

**MINUTES
 OF THE PICKERING PUBLIC LIBRARY BOARD
 REGULAR MONTHLY BOARD MEETING
 Held October 28th, 2004 at 7:00 p.m. at the Petticoat Creek Branch Library**

Present: K. Cummings, J. Duncan, P. Irwin, B. McLean, P. Savel, H. VanLeeuwen (Chair),
Regrets: K. Ashe, J. Lucas, K. Rathee
Secretary/Treasurer: C. Mearns
Staff: V. Ridgway, C. Grant, C. MacDonald
Meeting Commenced: 7:09 p.m.

1. Public Delegations
 None

2. Approval of agenda, Disclosure of Potential Conflict of Interest

55.04	Moved:	P. Savel	Seconded:	K. Cummings
	That the Agenda be approved as presented			
	Carried.			

3. Approval of Minutes of the Board meeting held September 23, 2004 and Business Arising

Correction to minutes:

- 9.1 Process for CEO Review
 Members forming the committee are H. VanLeeuwen, P. Savel, J. Lucas and J. Duncan

56.04	Moved:	B. McLean	Seconded:	P. Irwin
	That each member of the Board in attendance affirms that they have reviewed the Minutes of the meeting held September 23, 2004 and approves these minutes as amended.			
	Carried.			

3.1 Cost of O.B.C. (Ontario Business Connects)

C. Mearns reported that the cost to the Library of running the O.B.C. for the Province of Ontario was about \$7,500 / year and the revenue that comes in for the government is about \$100,000 / year.

3.2 December meeting confirmation

The December meeting was confirmed to be at Papps Restaurant at 6:00 p.m. Spouses were welcome but an RSVP to Carol MacDonald to confirm would be appreciated.

3.3 Revised Governance Policies (distributed at meeting)

Revised Policies were distributed for updating of Governance Policy Binders.

H. VanLeeuwen requested that the following wording be used for Board Minute approval and Monitoring Report approval:

“That each member of the Board in attendance affirms that they have reviewed the Monitoring report(s) listed above and have found that the report(s) conform with Board policy”

4. Governance Matters

4.1 Board Self-Evaluation – Review of results from September 23rd, 2004

H. VanLeeuwen thanked the Board for their support and comments from the last meeting and said that the details were very helpful to him.

4.2 Client Comments

Summary

C. Mearns explained that all the client comments had been consolidated into one list and were organized by "Ends". The list was distributed to each Board Member for their information. The list will be updated regularly and will be distributed to the Board twice yearly.

4.3 Board Education

Collection Development – C. Grant

C. Grant presented the principles and practice of collection development at the Pickering Public Library. These principles include maintaining a connection with the community through awareness, feedback and demographic data, the materials budgetary framework, and the Library's resource development policy. The resource development policy outlines the principles of selection, which include authority, timeliness, appropriateness of the material for the community, and the Library's response to controversial materials. The practice of resource development includes selecting library materials from publishers' catalogues sent from LSC, selecting materials from reviewing journals and choosing materials from online resources. Collection development also includes a regular "weeding" of the collection to catch materials no longer in use because of disrepair or outdated information.

Following a related discussion about fundraising in the Library, C. Mearns offered to prepare a report on finances, including non-tax revenues, for a meeting in 2005.

CEO Evaluation

H. VanLeeuwen gave a synopsis of the workshop "How to Easily Use the Policy Governance Model" presented by Catherine M. Raso on October 20th, 2004. In attendance from PPL were H. VanLeeuwen, J. Duncan and V. Ridgway. H. VanLeeuwen distributed material from the workshop and also distributed the Guide "Board Assessment of the CEO" for use in the CEO evaluation process.

C. Mearns displayed various books and publications that are available in the Library 's Professional Collection and stated that if any Board Member would like these publications to send their request to her and she would see that they received them.

4.4 Agenda Planning

A proposed list of dates and locations for 2005 was distributed.

C. Mearns also proposed that for the November meeting under Board Education she would present information on the Library's labour relations framework.

5 Linkage Matters

5.1 Member Reports

J. Duncan stated that the workshop he attended was very valuable and gave him a greater understanding of the concepts of Policy Governance.

P. Irwin stated that she discovered the electronic access at PPL to be far superior to other libraries familiar to her.

P. Savel noted that the Pickering Museum has a Virtual Tour on the City and Library web sites.

K. Cummings stated that she valued diversity and availability in the Library which she was sure was a great attraction to clients.

B. McLean stated that he was impressed with the way libraries have evolved to attract new clients.

H. VanLeeuwen attended the Oshawa Area Trustee Council where numerous interesting ideas were raised. He also had a meeting with Mayor David Ryan, who thanked the Board for doing an excellent job.

6. Monitoring Reports

6.1 EL 2 – Treatment of Clients

P. Irwin noted a spelling mistake under 3. Policy Prohibition The word “aural” should be “oral”

57.04	Moved:	J. Duncan	Seconded:	P. Savel
	That each member of the Board in attendance affirms that they have reviewed the Monitoring report listed above and have found that the report conforms with Board policy.			
	Carried.			

7. Staff Reports

7.1 CEO Report –June 2004 (distributed for information only)

(Attached)

C. Mearns highlighted and discussed items in her report. Beginning next month the CEO Report would be presented in two parts, incidental and “Ends” information.

8. Consent Agenda

9. Other Business

9.1 Ajax Board issue

Letters between the Ajax Board and H. VanLeeuwen regarding inappropriate behaviour by an Ajax Board Member resulted in the resignation of the Ajax Board Member and an apology by the Board Chair of Ajax Public Library

10. Board Self-Evaluation

Forms were distributed to Board Members to complete before leaving the meeting.

11. Date of Next Meeting and Adjournment:

The next regular Board Meeting will be November 25th , 2004 at Central Library at 7:00 p.m.

58.04	Moved:	B. McLean	Seconded:	P. Savel
	That the meeting be adjourned.			
	Carried.			

The meeting was adjourned at 8:58 p.m.