



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.

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MINUTES OF REGULAR LIBRARY BOARD MEETING

Thursday, November 17, 2011 - 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), R. Capone (to 8:45 pm), M. Chiaromonte,
L. de Boer, R. DeFrancesca, M. Di Biase (7:14 pm to 9:10 pm),
M. Iafrate (from 7:35 pm), S. Kerwin, G. Locilento, P. Puri,
G. Rosati (to 7:55 pm), S. Rosen

Regrets: I. Ferrara, V. Gupta

Absent: D. Sandhu

In Attendance: M. Singleton, Chief Executive Officer
A. Dowiat Vine, Director of Planning & Communication
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 7:09 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: S. Kerwin

Seconded By: S. Rosen

MOTION CARRIED.

4. MINUTES OF MEETING**4.1 Minutes of Regular Board Meeting of October 27, 2011**

MOTION: THAT the minutes of September 15, 2011 be adopted as presented.

Moved BY: L. de Boer

SECONDED BY: G. Locilento

MOTION CARRIED.

5. BUSINESS ARISING**5.1 Information Requests Report****5.1.1 Thornhill Woods Neighbourhood Library**

The Design/Build RFP was issued on November 8, 2011, and closes on December 6, 2011. Additional information was distributed. The Chief Executive Officer reported on a memorandum received from the Commissioner of Finance and the Commissioner of Community Services, in consultation with the Director of Legal Services, referring to a Library Board resolution on April 14, 2011 to form a Sub-Selection Committee including five Library Board members for the Block 10 Library RFP evaluation. Reference is made to The Bellamy Report issued in September 2005, which includes recommendations relating to the procurement process, that ‘Councillors should separate themselves from the procurement process. They should have no involvement whatsoever in the specific procurements. They have the strongest ethical obligation to refrain from seeking to be involved in any way’; and “Members of Council should not see any documents or receive any information related to a particular procurement while the procurement process is ongoing”. In addition, Councils and by extension, Boards, are the approval authority for significant municipal procurements, therefore remaining independent of the procurement evaluation process which protects the integrity and impartiality of the Board’s decision.

M. Di Biase joined the meeting.

M. Iafrate joined the meeting.

MOTION: THAT the Sub-Selection Committee appointed on April 14, 2011 to act as the Technical Evaluation Committee to review and prepare recommendations to the VPL Board regarding the preferred design/build team for the construction of the Block 10 (Thornhill Woods) Neighbourhood Library, be dissolved,

AND THAT a Technical Evaluation Committee composed of a representative of the City of Vaughan’s Building & Facilities Department, the Vaughan Public Libraries CEO, and a representative of the Advocate Architect (The Ventin Group Ltd), to review and prepare recommendations to the VPL Board regarding the preferred design/build team for the construction of the Block 10 (Thornhill Woods) Neighbourhood Library, be appointed,

AND THAT the Sub-Selection Committee appointed April 14, 2011 to review and prepare a recommendation to the VPL Board regarding the preferred architect for the construction of the Civic Centre Resource Library, be dissolved,

Motion continued...

Motion continued...

AND THAT a Technical Evaluation Committee to review and prepare recommendations to the VPL Board regarding the preferred architect for the construction of the Civic Centre Resource Library, be appointed at a later date.

MOVED BY: G. Rosati
SECONDED BY: R. Capone
MOTION CARRIED.

G. Rosati left the meeting.

5.1.2 Civic Centre Resource Library

Completion of the RFP for an architect remains outstanding. Questions were raised about the delay in the issue of the RFP. The Chief Executive Officer referred to information provided to the Board in April 2011 by the Commissioner of Community Services that the RFP for the Civic Centre Resource Library would be delayed until after the RFP for the Block 10 (Thornhill Woods) Neighbourhood Library had been released.

5.1.3 Library Locations

A report from the Commissioner of Finance regarding projected Development Charge funds for VPL was reviewed.

5.1.4 Potential Sponsorship from PowerStream

A proposal for sponsorship for VPL's Teen Award initiatives has been submitted to PowerStream.

5.1.5 Request for Feasibility Study

On November 15, 2011, the Committee of the Whole discussed the Board's request for a feasibility study to be carried out in relation to a library at the Vellore Village Community Centre. The Commissioner of Community Services indicated that a study would cost between \$50,000 and \$100,000. As this information was not available at the time of the Board's discussion and subsequent resolution to request a feasibility study, due to the impact to the Board's budget it was decided not to proceed with the feasibility study at this time.

5.1.6 Request to Establish Reserve Contributions for Library Materials

A letter is being forwarded to Council requesting that Reserve Contributions for Library Materials be established for inclusion in the City of Vaughan's policy.

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

6. CORRESPONDENCE

- 6.1 Thank you card from Erin Steckley
- 6.2 Promotional Articles about VPL
- 6.3 Vaughan Public Libraries' Strategic Plan 2012 - 2015

MOTION: THAT the Board receive the items of correspondence.
MOVED BY: S. Kerwin
SECONDED BY: P. Puri
MOTION CARRIED.

MOTION: THAT the Board send written congratulations to the Strategic Plan Working Group for their efforts and contributions to the creation of VPL's Strategic Plan 2012-2015.
MOVED BY: M. Iafrate
SECONDED BY: S. Kerwin
MOTION CARRIED.

R. Capone left the meeting.

7. FINANCES**7.1 Accounts Paid for October 2011**

MOTION: THAT the Board receive the Accounts Paid for October 2011 in the amount of \$229,946.65.
MOVED BY: M. Chiaromonte
SECONDED BY: G. Locilento
MOTION CARRIED.

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

MOTION: THAT the Board receive the Management Report for October 2011 and the Performance Indicators Report.
MOVED BY: P. Puri
SECONDED BY: M. Iafrate
MOTION CARRIED.

8.2 Report on CEO Attendance at CULC Meeting

MOTION: THAT the Board receive the CEO's report on attendance at the CULC Meeting.
MOVED BY: M. Chiaromonte
SECONDED BY: S. Rosen
MOTION CARRIED.

8.3 Report from Budget & Finance Committee**8.3.1 Revenue & Expenditures Variance Analysis Report and Capital Analysis Report For Third Quarter ending September 30, 2011**

At its meeting of November 17, 2011, the Budget & Finance Committee reviewed the third quarter report.

MOTION: THAT the Board receive the Revenue & Expenditures Variance Analysis Report and Capital Analysis Report for Third Quarter ending September 30, 2011 as recommended by the Budget & Finance Committee.

MOVED BY: S. Kerwin

SECONDED BY: M. Chiaromonte

MOTION CARRIED.

9. NEW BUSINESS**9.1 eReader Presentation**

The Director of Operations provided a visual presentation and hands-on demonstration of VPL's new Kobo eReaders.

9.2 Bathurst Clark Resource Library Promotional Video

The Director of Planning & Communication provided a promotional video about service and programs available to library users at Bathurst Clark Resource Library.

M. Di Biase left the meeting.

9.3 2012 Schedule of Library Board Meetings

A proposed schedule of meetings for 2012 was provided.

MOTION: THAT the Board approve the 2012 Schedule of Library Board Meetings.

MOVED BY: S. Kerwin

SECONDED BY: G. Locilento

MOTION CARRIED.

9.4 CP24 Chum Christmas Wish Program Participation

MOTION: THAT the Board endorse the participation of Vaughan Public Libraries with the City of Vaughan in the 2011 CP24 Chum Christmas Wish Program.

MOVED BY: M. Chiaromonte

SECONDED BY: R. DeFrancesca

MOTION CARRIED.

9.5 Ontario Library Association Superconference – Trustee Attendance

Trustees were informed of the OLA's Superconference taking place February 1-4, 2012 at the Metro Toronto Convention Centre and were asked to let staff know if they wished to attend any single day or the full conference. It was requested this item be included on the December Board Agenda.

9.5 continued

MOTION: THAT the Board approve attendance at the Ontario Library Association Superconference 2012 for any Vaughan Public Library Board Trustee expressing an interest and committing to attend.

Moved BY: M. Iafrate

SECONDED BY: R. DeFrancesca

MOTION CARRIED.

10. **IN-CAMERA MEETING (CLOSED SESSION)**

10.1 **Motion to Move In-Camera**

MOTION: THAT the meeting move In-Camera.

Moved BY: G. Locilento

SECONDED BY: S. Rosen

MOTION CARRIED.

The meeting moved In-Camera at 9:24 p.m.

10.2 **Disclosures of Interest**

There were no disclosures of interest.

10.3 **Job Evaluation Report (Confidential)**

The Board received a report on job evaluation.

10.4 **CEO's Performance Evaluation – Input from Trustees (Confidential)**

The Board received a report on the CEO's Performance Evaluation.

10.4 **MOTION TO RETURN TO OPEN SESSION**

MOTION: THAT the meeting return to Open Session.

Moved BY: M. Iafrate

SECONDED BY: S. Rosen

MOTION CARRIED.

10.5 **RATIFICATION OF ACTIONS TAKEN IN-CAMERA**

MOTION: THAT the Board ratify all actions taken In-Camera.

Moved BY: P. Puri

SECONDED BY: M. Chiaromonte

MOTION CARRIED.

11. **UPCOMING EVENTS & ACTIVITIES**

Event: Staff Appreciation Luncheon

Date/Time: Monday, December 5, 2011 – 10:00 am to 1:00 pm

Location: Ansley Grove Library

12. **NEXT MEETING**

Date: Thursday, December 15, 2011
Time: 6:00 p.m.
Location: TBD

13. **MOTION TO ADJOURN**

The meeting adjourned at 9:55 p.m. on a motion by P. Puri, seconded by G. Locilento.

Chairman

Secretary-Treasurer