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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

Gino Rosati
Trustee

Suri Rosen
Trustee

MINUTES OF REGULAR LIBRARY BOARD MEETING

Thursday, November 21, 2013 – 7:00 p.m. – Dufferin Clark Library

Present: M. McKenzie (Chair), M. Chiaromonte, L. de Boer, R. DeFrancesca (until 7:51 pm), M. Di Biase (from 8:37 pm), I. Ferrara, V. Gupta, M. Iafrate (from 7:20 pm), S. Kerwin, G. Locilento, G. Rosati (from 7:21 pm), S. Rosen

Regrets: R. Capone, P. Puri, D. Sandhu

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 7:07 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 additions or deletions to the agenda.

3.2 Motion to Adopt the Agenda

MOTION: THAT the agenda be adopted as amended.

MOVED BY: I. Ferrara

SECONDED BY: G. Locilento

MOTION CARRIED.

4. ADOPTION OF MINUTES OF OCTOBER 17, 2013

MOTION: THAT the minutes of October 17, 2013 be adopted as presented.

MOVED BY: L. de Boer

SECONDED BY: M. Chiaromonte

MOTION CARRIED.

5. BUSINESS ARISING

No items.

6. CORRESPONDENCE

- 6.1 Library Articles
- 6.2 Promotional Articles about VPL
- 6.3 VPL's 2013 Early Harvest Magazine

MOTION: THAT the Board receive the items of correspondence.

Moved BY: M. Chiaromonte

SECONDED BY: G. Locilento

MOTION CARRIED.

7. FINANCES**7.1 Accounts Paid for October 2013**

MOTION: THAT the Board receive the Accounts Paid for October 2013 in the total amount of \$232,160.70.

Moved BY: I. Ferrara

SECONDED BY: S. Kerwin

MOTION CARRIED.

8. REPORTS**8.1 Management Report for October 2013, Q3 Business Measures & Performance Indicator Reports**

MOTION: THAT the Board receive the Management Reports for October 2013, the Q3 Business Measures, and the Performance Indicator Reports.

Moved BY: S. Rosen

SECONDED BY: G. Locilento

MOTION CARRIED.

8.2 Project Update – Civic Centre Resource Library

M. Iafrate joined the meeting.

G. Rosati joined the meeting.

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

Moved BY: M. Chiaromonte

SECONDED BY: I. Ferrara

MOTION CARRIED.

8.3 Project Update – Pleasant Ridge Library

A Site Dedication Ceremony is scheduled for Sunday, December 8, 2013, followed by a community meeting for public input.

MOTION: THAT the Board receive the project update on the Pleasant Ridge Library.
MOVED BY: R. DeFrancesca
SECONDED BY: L. de Boer
MOTION CARRIED.

8.4 **Report from Budget & Finance Committee**

8.4.2 **Revenue & Expenditures Variance Analysis Report and Capital Analysis Report for Third Quarter ending September 30, 2013**

At its meeting of November 21, 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 Third Quarter ending September 30, 2013 as recommended by the Budget & Finance Committee.
MOVED BY: S. Kerwin
SECONDED BY: V. Gupta
MOTION CARRIED.

8.5 **Report from Personnel & Policy Committee**

8.5.1 **Education Leave Policy**

No changes were required to the Education Leave Policy.

MOTION: THAT the Board support the recommendation of the Personnel & Policy Committee,

AND THAT the Education Leave Policy be approved.

MOVED BY: M. Iafrate
SECONDED BY: S. Kerwin
MOTION CARRIED.

8.5.2 **Collection Development Policy & Multilingual Guidelines**

The policy was reviewed and proposed revisions discussed.

MOTION: THAT the Board support the recommendation of the Personnel & Policy Committee,

AND THAT the revised Collection Development Policy and the Multilingual Guidelines be approved.

MOVED BY: I. Ferrara
SECONDED BY: R. DeFrancesca
MOTION CARRIED.

8.5.3 Hiring and Nepotism Policy

The policy was reviewed and proposed revisions discussed, with additional revisions recommended by the Personnel & Policy Committee.

MOTION: **THAT the Board support the recommendation of the Personnel & Policy Committee with proposed amendments,**

AND THAT the revised Hiring and Nepotism Policy be approved.

Moved BY: **M. Iafrate**

SECONDED BY: **M. Chiaromonte**

MOTION CARRIED.

8.5.4 Internet Policy

The policy was reviewed and proposed revisions discussed.

MOTION: **THAT the Board support the recommendation of the Personnel & Policy Committee,**

AND THAT the revised Internet Policy be approved.

Moved BY: **G. Locilento**

SECONDED BY: **S. Kerwin**

MOTION CARRIED.

8.5.5 Occupational Health and Safety Statement of Commitment

No changes were required to the Occupational Health and Safety Statement of Commitment.

MOTION: **THAT the Board support the recommendation of the Personnel & Policy Committee,**

AND THAT the Occupational Health and Safety Statement of Commitment be approved.

Moved BY: **M. Chiaromonte**

SECONDED BY: **M. Iafrate**

MOTION CARRIED.

R. DeFrancesca left the meeting.

8.5.6 Accessibility Policy

The proposed policy was reviewed.

MOTION: **THAT the Board support the recommendation of the Personnel & Policy Committee,**

AND THAT the Accessibility Policy be approved.

Moved BY: **I. Ferrara**

SECONDED BY: **L. de Boer**

MOTION CARRIED.

8.5.7 **Personnel Policy for Management Employees and Personnel Policy for Non-Union Employees (Excluding Management)**

Discussion ensued about proposed changes to the policies. Staff left the meeting.

MOTION: THAT the meeting move In-Camera.
Moved BY: M. Iafrate
SECONDED BY: I. Ferrara
MOTION CARRIED.

The meeting moved In-Camera at 8:17 p.m.

MOTION: THAT the meeting return to Open Session.
Moved BY: I. Ferrara
SECONDED BY: M. Iafrate
MOTION CARRIED.

The meeting returned to Open Session at 8:37 p.m.

M. Di Biase joined the meeting.
Staff returned to the meeting.

9. **NEW BUSINESS**

9.1 **Demonstration of Hoopla**

The Director of Operations provided a demonstration of Hoopla, a new service for libraries.

MOTION: THAT the Board receive the demonstration of Hoopla.
Moved BY: M. Iafrate
SECONDED BY: V. Gupta
MOTION CARRIED.

9.2 **December 2013 Library Board Meeting**

MOTION: THAT the Board receive the information about the December 2013 Board Dinner Meeting, and direct staff to select a suitable location.
Moved BY: M. Iafrate
SECONDED BY: G. Rosati
MOTION CARRIED.

9.3 **Proposed 2014 Library Board Meeting Schedule**

MOTION: THAT the Board approve the 2014 Library Board Meeting Schedule.
Moved BY: M. Iafrate
SECONDED BY: I. Ferrara
MOTION CARRIED.

9.4 **Ontario Library Association Super Conference – Trustee Attendance**

Copies of the 2014 OLA Super Conference program booklets were made available to trustees.

MOTION: THAT the Board approve attendance at the Ontario Library Association Super Conference 2014 for any Vaughan Public Library Board Trustee expressing an interest and committing to attend.

MOVED BY: M. Di Biase

SECONDED BY: S. Kerwin

MOTION CARRIED.

M. Di Biase expressed concern over the process in establishing a date for the Site Dedication Ceremony for the Pleasant Ridge Library and the availability of trustees. Discussion ensued.

In relation to Item 8.2, staff were asked to investigate and report back to the Board on the qualifications and experience of the project manager for the construction of the Civic Centre Resource Library.

10. **UPCOMING EVENTS**

Event: Santafest Parade
Date/Time: Sunday, November 24, 2013
Location: Maple

Event: Pleasant Ridge Library Site Dedication
Date/Time: Sunday, December 8, 2013 – 2:00 p.m.
Location: North Thornhill Community Centre

Event: Staff Appreciation Event
Date/Time: Friday, December 13, 2013 – 6:00 to 9:00 p.m.
Location: Dufferin Clark Library

Event: Ontario Library Association Super Conference
Date: January 30 through February 1, 2014
Location: Metro Toronto Convention Centre

11. **NEXT MEETING**

Date/Time: Thursday, December 19, 2013 – 6:00 p.m.
Location: To be determined

12. **ADJOURNMENT**

The meeting adjourned at 9:20 p.m. on a motion by V. Gupta, seconded by G. Locilento.

Chairman

Secretary-Treasurer