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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

Suri Rosen  
Trustee

Devender Sandhu  
Trustee

Alan Shefman  
Trustee

Rajbir Singh  
Trustee

Jeffrey Stone  
Trustee

## MINUTES OF REGULAR LIBRARY BOARD MEETING

Thursday, September 18, 2008 – 7:00 p.m.

Bathurst Clark Resource Library

Present: G. Rosati (Chair), R. Capone (7:09 p.m. to 8:44 p.m.),  
M. Chiaromonte, L. de Boer, F. Gravina, M. McKenzie,  
S. Rosen, D. Sandhu (from 7:20 p.m.), A. Shefman,  
R. Singh, J. Stone  
Regrets: I. Ferrara, M.F. Ferri  
Absent: T. Genco

In Attendance: M. Singleton, Chief Executive Officer  
M. Guy, Director of Operations  
Y. Kharag, Director of Finance  
P. Yovdoshuk, Recorder

1. **CALL TO ORDER** – G. Rosati, Chair

As there was a quorum at 7:05 p.m., the Chair called the meeting to order and welcomed guests.

2. **DISCLOSURES OF INTEREST**

There were no disclosures of interest.

3. **DEPUTATION**

Ms. Debra Frank read a letter to the Board, and provided copies of the letter and a signed petition in relation to the need for a satellite library to be located within the Block 10 community.

R. Capone joined the meeting.

3. continued

**MOTION:** THAT the Board receive the deputation from Ms. Debra Frank and the petition from local residents in relation to a satellite library in the Block 10 community, and refer the issue to staff for reference.

**MOVED BY:** S. Rosen

**SECONDED BY:** F. Gravina

**MOTION CARRIED.**

In relation to Agenda Item 4.5 of the In-Camera portion of the meeting, the Chief Executive Officer advised the Board that the Draft Internal Audit Report was to be returned to staff. The Internal Audit Report will be brought to the October Board meeting in final form.

D. Sandhu joined the meeting.

4. **IN-CAMERA MEETING (CLOSED SESSION)**

4.1 **Motion to Move In-Camera**

**MOTION:** THAT the meeting move In-Camera.

**MOVED BY:** J. Stone

**SECONDED BY:** R. Singh

**MOTION CARRIED.**

The meeting moved In-camera at 7:24 p.m.

4.2 **Disclosure of Interest**

There were no disclosures of interest.

4.3 **Confirmation of In-Camera Agenda**

Item 4.5 – Draft Internal Audit Report to be deferred to the October Board meeting.

**MOTION:** THAT the Board adopt the Agenda as amended.

**MOVED BY:** S. Rosen

**SECONDED BY:** L. de Boer

**MOTION CARRIED.**

4.4 **Adoption of In-Camera Minutes:**

4.4.1 **In-Camera Board Minutes of April 17, 2008**

**MOTION:** THAT the In-Camera Board Minutes of April 17, 2008 be adopted as presented.

**MOVED BY:** M. McKenzie

**SECONDED BY:** S. Rosen

**MOTION CARRIED.**

4.5 **Draft Internal Audit Report**

Deferred to October Board Meeting.

4.6 **Motion to Return to Open Session**

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

The meeting returned to Open Session at 7:28 p.m.

5. **MOTION TO RATIFY ALL ACTIONS TAKEN IN-CAMERA**

**MOTION:** THAT the Board ratify all actions taken In-Camera.  
**MOVED BY:** M. McKenzie  
**SECONDED BY:** A. Shefman  
**MOTION CARRIED.**

6. **CONFIRMATION OF AGENDA**

6.1 **Items to be Added or Deleted**

*Additions:*

- 8.2 Report on Master Plan
- 9.8 Correspondence from Mary Lascala

6.2 **Motion to Adopt the Agenda**

**MOTION:** THAT the Agenda be adopted as amended.  
**MOVED BY:** F. Gravina  
**SECONDED BY:** M. McKenzie  
**MOTION CARRIED.**

7. **ADOPTION OF MINUTES**

7.1 **Minutes of Regular Meeting of April 17, 2008**

**MOTION:** THAT the Board adopt the Minutes of Regular Board Meeting of April 17, 2008 as presented.  
**MOVED BY:** A. Shefman  
**SECONDED BY:** R. Singh  
**MOTION CARRIED.**

7.2 Record of Regular Meeting of May 15, 2008

7.3 Record of Regular Meeting of June 19, 2008

**MOTION:** THAT the Board receive the Records of Regular Meetings of May 15, 2008 and June 19, 2008 as presented.

**MOVED BY:** S. Rosen

**SECONDED BY:** M. Chiaromonte

**MOTION CARRIED.**

8. BUSINESS ARISING

8.1 Development Charges

In accordance with the *Development Charges Act, 1989*, charges can be levied to developers for growth-related infrastructure and facilities. Standards included in the Development Charges document are created by analyzing historic inventories to determine the average service level of the past ten years and employing population forecasts for the future to calculate projected revenue from residential Development Charges. The Development Charges review has now been completed by Hemson Consulting and library standards determined.

**MOTION:** THAT the Board receive the report from the Director of Finance in collaboration with the Chief Executive Officer,

**AND THAT the Board approve library standards in the Draft Development Charges document, based on the past ten year historical service levels for the development of library services throughout the City of Vaughan, be as follows:**

<b>Buildings:</b>	<b>0.51 sq.ft. per capita</b>
<b>Land:</b>	<b>0.14 ha/10,000 population</b>
<b>Materials:</b>	<b>\$102.83 per capita</b>
<b>Furnishings:</b>	<b>\$18.39 per capita</b>
<b>Net Population Increase 2008 to 2017 – 84,726</b>	

**AND THAT the approved standards be forward to the City of Vaughan for inclusion in the revised Development Charges By-Law.**

**MOVED BY:** J. Stone

**SECONDED BY:** M. McKenzie

**MOTION CARRIED.**

8.2 Progress Report on City of Vaughan Master Plan for Parks, Recreation, Culture and Libraries

Extracts regarding library development from the September 18, 2008 issue of *Active Together*, the City of Vaughan's Master Plan for Parks, Recreation, Culture and Libraries were distributed and reviewed by the Chief Executive Officer. At the Working Session of the Committee of the Whole of Vaughan City Council on September 23, 2008, 9:30 a.m., Council will review the *Active Together, Master Plan for Parks, Recreation, Culture and Libraries*. It is anticipated that the Master Plan will be forwarded to Council in October 2008.

**MOTION:** THAT the Board receive as information the Progress Report on Active Together, Master Plan for Parks, Recreation, Culture and Libraries, as provided by the Chief Executive Officer.

**MOVED BY:** J. Stone

**SECONDED BY:** R. Capone

**MOTION CARRIED.**

**MOTION:** THAT the recommendation to approve in principle, Active Together, Master Plan for Parks, Recreation, Culture and Libraries be deferred to the next meeting of the Board.

**MOVED BY:** A. Shefman

**SECONDED BY:** R. Capone

**MOTION CARRIED.**

R. Capone left the meeting.

The Chief Executive Officer will forward copies of the Master Plan to all trustees, and will provide information from the Master Plan to Ms. Debra Frank in relation to her deputation about a library facility in Block 10.

9. **CORRESPONDENCE – Items 9.1 to 9.7**

- 9.1 Letter from the Ministry of Culture
- 9.2 Article from Canada.com
- 9.3 Note of Appreciation from A. Gutelius
- 9.4 Comment from Library Customer
- 9.5 Access OLA Publication
- 9.6 At the Library Publication
- 9.7 Promotional Information about VPL
- 9.8 Correspondence from Mary Lascala

**MOTION:** THAT the Board receive correspondence items 9.1 through 9.7.

**MOVED BY:** L. de Boer

**SECONDED BY:** M. Chiaromonte

**MOTION CARRIED.**

Item 9.8 – Correspondence from Mary Lascala

**MOTION:** THAT the Board receive and accept the notification of resignation of Mary Lascala from her position as a trustee of the Vaughan Public Library Board.

**MOVED BY:** D. Sandhu

**SECONDED BY:** F. Gravina

**MOTION CARRIED.**

**MOTION:** THAT the Board request the City of Vaughan Council to replace the vacant trustee position.

**MOVED BY:** M. McKenzie

**SECONDED BY:** R. Singh

**MOTION CARRIED.**

**10. FINANCES**
**10.1 Ratification of Accounts Paid for April 2008**

	<b>April 4/08</b>	<b>April 11/08</b>	<b>April 18,/08</b>	<b>April 25/08</b>
Canadian	\$57,832.60	\$42,241.53	\$37,489.81	\$67,460.29
U.S. in Canadian Equivalent	1,102.20	-----	-----	-----
Sub-Total:	\$58,934.80	\$42,241.53	\$37,489.81	\$67,460.29
<b>ALL FOR THE SUM OF: \$206,126.43</b>				

**10.2 Ratification of Accounts Paid for May 2008**

	<b>May 2/08</b>	<b>May 9/08</b>	<b>May 16/08</b>	<b>May 23/08</b>	<b>May 30/08</b>
Canadian	\$19,602.82	\$42,569.22	\$51,619.59	\$14,404.05	\$38,648.52
U.S. in Canadian Equivalent	1,115.29	-----	-----	13.18	5,324.80
Sub-Total:	\$20,718.11	\$42,569.22	\$51,619.59	\$14,417.23	\$43,973.32
<b>ALL FOR THE SUM OF: \$173,297.47</b>					

**10.3 Ratification of Accounts Paid for June 2008**

	<b>June 6/08</b>	<b>June 13/08</b>	<b>June 20/08</b>	<b>June 27/08</b>
Canadian	\$29,590.77	\$37,963.81	\$75,706.40	\$33,678.20
U.S. in Canadian Equivalent	1,099.34	-----	-----	7,147.72
Sub-Total:	30,690.11	\$37,963.81	\$75,706.40	\$40,825.92
<b>ALL FOR THE TOTAL SUM OF: \$185,186.24</b>				

**10.4 Ratification of Accounts Paid for July 2008**

	<b>July 4/08</b>	<b>July 11/08</b>	<b>July 18/08</b>	<b>July 25/08</b>
Canadian	\$11,819.26	\$39,809.06	\$48,416.46	\$43,541.75
U.S. in Canadian Equivalent	-----	1,118.37	-----	13,035.12
Sub-Total:	\$11,819.26	\$40,927.43	\$48,416.46	\$56,576.87
<b>ALL FOR THE SUM OF: \$157,740.02</b>				

**10.5 Ratification of Accounts Paid for August 2008**

	<b>Aug 1/08</b>	<b>Aug 8/08</b>	<b>Aug 15/08</b>	<b>Aug 22/08</b>	<b>Aug 29/08</b>
Canadian	\$28,855.43	\$16,917.96	\$78,481.17	\$43,350.07	\$43,356.57
U.S. in Canadian Equivalent	-----	-----	1,139.26	-----	-----
Sub-Total:	\$28,855.43	\$16,917.96	\$79,620.43	\$43,350.07	\$43,356.57
<b>ALL FOR THE SUM OF: \$212,100.46</b>					

**MOTION:** THAT the Board ratify the Accounts Paid for April 2008, May 2008, June 2008, July 2008 and August 2008 as presented.

**MOVED BY:** D. Sandhu

**SECONDED BY:** M. Chiaromonte

**MOTION CARRIED.**

**10.6 Report from Budget & Finance Committee****10.6.1 Minutes of Budget & Finance Committee Meeting of April 23, 2008****10.6.2 Minutes of Budget & Finance Committee Meeting of April 30, 2008****10.6.3 Record of Budget & Finance Committee Meeting of September 4, 2008**

M. McKenzie, Chair of the Budget & Finance Committee, provided an overview of issues discussed at Budget & Finance Committee meetings held on April 23 and April 28, 2008, as well as discussions at the meeting held on September 4, 2008 for which a quorum could not be achieved.

**MOTION:** THAT the Board receive the Minutes of Budget & Finance Committee Meetings of April 23 and April 30, 2008, and the Record of Meeting of September 4, 2008, as presented.

**MOVED BY:** M. McKenzie

**SECONDED BY:** L. de Boer

**MOTION CARRIED.**

**10.6.4 2007 Financial Statement**

**MOTION:** THAT the Board receive the report and recommendation from the Budget & Finance Committee to approve the 2007 Financial Statement.

**MOVED BY:** M. McKenzie

**SECONDED BY:** F. Gravina

**MOTION CARRIED.**

**10.6.5 Departmental Revenue & Expenditure Summary Report for Three Periods Ending March 31, 2008**

**MOTION:** THAT the Board receive the report and recommendation from the Budget & Finance Committee to receive the Departmental Review & Expenditure Summary Report for Three Periods Ending March 31, 2008,

AND THAT future reports include an explanation of variances that exceed 10% and \$5,000.00.

**MOVED BY:** M. McKenzie

**SECONDED BY:** D. Sandhu

**MOTION CARRIED.**

**10.6.6 Departmental Revenue & Expenditure Summary Report for Six Periods Ending June 30, 2008**

The Chief Executive Officer reported on surpluses shown in personnel budgets in relation to gapping. The Board requested that staff investigate how Vaughan Public Libraries compares to other library systems in this regard.

**MOTION:** THAT the Board receive the report and recommendation from the Budget & Finance Committee to receive the Departmental Review & Expenditure Summary Report for Six Periods Ending June 30, 2008.

**MOVED BY:** M. McKenzie

**SECONDED BY:** D. Sandhu

**MOTION CARRIED.**

#### 10.6.7 Processes for Internal Financial Controls

As requested by the Committee, a proposed format was provided for reporting expenses for the Chief Executive Officer as part of internal control processes.

**MOTION:** THAT the Board receive the report and recommendation from the Budget & Finance Committee to accept the format for reporting expenses for the Chief Executive Officer as a separate business unit,

**AND THAT** the Board approve the signing authority limit for the Chief Executive Officer be set at \$250,000.

**MOVED BY:** M. McKenzie

**SECONDED BY:** F. Gravina

**MOTION CARRIED.**

#### 10.6.8 Draft 2009 Business Plan/Operating & Capital Budgets

The Chief Executive Officer reviewed the draft 2009 Business Plan, Operating and Capital Budgets. Discussion ensued.

**MOTION:** THAT the Board receive the report from the Director of Finance in collaboration with the Chief Executive Officer,

**AND THAT** the Board approve the Draft 2009 Business Plan,

**AND THAT** the Board approve the Draft 2009 Base Operating Budget, and 2009 Additional Resource Request (ARR) for Brand Strategy, Extension of Public Service Hours, Library Kiosk, Resource Materials for Pierre Berton Resource Library, and Library Communications Translation,

**AND THAT** the Board approve the Proposed Development Charges 2009-2013 Capital Plan Summary, and Proposed Taxation 2009-2013 Capital Plan Summary.

**MOVED BY:** S. Rosen

**SECONDED BY:** J. Stone

**MOTION CARRIED.**

M. McKenzie assumed the Chair.

**11. REPORTS**

- 11.1 **Management Report for April 2008**
- 11.2 **Management Report for May 2008**
- 11.3 **Management Report & Performance Indicators for June/July/August 2008**
- 11.4 **Report on IFLA Conference**

The Chief Executive Officer thanked the Board on behalf of the Director of Operations and herself for providing the opportunity to attend the IFLA Conference. It was noted that total expenses for the conference were less than the approved budgeted amount.

**MOTION:**               **THAT the Board receive the Management Reports for April 2008, May 2008 and June/July/August 2008, the Performance Indicators, and the Report on the IFLA Conference as information.**

**MOVED BY:**           **A. Shefman**  
**SECONDED BY:**   **M. Chiaromonte**  
**MOTION CARRIED.**

**12. NEW BUSINESS****12.1 Request to Use Meeting Room at Woodbridge Library**

Mr. Joe Swanek has requested use of the Woodbridge Library meeting room for figure drawing classes running from October 8, 2008 through December 16, 2008, limited to those students that need the class for university or college admission.

**12.2 Woodbridge Library Parking**

A memo was received from the Development Planning Department in relation a proposal from Market Lane Holdings Limited to move 10 of the Library's 12 designated parking spots to the far northwest side of Market Lane behind existing buildings. On being informed that this item would be taken to Council in early June 2008, senior staff forwarded a response to the Development Planning indicating their opposition to Market Lane's proposal.

**12.3 Library Materials Inventory Project**

Commencing January 1, 2009, Vaughan Public Libraries will be required to adopt Section 3150 – Tangible Assets, of the Public Sector Account Board (PSAB) Handbook requiring local governments to report and capitalize tangible capital assets at historical costs and amortize these assets over their established useful life. It was requested that two employees be hired on a full-time contract basis for a period of approximately six (6) months at a total cost of \$36,000 including wages and benefits to conduct a physical inventory of all VPL collections. Funding for this project is available within the 2008 Salary Budget.

**MOTION:**               **THAT the Board receive the report regarding a request to use the Woodbridge Library meeting room, and authorize Mr. Joe Swanek to use the meeting room at the Woodbridge Library for the purpose of conducting sessions for figure drawing classes for art students, from October 8, 2008 through December 16, 2008,**

**AND THAT the Board receive the report on Woodbridge Library parking,**

**AND THAT the Board receive the report from the Director of Finance in collaboration with the Chief Executive Officer and approve funding in the amount of \$36,000 to hire two full-time contract employees to assist with the Library Materials Inventory project.**

**MOVED BY: A. Shefman**

**SECONDED BY: S. Rosen**

**MOTION CARRIED.**

G. Rosati assumed the Chair.

12.4 **SOLS Workshop for Trustees and Library Administrators**

Information was provided in relation to an upcoming SOLS workshop for Policy Development, suitable for trustees and library administrators.

**MOTION: THAT the Board receive the information on the SOLS workshop.**

**MOVED BY: A. Shefman**

**SECONDED BY: R. Singh**

**MOTION CARRIED.**

Concerns were expressed about the length of agendas and Board meetings. It was suggested that meetings be kept to a maximum of two hours.

13. **NEXT BOARD MEETING**

Date: Thursday, October 16, 2008 – 7:30 p.m.

Location: Maple Library

14. **UPCOMING EVENTS**

Event: **SOLS Workshop on Policy Development**

Date: Saturday, September 27, 2008 – 10:00 a.m. to 3:30 p.m.

Location: Aurora Public Library

Event: **Vaughan Public Libraries' 2008 Early Harvest Reception**

Date: Tuesday, October 7, 2008 – 7:00 p.m.

Location: The City Playhouse

14. **ADJOURNMENT**

The meeting adjourned at 9:55 p.m., on a motion by A. Shefman, seconded by M. McKenzie.