

Ajax Public Library Board Meeting Minutes

Place: Rotary Room, Main Branch

Time: 7:00 p.m.

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

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

Regrets: Jamil Ahsan, Councillor Marilyn Crawford, Dani Goraichy

1. Call to Order

The meeting was called to order at 7:06 p.m.

2. Approval of the Agenda

17-04/01 Moved by: Phill White
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

Items pulled for further discussion are agenda item numbers 4.2 Chief Librarian's Report, 4.3 March Financial Report, 4.6 2016/2017 Annual Agenda and 4.10 Q1 Donations Report. The Consent Agenda was approved as amended.

17-04/02 Moved by: Faizal Khan
Seconded by: Phill White

To approve the Consent Agenda as amended.
CARRIED

5. Guest Presentation: David Forget

David Forget presented the new ISO and the future of QMS. Topics covered:

- Transition work that has been completed to date
- Principles of review: customer focus, accountability, consistency with flexibility
- Documentation: maintains the same DMS system as well as document review process
- Customer service/diversity: advanced training

6. Business Arising from the Minutes

6.1 Leadership Development Toolkit – Knowledge Gaps Analysis

Avril presented the Leadership Development Toolkit – Knowledge Gap Analysis.

- Alternative methods of decision making for voting of Board Members
- What are the gaps and where does the Board need training?
- What resources are needed to educate Board Members, is there any training or speakers required?
- Matthew Tapscott to prepare questions for the Town of Ajax
- Arrange a member of the Town of Ajax to give further information on Liability Insurance
- Blueprint of training to be distributed by Avril Alleyne

7. Other Business

7.1 Internal Monitoring Reports - EL 3.2 *Asset Protection Policy*

17-04/03 Moved by: Nicole Anatol
 Seconded by: Phil White

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

CARRIED

Internal Monitoring Reports EL 3.6 *Financial Condition Policy*

17-04/04 Moved by: Matthew Tapscott
 Seconded by: Nicole Anatol

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

CARRIED

7.2 Councillor's Update

None

7.3 Feedback – Trustee Council Meeting #5 of Saturday, April 22, 2017

- Avril Alleyne reported 20 members in attendance
- Recommendations to the ministry regarding the issues on funding
- How to allocate the funds for – First nations funding, FOPL and SOLS
- ROI – the impact of the library on the community

- Next meeting will be held in Brampton on May 16th

8. Adjournment

The meeting adjourned at 8:35 p.m.

17-03/05 Moved by: Matthew Tapscott
 Seconded by: Faizal Khan

To adjourn the meeting.
CARRIED

Next meeting: **May 25, 2017**
 7:00 p.m. Rotary Room, Main Branch