

**MINUTES
OF THE PICKERING PUBLIC LIBRARY BOARD
REGULAR MONTHLY BOARD MEETING
Held September 27, 2007 at 6:30 p.m. at the Central Library**

Present: O. Chaudhry (6:54p.m.), B. Littlely, J. Lucas, M. Midolo (6:47p.m.),
A. Naqvi (6.42p.m.), J. Sabean, P. Savel (Chairperson), S. Van Steen
Regrets: J. O'Connell
Secretary/Treasurer: C. Mearns
Staff V. Ridgway, E. Bird
Meeting Commenced: 6.32 p.m.

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

65.07	Moved:	J. Lucas	Seconded:	B. Littlely
	THAT the Agenda be approved as presented.			
	Carried.			

3. **Board Education**

3.1 **Meeting Procedures**

6:42 p.m. A Naqvi joined the meeting in progress

The Board Chairperson welcomed new Board Member Afsar Naqvi.

3.1.1 **Rules of Order/Bylaws**

66.07	Moved:	J. Sabean	Seconded:	B. Littlely
	THAT the draft Bylaws be adopted.			
	Carried.			

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

67.07	Moved:	B. Littlely	Seconded:	J. Lucas
	THAT a format for Board Minutes which records decisions only, and not discussion, be adopted.			
	Carried.			

6:47 p.m. M. Midolo joined the meeting in progress

3.1.3 **Budget Process**

C. Mearns reviewed the budget process.

4. **Approval of Minutes of the Board Meeting held June 28, 2007, and Business Arising**

68.07	Moved:	J. Sabean	Seconded:	J. Lucas
	THAT the Minutes of the meeting held June 28, 2007, having been reviewed by each Board Member present at the meeting, be approved.			
	Carried.			

6:54 p.m. O. Chaudhry joined the meeting in progress.

Business Arising

4.1 Fundraising Discussion

Following the discussion, P. Savel undertook to prepare a motion for the next meeting based on Members' views expressed during the discussion.

5. Report of Community Linkage Committee

5.1 2007 Annual Community Linkage Plan: update

69.07	Moved:	S. Van Steen	Seconded:	B. Littlely
	THAT the Annual 2007 Community Linkage Plan be adopted as amended, with a minimum of one presentation to be made in 2007; and that the Linkage Committee present a report at the next meeting.			
	Carried.			

5.2 Saturday Morning Madness

J. Sabeau thanked the Library for its participation.

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

J. Lucas asked members to complete the questionnaire (which staff would re-send) if they had not previously filled this in.

5.4 Boards of Education

J. Lucas stated that the Linkage Committee had identified this area as a linkage priority, and requested that any Member with connections to School Board Trustees to let her know.

6. ENDS Discussion

6.1 MPMP Report

C. Mearns reviewed the 2006 MPMP results, informing Board Members of the anomalies in data collection, which did not reflect any real problems with performance or progress towards Ends.

6.2 System Circulation: Report by V. Ridgway

6.3 Statistics by End: Report by V. Ridgway

70.07	Moved:	S. Van Steen	Seconded:	M. Midolo
	THAT the statistics on electronic product use be temporarily removed from the <i>Statistics by End</i> reports, and reviewed again for the Board in September, 2008.			
	Carried.			

6.4 Schedule of Statistical Reports

71.07	Moved:	S. Van Steen	Seconded:	B. Littlely
	THAT the statistical reports be presented to the Board semi-annually (January and September).			
	Carried.			

6.5 Client Comments (distributed)

7. Governance

7.1 Board Self-Evaluation: Report by J. Lucas

GP1 Global Governance Commitment

72.07	Moved:	J. Lucas	Seconded:	B. Littley
	THAT GP 1 be adopted as conforming to the intent of this policy, and as an effective and useful tool for the Board’s successful performance.			
	Carried.			

7.3 GP6 Committee Structure and Committees

73.07	Moved:	J. Sabean	Seconded:	J. Lucas
	THAT GP 6 be adopted as conforming to the intent of this policy, and as an effective and useful tool for the Board’s successful performance.			
	Carried.			

7.4 BC3 Monitoring CEO Performance

S. Van Steen noted inconsistencies in terminology in different policies:

EXISTING:	SHOULD BE:
Under 3. “The Board will have a yearly formal evaluation of the CEO <i>abased</i> on the previous...”	“The Board will have a yearly formal evaluation of the CEO <i>based</i> on the previous....”
<i>Financial Condition (EL6)</i>	<i>Financial Conditions (EL6)</i>
<i>Emergency CEO Succession (EL7)</i>	<i>Emergency Executive Succession (EL7)</i>
<i>Communication and support (EL10)</i>	<i>Communication and Counsel to the Board (EL10)</i>
<i>Ends (EP1)</i>	<i>Global Ends Policy (EP1)</i>

74.07	Moved:	J. Sabean	Seconded:	J. Lucas
	THAT BC 3 be adopted with the changes summarized as conforming to the intent of this policy, and as an effective and useful tool for the Board’s successful performance.			
	Carried.			

7.5 CEO Evaluation Ad Hoc Committee

P. Savel assigned Members to an Ad Hoc Committee for the Evaluation of the CEO, and outlined the procedure for this Committee. The Committee members were: P. Savel, J. Lucas, O. Chaudhry and J. Sabean. V. Ridgway was directed to carry out a 360 review process for the evaluation.

8. Ownership

8.1 October presentation to Council

October 15th was confirmed as the date for a Board presentation to be made by P. Savel to the Council. He requested that Members attend if at all possible

8.2 Member Reports

None.

9. Monitoring Reports

9.1 EL5 Financial Planning

75.07	Moved:	M. Midolo	Seconded:	B. Littley
	THAT EL5 Financial Planning be adopted.			
	Carried.			

9.2 EL6 Financial Conditions

76.07	Moved:	B. Littley	Seconded:	S. Van Steen
	THAT EL6 Financial Conditions be adopted.			
	Carried.			

9.3 EL6 Financial Conditions (External) Audit

77.07	Moved:	B. Littley	Seconded:	J. Sabean
	THAT EL6 Financial Conditions (External) Audit be adopted.			
	Carried.			

10. Consent Agenda
 None.

11. Staff Reports

11.1 Information Update: Report by C. Mearns

11.2 2008 Draft Capital and Operating Budgets

78.07	Moved:	J. Sabean	Seconded:	M. Midolo
	THAT the Board adopt the Draft 2007 Capital and Operating Budgets in principle, to enable the CEO to continue the budget process on behalf of the Board.			
	Carried.			

12. Board Policy Review

12.1 Assignment for October 25th Meeting
 GP 3 Role of the Board – to B. Littley
 BC 10 Principles and Guidelines for Board Members – to J. Lucas.

13. Other Business

13.1 Board Correspondence
 P. Savel had received an email from Markham Public Libraries Board, which wished to send Members to attend the November 22nd Meeting in Pickering. He also read a resignation letter from H. VanLeeuwen sent to the City Clerk. A formal letter of thanks from the Chair would be sent to H. VanLeeuwen.

13.2 Provincial Election and Public Library Advocacy

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 date of the next regular Board meeting was Thursday, October 25th, 2007 at 7:00 p.m. at the Petticoat Creek Branch.

80.07	Moved:	J. Sabean	Seconded:	B. Littley
	THAT the meeting be adjourned.			
	Carried.			

The meeting was adjourned at 9:15 p.m.