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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, October 19, 2017 – 7:00 p.m. – Pierre Berton Resource Library**

**Present:** D. Sandhu (Chair), M. Ahmed (to 8:11 pm), L. Axmith, R. Cinelli, U. Di Federico, M. Ferri (from 7:35 pm), J. Kelly, S. Kerwin, P. Pallante, L. Pavese, C. Rizzuto, S. Rosen, R. Savage, S. Yeung Racco (from 7:35 pm)

**Regrets:** M. Goldenberg, M. Iafrate, M. Kaur, G. Thompson

**Absent:** R. DeFrancesca

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

**Guests:** Asad Chughtai, Director of Procurement Services, City of Vaughan  
Andrea Arsenault, Library Manager, Woodbridge Library  
Emily Maloney, Library Manager, Pierre Berton Resource Library  
Ruthanne Price, Library Manager, Civic Centre Resource Library

1. **CALL TO ORDER**

As there was a quorum at 7:09 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 8.1 – Review of Draft Procurement Policy was moved forward on the agenda  
Item 7.7 – Santafest Parade – Trustee Participation – was added to the agenda

3.2 **Adoption of the Agenda**

**MOTION:** THAT the agenda be adopted as amended.  
**MOVED BY:** R. Cinelli  
**SECONDED BY:** M. Ahmed  
**MOTION CARRIED.**

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4. **ADOPTION OF MINUTES OF SEPTEMBER 14, 2017**

*Amendment:* Item 8.2 – reference to ‘Canada 150’ changed to ‘Canada Flag Project’

**MOTION:** THAT the minutes of September 14, 2017 be adopted as amended.  
**Moved BY:** U. Di Federico  
**SECONDED BY:** S. Kerwin  
**MOTION CARRIED.**

5. **CORRESPONDENCE**

- 5.1 Library Articles
- 5.2 Promotional Articles about VPL

**MOTION:** THAT the items of correspondence be received.  
**Moved BY:** C. Rizzuto  
**SECONDED BY:** J. Kelly  
**MOTION CARRIED.**

6. **FINANCES**

6.1 **Accounts Paid for September 2017**

**MOTION:** THAT the Board receive the Accounts Paid for September 2017 in the amount of \$304,986.68.  
**Moved BY:** U. Di Federico  
**SECONDED BY:** R. Savage  
**MOTION CARRIED.**

**Item 8.1 – Review of Draft Procurement Policy**

M. Ferri joined the meeting.  
S. Yeung Racco joined the meeting.

The CEO and the Director of Procurement Services, City of Vaughan, presented the draft Procurement Policy to the Board. Discussion ensued and questions and comments were responded to.

**MOTION:** THAT the Board approve and adopt the new Procurement Policy for Vaughan Public Libraries, ensuring procurement of goods and service in a fair, open, efficient, environmentally sustainable and transparent manner.  
**Moved BY:** R. Savage  
**SECONDED BY:** S. Rosen  
**MOTION CARRIED.**

7. **REPORTS**

7.1 **Management Report for September 2017**

The CEO provided a verbal update on a proposed library in the Mackenzie Vaughan Hospital.

**MOTION:** THAT the Board receive the Management Report for September 2017 and Year to Date Performance Indicators.  
**Moved BY:** L. Pavese  
**SECONDED BY:** P. Pallante  
**MOTION CARRIED.**

**7.2 Project Update - Vellore Village South Library**

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

**MOVED BY:** S. Yeung Racco

**SECONDED BY:** M. Ferri

**MOTION CARRIED.**

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

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

**MOVED BY:** L. Axmith

**SECONDED BY:** S. Rosen

**MOTION CARRIED.**

M. Ahmed left the meeting.

**7.4 Vision and Architectural Considerations – Carrville/Block 11 Branch Library**

VPL staff provided proposed Vision and Architectural Considerations to be used as a guiding document for the detail design development for the Branch Library.

**MOTION:** THAT the Board endorse the Vision and Architectural Considerations for the Carrville/Block Branch Library.

**MOVED BY:** P. Pallante

**SECONDED BY:** L. Pavese

**MOTION CARRIED.**

**7.5 Report – Impact of Extending Hours of Operation**

On March 6, 2017, the Board approved extending the hours of operation at Bathurst Clark, Civic Centre, and Pierre Berton Resource Libraries an additional 21 hours per week corporately by opening at 9:00 a.m., 7 days a week. This decision has been well received by the community.

**MOTION:** THAT the Board receive the report on the Impact of Extending Hours of Operation.

**MOVED BY:** R. Savage

**SECONDED BY:** R. Cinelli

**MOTION CARRIED.**

**7.6 Report – Create It! – One Year in Operation**

VPL officially opened *Create It!* one year ago in September 2016. *Create It!*, the digital media space at Civic Centre Resource Library. Opportunities to develop new partnerships and to develop new library programs unfold every week as we continue to maximize the potential of this amazing space.

**7.7 Santafest Parade – Trustee Participation**

Information was distributed to trustees about the City of Vaughan's Santafest Parade taking place on November 12.

**MOTION:** THAT the Board receive the information on the Santafest Parade.  
**MOVED BY:** S. Rosen  
**SECONDED BY:** R. Savage  
**MOTION CARRIED.**

8. **NEW BUSINESS**

8.2 **Staff Appreciation Event**

**MOTION:** THAT the Board recognize VPL staff commitment and performance by fiscally supporting the 2017 Staff Appreciation Event.  
**MOVED BY:** U. Di Federico  
**SECONDED BY:** R. Savage  
**MOTION CARRIED.**

8.3 **December 2017 Board Meeting**

**MOTION:** THAT the Board approve the proposed date and location of the December 2017 Board Meeting.  
**MOVED BY:** U. Di Federico  
**SECONDED BY:** P. Pallante  
**MOTION CARRIED.**

8.4 **Snap Tag Win Contest at VPL – Trustee Participation**

In celebration of Canadian Library Month and Ontario Public Library Week, library customers are being invited to show us how they use VPL by tagging their photos and posting them to social media. Board Trustees are invited to contribute content and to share contest details with their families and friends.

**MOTION:** THAT the Board receive the report on VPL’s social media photography contest ‘Snap Tap Win’.  
**MOVED BY:** L. Axmith  
**SECONDED BY:** S. Yeung Racco  
**MOTION CARRIED.**

9. **UPCOMING EVENTS & MEETINGS:**

**Board Planning Summit**

Wednesday, November 8, 2017 – 6:00 pm to 9:00 pm – Civic Centre Resource Library

**Library Board Meeting**

Thursday, November 16, 2017 – 7:00 pm – Civic Centre Resource Library

**Staff Appreciation Event**

Friday, November 17, 2017 – 6:15 pm – Civic Centre Resource Library

10. **ADJOURNMENT**

The meeting adjourned at 8:34 p.m. on a motion by U. Di Federico, seconded by R. Cinelli.