

**MINUTES
OF THE PICKERING PUBLIC LIBRARY BOARD
REGULAR MONTHLY BOARD MEETING
Held January 26, 2006 at 7:00 p.m. at the Central Library**

Present: O. Chaudhry, K. Cummings, J. Duncan, P. Irwin, J. Lucas, B. McLean,
P. Savel (Chairperson), H. VanLeeuwen
Regrets: K. Ashe
Secretary/Treasurer: C. Mearns
Staff V. Ridgway
Meeting Commenced: 7:05 p.m.

C. Mearns assumed the chair and introduced J. Sabean from the Pickering Historical Society.

1. Public Delegations

1.1 John Sabean – Pickering Historical Society on the establishment of archives

J. Sabean presented the Board with an overview of the current status of archival material in Pickering. He expressed concern that much of the material might be lost over the next few years, if an appropriate location for an archive was not identified. He asked the Board to consider creating an archive in the new Seaton Library. Discussion followed.

C. Mearns thanked J. Sabean for his presentation and assured him that the Board would discuss his proposal at a future meeting.

7:30 The Board called a brief recess.

7:38 The meeting resumed.

2. Elections

2.1 Nomination for Election for Chairperson for 2006

01.06	Moved:	P. Irwin	Seconded:	K. Cummings
	THAT P. Savel be nominated for Chairperson for 2006.			
	Carried.			

02.06	Moved:	H. VanLeeuwen	Seconded:	B. McLean
	THAT the nominations be closed, and there being no other nominations, P. Savel be acclaimed as Chairperson for 2006			
	Carried.			

2.2 Nomination for Election for Vice-Chairperson for 2006

03.06	Moved:	P. Savel	Seconded:	P. Irwin
	THAT J. Lucas be nominated for Vice-Chairperson for 2006.			
	Carried.			

04.06	Moved:	H. VanLeeuwen	Seconded:	J. Duncan
	THAT the nominations be closed, and there being no other nominations, J. Lucas be acclaimed as Vice-Chairperson for 2006.			
	Carried.			

2.3 Opportunity for Chairperson and Vice-Chairperson to speak

P. Savel thanked the Board for their vote of confidence and also thanked H. VanLeeuwen for his dedication and work on behalf of the Board during his term as Board Chairperson. He hoped to continue the work begun by Mr. VanLeeuwen and was looking forward to the year as Board Chairperson.

J. Lucas also thanked the Board and looked forward to assuming this new role.

B. McLean thanked H. VanLeeuwen and the rest of the Board on behalf of Council for their hard work and dedication as Board members.

7:45 C. Mearns turned the meeting over to the new Chairperson, P. Savel

3. Confirmation of Secretary-Treasurer

05.06	Moved:	P. Irwin	Seconded:	J. Lucas
	THAT the CEO, C. Mearns, be confirmed as Secretary-Treasurer for 2006.			
	Carried.			

4. Approval of Agenda, Disclosure of Potential Conflict of Interest

No conflict of interest was declared.

06.06	Moved:	P. Irwin	Seconded:	O. Chaudhry
	THAT the Agenda be approved as presented.			
	Carried.			

5. Board Education

5.1 Report #01-06 Reciprocal Borrowing

C. Mearns reviewed her report on Reciprocal Borrowing. She would continue to review and refine the statistical measurements and report back to the Board. Discussion followed.

07.06	Moved:	B. McLean	Seconded:	O. Chaudhry
	THAT the Board receive Report #01-06 for information, and THAT the Board continue with the current arrangement for reciprocal borrowing, and THAT the CEO report annually to the Board on the status of reciprocal borrowing within Durham Libraries.			
	Carried.			

6. Approval of Minutes of the Board Meeting held December 6, 2005 and Business Arising

08.06	Moved:	O. Chaudhry	Seconded:	H. VanLeeuwen
	THAT each Member of the Board in attendance affirm that they have reviewed the Minutes of the meeting held December 6th, 2005 and approve these Minutes as presented.			
	Carried.			

Business Arising

None

8:03 B. McLean excused himself from the meeting.

7. Governance

7.1 Board Self-Evaluation

P. Savel reported that he had received no comments from the last meeting, and asked J. Lucas to collect the forms for future meetings.

7.2 Community Linkage Committee - 2006 appointment

P. Savel informed Board that new committee members needed to be appointed. He intended to step down from the committee, leaving a vacancy. J. Duncan was appointed by the Board to fill the vacancy, and the remaining members of the committee agreed to serve another term. The following were confirmed as the members of the 2006 Linkage Committee: K. Ashe, J. Duncan, P. Irwin and J. Lucas. V. Ridgway continued as staff liaison.

09.06	Moved:	O. Chaudhry	Seconded:	J. Lucas
	THAT a Community Linkage Committee be appointed for 2006, consisting of K. Ashe, J. Duncan, P. Irwin and J. Lucas.			
	Carried.			

7.3 Policy for Review

EL7 Emergency Executive Succession – K. Ashe: confirmed by email. He concurred with the policy, but asked C. Mearns to confirm compliance, as well as the Library’s policy with respect to continuation of business in the event of a major incident. C. Mearns reported compliance, and indicated that in the event of a major incident the Library would follow the City’s guidelines and continue to provide Library service as long as it was safe to do so.

GP10 Principles and Guidelines for Board Members – B. McLean: Not available – reassigned for the next meeting.

EL8 Asset Protection – P. Savel – No change required.

10.06	Moved:		Seconded:	
	THAT each Member of the Board in attendance affirm that they have reviewed Ends Policies, EL7, EL8 and have found that these conform with Board policy; and deferred GP10 to the next meeting.			
	Carried.			

7.4 ENDS – Development & Monitoring

7.4.1 Statistics

C. Mearns and V. Ridgway presented the 2005 Circulation Statistics, the 2005 Statistics by Ends, and Client Comments from September to December, 2005 for the Board’s information. C. Mearns noted that all clients leaving their name and contact information received speedy responses from staff.

7.4.2 Report #02-06 Community Survey

C. Mearns presented her report, reminding the Board Members that in the final year of the current Service Plan and their mandated term, they needed to address soon the development of a new Service Plan to serve as a legacy document for the next Board. She noted that the recommendation in the Report emanated from several circumstances, notably the data on library users and non-users from the *Federation of Ontario Public Libraries’* extensive province-wide survey. Staff now felt that the recommended selective non-user survey, together with the use of focus groups, offered far richer and more practical information for future service development, and represented a more cost-effective approach. Discussion followed.

11.06	Moved:	P. Irwin	Seconded:	J. Lucas
	THAT the Board direct the CEO to conduct survey and related investigations as recommended in the Report, and report back regularly to the Board, providing final results by the end of June.			
	Carried.			

8. Ownership

8.1 Member Reports

H. VanLeeuwen and P. Savel were attending the OLA Super Conference on February 2nd, along with Mayor Ryan, jointly presenting the session: "*Happy Together: Public Library and Municipal Government Working Together*". A report on this event would be presented at the next meeting.

9. Monitoring Reports

9.1 EL 8 – Asset Protection (distributed)

P. Irwin noted a grammatical error for correction.

12.06	Moved:	J. Duncan	Seconded:	J. Lucas
	THAT each Member of the Board in attendance affirm that they have reviewed the Monitoring Report EL8, as amended, and have found that the Report conforms with Board policy.			
	Carried.			

10. Consent Agenda

None

11. Staff Reports

11.1 Linkage Information Update (distributed at meeting)

C. Mearns presented her Update and informed the Board that in a recent development, the Optimists Club of Pickering was considering making a substantial donation to the Library. Staff would attend a meeting on January 31st and C. Mearns would inform the Board of any developments.

13.06	Moved:	P. Irwin	Seconded:	J. Lucas
	THAT the CEO's Linkage Information Update be received.			
	Carried.			

12. Board Policy Review

12.1 Assign for February meeting

EL3 Staff Treatment – H. VanLeeuwen

13. Other Business

None.

14. In-Camera

None

15. Board Self-Evaluation

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

16. Date of Next Meeting and Adjournment:

The next regular Board meeting was scheduled for February 23^d, 2006 at 7:00 p.m. at Central Boardroom

14.06	Moved:	J. Lucas	Seconded:	O. Chaudhry
	THAT the meeting be adjourned.			
	Carried.			

The meeting was adjourned at 8:44 p.m.