

Ajax Public Library Board Meeting Minutes

Place: Rotary Room, Main Branch

Time: 7:00 p.m.

Present: Jamil Ahsan, Avril Alleyne, Councillor Marilyn Crawford, Dani Goraichy, Natasha Hasham, Matthew Tapscott, and 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

Regrets: Nicole Anatol and Faizal Khan,
Emilija Tasovska, Corporate Services HR Assistant

Guest: Steve Stewart, Deloitte, LLP

1. Call to Order

In the absence of the Chair, Matthew Tapscott called the meeting to order at 7:05 p.m.

2. Approval of the Agenda

17-05/01 Moved by: Phill White
Seconded by: Councillor Crawford

To suspend the regular order of business.
CARRIED

Dani Goraichy arrived at 7:06 p.m.

3. Guest Presentation: Steve Stewart, Deloitte, LLP

Steve summarized the audit process, and presented the 2016 Financial Statements. He reported that Deloitte had not found any errors, and were happy to issue an unqualified opinion of the main findings of the 2016 financial audit.

17-05/02 Moved by: Phill White
Seconded by: Jamil Ahsan

To approve the 2016 Financial Statements as presented.
CARRIED

Natasha Hasham arrived at 7:30 p.m.

4. **Declaration of Conflict of Interest** – (Dani Goraichy assumed the duties of the Chair)
No conflicts of interest were declared.

5. **Consent Agenda Items**

Item numbers: 4.2 *Chief Librarian's Report* and 4.5 *Committees and Workplan* were pulled from the Consent Agenda for further discussion. The Consent Agenda was approved as amended.

17-05/03 Moved by: Councillor Crawford
Seconded by: Phill White

To approve the Consent Agenda as amended.

CARRIED

The Board discussed the membership of the Advocacy Committee. Natasha Hasham will replace Phill White as Chair, and Dani Goraichy will come off the committee. Natasha will organize a meeting soon.

6. **Business Arising from the Minutes**

6.1 **Town's Liability Insurance Coverage**

Matthew Tapscott has prepared a list of questions for the Town's consideration. He will forward the list to Donna.

6.2 **Leadership Training Blueprint**

Following up from last month's discussion, Avril will forward ideas for Board educational opportunities to Phill, Matthew and Dani. Also, Matthew's questions about the Town's Liability Insurance will move forward to the Town, via Donna.

7. **Other Business**

7.1 **Internal Monitoring Reports - EL 3.8 *General Executive Constraint Policy***

17-05/04 Moved by: Natasha Hasham
Seconded by: Jamil Ahsan

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

CARRIED

7.2 Councillor's Update

- Preliminary designs for ARC Phase 2 were approved by Council
- Discussion on traffic issues in Ward 1
- Update on "Durham Live"

7.3 CLEO Job Description Update

17-05/05 Moved by: Matthew Tapscott
Seconded by: Avril Alleyne

To approve the updated CLEO job description that aligns with the Town's JDA format.

CARRIED

7.4 Operating Budget Over-Expenditure Request

Donna presented a report on recent incidents of theft and vandalism at the Main Branch, and the need for an increased security presence. The recommendation is to run a four-month test period to determine the effectiveness of the additional presence.

17-05/06 Moved by: Matthew Tapscott
Seconded by: Phill White

To approve the possibility of over-expendng the Contracted Services 2017 budget line to accommodate the need for an increased security presence.

CARRIED

The Board agreed that this issue be added to the next update to Council to jumpstart the discussion.

7.5 Chief Librarian's Report

Natasha Hasham referenced the 2018 Operating and Capital Budget timetable, and questioned whether or not ARC Library will be included in the next operating budget. Donna responded that it will not. The capital expenses are included with the Town's. The operating expenses are in the Library's budgets. As Donna mentioned, preliminary estimates were provided of staff, rent, utilities, etc and prorated based on square footage of ARC as compared to Main.

8. Adjournment

The meeting adjourned at 8:20 p.m.

17-05/07 Moved by: Matthew Tapscott
Seconded by: Jamil Ahsan

To adjourn the meeting.

CARRIED

Next meeting: **June 22, 2017**
7:00 p.m. Rotary Room, Main Branch