



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.

Enrich Inspire Transform

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, November 15, 2012 – 7:00 p.m. - Dufferin Clark Library

Present: M. McKenzie (Chair), R. Capone (from 7:49 pm), M. Chiaromonte,
L. de Boer, R. DeFrancesca (from 7:06 pm), M. Di Biase (from 7:15 pm),
I. Ferrara, M. Iafrate, S. Kerwin, G. Locilento, P. Puri, D. Sandhu (from 7:06
pm)

Regrets: V. Gupta, G. Rosati, S. Rosen

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 7:05 p.m., the Chair called the meeting to order.

D. Sandhu joined the meeting.
R. DeFrancesca joined the meeting.

2. PROCUREMENT PROCESS

The Board welcomed Barbara Cribbett, Commissioner of Finance & City Treasurer, who provided a presentation about the procurement process in the municipal sector

M. Di Biase joined the meeting.

Discussion ensued about the roles and responsibilities of members of Council and Board Trustees.

R. Capone joined the meeting.

The Chair thanked Ms. Cribbett for her presentation and she left the meeting.

MOTION: THAT the Board receive the presentation provided by Commissioner Cribbett about the procurement process.

MOVED BY: I. Ferrara

SECONDED BY: M. Chiaromonte

MOTION CARRIED.

3. DISCLOSURES OF INTEREST

There were no disclosures of interest.

4. **CONFIRMATION OF AGENDA** (2 min)

4.1 **Items to be Added or Deleted**

There were no items to be added or deleted.

4.2 **Motion to Adopt the Agenda**

MOTION: THAT the agenda be adopted as presented.

Moved BY: M. Iafrate

SECONDED BY: I. Ferrara

MOTION CARRIED.

5. **ADOPTION OF MINUTES**

5.1 **Adoption of Minutes of September 20, 2012**

MOTION: THAT the minutes of September 20, 2012 be adopted as presented.

Moved BY: G. Locilento

SECONDED BY: S. Kerwin

MOTION CARRIED.

6. **BUSINESS ARISING**

6.1 **Ontario Public Library Service Awards**

MOTION: THAT the Board receive the report concerning the Ontario Public Library Service Awards.

Moved BY: M. Iafrate

SECONDED BY: P. Puri

MOTION CARRIED.

7. **CORRESPONDENCE**

7.1 **Library Articles**

7.2 **Inside OLBA – Fall 2012 Edition**

7.3 **OLA Access Magazine**

7.4 **Promotional Articles about VPL**

MOTION: THAT the correspondence be received.

Moved BY: G. Locilento

SECONDED BY: R. DeFrancesca

MOTION CARRIED.

8. **FINANCES**

8.1 **Accounts Paid for September 2012**

MOTION: THAT the Board receive the Accounts Paid for September 2012 in the amount of \$193,591.87.

Moved BY: L. de Boer

SECONDED BY: G. Locilento

MOTION CARRIED.

8.2 Accounts Paid for October 2012

MOTION: **THAT the Board receive the Accounts Paid for October 2012 in the amount of \$267,669.11.**
MOVED BY: **D. Sandhu**
SECONDED BY: **I. Ferrara**
MOTION CARRIED.

9. REPORTS**9.1 Management Report for September 2012**

MOTION: **THAT the Management Report for September 2012 be received.**
MOVED BY: **P. Puri**
SECONDED BY: **M. Iafrate**
MOTION CARRIED.

9.2 Management Report for October 2012 & Performance Indicator Reports

MOTION: **THAT the Management Report for October 2012 & Performance Indicator Reports be received.**
MOVED BY: **M. Di Biase**
SECONDED BY: **G. Locilento**
MOTION CARRIED.

9.3 New Library Construction – Project Updates

MOTION: **THAT the Board receive the report on New Library Construction Projects.**
MOVED BY: **I. Ferrara**
SECONDED BY: **R. DeFrancesca**
MOTION CARRIED.

9.4 Report from Budget & Finance Committee:**9.4.1 Revenue & Expenditures Variance Analysis Report and Capital Analysis Report for the Third Quarter ending September 30, 2012**

MOTION: **THAT the Board receive the Revenue & Expenditures Variance Report and Capital Analysis Report for the Third Quarter ending September 30, 2012, as recommended by the Budget & Finance Committee.**
MOVED BY: **P. Puri**
SECONDED BY: **S. Kerwin**
MOTION CARRIED.

10. NEW BUSINESS**10.1 December 2012 Board Dinner Meeting**

MOTION: **THAT the Board receive the information about the December 2012 Board Dinner Meeting.**
MOVED BY: **G. Locilento**
SECONDED BY: **I. Ferrara**
MOTION CARRIED.

10.2 Proposed 2013 Library Board Meeting Schedule

As per the Board's By-Law, meetings have been scheduled to take place on the third Thursday of the month, with exceptions where needed due to religious observances or other events.

MOTION: **THAT the Board approve the 2013 Library Board Meeting Schedule as presented.**

MOVED BY: **R. DeFrancesca**

SECONDED BY: **M. Chiaromonte**

MOTION CARRIED.

10.3 Ontario Library Association Super Conference – Trustee Attendance

The 2013 OLA Super Conference is being held from Thursday, January 31 through Saturday, February 2, 2013. Trustees who wish to attend may choose to attend a single day or the full conference.

MOTION: **THAT the Board approve attendance at the Ontario Library Association Super Conference 2013 for any Vaughan Public Library Board Trustee expressing an interest and committing to attend.**

MOVED BY: **M. Chiaromonte**

SECONDED BY: **I. Ferrara**

MOTION CARRIED.

10.4 Pinterest Demonstration

Marilyn Guy, Director of Operations, provided a visual presentation to the Board about Pinterest, a feature accessible on the VPL website.

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: **L. de Boer**

MOTION CARRIED.

The meeting moved In-Camera at 8:29 p.m.

11.2 Award of Contracts for 2013 Collections

Vaughan Public Libraries, in conjunction with the City of Vaughan's Purchasing Department, issued a Request for Proposal for the Selection, Cataloguing, Supply & Delivery of Library Materials. RFP12-287 includes books, DVDs, CDs, kits, and audio books as well as their processing and cataloguing. Proposal submissions were evaluated by the Selection Committee against established criteria.

11.2 continued

MOTION: THAT the Board approve the awarding of a contract to Whitehots for supply, delivery, cataloguing and processing of Bestseller and JP ARPs,

AND THAT the Board approve the awarding of a contract to CVS Midwest Tapes for the supply, delivery, cataloguing and processing of the Film ARP and Firm orders,

AND THAT the Board approve the awarding of a contract to Library Bound Inc. for the supply, delivery, cataloguing and processing of the JNF, Junior & Teen Bestseller, & Subject ARPs and Adult Non-Fiction, Adult Fiction, Junior Non-Fiction and Junior & Teen Fiction Firm orders,

AND THAT the Board approve the awarding of a contract to Archambault SIE for the supply, delivery, cataloguing and processing of French and Music CD ARPs and French and Music CD Firm orders,

AND THAT the Board approve the awarding of a contract to Jack the Bookman for the supply, delivery, cataloguing and processing of the mass market paperback and graphic novel ARPs.

Moved BY: M. Iafrate

SECONDED BY: R. Capone

MOTION CARRIED.

Staff left the meeting.

11.3 Recommendation re CEO Evaluation Process (Confidential)

A confidential verbal report was provided by the CEO Evaluation Committee.

11.4 Motion to Return to Open Session

MOTION: THAT the meeting return to Open Session.

Moved BY: G. Locilento

SECONDED BY: S. Kerwin

MOTION CARRIED.

The meeting returned to Open Session at 9:38 p.m.

(OPEN SESSION)

11.5 Ratification of Actions Taken In-Camera

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

Moved BY: R. DeFrancesca

SECONDED BY: M. Chiaromonte

MOTION CARRIED.

12. **UPCOMING EVENTS & ACTIVITIES**

Event: **Santafest Parade**
Date/Time: Sunday, November 25, 2012 – 12:30 p.m. with parade starting at 2:00 p.m.
Location: Major MacKenzie Drive/Jane Street to the Vaughan Civic Centre

Event: **Staff Appreciation Event**
Date/Time: Friday, November 30, 2012 – 5:30 p.m. to 8:30 p.m.
Location: Dufferin Clark Library

13. **NEXT MEETING**

Date: Thursday, December 20, 2012
Location: To be determined
Time: 6:30 p.m.

14. **MOTION TO ADJOURN**

The meeting adjourned at 9:40 p.m., on a motion by G. Locilento, seconded by I. Ferrara.

Chair

Secretary-Treasurer