

**MINUTES  
 OF THE PICKERING PUBLIC LIBRARY BOARD  
 REGULAR MONTHLY BOARD MEETING  
 Held January 27, 2005 at 7:00 p.m. at the Central Library**

**Present:** K. Ashe, K. Cummings, J. Duncan, P. Irwin, J. Lucas, B. McLean, K. Rathee, P. Savel, H. VanLeeuwen (Chairperson),  
**Regrets:**  
**Secretary/Treasurer:** C. Mearns  
**Staff** V. Ridgway, C. MacDonald  
**Meeting Commenced:** 7:00 p.m.

**1. Public Delegations**

None

**2. Elections**

C. Mearns assumed the chair to open the nominations for Board Chairperson.

**2.1 Nomination for Election for Chairperson for 2005**

<b>01.05</b>	<b>Moved:</b>	<b>K. Ashe</b>	<b>Seconded:</b>	<b>P. Irwin</b>
	<b>That the H. VanLeeuwen be nominated for Chairperson for 2005</b>			
	<b>Carried.</b>			

<b>02.05</b>	<b>Moved:</b>	<b>K. Ashe</b>	<b>Seconded:</b>	<b>K. Cummings</b>
	<b>That the nominations be closed, and there being no other nominations H. VanLeeuwen be acclaimed as Chairperson for 2005</b>			
	<b>Carried.</b>			

**2.2 Nomination for Election for Vice-Chairperson for 2005**

<b>03.05</b>	<b>Moved:</b>	<b>P. Irwin</b>	<b>Seconded:</b>	<b>B. McLean</b>
	<b>That K. Rathee be nominated for Vice-Chairperson for 2005</b>			
	<b>Carried.</b>			

<b>04.05</b>	<b>Moved:</b>	<b>J. Lucas</b>	<b>Seconded:</b>	<b>K. Ashe</b>
	<b>That P. Savel be nominated for Vice-Chairperson for 2005</b>			
	<b>Carried.</b>			

<b>05.05</b>	<b>Moved:</b>	<b>B. McLean</b>	<b>Seconded:</b>	<b>H. VanLeeuwen</b>
	<b>That the nominations be closed for Vice-Chairperson for 2005</b>			
	<b>Carried.</b>			

A vote was held by means of a ballot, and resulted in a tied vote.

**J. Duncan joined the meeting in progress at 7:09**

K. Rathee and P. Savel expressed their desire to assist the Board as Vice-Chairperson and spoke briefly on their vision for the Board.

A second vote was held by means of a ballot and P. Savel was elected to the position of Vice-Chairperson for 2005.

<b>06.05</b>	<b>Moved:</b>	<b>J. Lucas</b>	<b>Seconded:</b>	<b>J. Duncan</b>
	<b>That the P. Savel be elected as Vice-Chairperson for 2005</b>			
	<b>Carried.</b>			

**2.3 Opportunity for Chairperson and Vice-Chairperson to speak**

P. Savel thanked the Board for re-electing him, and wished to see the Board continue to make contributions to the Library.

H. VanLeeuwen thanked the Board for its vote of confidence and expressed a desire to clarify the Board's responsibilities: "What are the Ends; and how does the Board work in achieving these Ends"? He suggested setting up an Ad-Hoc Governance Committee and would like Board Members to think about this, as well as possible participation in a workshop on the subject.

<b>07.05</b>	<b>Moved:</b>	<b>B. McLean</b>	<b>Seconded:</b>	<b>K. Ashe</b>
	<b>That the ballots used in the elections be destroyed</b>			
	<b>Carried.</b>			

**3. Confirmation of Secretary-Treasurer**

<b>08.05</b>	<b>Moved:</b>	<b>K. Ashe</b>	<b>Seconded:</b>	<b>P. Savel</b>
	<b>That the CEO, C. Mearns, be confirmed as Secretary-Treasurer for 2005</b>			
	<b>Carried.</b>			

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

<b>09.05</b>	<b>Moved:</b>	<b>J. Lucas</b>	<b>Seconded:</b>	<b>P. Savel</b>
	<b>That the Agenda be approved as presented</b>			
	<b>Carried.</b>			

**B. McLean left the meeting at 7:15 p.m.**

**5. Approval of Minutes of the Board Meeting held December 9<sup>th</sup>, 2004 and Business Arising**

P. Irwin asked that the Minutes be amended to show that she was absent from the December meeting.

**Business Arising**

**5.1 Federation of Ontario Public Libraries**

C. Mearns reported on the progress of the Federation, indicating that the first meeting would be held at the OLA Superconference in February. She also outlined the structure of the organization and the elections that were taking place.

**B. McLean returned to the meeting at 7:30 p.m.**

<b>10.05</b>	<b>Moved:</b>	<b>P. Savel</b>	<b>Seconded:</b>	<b>P. Irwin</b>
	<b>That each Member of the Board in attendance affirms that they have reviewed the Minutes of the meeting held December 9<sup>th</sup>, 2004 and approves these Minutes as amended</b>			
	<b>Carried.</b>			

**6. Board Policies**

**6.1 Board Self-Evaluation**

None

**6.2 Policy Evaluation**

GP1 - No changes

GP2 - No changes

EL8 - Change Paragraph #4 to read:

The CEO may not make any purchase or contracted purchase:

- (a) which does not comply with the terms and conditions outlined in the Pickering Public Library's Purchasing Policy, as approved by the Board.
- (b) wherein normally prudent protection has not been given against conflict of interest.

<b>11.05</b>	<b>Moved:</b>	<b>K. Ashe</b>	<b>Seconded:</b>	<b>P. Savel</b>
	<b>That each Member of the Board in attendance affirms that they have reviewed GP 1, GP 2 and EL 8 as revised and have found that these conform with Board policy</b>			
	<b>Carried.</b>			

**6.3 Board Education**

**Funding & Finance**

C. Mearns distributed charts showing Library's funding sources and discussed the various funding streams. The greatest financial support for the Library system came from the City. She thanked Council for its support and dedication to the Library. Discussion followed.

**6.4 Agenda Planning**

**Review new format for agenda**

C. Mearns presented a new draft format for the Board Agenda and after some discussion it was agreed that the new version would be used for the February Agenda.

**7 Ownership**

**7.1 Member Reports**

K. Ashe stated that he and B. McLean had attended a meeting to review capital budgets for 2005, and at that time nothing had been removed from the Library's budget request. He also indicated that Council was hoping to approve the budget by March 2005.

**7.2 Board process for handling complaints**

V. Ridgway outlined a flow chart that had been distributed by CMR Governance Consulting to assist Board Members in responding to client complaints about operational matters.

**8. Monitoring Reports**

**8.1 EL 8 – Asset Protection**

<b>12.05</b>	<b>Moved:</b>	<b>K. Rathee</b>	<b>Seconded:</b>	<b>J. Lucas</b>
	<b>That each Member of the Board in attendance affirms that they have reviewed the Monitoring Report listed above and have found that the Report conforms with Board policy</b>			
	<b>Carried.</b>			

**9. Consent Agenda**

None

**10. Ends Monitoring**

**10.1 December 2004: Statistics**

V. Ridgway reviewed the circulation statistics, which were up by 18% in 2004, and also the “Statistics by Ends”. This is the first full year of use for this statistical format, and she indicated that it would be more informative after next trimester, when there would be comparative data.

**10.2 Report on 2004 Service Plan Accomplishments**

V. Ridgway presented the report on 2004 Service Plan accomplishments, stating that almost all the staff initiatives had been achieved (and some exceeded) in 2004. H. VanLeeuwen thanked her for the report, but suggested that, since it focused on means rather than ends, the report be presented for information only.

**10.3 January 2005 Report**

C. Mearns presented her report, and also advised that Geoffrey Nie, CEO of Ajax Public Library, had received the 2005 Librarian of the Year Award, to be announced at the OLA Superconference in February.

**11. Staff Reports**

**11.1 Library Update – C.E.O.**

The Library Update report for January was presented by C. Mearns.

**11.2 Information on 2005 Service Plan initiatives**

V. Ridgway presented the 2005 Service Plan staff initiatives for the Library.

**12. Other Business**

**12.1 Acknowledgement of One Million Circulations**

<b>13.05</b>	<b>Moved:</b>	<b>J. Lucas</b>	<b>Seconded:</b>	<b>B. McLean</b>
	<b>That the accomplishment of Pickering Public Library’s reaching one million circulations for the year 2004 be recognized officially in the Minutes</b>			
	<b>Carried.</b>			

**13. In-Camera**

None

**14. Board Self-Evaluation**

Assignments for review were as follows:

- GP 3 J. Lucas
- GP 4 P. Irwin
- BC1 P. Savel
- BC2 K. Ashe
- EL 3 K. Cummings

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

**15. Date of Next Meeting and Adjournment:**

The next regular Board meeting was scheduled for February 24, 2005 at 7:00 p.m. at Central Boardroom

<b>14.05</b>	<b>Moved:</b>	<b>J. Lucas</b>	<b>Seconded:</b>	<b>B. McLean</b>
	<b>That the meeting be adjourned</b>			
	<b>Carried.</b>			

**The meeting was adjourned at 8:35 p.m.**