

Adopted by the Vaughan Public Library Board on June 16, 2011



900 Clark Avenue West, Vaughan, Ontario L4J 8C1

Tel. (905) 653-READ (7323) \* Fax (905) 709-1530 \* Website: [www.vaughanpl.info](http://www.vaughanpl.info)

*Vaughan Public Libraries contributes to the success of our growing diverse community;  
serving its information, learning, leisure and cultural needs in a welcoming and safe environment*

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

**MINUTES OF REGULAR LIBRARY BOARD MEETING**  
**Thursday, May 19, 2011 - 7:30 p.m. – Pierre Berton Resource Library**

Present: M. McKenzie (Chair), R. Capone (until 8:10 pm),  
M. Chiaromonte, L. de Boer, R. DeFrancesca, M. Di Biase,  
I. Ferrara, S. Kerwin, G. Locilento, P. Puri (until 8:55 pm),  
S. Rosen, D. Sandhu  
Regrets: V. Gupta, M. Iafrate, G. Rosati

In Attendance: M. Singleton, Chief Executive Officer  
M. Guy, Director of Operations  
S. Vander Werff, Director of Finance & Facilities  
P. Yovdoshuk, Recorder  
J. Orrell, Manager of Community Libraries

1. **CALL TO ORDER**

As there was a quorum at 7:30 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 5.7 – Building Priorities

3.2 **Motion to Adopt the Agenda**

**MOTION:** THAT the agenda be adopted as amended.

**Moved BY:** D. Sandhu

**SECONDED BY:** L. de Boer

**MOTION CARRIED.**

4. **MINUTES OF MEETING**

4.1 **Minutes of Regular Board Meeting of April 14, 2011**

**MOTION:** THAT the minutes of April 14, 2011 be adopted  
as presented.

**Moved BY:** M. Chiaromonte

**SECONDED BY:** G. Locilento

**MOTION CARRIED.**

5. **BUSINESS ARISING**

5.1 **Board Governance – Verbal Report from the Chair**

The Chair referred to an article brought to the Board at a previous meeting about good governance, specifically in relation to board trustees meeting on their own without management presence. Discussion ensued and it was agreed that trustees can meet on their own on an 'as needed' basis.

5.2 **Provincial Budget 2011 Update**

Correspondence has been received from the Ministry of Tourism and Culture that the province will be providing \$1.9 million to public libraries as one-time funding in support of their efforts to build collections and programs that strengthen community services. VPL will be receiving an additional \$11,325 in 2011. The CEO had met earlier this year with both Greg Sorbara, MPP Vaughan, and Peter Shurman, MPP Thornhill, to discuss funding for libraries.

**MOTION: THAT the Board receive the update on the Provincial Budget 2011,**

**AND THAT management prepare a letter to the Ministry of Culture, copied to local MPPs, expressing the Board's disappointment in the funding support for libraries.**

**MOVED BY: S. Kerwin**

**SECONDED BY: P. Puri**

**MOTION CARRIED.**

5.3 **Development Charges Update**

In the April 14, 2011 report to the Board, it was noted that the City of Vaughan's methodology of collecting DCs will resort to the previous method of collecting DCs based on net population rather than the current method using gross population figures. The Director of Reserves and Investments, Ferruccio Castellarin, has confirmed that the anticipated impact to VPL will be \$3.5 million. A comprehensive review to the City of Vaughan Development Charge By-law is being initiated in 2011.

**MOTION: THAT the Board receive the update on Development Charges.**

**MOVED BY: R. DeFrancesca**

**SECONDED BY: G. Locilento**

**MOTION CARRIED.**

5.4 **VPL Vision**

At the Strategic Planning Summit of April 30, 2011, the Board was lead through a visioning exercise facilitated by Peggy Walshe of Libraries In Transition. Trustee input was compiled and a selection of proposed Vision statements were brought back to the Board for consideration. Discussion ensued and additional proposals were reviewed. The Board selected a Vision statement.

5.4 continued

**MOTION:** THAT the Board adopt “Enrich Inspire Transform” as a Vision Statement for Vaughan Public Libraries.

**MOVED BY:** R. DeFrancesca

**SECONDED BY:** I. Ferrara

**MOTION CARRIED.**

R. Capone left the meeting.

5.5 **Thornhill Woods Neighbourhood Library – Revised Architectural Considerations**

At the Library Board meeting of April 14, 2011, the document *Proposed Building Plan and Proposed Architectural Considerations for Thornhill Woods Neighbourhood Library* was discussed and input from the Board was solicited. Following the discussion, staff revised, enhanced and renamed the document to *Architectural Considerations for Thornhill Woods Neighbourhood Library*. A copy has been forwarded to Marlon Kallideen, Commissioner of Community Services, for use in preparing the RFP for architectural services. Discussion ensued regarding the proposed schedule of the project. The schedule is optimistic, and will change as needed.

**MOTION:** THAT the Board receive the revised *Architectural Considerations for the North Thornhill Neighbourhood Library*.

**MOVED BY:** P. Puri

**SECONDED BY:** G. Locilento

**MOTION CARRIED.**

5.6 **Information Request Reports**

Reports were provided to the Board on the following:

**Civic Centre Resource Library Design RFP (Request for Proposal)** – Draft document sent from Purchasing Department on April 13, 2011 to Commissioner of Community Services who is acting as Project Manager. VPL’s *Architectural Considerations* prepared and forwarded to Commissioner previously for inclusion in RFP. RFP in production.

**Civic Centre Resource Library Land Purchase** – Commissioner of Finance confirms transfer of funds for the purchase of land to house the Civic Centre Resource Library was a notional transfer using costs approved in the Development Charges By-law to be adjusted dependent upon final library design.

**Thornhill Woods Neighbourhood Library Design/Build RFP (Request for Proposal)** – *Architectural Considerations* revised following April Board meeting and forwarded to Commissioner of Community Services who will act as Project Manager. Letter sent to Mayor and Council requesting design/build process be initiated.

**Customer Email Addresses** – It was confirmed that the Provincial *Municipal Freedom of Information and Protection of Privacy Act* recognizes that an individual’s right to privacy includes the right to know how his/her personal information is being used and requires that the individual has given permission for this use.

**5.2 continued**

**Library Parking Spaces at Woodbridge Library** - at the Board Planning Summit held on April 30, 2011, a question arose about parking for library customers at Woodbridge Library. It was confirmed there are 12 parking spaces with signage designated for library use near the Woodbridge Library.

**MOTION:** **THAT the information request reports be received.**  
**MOVED BY:** **L. de Boer**  
**SECONDED BY:** **I. Ferrara**  
**MOTION CARRIED.**

**5.3 Building Priorities**

Copies of a memo dated March 8, 2011 from the Chair and the CEO to Members of Council in relation to the 2011 Draft Capital Budget were distributed at the request of M. Di Biase. M. Di Biase has asked the Board to reconsider timing of construction of a library in the Vellore Village area.

**MOTION:** **THAT the Board direct the CEO report back at to the Board on reconsidering the redistribution of the Block 11 and Vellore Village libraries and the growth projections in the defined areas.**  
**MOVED BY:** **M. Di Biase**  
**SECONDED BY:** **R. DeFrancesca**  
**MOTION CARRIED.**

**6. CORRESPONDENCE****6.1 Thank You Card****6.2 Promotional Articles about VPL**

**MOTION:** **That the Board receive the items of correspondence.**  
**MOVED BY:** **D. Sandhu**  
**SECONDED BY:** **L. de Boer**  
**MOTION CARRIED.**

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

**MOTION:** **THAT the Board receive the Accounts Paid for April 2011, in the total amount of \$178,147.64.**  
**MOVED BY:** **P. Puri**  
**SECONDED BY:** **M. Chiaromonte**  
**MOTION CARRIED.**

P. Puri left the meeting.

**8. REPORTS****8.1 Management Report for April 2011 & Year to Date Performance Indicators**

**MOTION:** THAT the Board receive the Management Report for April 2011 and the year to date Performance Indicators.

**MOVED BY:** I. Ferrara

**SECONDED BY:** G. Locilento

**MOTION CARRIED.**

**8.2 Report from Budget & Finance Committee:****8.2.1 Revenue & Expenditures Variance Analysis Report for First Quarter ending March 31, 2011**

The Budget & Finance Committee held a meeting prior to the Board meeting to review the quarterly report.

**MOTION:** THAT the Board receive the Revenue & Expenditures Variance Analysis Report for the First Quarter ending March 31, 2011 as recommended by the Budget & Finance Committee.

**MOVED BY:** S. Kerwin

**SECONDED BY:** D. Sandhu

**MOTION CARRIED.**

**9. NEW BUSINESS****9.1 Better World Books – Non-Profit Literacy Partners**

June Orrell, Manager of Community Libraries, presented a report to the Board about Better World Books, an organization that collects and sells books online to fund literacy initiatives worldwide. Discussion ensued.

**MOTION:** THAT the Board receive the report on Better World Books,

**AND THAT the Board select Plan USA (Haiti) as the recipient for a portion of the revenues raised from the sale of discarded books in 2011 and annually thereafter.**

**MOVED BY:** R. DeFrancesca

**SECONDED BY:** M. Chiaromonte

**MOTION CARRIED.**

**9.2 Hours of Operation**

With a redistribution of staff hours and creative reworking of staff schedules, it was reported that VPL could open Maple Library on Fridays from 10:00 a.m. to 5:00 p.m. without an increase in staff FTE (full-time equivalent).

9.2 continued

**MOTION:** THAT the Board approve extending hours of service at Maple Library to include Fridays, 10:00 a.m. to 5:00 p.m., commencing Friday, September 9, 2011.

**MOVED BY:** R. DeFrancesca

**SECONDED BY:** S. Kerwin

**MOTION CARRIED.**

9.3 **Library Management Institute Conference**

M. Singleton has been invited to speak with two colleagues, the CEO of the Burlington Public Library, and the Central Library Area Manager of the Mississauga Public Library, at the Library Management Institute Conference in Philadelphia, on the topic of attracting, retaining and developing professionals in a public library setting.

**MOTION:** THAT the Board approve the attendance of the Chief Executive Officer at the Library Management Institute Conference in Philadelphia, Pennsylvania on July 11 and 12, 2011.

**MOVED BY:** S. Kerwin

**SECONDED BY:** R. DeFrancesca

**MOTION CARRIED.**

M. Di Biase raised a question about bringing forward items of new business at the time the Board is discussing same. The Chair requested that additional agenda items be brought to his attention under item 3.1 – Items to be Added or Deleted from the Agenda.

9.4 **Article on Communities in Bloom Programs at Local Libraries**

M. Di Biase informed the Board that PowerStream budgets and provides funds each year to certain projects, one of which is CIB, which was approved for 2011. Since the City of Vaughan has withdrawn from the CIB program, he suggested that management write to PowerStream and ask if consideration could be given to providing the designated CIB funding to VPL.

**MOTION:** THAT the Board direct the CEO to write to PowerStream requesting consideration that the funds allocated by PowerStream to the City of Vaughan for the Communities in Bloom program be redirected to Vaughan Public Libraries to be able to continue its Communities in Bloom programming.

**MOVED BY:** M. Di Biase

**SECONDED BY:** S. Kerwin

**MOTION CARRIED.**

9.5 **Article re Closing of School Libraries**

M. Di Biase brought forward a recent article in the media in relation to the closing of school libraries in the Windsor area. The CEO will gather information and bring a report back to the Board on the impact of this action, and how York Region School Boards are responding.

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

**MOTION:** THAT the meeting move In-Camera.  
**MOVED BY:** I. Ferrara  
**SECONDED BY:** D. Sandhu  
**MOTION CARRIED.**

The meeting moved In-Camera at 9:29 p.m.

**10.2 Disclosures of Interest**

There were no disclosures of interest.

**10.3 In-Camera Business Arising:****10.3.1 Personnel Issue – Request for Education Leave of Absence**

The Board approved the request.

**10.4 Motion to Return to Open Session**

**MOTION:** THAT the meeting return to Open Session.  
**MOVED BY:** G. Locilento  
**SECONDED BY:** D. Sandhu  
**MOTION CARRIED.**

The Board returned to Open Session at 9:31 p.m.

**10.5 Ratification of Actions Taken In-Camera**

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

**11. NEXT BOARD MEETING**

**Date:** Thursday, June 16, 2011  
**Location:** Woodbridge Library  
**Time:** 7:30 p.m.

**12. MOTION TO ADJOURN**

The meeting adjourned at 9:32 p.m., on a motion by R. DeFrancesca, seconded by G. Locilento.