

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

Present: O. Chaudhry, K. Cummings, J. Duncan, P. Irwin, J. Lucas, P. Savel,
 H. VanLeeuwen (Chairperson),
Regrets: K. Ashe, B. McLean
Secretary/Treasurer: C. Mearns

Staff V. Ridgway
Meeting Commenced: 7:00 p.m.

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

67.05	Moved:	J. Lucas	Seconded:	P. Savel
	THAT the Agenda be approved as presented.			
	Carried.			

3. **Board Education**

3.1 **Annual Education Plan**

C. Mearns indicated that Board suggestions and requests for education topics were still welcome. She would meanwhile include specific topics of importance to the Board.

68.05	Moved:	O. Chaudhry	Seconded:	K. Cummings
	THAT the Board calendar be approved, subject to further additions.			
	Carried.			

4. **Approval of Minutes of the Board Meeting held September 22nd, 2005 and Business Arising**

69.05	Moved:	P. Savel	Seconded:	O. Chaudhry
	THAT each Member of the Board in attendance affirm that they have reviewed the Minutes of the meeting held September 22nd, 2005 and approve these Minutes as presented.			
	Carried.			

In response to an inquiry C, Mearns provided an update on the implementation of the ILS, referring Board Members to her Linkage Information Update for further details.

Business Arising

4.1 **CEO Evaluation Comments**

K. Cummings reported that the Evaluation Committee had met and that she was now collating all received responses (those with submissions to make were urged to do so as soon as possible). She would prepare a summary of all input for a Committee meeting, at which a final document would be approved.

5. Report of Community Linkage Committee

70.05	Moved:	P. Savel	Seconded:	J. Lucas
	THAT the Board direct the Community Linkage Committee to proceed with planning for a 2006 Open House, in order for the Board to achieve its linkage goals.			
	Carried.			

6. Governance

6.1 Board Self-Evaluation

P. Savel reviewed the comments from the September meeting. The majority expressed satisfaction that the meeting was well-run and productive, but it was noted that rules for interactions with the guests at the meeting had not been followed. The Chairperson noted that he had decided to permit the greater informality in order to make the guests feel more comfortable. There was discussion as to whether it would be useful to have as a Board education session a review of the rules for handling questions from the floor.

6.2 Policy for Review

GP9 – P. Irwin found the policy still valid, but thought that the dollar limits should be verified for current application. C. Mearns indicated she would review and adjust any figures requiring it.

EL2 – K. Ashe had asked H. Van Leeuwen to review this policy since he would be absent. No changes were required.

EL5 – J. Lucas found the policy still valid.

EL6 – P. Savel clarified the meaning of “unencumbered” in this context, but otherwise found the policy valid.

71.05	Moved:	J. Duncan	Seconded:	J. Lucas
	THAT each Member of the Board in attendance affirm that they have reviewed Ends Policies, GP9, EL2, EL5 and EL6 and have found that these conform with Board policy.			
	Carried.			

6.3 Notice of Motion

H. Vanleeuwen the changes necessary to the two policies, following the formation of the CEO Evaluation Committee. The revised documents were to be appended to the Minutes.

72.05	Moved:	H. VanLeeuwen	Seconded:	O. Chaudhry
	THAT the Governance Process Policies: Committee Structure and Committees (GP6) and Monitoring Executive Performance (BC 3) be amended.			
	Carried			

6.4 Meeting Dates Dec. 2005 & January – Dec. 2006 (distributed)

Two potential dates - December 15th and 6th - were agreed on for the dinner meeting. C. Mearns would confirm the better of the two when she had contacted the absent Members. She had also prepared a list of days and locations for 2006.

73.05	Moved:	P. Savel	Seconded:	O, Chaudhry
	THAT the meeting dates be approved as presented or discussed.			
	Carried.			

7 Ownership

7.1 Member Reports

H. VanLeeuwen invited the Members to share their experiences and observations during the Open House. All Members felt that the event had gone smoothly and professionally, with a good mix of guests reflecting both community leaders and school students. The Chippewas and of course the Lieutenant Governor in particular had added a unique and special ceremonial quality to the event. Board Members and guests had circulated very comfortably among each other. Gratitude was expressed to the City which had been very supportive of the Board in preparing and hosting the Open House. C. Mearns indicated that an article would be prepared for *Hoopla*, and that photographs would be sent to those present at the event, and would also be posted on the web site.

There was discussion as to which of the Board's Ends were being met through such activities. While specific ends were evident in the morning's themes, it was agreed that a fuller discussion of the nature of such events to the Board's mandate would be necessary.

8. Monitoring Reports

8.1 EL 2 – Treatment of Clients (distributed)

74.05	Moved:	P. Savel	Seconded:	P, Irwin
	THAT each Member of the Board in attendance affirm that they have reviewed the Monitoring Reports EL 2 and have found that the Report conforms with Board policy.			
	Carried.			

9. Consent Agenda

None.

10. Staff Reports

10.1 Linkage Information Update (distributed at meeting)

75.05	Moved:	P. Irwin	Seconded:	K. Cummings
	THAT the CEO's Linkage Information Update be received.			
	Carried.			

11. Other Business

None.

12. In-Camera

None.

13. Board Policy Review

The Board agreed with the suggestion from C. Mearns that she prepare an alphabetical list of Board Members' names and the policies to be reviewed, as the basis for assigning them.

For the November meeting:

- EL7 Emergency Executive Succession - K. Ashe
- GP3 Role of the Board – O. Chaudhry
- GP4 Chairperson's and Vice-Chairperson's Role - K. Cummings
- GP5 Board Committee Principles – J. Duncan
- GP6 Committee Structure – P. Irwin
- GP8 Board Member's Code of Conduct – J. Lucas
- GP10 Principles & Guidelines for Board Members – B. McLean

14. Board Self-Evaluation

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 November 24, 2005 at 7:00 p.m. at the Central Library.

76.05	Moved:	J. Duncan	Seconded:	O. Chaudhry
	THAT the meeting be adjourned.			
	Carried.			

The meeting was adjourned at 8.18 p.m.