

Ajax Public Library Board Meeting Minutes

Place: Rotary Room, Main Branch

Time: 7:00 p.m.

Present: Avril Alleyne, Nicole Anatol, Dani Goraichy, Natasha Hasham, Faizal Khan, Phill White, and Matthew Tapscott

Staff: Donna Bright - CLEO & Secretary/Treasurer
Susan Burrill - Manager of Corporate Services
Dan Gioiosa - Manager of Access Services
Cindy Poon - Manager of Public Services

Regrets: Jamil Ahsan and Councillor Marilyn Crawford

1. Call to Order

The meeting was called to order at 7:04 p.m.

2. Approval of the Agenda

The agenda was approved as distributed.

16-06/01 Moved by: Natasha Hasham
Seconded by: Faizal Khan

To approve the agenda as distributed.

CARRIED

3. Declaration of Conflict of Interest

No conflicts of interest were declared.

4. Consent Agenda Items

The following items were pulled from the Consent Agenda for further discussion as *New Business*:

- Staff Report on New and Ongoing Services Targeted to Parents/Caregivers (now 7.6)

16-06/02 Moved by: Dani Goraichy
Seconded by: Nicole Baker

To approve the Consent Agenda as amended.

CARRIED

5. **2015 Financial Statement – Steve Stewart, Deloitte LLP**

Steve Stewart presented the auditor’s report on the 2015 financial audit. He noted that the audit was held in March, and was completed using Public Sector Accounting Standards. He reported that no errors were found in the bookkeeping, and there was nothing to report in their review of fraud.

He reviewed the financial statements, and explained some of the auditor’s notes. He reported that they were consistent with the previous year’s audit.

16-06/03 Moved by: Dani Goraichy
Seconded by: Natasha Hasham

To approve the 2015 Financial Statements as presented.
CARRIED

6. **Business Arising from the Minutes**

6.1 **Feedback – Passport to Healthy Living**

Natasha Hasham attended the event, and felt that there may have been fewer attendees this year, over previous years. Natasha suggested that the event may draw more people if held in the fall. Over 200 passports were handed out throughout the day.

Avril Alleyne arrived at 7:35 p.m.

7. **Other Business**

7.1 **Internal Monitoring Report – EL 3.9 *Hiring and Termination of Staff Policy***

16-06/04 Moved by: Nicole Anatol
Seconded by: Phill White

That all members of the Board have read the monitoring report for the *Hiring and Termination of Staff Policy*, and agree that it provides a reasonable interpretation of the policy and evidence of compliance.

CARRIED

7.2 **Councillor Update – No report**

7.3 **Appointment of the CLEO Performance Appraisal Committee**

16-06/05 Moved by: Dani Goraichy
Seconded by: Faizal Khan

To appoint the members listed on the Committee Composition and Work Plan document to the CLEO Performance Appraisal Committee.

APPROVED

7.4 Determination of the Nature and Cost of Governance Initiatives for 2017

Dani Goraichy questioned whether the \$3,500 in the Board's Training and Expenses budget could be used to help fund a consultant for the upcoming strategic planning exercise. Donna responded that staff are not planning to use a consultant unless preliminary in-house work shows that the hire of a consultant would add significant value to the planning exercise. The Board discussed the pros and cons of increasing the budget expense line, but decided to keep it at \$3,500.

7.5 Strategic Planning Update

Donna noted that we are five years into the "Library Master Plan", and although she had previously presented the update as a strategic planning exercise, she reframed it as a service review; one less broad in scope and expectations. Dani requested that the Board receive regular updates.

Donna reported that the 2017 staffing forecasts were discussed at yesterday's Management Committee Meeting and outlined the Library's requests.

7.6 Staff Report on New and Ongoing Services Targeted to Parents/Caregivers

(Nicole stated that there was no further need to discuss 4.8 outside of the Consent Agenda).

8. Adjournment

The meeting adjourned at 8:15 p.m.

16-06/06 Moved by: Natasha Hasham
 Seconded by: Nicole Baker

To adjourn the meeting.

CARRIED

Next meeting: **September 22, 2016**
 7:00 p.m.
 Rotary Room, Main Branch

(Chairperson of the Board)

(Secretary/Treasurer)

