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Vaughan Public Libraries offers welcoming destinations that educate, excite and empower our community.
Enrich Inspire Transform

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Trustee

Sandra Yeung Racco
Trustee

MINUTES OF LIBRARY BOARD MEETING
Thursday, September 15, 2016 – 7:00 p.m. – Bathurst Clark Resource Library

Present: D. Sandhu (Chair), M. Ahmed (to 8:46 pm), L. Axmith, R. Cinelli, R. DeFrancesca (from 7:47 pm), U. Di Federico, M. Ferri, M. Iafrate, M. Kaur, S. Kerwin, P. Pallante, C. Rizzuto (from 7:11 pm), S. Rosen, G. Thompson (to 8:45 pm)

Regrets: I. Ferrara, M. Goldenberg, J. Kelly, L. Pavese, R. Savage, 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

Guest: J. Graziosi, Director, Infrastructure Delivery, City of Vaughan

1. **CALL TO ORDER**

As there was a quorum at 7:06 pm, 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**

There were no items to be added or deleted.

3.2 **Adoption of the Agenda**

MOTION: THAT the agenda be adopted as presented.

Moved by: G. Thompson

Seconded by: R. Cinelli

MOTION CARRIED.

4. **ADOPTION OF MINUTES OF JUNE 16, 2016**

MOTION: THAT the minutes of June 16, 2016 be adopted as presented.

Moved by: U. Di Federico

Seconded by: S. Kerwin

MOTION CARRIED.

5. IN-CAMERA MEETING (CLOSED SESSION)**5.1 Motion to Move In-Camera**

MOTION: THAT the meeting move In-Camera.
MOVED BY: L. Axmith
SECONDED BY: R. Cinelli
MOTION CARRIED.

The meeting moved In-Camera at 7:08 pm.

5.2 Adoption of In-Camera Minutes of June 16, 2016

MOTION: THAT the In-Camera Minutes of June 16, 2016 be adopted as presented.
MOVED BY: G. Thompson
SECONDED BY: R. Cinelli
MOTION CARRIED.

5.3 Adoption of In-Camera Minutes of Special Board Meeting of August 31, 2016

MOTION: THAT the In-Camera Minutes of Special Board Meeting of August 31, 2016 be adopted as presented.
MOVED BY: M. Kaur
SECONDED BY: S. Kerwin
MOTION CARRIED.

5.4 Return to Open Session

MOTION: THAT the meeting return to Open Session.
MOVED BY: U. Di Federico
SECONDED BY: M. Ahmed
MOTION CARRIED.

The meeting returned to Open Session at 7:09 pm.

5.5 Ratification of Actions Taken In-Camera

MOTION: THAT the Board ratify all actions taken In-Camera.
MOVED BY: M. Ahmed
SECONDED BY: R. Cinelli
MOTION CARRIED.

6. CORRESPONDENCE

- 6.1 Thank You Card
- 6.2 Library Articles
- 6.3 Promotional Articles about VPL

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

C. Rizzuto joined the meeting.

7. FINANCES**7.1 Accounts Paid for June 2016**

MOTION: THAT the Board receive the Account Paid for June 2016 in the amount of \$642,413.16.

Moved BY: U. Di Federico

SECONDED BY: M. Iafrate

MOTION CARRIED.

7.2 Accounts Paid for July 2016

MOTION: THAT the Board receive the Account Paid for July 2016 in the amount of \$504,760.82.

Moved BY: M. Iafrate

SECONDED BY: U. Di Federico

MOTION CARRIED.

7.3 Accounts Paid for August 2016

MOTION: THAT the Board receive the Account Paid for August 2016 in the amount of \$418,251.83.

Moved BY: M. Iafrate

SECONDED BY: M. Kaur

MOTION CARRIED.

G. Thompson joined the meeting.

8. REPORTS**8.1 Management Report for June 2016**

The consistently high circulation figures at Pleasant Ridge Library were noted, as well as the continued usage at Maple Library since the opening of the Civic Centre Resource Library, with both locations showing favourable usage statistics.

MOTION: THAT the Board receive the Management Report for June 2016.

Moved BY: U. Di Federico

SECONDED BY: S. Rosen

MOTION CARRIED.

8.2 Management Report for July/August 2016, Performance Indicator Reports and Q2 Business Plan Statistics

MOTION: THAT the Board receive the Management Report for July/August 2016, Performance Indicator Reports, and Q2 Business Plan Statistics.

Moved BY: M. Ferri

SECONDED BY: C. Rizzuto

MOTION CARRIED.

8.3 Project Update on Civic Centre Resource Library

ZAS Architects+Interiors initiated a marketing campaign for the new library resulting in a lot of excellent publicity. The Official Opening of the new library held on September 10, 2016 was very successful, welcoming almost 3,500 visitors throughout the day and almost 3,000 items were checked out. The Board expressed their appreciation to all staff engaged in the Official Opening Celebration. It was noted that this project was well managed and came in on budget thanks to the diligence of both Library and City of Vaughan staff.

MOTION: THAT the Board receive the project update on Civic Centre Resource Library.
MOVED BY: M. Iafrate
SECONDED BY: S. Kerwin
MOTION CARRIED.

It was agreed to delay discussion on Item 8.4 until the arrival of R. DeFrancesca.

8.6 Report from Budget & Finance Committee:**8.6.1 Minutes of Budget & Finance Committee Meeting of July 25, 2016**

G. Thompson to be added to the minutes as being in attendance.

MOTION: THAT the minutes of meeting of July 25, 2016 be adopted as amended.
MOVED BY: U. Di Federico
SECONDED B: R. Cinelli
MOTION CARRIED.

R. DeFrancesca joined the meeting.

8.6.2 Revenue & Expenditures Variance Analysis Report & Capital Analysis Report for Second Quarter Ending June 30, 2016

Comments and questions were responded to. Discussion ensued about the anticipated surplus of funds at the end of 2016.

MOTION: THAT the Board receive the Revenue & Expenditures Variance Analysis Report & Capital Analysis Report for Second Quarter Ending June 30, 2016 as recommended by the Budget & Finance Committee.
MOVED BY: M. Ferri
SECONDED BY: C. Rizzuto
MOTION CARRIED.

8.6.3 2017-2020 Operating & 2017-2021 Capital Budget Submissions

MOTION: As recommended by the Budget & Finance Committee,

THAT the Board approve the Draft Operating Budget 2017-2020,

AND THAT the Board endorse the Additional Resource Request for the staffing costs of \$615,000 required to open the Vellore Village South Library (VVSL) in late 2017,

AND THAT the Board endorse the Additional Resource Request for the net operational cost of \$129,600 required to open the Vellore Village South Library (VVSL) in late 2017,

AND THAT the Board endorse the Additional Resource Request for the staff cost of \$682,400 required to open the Vaughan Metropolitan Centre Library in 2019,

AND THAT the Board endorse the Additional Resource Request for the net operational cost of \$107,200 required to open the Vaughan Metropolitan Centre Library in 2019,

AND THAT the Board approval of the Draft Capital Plan 2017-2021.

MOTION: R. Cinelli
SECONDED BY: P. Pallante
MOTION CARRIED.

8.4 Vellore Village South Library Tender Results

The CEO reviewed the process to date for the project, and discussion ensued regarding options to be considered in relation to the construction tender and estimated construction costs, resulting in a project fiscal shortfall being identified of approximately \$1,250,000. Jack Graziosi, Director, Infrastructure Delivery, City of Vaughan, reviewed the expected challenges of the site construction as well as the tender process that was followed.

G. Thompson left the meeting.

M. Ahmed left the meeting.

MOTION: **THAT** the Vaughan Public Library Board recommend that Council approve the award of the construction tender T16-290 for Vellore Village South Library to Jasper Construction Corp. at a projected cost of \$4,015,000, excluding HST,

AND THAT Council be requested to approve an amendment to the Vellore Village South Library construction budget of \$1,250,000,

AND THAT the source of these additional funds be from the identified surplus in Capital Account LI4508-09 Civic Centre Resource Library and Pleasant Ridge Library-Resources, Capital Account LI4540-15 Vellore Village South Library-Resources, and Capital Account LI4543-13 Vellore Village South Library-Land, and deferring payment to the City of Vaughan for the purchase of land for Vellore Village South Library until Capital Projects are closed for Civic Centre Resource Library,

AND THAT as a result of depleting Capital Account LI4508-09 Civic Centre Resource Library and Pleasant Ridge Library-Resources, should additional funds be required for unanticipated Civic Centre Resource Library costs, a request would be forthcoming to Council.

MOVED BY: R. DeFrancesca
SECONDED BY: M. Iafrate
MOTION CARRIED UNANIMOUSLY.

9. **NEW BUSINESS**

Nothing to report.

10. **UPCOMING EVENTS & MEETINGS**

Personnel & Policy Committee Meeting

Thursday, October 20, 2016 – 6:00 p.m. – Pierre Berton Resource Library

Library Board Meeting

Thursday, October 20, 2016 – 7:00 p.m. – Pierre Berton Resource Library

11. **ADJOURNMENT**

The meeting adjourned at 8:55 pm on a motion by S. Kerwin, seconded by M. Iafrate.

Board Chair

Secretary-Treasurer