

**MINUTES
OF THE PICKERING PUBLIC LIBRARY BOARD
REGULAR MONTHLY BOARD MEETING
Held November 24, 2011 at 7:00 pm at the Petticoat Creek Branch**

Present: M. Anderson, K. Ashe, B. Clifford, R. Coelho, D. Dickerson, A. Naqvi,
J. Sabeau (Chair), A. Shanahan
Regrets: B. James, C. Julien
Secretary/Treasurer: C. Grant
Staff: E. Bird, K. Williams
Visitor: D. Quaife
Meeting Commenced: 7:05 pm

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

56.11	Moved:	D. Dickerson	Seconded:	A. Naqvi
	THAT the Agenda be adopted as presented.			
	Carried.			

3. **Consent Agenda**
None.
4. **Board Education**
 - 4.1 **Library Technologies**
D. Quaife, Manager of Library Technologies made a short presentation about technology in the Library and future plans.
 - 4.2 **Gap Analysis**
C. Grant reminded Board members to hand in the Leadership Development toolkit form to her as soon as possible. The information will assist in development of the Board training plan for next year and beyond.
5. **Confidential Matter**

57.11	Moved:	D. Dickerson	Seconded:	R. Coelho
	THAT the Board move in-camera, in accordance with the provisions of the <i>Ontario Public Libraries Act</i>, the subject matter being a personal matter about an identifiable individual.			
	Carried.			

58.11	Moved:	B. Clifford	Seconded:	A. Shanahan
	THAT the Board ratify the decision made in-camera.			
	Carried.			

6. Minutes of the Board Meeting held October 27, 2011 (distributed)

59.11	Moved:	D. Dickson	Seconded:	R. Coelho
	THAT the Minutes of the meeting held October 27, 2011, having been reviewed by each Board Member present at the meeting, be adopted as presented.			
	Carried.			

7. ENDS Discussion

7.1 Budget Update

C. Grant informed the Board that the City had asked for further cuts to the 2012 budgets after the draft that was presented to and ratified by the Board in September. For the capital budget she recommended that the Central elevator replacement be postponed (\$100,000 savings), the carpet expenditures be spread over two years (\$50,000 savings) and the public table purchase be spread over two years (\$25,000 savings) for a total of \$175,000 capital budget cuts.

The operating budget required approximately \$125,000 in cuts. C. Grant hoped to find this savings through administrative efficiencies with the City. If this was not possible then the Board would have to consider service cuts as any further reductions to the operating budget would affect services. If this is necessary, the Board would need to discuss and approve any service reductions in December in time for the printing of the budget for Council in January. Further information will be forthcoming.

8. Staff Reports

8.1 CEO Information Updates (distributed)

There were no questions about the CEO Information Update.

9. Monitoring Reports

9.1 EL 7 Emergency Executive Succession (CEO report distributed)

The members found that the Monitoring Report contained reasonable interpretations and sufficient evidence to conclude that the policy had not been contravened. They also found that there were no necessary amendments.

60.11	Moved:	R. Coelho	Seconded:	D. Dickerson
	THAT the Board adopt Monitoring Report EL 7 Emergency Executive Succession as presented; and THAT the Board adopt Policy EL 7 Emergency Executive Succession as presented, the Policy being complete, sound and effective.			
	Carried.			

10. Report of Community Linkage Committee

10.1 Review of 2011 Plan

M. Anderson reported that a written review of the 2011 Linkage outcomes would be presented at the January meeting.

10.2 Draft 2012 Plan

M. Anderson reported that the committee would like to focus on boomers for 2012 linkage activities. A formal plan would be presented at the January 2012 meeting. Committee membership for 2012 would also be ratified at that meeting.

11. Ownership

11.1 Member Reports

J. Sabeau reported that he and C. Grant had made a presentation to Council on November 21st. It had been well received. It included the promotional video made for the library and recently released.

12. Governance

12.1 Board Self Evaluation Report

R. Coelho led the self-evaluation. She affirmed that members were on time, well prepared and participated fully in a courteous manner with adherence to the Rules of Order and emphasis on the future.

12.2 GP 10 Principles and Guidelines for Board Members

61.11	Moved:	A. Naqvi	Seconded:	A. Shanahan
	THAT the Board adopt Policy GP 10 Principles and Guidelines for Board Members, as presented, the Policy being complete, sound and effective; and THAT the Board continue to comply with the Policy.			
	Carried.			

Board members present felt that there were no necessary amendments to GP 10 and that that the Board was in compliance with the policy.

12.3 GP 7 Board Committee Structure

62.11	Moved:	A. Naqvi	Seconded:	B. Clifford
	THAT the Board adopt Policy GP 7 Board Committee Structure, as amended, the Policy being complete, sound and effective; and THAT the Board continue to comply with the Policy.			
	Carried.			

The Board members present felt that the CEO review Committee should be a Committee of the Whole. They also felt that the Linkage Committee should consist of “at least” 4 members but could be more if others were interested. They reported that the Board was in compliance with the existing policy. The suggested changes would be made to GP7.

13. Board Policy Review

13.1 No Assignments for December Meeting

14. New Business

14.1 Ministry position re: Public Libraries Act

C. Grant reported that the Ministry of Tourism and Culture had informed Ontario Libraries that next year certain criteria had to be met before funding would be released. The issue that affected Pickering was the need for the Library to have its own bank account. Ministry staff had suggested a solution that required the Library Board to delegate certain tasks to the City. C. Grant will bring the details and a suggested motion to the January 2012 meeting.

15. Board Self-Evaluation (distributed at meeting)

16. Date of Next Meeting and Adjournment:

The date of the next meeting was Thursday, December 15th, 2011 at Al Dente Restaurant. Appetizers at 5:45 pm / Dinner at 7 pm.

63.11	Moved:	A. Naqvi	Seconded:	A. Shanahan
	THAT the meeting be adjourned.			
	Carried.			

The meeting was adjourned at 8:35 pm.

Library CEO (Board Secretary / Tresurer)	Date

Library Board Chair	Date