



900 Clark Avenue West, Vaughan, Ontario L4J 8C1

Tel. (905) 653-READ (7323) * Fax (905) 709-1530 * Website: www.vaughanpl.info

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

Enrich Inspire Transform

MINUTES OF REGULAR LIBRARY BOARD MEETING

Thursday, February 16, 2012 – 7:00 p.m. - Maple 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 7:19 pm),
M. Di Biase, I. Ferrara, M. Iafrate, S. Kerwin, P. Puri (to 8:00 pm),
G. Rosati (from 7:19 pm), S. Rosen, D. Sandhu

Regrets: R. Capone, M. Chiaromonte, V. Gupta, G. Locilento

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

1. **CALL TO ORDER**

As there was a quorum at 7:19 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 to the agenda.

3.2 **Motion to Adopt the Agenda**

MOTION: THAT the agenda be adopted as presented.

MOVED BY: M. Di Biase

SECONDED BY: D. Sandhu

MOTION CARRIED.

4. **ADOPTION OF MINUTES**

MOTION: THAT the minutes of January 19, 2012 be adopted as presented.

MOVED BY: M. Di Biase

SECONDED BY: S. Kerwin

MOTION CARRIED.

5. **BUSINESS ARISING**

5.1 **Information Requests Report**

5.1.1 **Thornhill Woods Neighbourhood Library**

Four community engagement sessions were held gathering input from 83 adults, 17 teens and 80 Grade 3 students, who filled a graffiti wall with their “Big Ideas”. Progression toward the selection of the architect and contractor continues. The three highest scoring design/build proposals have been invited to enter Stage II of the RFP process, and presentations will be made to the Board at the end of March 2012 at a Special Board Meeting.

5.1.2 **Civic Centre Resource Library**

The request for funding for the construction of the Civic Centre Resource Library was approved by Council at its meeting on February 13, 2012. It is anticipated the RFP will be released within the next two months.

5.1.3 **Funding of Vellore Village Feasibility Study**

At the January VPL Board meeting a discussion was held regarding the possibility of conducting a feasibility study for a neighbourhood library to be located in Vellore Village and possible sources of funding for this study.

R. DeFrancesca joined the meeting.

G. Rosati joined the meeting.

Upon review with City of Vaughan staff, and given that the cost is attributable to the building of a new library, such costs can be recovered 90% from development charges with the remaining 10% from operating costs. A complete feasibility study will cost between \$50,000 and \$100,000. A second option is to do a Facility Fit Study of only the Vellore Village Community Centre site to determine if the site could accommodate a library, which would cost between \$10,000 and \$20,000. Discussion ensued about proceeding with a study at this time.

MOTION: **THAT a Facility Fit Study be requested for the Vellore Village Community Centre to see if a community library of 8,500 square feet can be built such as the one being built at the North Thornhill Community Centre.**

MOVED BY: **M. Di Biase**

SECONDED BY: **R. DeFrancesca**

MOTION DEFEATED.

5.1.4 **Reserve Contributions for Library Materials**

Submission of the Library Board’s request to create reserve contributions for Library materials has been delayed until the 2012 budget process is completed.

5.1.5 **War of 1812 Bicentennial Celebration**

A program has been planned for October 20, 2012 at the Pierre Berton Resource Library with representatives from the Military Re-Enactment Society of Canada. Programs will include a family scavenger hunt, English Country dancing, and a performance of music from that particular time period.

MOTION: THAT the Board receive the Information Requests Report.
Moved by: I. Ferrara
Seconded by: S. Rosen
Motion Carried.

P. Puri left the meeting.

5.2 OLA Superconference

Verbal reports were provided by trustees who attended the OLA Superconference during the first week of February 2012.

5.3 Roundtable Discussion about Board Education 2012

The Chair brought forward an item about whether the trustees felt there was anything in terms of Board education they would like to see integrated into Board meetings, and also whether a Board evaluation was needed. Discussion ensued about library buildings and services. Staff were asked to forward suitable educational opportunities that become available. The CEO will co-ordinate another visioning session for trustees about innovations in library facilities to assist with planning for the new Civic Centre Resource Library.

6. CORRESPONDENCE

6.1 Library Articles

6.2 Promotional Articles about VPL

MOTION: THAT the Board receive the library articles and promotional articles.
Moved by: D. Sandhu
Seconded by: I. Ferrara
Motion Carried.

7. FINANCES

7.1 Accounts Paid for December 2011 (Final)

MOTION: THAT the Board receive the Accounts Paid for December 2011 (Final) in the amount of \$427,574.51.
Moved by: G. Rosati
Seconded by: R. DeFrancesca
Motion Carried.

7.2 Accounts Paid for January 2012

MOTION: THAT the Board receive the Accounts Paid for January 2012 in the amount of \$337,189.81.
Moved by: D. Sandhu
Seconded by: S. Kerwin
Motion Carried.

7.3 2012 Budget – Verbal Update

At a Special Meeting of Council on February 13, 2012, the Operating and Capital Budgets for 2012 were approved. An Operating Budget of \$13.59 million was approved for Vaughan Public Libraries, as well as a Capital Budget of \$12.55 million.

8. REPORTS**8.1 Management Report for January 2012 & Performance Indicators Report**

MOTION: THAT the Management Report for January 2012 & Performance Indicators Reports be received.

Moved BY: D. Sandhu

SECONDED BY: R. DeFrancesca

MOTION CARRIED.

8.2 Key Performance Indicators and Annual Targets

At the last Board meeting, a discussion was initiated regarding the 2012-2014 Business Plan and annual targets for key performance indicators. Staff were asked to report back to the Board on this issue. In the development of the Business Plan, key performance indicators and corporate targets are identified, based on industry standards and, where no industry standard exists, based on comparators with performance of neighbouring library systems. In the future, quarterly progress towards annual targets will be reported to the Board.

MOTION: THAT the Board receive the report on Key Performance Indicators and Annual Targets.

Moved BY: R. DeFrancesca

SECONDED BY: S. Kerwin

MOTION CARRIED.

9. NEW BUSINESS**9.1 Public Library Association Bi-Annual Conference – March 2012**

The CEO provided a report on the upcoming PLA Bi-Annual Conference being held in March 2012.

MOTION: THAT the Board approve the attendance of the Chief Executive Officer at the Public Library Association Bi-Annual Conference in Philadelphia, Pennsylvania, March 13 to 17, 2012.

Moved BY: R. DeFrancesca

SECONDED BY: M. Iafrate

MOTION CARRIED.

9.2 Earth Hour

As VPL's locations are not open to the public at the prescribed Earth Hour time of 8:30 p.m. on March 31, 2012, participation in respect of Earth Hour will take place between 2:00 and 3:00 p.m. that day, with allowances made for the safety and security of customers and staff. Information will be posted in each library location and book displays will be available for the public.

MOTION: THAT the Board receive the report on Earth Hour.

Moved BY: I. Ferrara

SECONDED BY: M. Iafrate

MOTION CARRIED.

9.3 Demonstration of VPL's Mobile Website

The Director of Operations provided a visual presentation of VPL's Mobile Website for the information of the Board.

9.4 eReading

VPL will be offering pre-loaded Kobo Vox eReaders for loan as a pilot project beginning by the end of March. The eReaders will have popular titles loaded and will circulate for 3 weeks. In order to ensure that the eReaders are returned in a timely fashion, a recommendation was brought forward about fees for overdue fines of \$5.00 per day. The maximum per item will remain at \$10.00.

MOTION: **THAT the Board receive the report on eReading,**

AND THAT the Board approve \$5.00 per day overdue fines for Kobo Vox e-Readers.

MOVED BY: **D. Sandhu**
SECONDED BY: **S. Kerwin**
MOTION CARRIED.

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

MOTION: **THAT the meeting move In-Camera.**
MOVED BY: **R. DeFrancesca**
SECONDED BY: **S. Rosen**
MOTION CARRIED.

The meeting moved In-Camera at 8:56 p.m.

10.2 Adoption of In-Camera Minutes of January 19, 2012

MOTION: **THAT the Board adopt the In-Camera Minutes of January 19, 2012 as presented.**
MOVED BY: **D. Sandhu**
SECONDED BY: **S. Kerwin**
MOTION CARRIED.

10.3 Motion to Return to Open Session

MOTION: **THAT the meeting return to Open Session.**
MOVED BY: **R. DeFrancesca**
SECONDED BY: **S. Rosen**
MOTION CARRIED.

The meeting returned to Open Session at 8:57 p.m.

10.4 Ratification of Actions Taken In-Camera

MOTION: **THAT the Board ratify all actions taken In-Camera.**
MOVED BY: **R. DeFrancesca**
SECONDED BY: **L. de Boer**
MOTION CARRIED.

11. **NEXT MEETING**

Meeting: Budget & Finance Committee Meeting
Date: Thursday, March 22, 2012
Time: 6:00 p.m.
Location: Dufferin Clark Library

Meeting: Library Board Meeting
Date: Thursday, March 22, 2012
Time: 7:00 p.m.
Location: Dufferin Clark Library

12. **MOTION TO ADJOURN**

The meeting adjourned at 8:58 p.m. on a motion by S. Rosen, seconded by G. Rosati

Chairman

Secretary-Treasurer