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

**Enrich Inspire Transform**

## **MINUTES OF LIBRARY BOARD MEETING**

**Thursday, September 14, 2017 – 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

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: R. Savage (Chair), M. Ahmed, L. Axmith, R. Cinelli, R. DeFrancesca (from 7:30 pm), U. Di Federico, M. Ferri, M. Goldenberg, M. Iafrate (from 7:05 pm), M. Kaur, J. Kelly, S. Kerwin, P. Pallante (from 7:14 pm), C. Rizzuto, G. Thompson (from 7:37 pm), S. Yeung Racco (from 7:12 pm)

Regrets: L. Pavese, S. Rosen, D. Sandhu

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**

As there was a quorum at 7:00 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 **Items to be Added or Deleted**

Item 8.2 re Canada 150 was added to the agenda by M. Ahmed.

#### 3.2 **Adoption of the Agenda**

**MOTION: THAT the agenda be adopted as amended.**

**MOVED BY: U. Di Federico**

**SECONDED BY: S. Kerwin**

**MOTION CARRIED.**

### 4. **ADOPTION OF MINUTES OF JUNE 15, 2017**

**MOTION: THAT the minutes of June 15, 2017 be adopted as presented.**

**MOVED BY: M. Ferri**

**SECONDED BY: R. Cinelli**

**MOTION CARRIED.**

**5. CORRESPONDENCE**

- 5.1 Thank You from Wasaga Beach Public Library
- 5.2 Thank You from North Thornhill Community Centre Seniors
- 5.3 Library Articles
- 5.4 Promotional Articles about VPL
- 5.5 *What's On* – September/October/November 2017

**MOTION:** THAT the items of correspondence be received.  
**MOVED BY:** U. Di Federico  
**SECONDED BY:** M. Kaur  
**MOTION CARRIED.**

M. Iafrate joined the meeting.

**6. FINANCES****6.1 Accounts Paid for June 2017**

**MOTION:** THAT the Board receive the Accounts Paid for June 2017 in the amount of \$250,939.68.  
**MOVED BY:** U. Di Federico  
**SECONDED BY:** M. Ferri  
**MOTION CARRIED.**

**6.2 Accounts Paid for July 2017**

**MOTION:** THAT the Board receive the Accounts Paid for July 2017 in the amount of \$224,684.01.  
**MOVED BY:** M. Ferri  
**SECONDED BY:** U. Di Federico  
**MOTION CARRIED.**

**6.3 Accounts Paid for August 2017**

**MOTION:** THAT the Board receive the Accounts Paid for August 2017 in the amount of \$385,853.98.  
**MOVED BY:** S. Kerwin  
**SECONDED BY:** U. Di Federico  
**MOTION CARRIED.**

**7. REPORTS****7.1 Management Report for June 2017**

The CEO reported that the pilot project for an After-Hours Study Hall for high school students held in June 2017 was very successful and will be continued as a regular activity in future.

S. Yeung Racco joined the meeting.

**MOTION:** THAT the Board receive the Management Report for May 2017 and Performance Indicators.  
**MOVED BY:** J. Kelly  
**SECONDED BY:** M. Kaur  
**MOTION CARRIED.**

P. Pallante joined the meeting.

7.2 **Management Report for July/August 2017, YTD Performance Indicators and Q2 Business Plan Indicators**

A visual presentation of VPL's 2016 Annual Report was provided to the Board which will be made accessible on the VPL website and on YouTube.

**MOTION:** THAT the Board receive the Management Reports for June and for July/August 2017, the YTD Performance Indicators, and the Q2 Business Plan Indicators.

**MOVED BY:** J. Kelly

**SECONDED BY:** M. Iafrate

**MOTION CARRIED.**

7.3 **Presentation re Anne Frank House Exhibit**

Maya Goldenberg provided a verbal report to the Board about the *Anne Frank: A History for Today* exhibit held at Dufferin Clark Library over the summer, which was borrowed from the Anne Frank House in Amsterdam. Thanks and appreciation were expressed to Lisa McDonough, Director of Customer Service, and Farida Shaikh, Library Manager, staff of Dufferin Clark Library and volunteers for their contributions and commitment to the success of the exhibit.

**MOTION:** THAT the Board receive the report from Maya Goldenberg about the Anne Frank exhibit held at Vaughan Public Libraries.

**MOVED BY:** U. Di Federico

**SECONDED BY:** R. Cinelli

**MOTION CARRIED.**

G. Thompson joined the meeting.

R. DeFrancesca joined the meeting.

7.4 **Project Update on Vellore Village South Library**

The Board was advised that the project is experiencing a construction delay. VPL is awaiting the revised schedule. Jasper Construction, the contractor, has made a commitment to do whatever is needed to accelerate the project. Information will be shared with the Board as it becomes available.

**MOTION:** THAT the Board receive the project update on the Vellore Village South Library.

**MOVED BY:** M. Ferri

**SECONDED BY:** L. Axmith

**MOTION CARRIED.**

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

Construction has commenced on this project.

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

**MOVED BY:** U. De Federico

**SECONDED BY:** M. Ahmed

**MOTION CARRIED.**

**7.6 Report from Budget & Finance Committee****7.6.1 Minutes of Budget & Finance Committee Meeting of May 18, 2017**

**MOTION:** THAT the Board adopt the minutes of the Budget & Finance Committee meeting of May 18, 2017 as presented.

**MOVED BY:** J. Kelly

**SECONDED BY:** S. Yeung Racco

**MOTION CARRIED.**

**7.6.2 Minutes of Budget & Finance Committee Meeting of July 18, 2017**

**MOTION:** THAT the Board adopt the minutes of the Budget & Finance Committee meeting of July 18, 2017 as presented.

**MOVED BY:** S. Kerwin

**SECONDED BY:** M. Goldenberg

**MOTION CARRIED.**

**7.6.3 Revenue & Expenditures Variance Analysis Report & Capital Analysis Report for Second Quarter ending June 30, 2017**

**MOTION:** THAT the Board receive the Revenue & Expenditures Variance Analysis Report and Capital Analysis Report for Second Quarter ending June 30, 2017 as recommended by the Budget & Finance Committee.

**MOVED BY:** C. Rizzuto

**SECONDED BY:** P. Pallante

**MOTION CARRIED.**

**7.6.4 Review of 2018-2022 Operating Budget and Additional Resource Requests, and 2018-2022 Capital Plan**

At its meeting on July 18, 2017, the Budget & Finance Committee reviewed and recommended that the Board approve the 2018-2022 Draft Operating Budget, Additional Resource Requests, and the 2018-2022 Capital Plan.

**MOTION:** THAT the Board approve the Draft Operating Budget 2018-2022 as recommended by the Budget & Finance Committee,

AND THAT the Board endorse the Additional Resource Request for the staff and operating costs required to operate an internal inter-branch courier delivery service beginning in 2018 as recommended by the Budget & Finance Committee,

AND THAT the Board endorse the Additional Resource Request for the staff and operating costs required to open the Vellore Village South Library in 2018 in the amount of \$858,806 as recommended by the Budget & Finance Committee,

Motion continued...

Motion continued...

**AND THAT the Board endorse the Additional Resource Request for the staff and operating costs required to open the Vaughan Metropolitan Centre Library in late 2019 in the amount of \$847,655 as recommended by the Budget & Finance Committee,**

**AND THAT the Board endorse the Additional Resource Request for the staffing and operating costs required to open the Block 11 Library in 2022 in the amount of \$830,885 as recommended by the Budget & Finance Committee,**

**AND THAT the Board approve the Draft Capital Plan 2018-2022 as recommended by the Budget & Finance Committee,**

**MOVED BY: U. Di Federico  
SECONDED BY: R. DeFrancesco  
MOTION CARRIED.**

Revised documents were distributed for the 2018-2022 Net Operating Budget and for the 2018-2022 Variance Summary. The revisions were attributed to an increase to the budget of \$89,976 to include a government proposed increase to the minimum wage and reallocation of funds.

**AMENDMENT TO MOTION**

**MOTION: THAT the Board approve an increase to the 2018-2022 Operating Budgets of \$89,976.  
MOVED BY: U. Di Federico  
SECONDED BY: R. DeFrancesca  
MOTION CARRIED.**

**8. NEW BUSINESS**

**8.1 Institute of Corporate Directors (ICD) - Membership**

**MOTION: THAT the Board receive the report on VPL's membership with the Institute of Corporate Directors (ICD).  
MOVED BY: M. Ahmed  
SECONDED BY: L. Axmith  
MOTION CARRIED.**

**8.2 Canada Flag Project**

Mubarak Ahmed provided information about a Canada Flag project to collect 150,000 signatures for a flag which will be donated to the Canadian Heritage Museum.

**MOTION: THAT the Board receive the information about the Canada Flag project.  
MOVED BY: U. Di Federico  
SECONDED BY: M. Iafrate  
MOTION CARRIED.**

9. **UPCOMING EVENTS & MEETINGS:**

**Library Board Meeting**

Thursday, October 19, 2017 – 7:00 pm – Pierre Berton Resource Library

10. **ADJOURNMENT**

The meeting adjourned at 8:07 p.m. on a motion by C. Rizzuto, seconded by R. Cinelli.

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*Board Chairman*

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*Secretary-Treasurer*