

**MINUTES
 OF THE PICKERING PUBLIC LIBRARY BOARD
 REGULAR MONTHLY BOARD MEETING
 Held January 22nd, 2004 at 7:00 p.m. at the Central Branch**

Present: K. Ashe, K. Cummings, J. Duncan, P. Irwin, J. Lucas, P. Savel,
 H. VanLeeuwen (Chair),
Regrets: B. McLean, K. Rathee
Secretary/Treasurer: C. Mearns
Staff V. Ridgway
Meeting Commenced: 6:58 p.m.

1. Welcome and Introductions

C. Mearns assumed the chair and welcomed all the new Board Members. Everyone introduced themselves with their name and a brief personal history.

2. Public Delegations

None

3. Nomination for Election for Chairman for 2004

01.04	Moved:	H. VanLeeuwen	Seconded:	K. Ashe
	That Paul Savel be nominated for Chairman for 2004			
	Carried.			

02.04	Moved:	K. Rathee	Seconded:	P. Irwin
	That Hans VanLeeuwen be nominated for Chairman for 2004			
	Carried.			

A vote was held by means of a ballot and Hans VanLeeuwen was elected as Chairman for 2004

H. VanLeeuwen assumed the position of Chairman for the meeting.

4. Nomination for Election for Vice-Chairman for 2004

03.04	Moved:	K. Ashe	Seconded:	J. Lucas
	That Paul Savel be nominated for Vice-Chairman for 2004			
	Carried.			

Since no other nominations were received Paul Savel was acclaimed as Vice-Chairman for 2004

K. Ashe requested that a Press Release be submitted to announce the selection of Board Chair and Vice-Chair.

5. Confirmation of Secretary Treasurer for 2004

04.04	Moved:	P. Savel	Seconded:	K. Cummings
	That the C.E.O., Cynthia Mearns, be confirmed as Secretary-Treasurer for 2004			
	Carried.			

6. Approval of agenda, Disclosure of Potential Conflict of Interest

05.04	Moved:	K. Ashe	Seconded:	J. Lucas
	That the Agenda be approved as presented			
	Carried.			

7. Approval of Minutes of the Board meeting held November 27th, 2003

06.04	Moved:	K. Ashe	Seconded:	J. Duncan
	That the Minutes of Meeting held November 27th, 2003 be approved			
	Carried.			

8. Governance Matters

8.1 Orientation - Administration – C.Mearns

Randee Loucks from Southern Ontario Library Service (SOLS) will acquaint all new board members with Carver Policy Governance ® on Saturday, January 24th
 C. Mearns distributed general Library Board Orientation Kits and presented a brief summary asking that everyone review the package before the next meeting and ask any questions either by phone or email to C. Mearns or to V. Ridgway.

8.2 Confirmation of Meeting Dates 2004

The meeting dates presented to the Board were confirmed.

8.3 Board Member Information

A Board Member Information sheet was distributed and updated. This sheet will be sent to all Board Members for their information.

9. Linkage Matters

9.1 Board Member Report

H. VanLeeuwen explained that this time was set aside for any Board Member to report on an event that they might have attended which had some relationship to the Library or Library Board.

Nothing was reported at this time.

10. Monitoring Reports

10.1 EL 8 – Asset Protection

C. Mearns explained the relevance of these policies and what purpose they serve within Policy Governance ® .

07.04	Moved:	K. Ashe	Seconded:	P. Savel
	Moved to accept EL 8 – Asset Protection			
	Carried.			

11. Staff Reports

11.1 CEO Report –January (distributed for information only)

(Attached)

C. Mearns reviewed her report. H. VanLeeuwen asked if V. Ridgway would explain the new Service Plan. Some discussion and questions followed.

12. Other Business

12.1 OLA Conference – January 29 – 31, 2004)

C. Mearns informed Board Members of the upcoming OLA Conference and stated that any board members were welcome to attend. H. VanLeeuwen expressed an interest and he will be registered.

12.2 Next Orientation – Saturday, January 24th 9:00 a.m. – 4:00 p.m.

C. Mearns provided some background on the session on Saturday and asked all members to bring their binders.

12.3 2004 Budgets – Draft - Confidential

08.04	Moved:	P. Irwin	Seconded:	P. Savel
	Motion to move In-Camera			
	Carried.			

Moved In-Camera at 8:20 p.m. to discuss the 2004 Draft Budget

Motion to move Out-of-Camera at 8:28 p.m.

12.4 Letter to Retiring Board Members

C. Mearns asked that the Board Chairman send a letter to each of the retiring Board Members thanking them for their years of service to the Board.

10.04	Moved:	P. Irwin	Seconded:	P. Savel
	Motion to draft a letter to retiring Board Members from the Board Chairman			
	Carried.			

13. Board Self-Evaluation

These were distributed to Board Members to complete before leaving the meeting.

14. Date of Next Meeting and Adjournment:

The next regular Board meeting will be February 26th at Central Branch.

11.04	Moved:	K. Ashe	Seconded:	J. Lucas
	That the meeting be adjourned.			
	Carried.			

The meeting was adjourned at 8:34 p.m.