Indicators Report**

**MOTION:** THAT the Board receive the Management Report for September 2011 and the Performance Indicators Report.

**MOVED BY:** S. Rosen

**SECONDED BY:** I. Ferrara

**MOTION CARRIED.**

**8.2 Report on Schedule of Public Budget Meetings**

Meeting dates and times for public budget meetings were provided for the information of the Board.

**MOTION:** That the Board receive as information a schedule of the meeting dates for the City of Vaughan's Finance and Administration Committee to consider the consolidated Operating and Capital Budgets, which include Vaughan Public Libraries' budget submissions.

**MOVED BY:** G. Locilento

**SECONDED BY:** P. Puri

**MOTION CARRIED.**

**8.3 Report from Personnel & Policy Committee****8.3.1 Minutes of Personnel & Policy Committee Meeting of September 15, 2011**

**MOTION:** THAT the Board receive the minutes of the Personnel & Policy Committee meeting of September 15, 2011.

**MOVED BY:** S. Kerwin

**SECONDED BY:** S. Rosen

**MOTION CARRIED.**

**8.3.2 Review of Attendance Policy**

D. Sandhu joined the meeting.

The Chief Executive Officer reviewed the purpose and scope of the Attendance Policy, and proposed amendments recommended by the Committee. Discussion ensued.

**MOTION:** THAT the Board approve the proposed amendments to the Attendance Policy as recommended by the Personnel & Policy Committee.

**MOVED BY:** S. Kerwin

**SECONDED BY:** G. Locilento

**MOTION CARRIED.**

**8.3.3 Review of Records Retention Policy**

The Chief Executive Officer reviewed the purpose and scope of the Records Retention Policy, and proposed amendments recommended by the Committee. Discussion ensued.

8.3.3 continued

**MOTION:** THAT the Board approve the proposed amendments to the Records Retention Policy as recommended by the Personnel & Policy Committee.

**Moved BY:** G. Rosati

**SECONDED BY:** L. de Boer

**MOTION CARRIED.**

#### 8.4 Report from Budget & Finance Committee

##### 8.4.1 Minutes of Budget & Finance Committee Meeting of October 13, 2011

**MOTION:** THAT the Board receive the minutes of the Budget & Finance Committee meeting of October 13, 2011.

**Moved BY:** L. de Boer

**SECONDED BY:** P. Puri

**MOTION CARRIED.**

##### 8.4.2 Reserve Contributions for Library Materials

R. DeFrancesca joined the meeting.

The Chair of the Budget & Finance Committee and the Director of Finance & Facilities reviewed the report on Reserve Contributions for Library Materials.

City of Vaughan (COV) Finance staff introduced to the COV's Finance and Administration Committee at its September 19, 2011 meeting that a New Infrastructure – Renewal Contribution Policy be established to address the addition of new municipal infrastructure based on lifecycle replacement practices, and setting up appropriate reserve contributions for their eventual replacement. For VPL, the only asset that merits treatment based on lifecycle replacement principles would be library materials (excluding print/electronic periodicals). Funding for library materials is currently being generated through the Operating Budget. However, based on the new PSAB accounting principles that municipalities have been required to adopt, such resource costs must now be recorded as capital costs. Discussion ensued.

**MOTION:** THAT a reserve contribution for library materials be created as recommended by the Budget & Finance Committee.

**Moved BY:** G. Rosati

**SECONDED BY:** P. Puri

**MOTION CARRIED.**

#### 9. NEW BUSINESS

##### 9.1 Ministry of Citizenship and Immigration Award

The Chair announced that Board trustee Isabella Ferrara will be receiving the Ministry of Citizenship and Immigration Award for Senior Achievement in the Community Services category. Congratulations were extended to Isabella for this well-deserved award.

**9.2     Angus Mowat Award of Excellence**

The Chief Executive Officer announced that Vaughan Public Libraries has been shortlisted as a nominee for the Angus Mowat Award of Excellence for its Teen Initiatives. The winner will be announced at the Ontario Library Association's Super Conference in early 2012.

**MOTION:**               **THAT the Board receive the announcements as information.**  
**Moved by:**           **D. Sandhu**  
**Seconded by:**       **L. de Boer**  
**MOTION CARRIED.**

**9.3     Staff Appreciation Luncheon**

**MOTION:**               **THAT Board recognize VPL staff commitment and performance throughout 2011 by fiscally supporting the annual Employee Appreciation Event.**  
**Moved by:**           **G. Rosati**  
**Seconded by:**       **R. DeFrancesca**  
**MOTION CARRIED.**

**9.4     Additional Agenda Item**

M. Di Biase informed the Board that he had discussed the need for a library to be located adjacent to the Vellore Village Community Centre with Marlon Kallideen, Commissioner of Community Services, and that it was suggested that the Board request a feasibility study be carried out to investigate this possibility.

**MOTION:**               **THAT the Board request the City of Vaughan to undertake a feasibility study regarding the addition of a library to be built adjacent to the Vellore Village Community Centre, and that a report be brought back to the Board within six months.**  
**Moved by:**           **M. Di Biase**  
**Seconded by:**       **R. DeFrancesca**  
**MOTION CARRIED.**

**10.     UPCOMING EVENTS & ACTIVITIES**

Event:               **Santafest Parade**  
Date/Time:        Sunday, November 13, 2011 – 1:00 to 4:00 pm  
Location:          Maple

**11.     NEXT BOARD MEETING**

Date:               Thursday, November 17, 2011  
Time:               7:00 p.m.  
Location:          Maple Library

**12.     MOTION TO ADJOURN**

The meeting adjourned at 8:11 p.m. on a motion by L. de Boer, seconded by P. Puri.