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

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Trustee

Pradeep Puri
Trustee

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Trustee

Suri Rosen
Trustee

MINUTES OF REGULAR LIBRARY BOARD MEETING

Thursday, September 12, 2013 – 7:00 p.m. – Bathurst Clark Resource Library

Present: M. McKenzie (Chair), R. Capone (from 7:45 pm), M. Chiaromonte (from 7:18 pm), L. De Boer, I. Ferrara, V. Gupta (to 8:25 pm), M. Iafrate, S. Kerwin, G. Locilento, P. Puri (to 7:18 pm), S. Rosen, D. Sandhu (to 7:14 pm)

Regrets: R. DeFrancesca, M. Di Biase, G. Rosati

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

1. CALL TO ORDER

As there was a quorum at 7:04 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

Item #8.3.1 was moved forward on the agenda.

3.2 Motion to Adopt the Agenda

MOTION: THAT the agenda be adopted as amended.
MOVED BY: G. Locilento
SECONDED BY: I. Ferrara
MOTION CARRIED.

4. ADOPTION OF MINUTES OF JUNE 20, 2013

MOTION: THAT the minutes of June 20, 2013 be adopted as presented.
MOVED BY: G. Locilento
SECONDED BY: D. Sandhu
MOTION CARRIED.

D. Sandhu joined the meeting.

8.3.1 **2014-2017 Business Plan, Operating Budget, Additional Resource Requests, and 2014-2018 Capital Plan**

At its meeting of July 30, 2013, the Budget & Finance Committee received a presentation from the Chief Executive Officer and the Director of Finance & Facilities of the Draft Business Plan 2014-2017, the Draft Operating Budget 2014-2017, Additional Resource Requests, and the Capital Plan 2014-2017.

M. Chiaromonte joined the meeting. P. Puri left the meeting.

The budget documents were reviewed by the Board and staff responded to questions and comments. The Chair expressed thanks to management staff for their work in preparing the budget documents.

MOTION: THAT the Board approve the Draft Business Plan 2014-2017,

AND THAT the Board approve the Draft Operating Budget 2014-2017,

AND THAT the Board approve the Additional Resource Request for staffing costs required to open the new Civic Centre Resource Library in 2015,

AND THAT the Board approve the Additional Resource Request for the operation of the new Civic Centre Resource Library in 2015,

AND THAT the Board approve the Additional Resource Request for the staffing costs required to open the new Vellore Village South Library in 2016,

AND THAT the Board approve the Additional Resource Request for the operation of the new Vellore Village South Library in 2016,

AND THAT the Board approve the Draft Capital Plan 2014-2018,

All as recommended by the Budget & Finance Committee,

AND THAT the Board direct staff to forward the Business Plan, Operating Budget, Additional Resource Requests, and Capital Plan to the City of Vaughan for inclusion in the 2014-2017 budget process.

MOVED BY: V. Gupta
SECONDED BY: S. Kerwin
MOTION CARRIED.

5. **BUSINESS ARISING**

No items to report.

6. **CORRESPONDENCE**

- 6.1 Library Articles
- 6.2 VPL's *Free to Explore* Booklet
- 6.3 VPL's *What's On* Program Guide
- 6.4 Promotional Articles about VPL
- 6.5 Access OLA Magazine

The Board viewed a YouTube video about VPL's *Free to Explore*, 2012 Annual Report.

MOTION: THAT the Board receive the items of correspondence.
MOVED BY: S. Rosen
SECONDED BY: M. Iafrate
MOTION CARRIED.

7. **FINANCES**

- 7.1 **Accounts Paid for June 2013**
- 7.2 **Accounts Paid for July 2013**
- 7.3 **Accounts Paid for August 2013**

MOTION: THAT the Board receive the Accounts Paid for June 2013 in the total amount of \$250,184.50,

AND THAT the Board receive the Accounts Paid for July 2013 in the total amount of \$278,518.72,

AND THAT the Board receive the Accounts Paid for August 2013 in the total amount of \$243,744.20.

MOVED BY: I. Ferrara
SECONDED BY: M. Chiaromonte
MOTION CARRIED.

8. **REPORTS**

- 8.1 **Management Report for June 2013**
- 8.2 **Management Report for July/August 2013 & Performance Indicator Reports**

R. Capone joined the meeting.

2013 Business Measures for the second quarter were discussed. Library staff were recognized for their efforts during the summer, resulting in a large increase in usage at the branches.

MOTION: THAT the Board receive the Management Reports for June 2013, July/August 2013, and the Performance Indicator Reports.
MOVED BY: G. Locilento
SECONDED BY: L. de Boer
MOTION CARRIED.

8.3 **Report from Budget & Finance Committee**

- 8.3.2 **Revenue & Expenditures Variance Analysis Report and Capital Analysis Report for Second Quarter ending June 30, 2013**

At its meeting of September 12, 2013, the Budget & Finance Committee received the report. Staff provided an overview.

MOTION: THAT the Board receive the Revenue & Expenditures Variance Analysis Report and Capital Analysis Report for Second Quarter ending June 30, 2013 as recommended by the Budget & Finance Committee.

MOVED BY: M. Iafrate

SECONDED BY: L. de Boer

MOTION CARRIED.

8.4 Project Update – Civic Centre Resource Library

An update on the progress of the Civic Centre Resource Library was received. Future plans include a community engagement presentation at City Hall on October 3; a site dedication event on October 17; and a presentation to the Board on October 17.

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

MOVED BY: G. Locilento

SECONDED BY: I. Ferrara

MOTION CARRIED.

8.5 Project Update – Thornhill Woods Library

An update on the progress of the Thornhill Woods Library was received. The Evaluation Committee will evaluate submissions to the RFP and prepare a shortlist of proponents who will be invited to present their design build proposal to the Evaluation Committee and Library Board trustees in late September/early October. Following the design presentations, the Evaluation Committee will review evaluations and will forward to the Board a recommendation for the successful proponent at a Special Board Meeting, which will be forwarded to Committee of the Whole on October 15, and then to Council for approval on October 29. If the process moves forward as anticipated, a groundbreaking ceremony may take place in November.

MOTION: THAT the Board receive the project update on the Thornhill Woods Library.

MOVED BY: R. Capone

SECONDED BY: S. Kerwin

MOTION CARRIED.

8.6 Report on CEO's Attendance at CULC Meeting/CLA Conference (deferred from meeting of June 27, 2013)

MOTION: THAT the Board receive the report form the CEO regarding attendance at the bi-annual meeting of the Canadian Urban Libraries Council (CULC) and the annual National Conference and Trade Show of the Canadian Library Association (CLA).

MOVED BY: S. Rosen

SECONDED BY: I. Ferrara

MOTION CARRIED.

V. Gupta left the meeting.

9. NEW BUSINESS**9.1 Naming of Block 10/Thornhill Woods Library**

The planned library connected to the North Thornhill Community Centre requires an official name. It was proposed that staff present a shortlist of potential names to the Board for consideration, comprised of a combination of community input, names of historical or geographic significance, potential prominent public figures, and concept-driven names. Additional input from trustees for potential library names is encouraged.

MOTION: THAT the Board direct staff to prepare a shortlist of recommended names for the new library to be constructed in Block 10, for consideration by the Board at the October 17, 2013 meeting.

Moved BY: R. Capone

SECONDED BY: M. Chiaromonte

MOTION CARRIED.

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

MOTION: THAT the meeting move In-Camera.

Moved BY: S. Kerwin

SECONDED BY: G. Locilento

MOTION CARRIED.

The meeting moved In-Camera at 8:36 p.m.

M. Iafrate declared an interest with respect to In-Camera Item 12.3, Report on Union Negotiations, on the basis that a relative is an employee of the City of Vaughan, and did not take part in the vote on that particular matter.

10.2 Adoption of In-Camera Minutes of June 20, 2013

MOTION: THAT the Board adopt the In-Camera Minutes of June 20, 2013 as presented.

Moved BY: R. Capone

SECONDED BY: I. Ferrara

MOTION CARRIED.

10.3 Motion to Return to Open Session

MOTION: THAT the meeting return to Open Session.

Moved BY: I. Ferrara

SECONDED BY: G. Locilento

MOTION CARRIED.

The meeting returned to Open Session at 8:38 p.m.

(OPEN SESSION)

10.4 Ratification of Actions Taken In-Camera

MOTION: THAT the Board ratify all actions taken In-Camera.
MOVED BY: I. Ferrara
SECONDED BY: S. Kerwin
MOTION CARRIED.

11. UPCOMING EVENTS

Event: Thornhill Village Festival Parade
Details: Saturday, September 21, 2013 – 10:00 a.m.

Event: 25th Anniversary of Dufferin Clark Library & Community Centre
Details: Sunday, September 22, 2013 – 12:30 to 4:00 p.m. – Dufferin Clark Community Centre

Event: Civic Centre Resource Library – Community Consultation
Details: Thursday, October 3, 2013 – 7:00 p.m. – City Hall

Event: Teen Awards Celebration/Early Harvest Reception
Details: Wednesday, October 23, 2013 – 7:00 p.m. – City Playhouse

12. NEXT MEETING

Date: Thursday, October 17, 2013
Time: 6:00 p.m. – Civic Centre Resource Library – Site Dedication & Photo Opportunity
(at site of future resource library)
Time: 7:00 p.m. – Library Board Meeting – Maple Library

13. MOTION TO ADJOURN

The meeting adjourned at 8:40 p.m. on a motion by M. Chiaromonte, seconded by R. Capone.

Chairman

Secretary-Treasurer