

**MINUTES
OF THE PICKERING PUBLIC LIBRARY BOARD
REGULAR MONTHLY BOARD MEETING
Held September 28, 2006 at 7:00 p.m. at Whitevale Community Centre**

Present: K. Ashe, O. Chaudhry, K. Cummings J. Duncan, P. Irwin
Regrets: P. Savel (Chairperson), H. VanLeeuwen
Secretary/Treasurer: B. McLean, J. Lucas
Staff: C. Mearns
Meeting Commenced: V. Ridgway
 7:07 p.m.

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

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

3. **Board Education**
 - 3.1 **Updated Board Calendar**
C. Mearns distributed a more up-to-date version of the Board Calendar.
4. **Approval of Minutes of the Board Meeting held June 22, 2006 and Business Arising**

57.06	Moved:	H. VanLeeuwen	Seconded:	O. Chaudhry
	THAT each Member of the Board in attendance affirm that they have reviewed the Minutes of the meeting held June 22, 2006 and approve these Minutes as presented.			
	Carried.			

- 4.1 **Board Effectiveness Tool**
C. Mearns had investigated the existence of a policy governance tool to evaluate Board effectiveness. Checking with Randee Loucks and through the Carver literature confirmed that no such tool was available, since the process of approving policy compliance on a routine basis already entailed a check on effectiveness. She advised that the Board was already evaluating itself through this monthly review process, and therefore no other tool was deemed necessary.

5. Report of Community Linkage Committee

- 5.1 **Open House - Update and draft order of events**
P. Irwin reviewed the order of events, noting that all plans were in place for the coming Open House to be held October 12th.

K. Ashe advised that because of the "Durham Ability" event on the same evening, the Councillors would be able to stay a short time only.
- 5.2 **Rotary Club Presentation**
P. Irwin stated that she had had great difficulty in reaching the new President of the Rotary Club, but it was expected that he would attend the Open House. K. Ashe had confirmed with Rotary's meeting coordinator that there would be an opportunity for the Board to attend a future Rotary meeting.

5.3 Optimist Club Presentation

P. Irwin noted that the President of the Optimist Club would attend an official opening of the Children’s Storytime Nook on October 16th at 10:20 a.m. Hans Vanleeuwen would represent the Board and offer its thanks to the Optimists for their generous donation of \$5,000 towards creating the Nook.

6. ENDS Discussion

6.1 Special Board Meeting (June 24th) Revised ENDS Policy (distributed)

This policy had been updated and was distributed for the Board binders.

6.2 Circulation Statistics

V. Ridgway presented the Circulation Statistics to the end of August 2006, pointing out the unevenness among branches. While up marginally over 2005, total circulation had increased 8% over the last two years.

6.3 Statistics by END

V. Ridgway explained the Statistics by End, noting that there were some web-generated statistics that could not be accurate. It was hoped that the new web site design planned for next year would resolve some of these problems.

6.4 MPMP (Municipal Performance Measurement Program) statistics

C. Mearns elaborated on the Municipal Performance Measurement Statistics: while the cost per resident had increased, the cost/transaction had declined, indicating greater productivity at the Library. Use of electronic resources had increased substantially.

6.5 Draft Strategic Plan (Distributed)

6.5.1 Client Needs Survey

V. Ridgway reviewed the preliminary conclusions from the recent Client Needs Survey, distributing a summary sheet and copies of the consultant’s full report.

The Service Plan was now essentially complete, with the exception of the Client Needs Survey chapter.

58.06	Moved:	J. Duncan	Seconded:	H. VanLeeuwen
	THAT the Board approve the 2007-2010 Service Plan as presented, final approval to await the completed draft including the Client Needs Survey.			
	Carried.			

7. Governance

7.1 Board Self-Evaluation

P. Savel reviewed J. Lucas’s report from the last meeting’s Board Self-Evaluation on her behalf. All members had been satisfied with the way the meeting had proceeded.

7.2 Policy for Review

GP1 Global Governance Commitment – H. VanLeeuwen stated that this policy required no change.

BC3 Monitoring CEO Performance – K. Ashe asked for this to be deferred to the October meeting.

59.06	Moved:	H. VanLeeuwen	Seconded:	O. Chaudhry
	THAT each Member of the Board in attendance affirm that they have reviewed GP1 and has found that it conforms with Board policy.			
	Carried.			

7.3 CEO Evaluation Ad Hoc Committee

P. Savel asked for volunteers for this Committee. The following would be members: J. Duncan, K. Cummings and O. Chaudhry. Either P. Savel or J. Lucas would also attend ex officio.

7.4 Board Succession Planning

P. Savel stated that the end of 2006 would also be the end of the present Board's term. He reminded members wishing to serve for another term, this time for four years, that they needed to apply to the Clerk's Office after the November 13th Election.

8. Ownership

8.1 Member Reports

P. Savel brought the Board's attention to a feature article in the summer edition of *Access*, which was written by PPL Manager Amy Caughlin.

P. Savel also thanked the Board for their support and participation at the recent presentation to Council in September. K. Ashe thought that the presentation had been generally well received by Council.

8.2 Client Comments

C. Mearns asked whether Board Members preferred to receive these in a printed version or by email. It was generally agreed that email would be sufficient.

9. Monitoring Reports

9.1 EL5 Financial Planning

9.2 EL6 Financial Condition (IR)

9.3 EL6 Financial Condition (ER) – audit (distributed)

60.06	Moved:	K. Ashe	Seconded:	P. Irwin
	THAT the Board approve EL5, EL6 (IR) and EL6 (ER) 2005 Audited Financial Statements as distributed.			
	Carried.			

10. Consent Agenda

None

11. Staff Reports

11.1 Information Update (distributed at meeting)

C. Mearns presented the Information Update, noting that security cameras were planned for next year in the Central Library (and in Petticoat Creek the following year). It was hoped that this would preempt any deterioration in the occasional disorderly or unsafe conduct experienced recently at PPL and other libraries.

61.06	Moved:	J. Duncan	Seconded:	P. Irwin
	THAT the CEO's Information Update be received.			
	Carried.			

12. Board Policy Review

12.1 Assigned for October meeting

GP3 Role of the Board - O. Chaudhry

GP10 Principles and Guidelines for Board Members - K. Cummings

BC3 Monitoring CEO Performance as deferred in 7.2.

13. Other Business

None

14. In Camera

62.06	Moved:	H. VanLeeuwen	Seconded:	O. Chaudhry
	THAT the Board Meeting move In-Camera.			
	Carried.			

8:26 p.m. Board moved In-Camera

Board returned from In-Camera session 8:32 p.m

65.06	Moved:	H. VanLeeuwen	Seconded:	P. Irwin
	THAT the Board approve the decisions made In-Camera.			
	Carried.			

15. Board Self-Evaluation

Forms were distributed to Board Members to complete.

716. Date of Next Meeting and Adjournment:

The next regular Board Meeting was scheduled for October 26, 2006 at 7:00 p.m. at the Petticoat Creek Library.

66.06	Moved:	J. Duncan	Seconded:	K. Ashe
	THAT the meeting be adjourned.			
	Carried.			

The meeting was adjourned at 8:38 p.m.