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*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*

Gino Rosati  
Chair

Michael McKenzie  
Vice-Chair

Rocco Capone  
Trustee

Marie Chiaromonte  
Trustee

Lorraine de Boer  
Trustee

Isabella Ferrara  
Trustee

Mario F. Ferri  
Trustee

Tony Genco  
Trustee

Filippo Gravina  
Trustee

Mary Lascala  
Trustee

Suri Rosen  
Trustee

Devender Sandhu  
Trustee

Alan Shefman  
Trustee

Rajbir Singh  
Trustee

Jeffrey Stone  
Trustee

## **MINUTES OF REGULAR BOARD MEETING**

**Thursday, March 27, 2008 – 7:30 p.m.**

**Woodbridge Library**

Present: G. Rosati (Chair), R. Capone, L. de Boer, I. Ferrara,  
F. Gravina, M. McKenzie, D. Sandhu, A. Shefman,  
R. Singh

Regrets: M. Chiaromonte, M.F. Ferri, T. Genco, S. Rosen,  
J. Stone

Absent: M. Lascala

In Attendance: M. Singleton, Director of Planning & Communication/  
Acting CEO  
A. Gutelius, Director of Service Delivery  
M. Guy, Director of Operations  
Y. Kharag, Director of Finance  
P. Yovdoshuk, Recorder

### 1. **CALL TO ORDER**

As there was a quorum at 7:30 p.m., the Chair called the meeting to order.

### 2. **DISCLOSURE OF INTEREST**

There were no disclosures of interest.

### 3. **ADOPTION OF AGENDA**

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

Item 9.1 – Presentation re Proposed Service Model – deferred to next meeting.

3.2 **Adoption of the Agenda**

**MOTION:** THAT the Agenda be adopted as amended.  
**Moved by:** F. Gravina  
**Seconded by:** I. Ferrara  
**MOTION CARRIED.**

4. **ADOPTION OF MINUTES**

**MOTION:** THAT the Board adopt the Minutes of Regular Meeting of February 21, 2008 as presented.  
**Moved by:** R. Singh  
**Seconded by:** M. McKenzie  
**MOTION CARRIED.**

5. **BUSINESS ARISING**

5.1 **Block 10 Discussion**

The Chair and A. Shefman verbally reported on the decision of Council not to grant the Board's request to include a library as part of the community centre to be built in the Block 10 community. Information was provided regarding development charges and discussion ensued about future planning.

**MOTION:** THAT the Board receive the verbal reports.  
**Moved by:** A. Shefman  
**Seconded by:** R. Capone  
**MOTION CARRIED.**

5.2 **Review of Development for Library Facilities Plan 2003-2012**

A review of development charges is currently underway with Hemson Consulting. A report will be brought to the Board in April with development charge information. Once the review is completed, the Board's Development of Library Facilities Plan will be revised with forecasted information. An information session about development charges will be held for trustees in the near future.

**MOTION:** THAT the Board receive the report on the review of Review of Development for Library Facilities Plan 2003-2012.  
**Moved by:** I. Ferrara  
**Seconded by:** L. de Boer  
**MOTION CARRIED.**

6. **CORRESPONDENCE**

6.1 **News Release – Council Approval of 2008 Budgets**

A news release from the City of Vaughan in relation to Council's approval of 2008 budgets was provided as information.

6.2 **Earth Hour**

As VPL's locations are not open to the public at the prescribed Earth Hour time of 8:00 p.m. to 9:00 p.m. on March 29, 2008, participation in respect of Earth Hour will take place between 2:00 p.m. and 3:00 p.m. that day, with allowances made for the safety and security of customers and staff. Information will be posted in each library location and book displays will be available for the public.

**MOTION:** THAT the Board supports the initiative of Earth Hour and is a participant.  
**MOVED BY:** M. McKenzie  
**SECONDED BY:** R. Capone  
**MOTION CARRIED.**

6.3 **Extract from Wired Magazine**  
6.4 **Promotional Articles about VPL**

**MOTION:** THAT the Board receive correspondence items 6.1 to 6.4.  
**MOVED BY:** L. de Boer  
**SECONDED BY:** F. Gravina  
**MOTION CARRIED.**

7. **FINANCE**

7.1 **Ratification of Accounts Paid for February 2008**

**MOTION:** THAT the Board receive the report prepared by the Director of Finance,  
  
AND THAT the Board ratify the Accounts Paid for February 2008 as follows:

<b>FEBRUARY 1, 2008</b>	
Canadian	\$30,744.15
U.S. in Canadian Equivalent	68.58
<b>Sub-Total:</b>	<b>\$30,812.73</b>

<b>FEBRUARY 8, 2008</b>	
Canadian	\$73,406.06
U.S. in Canadian Equivalent	5,047.38
<b>Sub-Total:</b>	<b>\$78,453.44</b>

<b>FEBRUARY 15, 2008</b>	
Canadian	\$38,284.74
U.S. in Canadian Equivalent	-----
<b>Sub-Total:</b>	<b>\$38,284.74</b>

<b>FEBRUARY 22, 2008</b>	
<b>Canadian</b>	<b>\$35,763.29</b>
<b>U.S. in Canadian Equivalent</b>	<b>-----</b>
<b>Sub-Total:</b>	<b>\$35,763.29</b>

<b>FEBRUARY 29, 2008</b>	
<b>Canadian</b>	<b>\$38,340.69</b>
<b>U.S. in Canadian Equivalent</b>	<b>-----</b>
<b>Sub-Total:</b>	<b>\$38,340.69</b>

**ALL FOR THE TOTAL SUM OF \$221,654.89**

**MOVED BY: D. Sandhu**  
**SECONDED BY: L. de Boer**  
**MOTION CARRIED.**

**7.2 Draft 2007 Departmental Revenue and Expenditures Summary for Period Ending December 31, 2007**

A draft Variance Analysis was distributed to the Board for information, and collected following discussion. A verbal report on the variances was provided and discussion ensued. Staff were requested to provide a report on the high rate of staff turnover during 2007.

**MOTION: THAT the Board receive the verbal report on the Variance Analysis.**

**MOVED BY: I. Ferrara**  
**SECONDED BY: R. Singh**  
**MOTION CARRIED.**

**MOTION: THAT the Board receive the Draft 2007 Department Revenue and Expenditures Summary for Period Ending December 31, 2007.**

**MOVED BY: I. Ferrara**  
**SECONDED BY: R. Singh**  
**MOTION CARRIED.**

**7.3 2008 Approved Operating and Capital Budgets**

The 2008 approved Operating and Capital Budgets were provided to the Board for information, as well as information about planned refurbishments to Ansley Grove Library included in the 2008 Capital Budget.

**MOTION: THAT the Board receive the report on the 2008 Approved Operating and Capital Budgets.**

**MOVED BY: L. de Boer**  
**SECONDED BY: M. McKenzie**  
**MOTION CARRIED.**

8. **REPORTS**

8.1 **Management Report for February 2008**

The Board's Strategic Plan, *Today for Tomorrow, 2008-2011*, is being presented to Council on March 31, 2008 by M. McKenzie and senior VPL staff.

**MOTION: THAT the Board receive the Management Report for February 2008.**

**MOVED BY: R. Singh**

**SECONDED BY: F. Gravina**

**MOTION CARRIED.**

8.2 **Year End Report 2007**

The Board was provided with VPL's Year End Report for 2007, outlining goals and accomplishments based on the previous Strategic Plan. The information in the report will be used as the basis of the annual Progress Report for public distribution.

**MOTION: THAT the Board receive the Year End Report 2007.**

**MOVED BY: D. Sandhu**

**SECONDED BY: I. Ferrara**

**MOTION CARRIED.**

9. **NEW BUSINESS**

9.1 **Presentation on Proposed Service Model**

This item was deferred to the next meeting.

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: L. de Boer**

**MOTION CARRIED.**

The meeting moved In-Camera at 8:49 p.m.

10.2 **Disclosure of Interest**

There were no disclosures of interest.

10.3 **Confirmation of In-Camera Agenda**

Additional items:

10.5.4 CEO Job Description

10.5.5 Human Resources Items re Identifiable Individuals

**MOTION:** THAT the In-Camera Agenda be adopted as amended.  
**MOVED BY:** D. Sandhu  
**SECONDED BY:** M. McKenzie  
**MOTION CARRIED.**

10.4 **Adoption of In-Camera Minutes**

10.4.1 **In-Camera Minutes of Board Meeting of February 21, 2008**

**MOTION:** THAT the Board adopt the In-Camera Minutes of Board Meeting of February 21, 2008 as presented.  
**MOVED BY:** R. Singh  
**SECONDED BY:** L. de Boer  
**MOTION CARRIED.**

10.5 **Reports**

Staff were requested to leave the meeting.

10.5.1 **Verbal Report from CEO Recruitment Committee**

A verbal report was provided by the Chair of the CEO Recruitment Committee.

Staff returned to the meeting.

10.5.2 **Internal Controls on Financial Reporting**

A report was provided to the Board with further discussion deferred to the next meeting.

10.5.3 **Roles and Responsibilities of Trustees**

Further discussion was deferred to the next meeting.

10.5.4 **CEO Job Description**

The CEO's job description was discussed.

Staff were requested to leave the meeting.

10.5.5 **Human Resources Item re Identifiable Individuals**

A report was provided to the Board.

Staff returned to the meeting.

10.6 **Motion to Return to Open Session**

**MOTION:** THAT the meeting return to Open Session.  
**MOVED BY:** M. McKenzie  
**SECONDED BY:** R. Capone  
**MOTION CARRIED.**

The meeting returned to Open Session at 9:55 p.m.

10.7 **Motion to Ratify all Actions Taken In-Camera**

**MOTION:** THAT the Board ratify all actions taken In-Camera.  
**MOVED BY:** D. Sandhu  
**SECONDED BY:** I. Ferrara  
**MOTION CARRIED.**

11. **NEXT MEETING**

Date: Thursday, April 17, 2008  
Time: 7:30 p.m.  
Location: Bathurst Clark Resource Library

12. **UPCOMING MEETINGS/EVENTS**

Event: **Presentation of VPL's Strategic Plan 2008-2011,  
*Today for Tomorrow***  
Date: Monday, March 31, 2008  
Time: 1:00 p.m.  
Location: Council Chambers

Event: **Vaughan Public Libraries' 2008 Early Harvest Reception**  
Date: Tuesday, October 7, 2008 (evening)  
Location: The City Playhouse

13. **ADJOURNMENT**

The meeting adjourned at 10:02 p.m., on a motion by M. McKenzie, seconded by R. Capone.

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Chair

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Acting Chief Executive Officer