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MINUTES OF LIBRARY BOARD MEETING

Thursday, May 17, 2018 – 7:00 p.m. – Maple 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 (until 8:00 pm), L. Axmith, R. Cinelli, U. Di Federico, M. Goldenberg, M. Kaur, J. Kelly, S. Kerwin, L. Pavese, S. Rosen (from 7:35 pm), R. Savage, G. Thompson

Regrets: R. DeFrancesca, M. Ferri, M. Iafrate, P. Pallante, C. Rizzuto, S. Yeung Racco

In Attendance: M. Singleton, Chief Executive Officer
A. Dowiat Vine, Director of Growth & Communications
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**

As there was a quorum at 7:23 pm, 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 the Agenda**

MOTION: THAT the Board adopt the agenda as presented.

MOVED BY: G. Thompson

SECONDED BY: R. Savage

MOTION CARRIED.

4. **ADOPTION OF MINUTES OF APRIL 19, 2018**

MOTION: THAT the Board adopt the minutes of meeting of April 19, 2018 as presented.

MOVED BY: S. Kerwin

SECONDED BY: M. Kaur

MOTION CARRIED.

5. **CORRESPONDENCE**

- 5.1 Letter from Francesco Sorbara, MP Vaughan-Woodbridge
- 5.2 Library Articles
- 5.3 Promotional Articles about VPL

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

6. **FINANCES**

6.1 **Accounts Paid for March 2018 – Revised**

MOTION: THAT the Board receive the Accounts Paid for March 2018 (Revised) in the amount of \$559,566.75.
MOVED BY: U. Di Federico
SECONDED BY: R. Cinelli
MOTION CARRIED.

S. Rosen joined the meeting.

6.2 **Accounts Paid for April 2018**

MOTION: THAT the Board receive the Accounts Paid for April 2018 in the amount of \$358,800.52.
MOVED BY: U. Di Federico
SECONDED BY: G. Thompson
MOTION CARRIED.

Staff were requested to bring back to the Board a report regarding the collection agency.

7. **REPORTS**

7.1 **Management Report for April 2018, YTD Performance Indicator Reports and Q1 Business Plan Statistics**

MOTION: THAT the Board receive the Management Report for April 2018, YTD Performance Indicators Reports and Q1 Business Plan Statistics.
MOVED BY: L. Pavese
SECONDED BY: R. Cinelli
MOTION CARRIED.

7.2 **Project Update – Vellore Village Library**

Per the Board's request, a letter has been sent to the Project Manager about the delays. The response will be shared with the Board once it is received.

MOTION: THAT the Board receive the project update on Vellore Village Library.
MOVED BY: S. Rosen
SECONDED BY: L. Axmith
MOTION CARRIED.

M. Ahmed left the meeting.

7.3 Project Update – Vaughan Metropolitan Centre Library

Future project update reports will include details about the Financial position of the VMC Library.

The CEO reported on a session attended at the recent Public Library Association (PLA) conference in relation to a Culinary Literacy. Vaughan Public Libraries will be partnering with the City of Vaughan's Recreation Department to provide Culinary Literacy programs in the 3rd floor Community Kitchen at the VMC building.

MOTION: THAT the Board receive the project update on the Vaughan Metropolitan Centre Library.

MOVED BY: M. Goldenberg

SECONDED BY: J. Kelly

MOTION CARRIED.

7.4 Project Update – Hospital Library

Meetings are ongoing Mackenzie Health staff. With the design phase completed, discussion regarding operational agreements are progressing well.

MOTION: THAT the Board receive the project update on the Hospital Library.

MOVED BY: R. Savage

SECONDED BY: L. Pavese

MOTION CARRIED.

7.5 Active Together Master Plan (ATMP) 2018 Update & Review

Following Board discussion at the April 19th meeting, a recommendation to review the need for library facilities in West Woodbridge has been incorporated into the final draft of the ATMP, which was presented to Committee of the Whole on May 14, and will go to Council on May 23.

MOTION: THAT the Board receive the information on revisions to the Active Together Master Plan (ATMP) 2018 Update & Review as a result of VPL Board discussion held on April 19, 2018.

MOVED BY: U. Di Federico

SECONDED BY: S. Rosen

MOTION CARRIED.

7.6 Update to Board Self-Assessment Report

Additional information received was added to the Board Self-Assessment Report and the revised report distributed.

MOTION: THAT the Board receive the update to the Board Self-Assessment Report.

MOVED BY: S. Kerwin

SECONDED BY: M. Kaur

MOTION CARRIED.

7.7 Report from Budget & Finance Committee**7.7.1 Adoption of Minutes Budget & Finance Committee Meeting of March 8, 2018**

MOTION: THAT the Board adopt the minutes of Budget & Finance Committee Meeting of March 8, 2018 as presented.

MOVED BY: S. Kerwin

SECONDED BY: J. Kelly

MOTION CARRIED.

7.7.2 2017 Financial Statement

The Budget & Finance Committee Chair reported on the presentation provided to the Committee by KPMG in relation to the Draft 2017 Financial Statement. A typing error in Note 2(b) of the Financial Statement was noted, which showed the 2017 project benefit expense being \$231,000, but which should have been shown as \$375,000. This will be corrected on the final audited 2017 Financial Statement.

MOTION: THAT the Board approve the 2017 Financial Statement as prepared by KPMG with one revision to Note 2(b), as recommended by the Budget & Finance Committee.

MOVED BY: U. Di Federico

SECONDED BY: G. Thompson

MOTION CARRIED.

7.7.3 Revenue & Expenditures Variance Analysis Report & Capital Analysis Report for First Quarter ending March 31, 2018

MOTION: THAT the Board receive the Revenue & Expenditures Variance Analysis Report and Capital Analysis Report for First Quarter ending March 31, 2018 as recommended by the Budget & Finance Committee.

MOVED BY: S. Kerwin

SECONDED BY: J. Kelly

MOTION CARRIED.

8. NEW BUSINESS

None.

9. IN-CAMERA MEETING**9.1 Motion to Move In-Camera**

MOTION: THAT the meeting move In-Camera.

MOVED BY: R. Savage

SECONDED BY: L. Pavese

MOTION CARRIED.

The meeting moved In-Camera at 8:32 p.m.

CLOSED SESSION

9.2 **Motion to Return to Open Session**

MOTION: THAT the meeting return to Open Session.
Moved BY: R. Cinelli
SECONDED BY: R. Savage
MOTION CARRIED.

The meeting returned to Open Session at 9:20 p.m.

OPEN SESSION

9.4 **Motion to Ratify at Actions Taken In-Camera**

MOTION: THAT the Board ratify all actions taken In-Camera.
Moved BY: J. Kelly
SECONDED BY: M. Goldenberg
MOTION CARRIED.

Requests were made to bring forward items of new business.

New Business

R. Savage reported that the McMichael Gallery will be celebrating its 100th Anniversary in 2020. Staff will investigate a possible partnership with McMichael.

R. Savage reported on a mobile library service that M. Goldenberg recently encountered while travelling in Israel.

10. **UPCOMING EVENTS & MEETINGS**

Personnel & Policy Committee Meeting

Thursday, June 21, 2018 – 6:00 pm – Ansley Grove Library

Library Board Meeting

Thursday, June 21, 2018 – 7:00 pm – Ansley Grove Library

11. **ADJOURNMENT**

The meeting adjourned at 9:25 p.m. on a motion by L. Pavese, seconded by L. Axmith.

Board Chair

Secretary-Treasurer