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MINUTES OF LIBRARY BOARD MEETING

Thursday, March 8, 2018 – 7:00 p.m. – Woodbridge Library

Devender Sandhu
Chair

Rose Savage
Vice Chair

Mubarak Ahmed
Trustee

Lynne Axmith
Trustee

Ralph Cinelli
Trustee

Rosanna DeFrancesca
Trustee

Ugo Di Federico
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), M. Ahmed (to 8:05 pm), L. Axmith, R. Cinelli, M. Goldenberg, M. Iafrate (from 7:06 pm), M. Kaur, J. Kelly, S. Kerwin, P. Pallante, C. Rizzuto, S. Rosen (from 7:25 pm to 8:13 pm), R. Savage, S. Yeung Racco (from 7:26 pm)

Regrets: U. Di Federico, M. Ferri, L. Pavese

Absent: R. DeFrancesca, G. Thompson

In Attendance: M. Singleton, Chief Executive Officer
A. Dowiat Vine, Director of Growth & Communication
M. Guy, Director of Innovative Technologies & Collections
L. McDonough, Director of Customer Experience
S. Vander Werff, Director of Finance & Community Spaces
P. Yovdoshuk, Recorder

1. **CALL TO ORDER** – *D. Sandhu, Chair*

As there was quorum at 7:03 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 **Agenda Items to be added or deleted**

Addition of Item 8.2 – International Women's Day – *M. Ahmed*

3.2 **Adoption of the Agenda**

MOTION: THAT the agenda be adopted as amended.

MOVED BY: R. Savage

SECONDED BY: R. Cinelli

MOTION CARRIED.

4. **ADOPTION OF MINUTES OF FEBRUARY 15, 2018**

MOTION: THAT the Board adopt the minutes of February 15, 2018 as presented.

MOVED BY: S. Kerwin

SECONDED BY: M. Goldenberg

MOTION CARRIED.

M. Iafrate joined the meeting.

5. **CORRESPONDENCE**

- 5.1 Library Articles
- 5.2 Promotional Articles about VPL
- 5.3 *What's On* VPL Magazine – March/April/May 2018

MOTION: THAT the Board receive the items of correspondence.
MOVED BY: M. Goldenberg
SECONDED BY: P. Pallante
MOTION CARRIED.

6. **FINANCES**

6.1 **Accounts Paid for February 2018**

MOTION: THAT the Board receive the Accounts Paid report for February 2018 in the amount of \$323,192.68.
MOVED BY: C. Rizzuto
SECONDED BY: L. Axmith
MOTION CARRIED.

7. **REPORTS**

S. Yeung Racco joined the meeting.

7.1 **Report on Self-Checkout**

Lisa McDonough, Director of Customer Experience, presented a report on privacy and security at VPL's self-checkout machines in response to a deputation by Miriam Snowbell at the February Board meeting.

MOTION: THAT Miriam Snowbell be given the opportunity to speak about concerns regarding privacy and security at VPL's self-checkouts.
MOVED BY: M. Ahmed
SECONDED BY: M. Iafrate
MOTION CARRIED.

Ms. Snowbell thanked L. McDonough for her efforts and provided comments about masking the digits of the barcode numbers and the results of the customer survey. Discussion ensued.

S. Rosen joined the meeting.

MOTION: THAT the Board receive the report on Self-Checkouts and accept the recommendation from staff to mask the latter digits of barcode numbers on the screens of the self-checkouts,

AND THAT an update be provided to the Board at a future meeting.

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

The Board thanked Ms. Snowbell for her input and she left the meeting.

7.2 **Management Report for February 2018, YTD Performance Indicator Reports, and Q1 Business Plan Statistics**

MOTION: THAT the Board receive the Management Report for February 2018, Year to Date Performance Indicator Reports, and Q1 Business Plan Statistics.
MOVED BY: M. Iafrate
SECONDED BY: J. Kelly
MOTION CARRIED.

M. Iafrate inquired about VPL celebrations for Black History Month. The CEO reported that VPL had set up displays in all branches.

7.3 **Project Update – Vellore Village Library**

MOTION: THAT the Board receive the update on the Vellore Village Library.
MOVED BY: S. Rosen
SECONDED BY: M. Iafrate
MOTION CARRIED.

7.4 **Project Update – Vaughan Metropolitan Centre Library**

MOTION: THAT the Board receive the update on the Vaughan Metropolitan Centre Library.
MOVED BY: R. Savage
SECONDED BY: S. Kerwin
MOTION CARRIED.

7.5 **Report from Personnel & Policy Committee**

7.5.1 **Adoption of Minutes of April 20, 2017**

MOTION: THAT the Board receive the minutes of the Personnel & Policy Committee Meeting of April 20, 2017.
MOVED BY: S. Kerwin
SECONDED BY: M. Goldenberg
MOTION CARRIED.

7.5.2 **Report on Museum Exhibits and New Exhibits Policy**

S. Kerwin, Chair of the Personnel & Policy Committee, provided a report as discussed at the Committee Meeting held on March 6, 2018. Congratulations were given to M. Goldenberg for her passion for this project. Discussion ensued.

MOTION: THAT the Board receive the report on Museum Exhibits,

AND THAT the Board adopt the new Exhibits Policy as recommended by the Personnel & Policy Committee.

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

7.6 **Report from Budget & Finance Committee**

7.6.1 **Adoption of Minutes of November 16, 2017**

MOTION: THAT the Board receive the minutes of the Budget & Finance Committee Meeting of November 16, 2017.

MOVED BY: R. Savage

SECONDED BY: S. Yeung Racco

MOTION CARRIED.

7.6.2 **Revenue & Expenditures Variance Analysis Report & Capital Analysis Report for Fourth Quarter ending December 31, 2017**

D. Sandhu, Acting Chair of the Budget & Finance Committee, provided a report as discussed at the Committee Meeting held on March 8, 2018.

MOTION: THAT the Board receive the Revenue & Expenditures Variance Analysis Report & Capital Analysis Report for Fourth Quarter ending December 31, 2017, as recommended by the Budget & Finance Committee.

MOVED BY: R. Cinelli

SECONDED BY: M. Kaur

MOTION CARRIED.

8. **NEW BUSINESS**

8.1 **Board Self-Assessment**

Forms for Board Self-Assessment were provided to all trustees to complete and return to the CEO's office for compilation. Findings will be brought back to the next Board meeting.

8.2 **International Women's Day**

M. Ahmed proposed that the VPL Board express thanks to the women of the world.

MOTION: THAT the Board recognize International Women's Day with thanks and appreciation to all women around the world.

MOVED BY: M. Ahmed

SECONDED BY: S. Yeung Racco

MOTION CARRIED.

M. Ahmed left the meeting.

9. **IN-CAMERA BOARD MEETING**

9.1 **Motion to Move In-Camera**

MOTION: THAT the meeting move In-Camera.

MOVED BY: S. Yeung Racco

SECONDED BY: S. Kerwin

MOTION CARRIED.

The meeting moved In-Camera at 8:05 p.m.

S. Rosen left the meeting.

CLOSED SESSION

9.2 **Motion to Return to Open Session**

MOTION: THAT the meeting return to Open Session.
MOVED BY: L. Axmith
SECONDED BY: C. Rizzuto
MOTION CARRIED.

The meeting returned to Open Session at 8:35 p.m.

OPEN SESSION

9.3 **Ratification of Actions Taken In-Camera**

MOTION: THAT the Board ratify all actions taken In-Camera.
MOVED BY: J. Kelly
SECONDED BY: R. Savage
MOTION CARRIED.

10. **UPCOMING EVENTS & MEETINGS**

Personnel & Policy Committee Meeting

Thursday, April 19, 2018 – 6:00 pm – Dufferin Clark Library

Library Board Meeting

Thursday, April 19, 2018 – 7:00 pm –Dufferin Clark Library

11. **ADJOURNMENT**

The meeting adjourned at 8:39 p.m. on a motion by S. Kerwin, seconded by M. Iafrate.

Chairman

Secretary-Treasurer