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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, June 16, 2011 - 7:30 p.m. – Woodbridge 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, M. Chiaromonte, L. de Boer,
R. DeFrancesca (from 8:50 pm), I. Ferrara (from 7:52 pm),
V. Gupta, M. Iafrate (from 7:54 pm), S. Kerwin, G. Locilento,
P. Puri (to 9:38 pm),

Regrets: M. Di Biase, G. Rosati, S. Rosen, D. Sandhu

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

Guests: K. Travers, KPMG
S. Li, KPMG

VPL Strategic Planning Committee:

E. Barr, Marketing & Communications Coordinator
C. Fiorini, Business Analyst
D. Romanello, Lead Clerk
D. Broughall, Adult Services Librarian
R. Price, Systems, Technology & Training Librarian
A. Akers, Youth Services Librarian
J. Stephen, Library Co-ordinator
Y. Sun, Operations Co-ordinator

1. **CALL TO ORDER**

As there was a quorum at 7:47 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 10.3 – Parliamentary Procedures Workshop

3.2 Motion to Adopt the Agenda

MOTION: THAT the agenda be adopted as amended.
MOVED BY: M. Chiaromonte
SECONDED BY: L. de Boer
MOTION CARRIED.

4. REPORT FROM BUDGET & FINANCE COMMITTEE

4.1 2010 Financial Statement

The Board welcomed Kevin Travers and Shelyane Li from KPMG. Revised copies of the 2010 Financial Statement were distributed.

I. Ferrara joined the meeting.
M. Iafrate joined the meeting.

P. Puri, Chair of the Budget & Finance Committee and S. Vander Werff, Director of Finance, reported on the review of the 2010 Financial Statement which took place at a Budget & Finance Committee meeting prior to the Board meeting. K. Travers provided comments about the audit process, and that KPMG received full assistance and co-operation from management.

MOTION: THAT the Board approve the 2010 Financial Statement as recommended by the Budget & Finance Committee.
MOVED BY: V. Gupta
SECONDED BY: S. Kerwin
MOTION CARRIED.

The Board thanked the KPMG auditors for their presentation and they left the meeting.

5. MINUTES OF MEETING

5.1 Minutes of Regular Board Meeting of May 19, 2011

MOTION: THAT the minutes of May 19, 2011 be adopted as presented.
MOVED BY: M. Chiaromonte
SECONDED BY: G. Locilento
MOTION

6. BUSINESS ARISING

6.1 Strategic Plan (Final Draft)

The Board welcomed the Strategic Planning Committee to the meeting, and introductions were made. Draft copies of the Strategic Plan were distributed for review and M. Singleton provided a presentation.

R. DeFrancesca joined the meeting.

Discussion ensued about the content of the document, and trustees provided recommendations for amendments.

6.1 continued

MOTION: **THAT the Board approve Vaughan Public Libraries’ new Strategic Plan – Empower People, Inspire Opportunities, Build Community – Strategic Plan 2012-2015, with modifications as identified by the Board,**

AND THAT the Board approve VPL’s Mission and Corporate Values as amended,

AND THAT staff be directed to proceed with the production of the strategic planning document for distribution in Fall 2011.

Moved BY: **S. Kerwin**

SECONDED BY: **M. Chiaromonte**

MOTION CARRIED.

The Board thanked the members of the Strategic Planning Committee for their efforts and contributions, and they left the meeting.

6.2 School Libraries and Vaughan Public Libraries

At the last meeting of the Board, staff were requested to bring back a report on the impact of the closing of school libraries as cited in the media in the Windsor area, and how York Region School Boards are responding. T. Watman, Director of Service Delivery, reviewed the report provided.

MOTION: **THAT the Board receive the report on School Libraries and Vaughan Public Libraries.**

Moved BY: **I. Ferrara**

SECONDED BY: **R. DeFrancesca**

MOTION CARRIED.

6.3 Prioritization of Future Library Development

The Chief Executive Officer reviewed the report provided. Discussion ensued. Once all information has been collected and reviewed, recommendations will be made for re-prioritizing of future library development.

MOTION: **THAT the Board receive the first report of information to be considered in the planning of future library facilities.**

Moved BY: **R. Capone**

SECONDED BY: **M. Iafrate**

MOTION CARRIED.

6.4 Information Requests Report

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

Moved BY: **I. Ferrara**

SECONDED BY: **R. DeFrancesca**

MOTION CARRIED.

7. **CORRESPONDENCE**

7.1 Article – The Future of the Library

7.2 Promotional Articles about VPL

MOTION: THAT the Board receive the items of correspondence.

Moved BY: L. de Boer

SECONDED BY: G. Locilento

MOTION CARRIED.

8. **FINANCES**

8.1 **Accounts Paid for May 2011**

MOTION: THAT the Board receive the Accounts Paid for May 2011 in the amount of \$221,308.46.

Moved BY: I. Ferrara

SECONDED BY: P. Puri

MOTION CARRIED.

9. **REPORTS**

9.1 **Management Report for May 2011 and Year to Date Performance Indicators**

The Chief Executive Officer reported on highlights for May 2011.

MOTION: THAT the Board receive as information the Management Report and Performance Indicators for May 2011.

Moved BY: G. Locilento

SECONDED BY: L. de Boer

MOTION CARRIED.

9.2 **Report from CLA Conference/CULC Meeting**

The Chief Executive Officer reported on her attendance at the annual CLA Conference and CULC meeting, and that expenses had come in under budget.

MOTION: THAT the Board receive the CEO's report from the Canadian Library Association Annual Conference and Canadian Urban Library Council Bi-Annual Meeting.

Moved BY: P. Puri

SECONDED BY: R. Capone

MOTION CARRIED.

10. **NEW BUSINESS**

10.1 **Presentation re QR Codes**

M. Guy, Director of Operations, provided a presentation on QR Codes.

P. Puri left the meeting.

10.2 Reciprocal Borrowing with Brampton Public Library

The Chief Executive Officer reviewed the report provided about establishing reciprocal borrowing with Brampton Public Library.

MOTION: THAT the Board approve reciprocating the provision of free library service to Brampton residents commencing July 2, 2011.

Moved BY: R. DeFrancesca

SECONDED BY: R. Capone

MOTION CARRIED.

10.3 Parliamentary Procedures Workshop

The Chair reported that a Parliamentary Procedures Workshop for Chairs, Vice Chairs and CEO's is being held at Aurora Public Library on Saturday, June 18, 2011, at a cost of \$125.00 per person.

MOTION: THAT the Board approve the attendance of Michael McKenzie, Devender Sandhu and Margie Singleton at the Parliamentary Procedures Workshop on June 18, 2011.

Moved BY: R. Capone

SECONDED BY: M. Iafrate

MOTION CARRIED.

11. IN-CAMERA MEETING (CLOSED SESSION)**11.1 Motion to Move In-Camera**

MOTION: THAT the meeting move In-Camera.

Moved BY: I. Ferrara

SECONDED BY: M. Chiaromonte

MOTION CARRIED.

The meeting moved In-Camera at 9:45 p.m.

11.2 Disclosures of Interest

There were no disclosures of interest.

11.3 Adoption of In-Camera Agenda

MOTION: THAT the In-Camera Agenda be adopted as presented.

Moved BY: M. Iafrate

SECONDED BY: S. Kerwin

MOTION CARRIED.

11.4 Adoption of In-Camera Minutes

List of those present at the In-Camera Meeting to be amended to show that R. Capone was not in attendance.

MOTION: THAT the In-Camera Minutes of May 19, 2011 be adopted as amended.

Moved BY: G. Locilento

SECONDED BY: I. Ferrara

MOTION CARRIED.

11.5 Award of Contract for RFID Solution

MOTION: **THAT the contract for RFP11-009 for the Provision of Supply, Delivery, Installation and Provide Maintenance Support on RFID Solution for Vaughan Public Libraries be awarded to the firms VTLS Inc. and mkSorting systems, who created a joint proposal.**

Moved BY: **R. DeFrancesca**

SECONDED BY: **M. Iafrate**

MOTION CARRIED.

11.6 CEO Mid Year Progress Update

A report was received by the Board.

11.7 Motion to Return to Open Session

MOTION: **THAT the meeting return to Open Session.**

Moved BY: **I. Ferrara**

SECONDED BY: **M. Chiaromonte**

MOTION CARRIED.

The meeting returned to Open Session at 9:58 p.m.

11.8 Ratification of Actions Taken In-Camera

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

Moved BY: **V. Gupta**

SECONDED BY: **L. de Boer**

MOTION CARRIED.

12. UPCOMING EVENTS & ACTIVITIES

Event: **R.A.V.E. Awards Celebration**

Date & Time: Thursday, June 23, 2011 – Reception 6:30 pm / Awards 7:30 pm

Location: **Vaughan City Hall**

Meeting: **Budget & Finance Committee Meeting**

Date & Time: Tuesday, July 26, 2011 – 7:00 pm

Location: **Bathurst Clark Resource Library**

13. NEXT BOARD MEETING

Date: **Thursday, September 15, 2011**

Time: **7:30 p.m.**

Location: **Bathurst Clark Resource Library**

14. MOTION TO ADJOURN

The meeting adjourned at 9:59 p.m. on a motion by I. Ferrara, seconded by M. Chiaromonte.