

**MINUTES  
OF THE PICKERING PUBLIC LIBRARY BOARD  
REGULAR MONTHLY BOARD MEETING  
Held November 25<sup>th</sup>, 2004 at 7:00 p.m. at the Central Library**

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

**1. Public Delegations**  
None

**2. TAG (Teen Advisory Group) presentation – C. Grant**  
C. Grant introduced Teen Services Advisor, Elizabeth DeMarco, who explained the importance of teen services and the role of the Group. She introduced two TAG members: Neel, in Grade 10 at Dunbarton High School, and Dylan, in Grade 9 at All Saints French Immersion School. Each student described how and why he joined the Teen Advisory Group, and the programs they were each involved in, such as advocacy, Summer Reading Club, the teen web site and Teen Poetry night. Questions were asked by the Board of both E. DeMarco and the students.

H. VanLeeuwen thanked the group on behalf of the Board

**3. Approval of agenda, Disclosure of Potential Conflict of Interest**

Two additions to the agenda:

**11.2 Update on FOPL (Federal of Public Libraries)**

**12.1 CUPE Update**

<b>66.04</b>	<b>Moved:</b>	<b>B. McLean</b>	<b>Seconded:</b>	<b>P. Irwin</b>
	<b>That the Agenda be approved as amended.</b>			
	<b>Carried.</b>			

**4. Approval of Minutes of the Board meeting held October 28<sup>th</sup>, 2004 and Business Arising**

Business Arising

4.1 Client Comments

C. Mearns distributed letters from children to the Library. These were omitted in the last printing of client comments but in future will be added to the list.

<b>67.04</b>	<b>Moved:</b>	<b>P. Savel</b>	<b>Seconded:</b>	<b>J. Lucas</b>
	<b>That each member of the Board in attendance affirms that they have reviewed the Minutes of the meeting held October 28<sup>th</sup>, 2004 and approves these minutes as presented.</b>			
	<b>Carried.</b>			

**5. Board Policies**

**5.1 Board Self-Evaluation – Review of results from September 23<sup>rd</sup>, 2004**

H. VanLeeuwen thanked Board members for their support and comments from the last meeting. H. VanLeeuwen made a ruling that from now on the Vice-Chairman will handle these evaluations.

J. Duncan stated in his evaluation that while he was always impressed with the meetings, he felt that there were too many micromanagement questions at the last meeting.

H. VanLeeuwen thanked him for his comments and stated in future that the Board would need to be aware of this problem.

**5.2 Board Education**

**Ontario Library Association Conference**

C. Mearns informed Board members about the conference and asked them to let her know before Friday if they would like to go, and which sessions they would like to attend. H. VanLeeuwen expressed his desire to go to the whole conference, and J. Lucas would let C. Mearns know which sessions she would like to attend.

**Labour Relations**

C. Mearns explained that the CUPE Local 3506 contract with the Library had expired in March. Negotiations for the new contract had gone very well. More detail was to be provided later in the in-camera session. She indicated that relations between PPL management and CUPE had always been excellent. Monthly Labour/Management meetings are held to discuss any problems and facilitate communications.

**5.3 Agenda Planning**

**Draft Plan**

C. Mearns distributed the 2005 Draft Plan for the Review of Monitoring Reports, Board Initiatives and Board Education.

The Board directed her to proceed with this Plan for the new year.

**5.4 GP 4 Chairperson's and Vice-Chairperson's Role**

H. VanLeeuwen outlined the changes to GP 4 and the reason behind them.

<b>61.04</b>	<b>Moved:</b>	<b>J. Duncan</b>	<b>Seconded:</b>	<b>P. Irwin</b>
	<b>That each member of the Board in attendance affirms that they have reviewed GP 4 as revised and have found that the report conforms with Board policy.</b>			
	<b>Carried.</b>			

**6 Ownership**

**6.1 Member Reports**

H. VanLeeuwen would not be able to attend December meeting and dinner. P. Savel would chair this meeting. Everyone else in attendance was able to attend the December meeting.

P. Savel noted an error in the Museum web site link through the Library/City web sites. C. Mearns will ensure that this is corrected.

**7. Monitoring Reports**

**7.1 EL 7 – Emergency Executive Succession**

<b>62.04</b>	<b>Moved:</b>	<b>B. McLean</b>	<b>Seconded:</b>	<b>P. Savel</b>
	<b>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.</b>			
	<b>Carried.</b>			

**8. Consent Agenda**

**8.1 Definition (attached)**

H. VanLeeuwen informed the Board that in future agendas there would be a re-definition of the "Consent Agenda". Some current items will now be placed under that heading and will be passed as consent items. If an item needs discussion, it will be removed and placed in the regular meeting Agenda.

B. McLean suggested that the new Agenda format have columns on the right hand side. Members can place a check mark to adopt as is, or if there is an objection to an item or need for discussion, have it moved to the regular Agenda, where it then must have a motion adopting it, as amended if required. A City example would be used as a model.

This will be in place for the next regular Board Meeting.

**8.2 Hiring Policy Revision (attached)**

<b>63.04</b>	<b>Moved:</b>	<b>J. Lucas</b>	<b>Seconded:</b>	<b>P. Savel</b>
	<b>That the Hiring Policy be accepted as presented.</b>			
	<b>Carried.</b>			

**8.3 Purchasing Policy (distributed at meeting)**

<b>64.04</b>	<b>Moved:</b>	<b>P. Irwin</b>	<b>Seconded:</b>	<b>J. Lucas</b>
	<b>That the Purchasing Policy be accepted as presented.</b>			
	<b>Carried.</b>			

**9. Ends Monitoring**

**9.1 November 2004**

CEO Report is now separated into two reports, one on "Ends" and one on "Library Updates" for the month of the Board meeting. Both reports are for Board information.

**10. Staff Reports**

**10.1 Library Update – C.E.O.**

Library Update report for November was presented by C. Mearns. The Library will be very close to reaching its one-million circulation count before the end of December. At the present time the Library has processed 919,656 circulations. Several suggestions were made on gifts and recognition for the one-million client.

C. Mearns discussed the CAP (Community Access Project) letter sent from MP M. Holland to The Honourable David Emerson, Ministry of Industry, regarding changes to the CAP program. C. Mearns noted that she appreciated M. Holland's support in this matter.

**11. Other Business**

**11.1 Municipal Performance Measures (distributed at meeting)**

C. Mearns explained that library services are now part of the Municipal Performance Measurement Program (MPMP) and will have to be reported annually to the Ministry of Municipal Affairs and Housing, and to the public, outlining the efficiency and effectiveness of specified municipal services. C. Mearns explained that the project uses information already partly gathered through the Annual Public Library Survey. The danger for libraries is that although each municipality calculates statistics and costs using different parameters, the MPMP statistics will inevitably be interpreted as comparators.

**11.2 Update on Federation of Public Libraries**

C. Mearns distributed a list of Library Boards that have joined the Federation and also those that have not joined. A greater percentage has now joined. Among the Durham libraries, Uxbridge, and Scugog were the only ones not participating.

**12. In-Camera**

**12.1 CEO Evaluation**

<b>65.04</b>	<b>Moved:</b>	<b>B. McLean</b>	<b>Seconded:</b>	<b>P. Savel</b>
	<b>Motion to move In-Camera.</b>			
	<b>Carried.</b>			

Moved in Camera at 8:18 p.m.

Returned to regular session at 8.46 p.m.

<b>67.04</b>	<b>Moved:</b>	<b>P. Irwin</b>	<b>Seconded:</b>	<b>J. Lucas</b>
	<b>Motion to ratify the motions made In-Camera.</b>			
	<b>Carried.</b>			

**13. Board Self-Evaluation**

H. VanLeeuwen asked Board members to read the hand-out "Living Up to Your Own Expectations:....." to help develop more effective Board self-evaluation.

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

**14. Date of Next Meeting and Adjournment:**

The next regular Board Meeting will be December 9<sup>th</sup> 2004 at 6:00 p.m. at Papps Restaurant. (Meeting followed by dinner).

<b>68.04</b>	<b>Moved:</b>	<b>B. McLean</b>	<b>Seconded:</b>	<b>J. Lucas</b>
	<b>That the meeting be adjourned.</b>			
	<b>Carried.</b>			

The meeting was adjourned at 8:50 p.m.