

Vaughan Public Libraries offers welcoming destinations that educate, excite and empower our community.

Enrich Inspire Transform

MINUTES OF LIBRARY BOARD MEETING

Thursday, September 17, 2015 – 7:00 p.m. – Bathurst Clark Resource Library

Devender Sandhu
Chair

Rose Savage
Vice Chair

Mubarak Ahmed
Trustee

Lynne Axmith
Trustee

Ralph Cinelli
Trustee

Rosanna DeFrancesca
Trustee

Ugo Di Federico
Trustee

Isabella Ferrara
Trustee

Mario Ferri
Trustee

Maya Goldenberg
Trustee

Marilyn Iafrate
Trustee

Manjit Kaur
Trustee

Jane Kelly
Trustee

Steve Kerwin
Trustee

Palma Pallante
Trustee

Loreta Pavese
Trustee

Cristina Rizzuto
Trustee

Suri Rosen
Trustee

Gary Thompson
Trustee

Sandra Yeung Racco
Trustee

Present: D. Sandhu (Chair), R. Cinelli, R. DeFrancesca (from 7:32 pm to 9:10 pm), U. Di Federico, I. Ferrara, M. Ferri, M. Goldenberg, M. Iafrate, M. Kaur, J. Kelly (to 9:00 pm), S. Kerwin (to 9:29 pm), P. Pallante (to 9:23 pm), L. Pavese (from 7:15 pm), C. Rizzuto, G. Thompson (to 9:27 pm), S. Yeung Racco

Regrets: L. Axmith, R. Savage

Absent: M. Ahmed, S. Rosen

In Attendance: M. Singleton, Chief Executive Officer
A. Dowiat Vine, Director of Planning & Communication
M. Guy, Director of Operations
L. McDonough, Director of Service Delivery
S. Vander Werff, Director of Finance & Facilities

Guests: Stephen Abram, Executive Director, FOPL
Les Camm, Senior Project Manager, MHPM Project Managers Inc.

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. **ADOPTION OF AGENDA**

3.1 **Agenda Items to be Added or Deleted**

There were no items to be added or deleted.

3.2 **Adoption of Agenda**

MOTION: THAT the agenda be adopted as presented.
MOVED BY: G. Thompson
SECONDED BY: I. Ferrara
MOTION CARRIED.

4. ADOPTION OF MINUTES**4.1 Adoption of Minutes of Board Meeting of June 25, 2015**

MOTION: THAT the minutes of June 25, 2015 be adopted as presented.
Moved BY: R. Cinelli
SECONDED BY: U. Di Federico
MOTION CARRIED.

4.2 Adoption of Minutes of Special Board Meeting of September 8, 2015

MOTION: THAT the minutes of September 8, 2015 be adopted as presented.
Moved BY: M. Ferri
SECONDED BY: S. Yeung Racco
MOTION CARRIED.

5. BUSINESS ARISING

L. Pavese joined the meeting.

5.1 Presentation in relation to Province-Wide Public Opinion Poll regarding Public Libraries

R. DeFrancesca joined the meeting.

The Board welcomed Stephen Abram, Executive Director of the Federation of Ontario Public Libraries (FOPL), who provided a presentation in relation to a province-wide public opinion poll conducted by Market Probe, and responded to questions and comments from trustees. The Board thanked Mr. Abram and he left the meeting.

MOTION: THAT the Board receive the presentation from Stephen Abram, Executive Director of the Federation of Ontario Public Libraries (FOPL).
Moved BY: G. Thompson
SECONDED BY: S. Kerwin
MOTION CARRIED.

6. CORRESPONDENCE**6.1 Library Articles****6.2 Promotional Articles about VPL****6.3 2014 Annual Report Successes – Video Presentation**

MOTION: THAT the items of correspondence and video presentation be received.
Moved BY: R. Cinelli
SECONDED BY: U. Di Federico
MOTION CARRIED.

7. FINANCES**7.1 Accounts Paid for June 2015****7.2 Accounts Paid for July 2015****7.3 Accounts Paid for August 2015**

MOTION: THAT the Board receive the Accounts Paid for June 2015 in the amount of \$411,319.87,

AND THAT the Board receive the Accounts Paid for July 2015 in the amount of \$378,776.44,

AND THAT the Board receive the Accounts Paid for August 2015 in the amount of \$323,239.33.

MOVED BY: S. Yeung Racco
SECONDED BY: M. Ferri
MOTION CARRIED.

8. **REPORTS**

8.1 **Management Report for June 2015**

VPL has been presented with an Employer of the Year Award by Corbrook Awakening Abilities, an agency that assists with hiring and training of differently abled staff. VPL currently has four individuals on staff hired through Corbrook.

VPL's Youth Advocate, Andrea Wesson, has been named recipient of the Ontario Library Association's Children's Services Librarian of the Year Award for 2015, given to an individual who goes above and beyond the call of duty to promote library services within the community, provide exemplary read's advisory services, and improve the overall work experience of their colleagues.

MOTION: THAT the Board receive the Management Report for June 2015.
MOVED BY: C. Rizzuto
SECONDED BY: I. Ferrara
MOTION CARRIED.

8.2 **Management Report for July/August 2015, Performance Indicator Reports and Q2 Performance Statistics**

VPL received grant funding for an IT Intern under Canada's Youth Internship Program 2015/2016, as well as two IT and Service Capacity grants to purchase a mini sorter for Pierre Berton Resource Library and an iPad/Notebook dispensing machine for Maple Library.

MOTION: THAT the Board receive the Management Report for July/August 2015, the Performance Indicator Reports, and Q2 Performance Statistics.
MOVED BY: M. Iafrate
SECONDED BY: L. Pavese
MOTION CARRIED.

8.3 **Customer Satisfaction Survey 2015 – Findings Report**

A report was provided on the findings of VPL's Customer Satisfaction Survey held April to May 11, 2015.

MOTION: THAT the Board receive the Customer Satisfaction Survey Summary Report.
MOVED BY: I. Ferrara
SECONDED BY: M. Kaur
MOTION CARRIED.

J. Kelly left the meeting.

8.4 **Project Update – Civic Centre Resource Library**

The Board welcomed Les Camm, Senior Project Manager of MHPM Project Managers Inc. who responded to comments and questions from trustees about the new library.

R. DeFrancesca left the meeting.

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

AND THAT the Project Manager, at every project management meeting, reaffirm to all parties involved in the project that the Board trustees and citizens of Vaughan expect the library to be completed on time.

MOVED BY: **G. Thompson**

SECONDED BY: **I. Ferrara**

MOTION CARRIED.

8.5 **Report from Budget & Finance Committee**

8.5.1 **Minutes of Budget & Finance Committee Meeting of June 25, 2015**

8.5.2 **Revenue & Expenditures Variance Analysis Report and Capital Analysis Report For Second Quarter ending June 30, 2015**

8.5.3 **2016-2019 Operating Budget and Additional Resource Requests, and 2016-2020 Capital Plan**

MOTION: **THAT the Board receive the minutes of the Budget & Finance Committee Meeting of June 25, 2015 as information,**

AND THAT the Board receive the Revenue & Expenditures Variance Analysis Report and Capital Analysis Report for Second Quarter ending June 30, 2015, as recommended by the Budget & Finance Committee,

AND THAT the Board approve the Draft Operating Budget 2016-2019 as recommended by the Budget & Finance Committee,

AND THAT the Board endorse the Additional Resource Request in 2016 for \$65,000 for a viability study on Maple Library after the Civic Centre Resource Library has been operational for a period of one year, as recommended by the Budget & Finance Committee,

AND THAT the Board endorse the Additional Resource Request for staffing costs of \$563,300 required to open the new Vellore Village South Library (VVSL) in 2017, as recommended by the Budget & Finance Committee,

AND THAT the Board endorse the Additional Resource Request for the operational cost of \$82,700 for the new Vellore Village South Library (VVSL) in 2017, as recommended by the Budget & Finance Committee,

Motion continued on next page

AND THAT the Board endorse the Additional Resource Request for staffing costs of \$563,300 required to open the new Carrville Block 11 Library (BL11) in 2019, as recommended by the Budget & Finance Committee,

AND THAT the Board endorse the Additional Resource Request for the net operational cost of \$89,000 for the new Carrville Block 11 Library (BL11) in 2019, as recommended by the Budget & Finance Committee,

AND THAT the Board approve the Draft Capital Plan 2016-2020, as recommended by the Budget & Finance Committee.

**MOVED BY: M. Iafrate
SECONDED BY: S. Yeung Racco
MOTION CARRIED.**

G. Thompson left the meeting.

9. **NEW BUSINESS**

9.1 **Award of Contract for Inter-Branch Courier Services**

Tender #Q15-100 replaces the 3-year courier contract that expired November 30, 2014, which allows for transport of library materials to VPL branches 6 days per week.

MOTION: THAT the contract for Contract #Q15-100 for the Provision of Inter-Branch Courier Services to all Vaughan Public Libraries branches be awarded to Speedia Express Inc. for a one (1) year period with two (2) additional year options, at an estimated annual cost of \$41,590 plus HST,

AND THAT the Chair of the Vaughan Public Library Board and the Chief Executive Officer be authorized to sign the contract and ancillary documents.

**MOVED BY: M. Ferri
SECONDED BY: S. Yeung Racco
MOTION CARRIED.**

9.2 **Approval of mkSolutions as Single/Sole Source Vendor for RFID Equipment**

It is required that mkSolutions continue to be retained as the single/sole source vendor for the new resource library's RFID equipment in the amount of \$150,000 plus taxes.

MOTION: THAT the Board approve mkSolutions as single/sole source vendor for up to \$150,000 plus taxes to purchase RFID hardware and software for the new Resource Library.

**MOVED BY: M. Iafrate
SECONDED BY: M. Goldenberg
MOTION CARRIED.**

9.3 Advancing VPL: Growing and Evolving – Position Paper

MOTION: THAT the Board receive the Advancing VPL: Growing and Evolving Position Paper.
MOVED BY: S. Yeung Racco
SECONDED BY: M. Kaur
MOTION CARRIED.

S. Kerwin left the meeting.

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

MOTION: THAT the meeting move In-Camera.
MOVED BY: M. Ferri
SECONDED BY: S. Yeung Racco
MOTION CARRIED.

The meeting moved In-Camera at 9:30 p.m.

10.2 Adoption of In-Camera Minutes of June 25, 2015

MOTION: THAT the Board adopt the In-Camera Minutes of June 25, 2015 as presented.
MOVED BY: U. Di Federico
SECONDED BY: R. Cinelli
MOTION CARRIED.

10.3 Motion to Return to Open Session

MOTION: THAT the meeting return to Open Session.
MOVED BY: U. Di Federico
SECONDED BY: I. Ferrara
MOTION CARRIED.

The meeting returned to Open Session at 9:32 p.m.

(OPEN SESSION)

11. RATIFICATION OF ACTIONS TAKEN IN-CAMERA

MOTION: THAT the Board ratify all actions taken In-Camera.
MOVED BY: U. Di Federico
SECONDED BY: R. Cinelli
MOTION CARRIED.

12. UPCOMING MEETINGS**Library Board Meeting**

Date/Time: Thursday, October 15, 2015 – 7:00 p.m.
Location: Maple Library

13. **ADJOURNMENT**

The meeting adjourned at 9:32 p.m., on a motion by U. Di Federico, seconded by M. Ferri.

Board Chair

Secretary-Treasurer