

**MINUTES  
 OF THE PICKERING PUBLIC LIBRARY BOARD  
 REGULAR MONTHLY BOARD MEETING  
 Held May 25, 2006 at 7:00 p.m. at Central Boardroom**

**Present:** K. Ashe, O. Chaudhry, K. Cummings, J. Duncan, P. Irwin, J. Lucas, B. McLean, P. Savel (Chairperson), H. VanLeeuwen

**Regrets:**

**Secretary/Treasurer:** C. Mearns

**Staff:** V. Ridgway

**Meeting Commenced:** 7:04 p.m.

1. **Public Delegations**  
None
2. **Approval of Agenda, Disclosure of Potential Conflict of Interest**  
No conflict of interest was declared.

<b>42.06</b>	<b>Moved:</b>	<b>J. Lucas</b>	<b>Seconded:</b>	<b>O. Chaudhry</b>
	<b>THAT the Agenda be approved as presented.</b>			
	<b>Carried.</b>			

**3. Board Education**

**3.1 Updated Board Calendar**

C. Mearns presented the Board with an updated calendar for 2006.

**3.2 Self-assessment Questionnaire (P. Savel)**

P. Savel, J. Lucas and V. Ridgway had recently attended an audio conference on *Board Evaluation and Trustee Recruitment*. P. Savel would distribute a "Board Effectiveness Quick Check" at the end of the meeting for each Board Member to complete. The results would be compiled by the Board Chairperson. The value of the questionnaire would be discussed at the next meeting. P. Savel suggested a committee be formed to analyze and effectively monitor Board Self Assessment and this topic was be added to the June Agenda for discussion.

7:14 p.m. B. McLean joined meeting in progress

**4. Approval of Minutes of the Board Meeting held April 27, 2006 and Business Arising**

<b>43.06</b>	<b>Moved:</b>	<b>J. Duncan</b>	<b>Seconded:</b>	<b>J. Lucas</b>
	<b>THAT each Member of the Board in attendance affirm that they have reviewed the Minutes of the meeting held April 27, 2006 and approve these Minutes as presented.</b>			
	<b>Carried.</b>			

There was no business arising.

**5. Report of Community Linkage Committee**

**5.1 Open House Speakers - Update**

P. Irwin stated that although letters had been sent to both Michael (Pinball) Clemons and George Stroumbouloupoulos, a speaker had yet to be found. Letters would next be sent to Walter Gretzky and Caroline Di Cocco, Minister of Culture.

**5.2 Rotary Club Meeting**

K. Ashe had not heard back from the President of the Rotary Club regarding a date for the Board to make a presentation to them but would follow up with him before the next meeting.

**5.3 Survey Update**

V. Ridgway stated that the non-user survey had now been completed and was being analyzed. The facilitator had conducted two focus groups: Outreach (mainly multicultural) and Business. Both had provided excellent information which would form part of the final Three Year Plan, and inform the Board at its June planning meeting.

After discussion with the Board Chairperson and Vice Chairperson, staff intended to introduce a prize for attending two other non-user focus groups: mainstream high-school students and Boomers. The prizes planned were either a digital camera or Ipod Shuffle, both under \$100, with token gift certificates for all those attending. The prize was to offset the lack of response from non-users in both groups.

The group for “excluded” members of the community was to be re-formulated to invite associations representing such residents, and to include all backgrounds. Attempting to reach individuals from these backgrounds had also proved difficult.

**6. Governance**

**6.1 Board Self-Evaluation (February and March meetings)**

J. Lucas stated that there were only favourable comments on the last meeting. Special mention was made of the excellent presentation by Cathy Grant regarding future trends in libraries.

**6.2 Policy for Review**

EL4 Staff Conduct – P. Irwin – No changes required at this time.

<b>44.06</b>	<b>Moved:</b>	<b>B. McLean</b>	<b>Seconded:</b>	<b>K. Cummings</b>
	<b>THAT each Member of the Board in attendance affirm that they have reviewed EL4 has found that this conforms with Board policy.</b>			
	<b>Carried.</b>			

**7. Ownership**

**7.1 Member Reports**

J. Lucas reported on the audio presentation on *Board Evaluation and Trustee Recruitment*, stating that it was interesting but mainly directed at boards not using the policy governance. However, copies of the session were available if Board Members were interested. Also highlighted was succession planning, an important aspect of the Board’s duties.

K. Ashe questioned the number of Board Members required for a Library Board. C. Mearns stated that the *Public Libraries Act* required a minimum of five members. Municipal Councils were responsible for the final number and appointments. K. Ashe suggested that the Board give some thought as to the most effective number for the Board, possibly enlarging the total. An informal discussion reached a consensus that nine was the most effective number for the Pickering Library at this time. As Seaton developed the Board should revisit the decision and make appropriate recommendations to Council.

H. VanLeeuwen had attended the SOLS Trustee Council Area Meeting in Lindsay, May 6<sup>th</sup> and provided a written report with attachments on this meeting.

**8. Monitoring Reports**

**8.1 EL 4 Staff Conduct**

<b>45.06</b>	<b>Moved:</b>	<b>K. Ashe</b>	<b>Seconded:</b>	<b>H. VanLeeuwen</b>
	<b>THAT each Member of the Board in attendance affirm that they have reviewed the Monitoring Report EL4, and have found that the Report conforms with Board policy.</b>			
	<b>Carried.</b>			

**8.2 Ends Monitoring**

V. Ridgway reviewed the year's Branch Circulation statistics from January to April as well as the Statistics by Ends for the same time period. She noted the difficulty in tracking electronic use measures when these tended to change over time, due not necessarily to reduced activity, but to changed counting protocols. The Business statistics this year were particularly challenging, and required thoughtful consideration in determining the best way forward for these services.

<b>45.06</b>	<b>Moved:</b>	<b>P. Irwin</b>	<b>Seconded:</b>	<b>O. Chaudhry</b>
	<b>THAT the Statistics by End and Circulation by Branch be accepted as presented.</b>			
	<b>Carried.</b>			

**9. Consent Agenda**

None

**10. Staff Reports**

**10.1 Linkage Information Update (oral)**

C. Mearns provided a verbal update. Staff had been very busy with the re-organization and with the survey. These two projects were consuming much of the staff's energy and resources. She also reported that in view of the GST reduction, due to take effect on July 1<sup>st</sup>, the Library was working with the City to determine an effective method of accounting for this change.

**11. Board Policy Review**

**11.1 Assigned for June meeting**

- GP2 Governing Style – J. Lucas
- GP7 Agenda Planning – B. McLean
- GP9 cost of Governance – P. Savel

**12. Other Business**

None

**13. In-Camera**

None

**14. Board Self-Evaluation**

Forms were distributed to Board Members to complete before leaving the meeting. Also, P. Savel distributed the "Board Effectiveness Quick Check" form for Board Members and the CEO and DCEO to complete.

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

The next regular Board Meeting was scheduled for June 22, 2006 at 7:00 p.m. at the Claremont Branch

<b>46.06</b>	<b>Moved:</b>	<b>K. Ashe</b>	<b>Seconded:</b>	<b>H. VanLeeuwen</b>
	<b>THAT the meeting be adjourned.</b>			
	<b>Carried.</b>			

**The meeting was adjourned at 8:30 p.m.**