

**MINUTES  
OF THE PICKERING PUBLIC LIBRARY BOARD  
REGULAR MONTHLY BOARD MEETING  
Held June 28, 2007 at 7:00 p.m. at the Central Library**

**Present:** O. Chaudhry, J. Lucas, M. Midolo, J. Sabean, P. Savel (Chairperson),  
S. Van Steen  
**Regrets:** B. Littley, J. O'Connell, H. VanLeeuwen,  
**Secretary/Treasurer:** C. Mearns  
**Staff** V. Ridgway, C. Grant  
**Meeting Commenced:** 7:00 p.m.

Kyla Zerbes, CUPE 3506 president, was introduced to the Board.

The Board Chairperson welcomed new Board member Mika Midolo.

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

<b>53.07</b>	<b>Moved:</b>	<b>S. Van Steen</b>	<b>Seconded:</b>	<b>J. Lucas</b>
	<b>THAT the Agenda be approved as presented.</b>			
	<b>Carried.</b>			

3. **Board Education**

3.1 **Meeting Procedures**

3.1.1 **Rules of Order (deferred from May 24, 2007)**

<b>54.07</b>	<b>Moved:</b>	<b>J. Sabean</b>	<b>Seconded:</b>	<b>O. Chaudhry</b>
	<b>THAT the use of Robert's <i>Rules in Plain English</i> as the Board's procedural guide be approved; and</b>			
	<b>THAT the draft Motion By-laws as distributed be approved as amended on an interim basis.</b>			
<b>Carried.</b>				

3.1.2 **Format of Routine Motions (deferred from May 24, 2007)**

<b>55.07</b>	<b>Moved:</b>	<b>O. Chaudhry</b>	<b>Seconded:</b>	<b>M. Midolo</b>
	<b>THAT the format of routine motions as presented at the meeting be approved.</b>			
	<b>Carried.</b>			

3.1.3 **Format of Minutes (deferred from May 24, 2007)**

This item was deferred to the September 27<sup>th</sup> meeting.

4. **Approval of Minutes of the Board Meeting held May 24, 2007, and Business Arising**

<b>56.07</b>	<b>Moved:</b>	<b>J. Sabean</b>	<b>Seconded:</b>	<b>S. Van Steen</b>
	<b>THAT the Minutes of the meeting held May 24, 2007, having been reviewed by each Board Member present at the meeting, be approved.</b>			
	<b>Carried.</b>			

**Business Arising**

**4.1 Service Options (deferred from May 24, 2007)**

P. Savel reminded the Board that any service-related suggestion must go through the chair to the CEO.

**5. Report of Community Linkage Committee**

**5.1 Rotary Presentation – distributed (deferred from May 24, 2007)**

J. Lucas reported on her presentation to the Rotary Club. They were a receptive group and it was felt that this was a very successful linkage opportunity.

**5.2 Art Fest**

J. Lucas reported on her attendance at Art Fest. She received positive feedback from library clients.

S. Van Steen also reported on this event, and although she also received positive feedback, she could not talk to many clients and felt that talking to existing clients might not be as productive as talking to non-clients.

**5.3 Results of Linkage Questionnaire (deferred from May 24, 2007)**

J. Lucas encouraged the Board to fill out this questionnaire and reminded the Board that linkage was its most important role. S. Van Steen discussed her attendance at an upcoming Board of Trade networking event to promote the Library. C. Mearns agreed to send a one-minute Library promotion speech to be delivered at this event.

**6. ENDS Discussion**

**6.1 System Circulation – distributed (deferred from May 24, 2007)**

A discussion took place regarding the nature of the Ends and whether these had specific targets. Numerical targets were not set, but it was important to monitor the progress for each stated End, to ensure that Board and staff had clear feedback on their priorities. This report was distributed as part of the Board's direct inspection responsibility.

**6.2 Client Comments – distributed (deferred from May 24, 2007)**

This report was distributed as part of the Board's direct inspection responsibility.

**6.3 Statistics By End – distributed (deferred from May 24, 2007)**

This report was distributed as part of the Board's direct inspection responsibility.

**7. Governance**

**7.1 Board Self-Evaluation**

J. Lucas noted that the reviews of the May meeting had been mixed. While some feedback suggested that there was good discussion, other reviews emphasized that improvement was needed in keeping with the outward vision.

**7.2 GP2 Governing Style (deferred from May 24, 2007)**

<b>57.07</b>	<b>Moved:</b>	<b>S. Van Steen</b>	<b>Seconded:</b>	<b>M. Midolo</b>
	<b>THAT GP2 be approved as conforming to the intent of this policy; and THAT the policy be approved as an effective and useful tool for the Board's successful performance.</b>			
	<b>Carried.</b>			

**7.3 GP6 Committee Structure and Committees (deferred from May 24, 2007)**

Deferred until after September 27<sup>th</sup> discussion.

**7.4 GP7 Agenda Planning**

<b>58.07</b>	<b>Moved:</b>	<b>M. Midolo</b>	<b>Seconded:</b>	<b>O. Chaudhry</b>
	<b>THAT GP7 be approved as conforming to the intent of this policy; and THAT the policy be approved as an effective and useful tool for the Board's successful performance.</b>			
	<b>Carried.</b>			

**7.5 GP9 Cost of Governance**

Discussion on the costs of governance took place. C. Mearns noted that any costs directed by the Board must be included in the budgeting process as needed.

<b>59.07</b>	<b>Moved:</b>	<b>S. Van Steen</b>	<b>Seconded:</b>	<b>O. Chaudhry</b>
	<b>THAT GP9 be approved as conforming to the intent of this policy; and THAT the policy be approved as amended as an effective and useful tool for the Board's successful performance.</b>			
	<b>Carried.</b>			

**8. Ownership**

**8.1 Member Reports**

None.

**8.2 SOLS Trustee Council Report – distributed (deferred from April 26, 2007)**

A discussion took place which questioned the usefulness of attending these trustee meetings, because of differences between Policy Governance and other conventional Boards. It was recommended that each future SOLS meeting be evaluated for its relevance to PPL before the Board sent a representative.

**9. Monitoring Reports**

**9.1 EL4 Staff Conduct (deferred from May 24, 2007)**

<b>60.07</b>	<b>Moved:</b>	<b>J. Lucas</b>	<b>Seconded:</b>	<b>M. Midolo</b>
	<b>THAT EL4 be received.</b>			
	<b>Carried.</b>			

**10. Consent Agenda**

None.

**11. Staff Reports**

**11.1 Information Update – distributed (deferred from May 24, 2007)**

<b>61.07</b>	<b>Moved:</b>	<b>J. Lucas</b>	<b>Seconded:</b>	<b>O. Chaudhry</b>
	<b>THAT the CEO's Information Update be received.</b>			
	<b>Carried.</b>			

**11.2 Report #02-07 – Site Costs – distributed (deferred from April 26, 2007)**

C. Mearns pointed out that the site costs were calculated and presented annually to keep the Board informed.

<b>62.07</b>	<b>Moved:</b>	<b>S. Van Steen</b>	<b>Seconded:</b>	<b>J. Lucas</b>
	<b>THAT the Board receive Report #-02-07 for information; and</b>			
	<b>THAT the CEO continue to monitor costs and report to the Board annually in May.</b>			
<b>Carried.</b>				

**11.3 Report #03-07 – Supply of Library Materials – distributed**

<b>63.07</b>	<b>Moved:</b>	<b>J. Lucas</b>	<b>Seconded:</b>	<b>J. Sabean</b>
	<b>THAT Report # 03-07 be received; and</b>			
	<b>THAT the response to RFP –01-07 as submitted by the Library Services Centre to provide library materials in an amount not to exceed \$671,400.00 over the next three years; and</b>			
	<b>THAT the response to RFQ – 02-07 as submitted by Library Bound to provide library materials in cd and dvd format in an amount not to exceed \$237,00.00 over three years; and</b>			
<b>THAT the response to RFQ – 01-07 as submitted by S&amp;B Books Ltd to provide audio and large print books in an amount not to exceed \$100,500 over the next three years be approved.</b>				
<b>Carried.</b>				

**12. Board Policy Review**

**12.1 Assignment for September 27<sup>th</sup> meeting**

GP 1 Global Governance Commitment – H. VanLeeuwen  
BC 3 Monitoring CEO Performance – S. Van Steen

**13. Other Business**

J. Sabean informed the Board of the Library's summer programming partnership with the Durham West Arts Centre. He invited Board Members to attend these programs. It was suggested that attendance at such activities would be appropriate Member Reports.

**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:**

Date of the next regular Board meeting was Thursday, September 27, 2007 at 6:30 p.m. at the Central Library, not the Whitevale Branch, as originally scheduled.

<b>64.07</b>	<b>Moved:</b>	<b>J. Sabean</b>	<b>Seconded:</b>	<b>O. Chaudhry</b>
	<b>THAT the meeting be adjourned.</b>			
	<b>Carried.</b>			

The meeting was adjourned at 8:55 p.m.