

AGENDA 2.1

MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of Meeting held on Monday, December 17, 2018 7:07 p.m. Markham Village Library, Program Room, 6031 Highway 7 East, Markham L3P 3A7

Present from Board: Mr. Ben Hendriks, Chair
Ms. Aida DaSilva
Ms. Margaret McGrory
Mrs. Lillian Tolensky
Mrs. Pearl Mantell
Mrs. Marilyn Aspevig
Mrs. Yemisi Dina
Mr. Alfred Kam
Regional Councillor Joe Li

Present from Staff: Mrs. Catherine Biss, CEO & Secretary-Treasurer
Ms. Deborah Walker, Director, Strategy & Innovation
Mr. Larry Pogue, Director, Administration
Ms. Andrea Cecchetto, Manager, Learning & Growth
Mrs. Diane Macklin, Manager, Marketing & Community Development
Ms. Michelle Sawh, Manager, Service Delivery
Mr. Ben Shaw, Project Coordinator Workforce Development
Mr. Shaun McDonough, Research Analyst
Ms. Megan Garza, Manager, Aaniin Branch
Mrs. Susan Price, Board Secretary

Regrets: Regional Councillor Jack Heath
Mr. Alick Siu
Councillor Alan Ho
Ms. Jennifer Yip

1.0 **Call to Order/Approval of Agenda**

Mr. Ben Hendriks, Chair, called the meeting to order at 7:07 p.m.

Moved by Mrs. Marilyn Aspevig
Seconded by Ms. Aida DaSilva

Resolved that the agenda be approved.

Carried.

1.1 **Declaration of Conflict of Pecuniary Interest**

None.

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1.2 Delegation

None.

1.3 Chair's Remarks

CHAIR'S INDIGENOUS LAND ACKNOWLEDGMENT

Before we begin today's meeting, we would like to give acknowledgment to the traditional land we are grateful to have the opportunity to gather on today. We acknowledge our presence on the traditional territory of many Indigenous Nations who have and continue to call this territory home including the Wendat, Anishnabek Nation, the Haudenosaunee Confederacy, the Mississaugas of Scugog, Hiawatha, Alderville First Nation and the Metis Nation.

Mr. Hendriks noted that it has been in the news that there are several indigenous murder investigations being reopened and that thanks to people like Tanya Talaga and the work she is doing, this is happening.

The Chair mentioned that they should organize a Board get together in January and Mrs. Tolensky offered to organize the event.

Mr. Hendriks reminded the Board that this week would be the last chance for Board Members to sign up for the OLA Conference.

The Chair told the Board that there would not be Board elections in January, this will be done when a new Board is formed and that the Board meeting dates for 2019 are in the package.

He reminded the Board that the meeting would have to end by 8:45 in order for staff to set up the room for Study Halls commencing at 9:00 pm.

2.0 Consent Agenda:

The Chair commented that it was good to see the donations for Honour with Books in 2018.

Moved by Mrs. Pearl Mantell
Seconded by Mrs. Lillian Tolensky

Resolved that the Consent Agenda comprising Agenda items 2.0 to 2.3. 5 and the same are hereby approved as written and the CEO of the Library is hereby authorized and directed to take such action that may be necessary to give effect to the recommendations as therein contained:

- 2.1 Minutes of Regular Meeting, November 26, 2018**
- 2.2 Declaration of Due Diligence by the CEO**
- 2.3 Communication and Correspondence:**
 - 2.3.1 The Star: With Aaniin Community Centre, public space finally comes to Markham**
 - 2.3.2 What's Happening at MPL This December**
 - 2.3.3 Toronto Public Library: Self-Service Initiative**
 - 2.3.4 Globe and Mail: Ottawa is building a new central library...**
 - 2.3.5 Honour with Books 2018**

Carried.

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3.0 **CEO's Highlights, December 2018:**

The Chair asked the CEO to comment on the report.

The CEO advised that the Council's Operating Budget review would take place February 5, 2019 and that if the Board wished to open additional Sunday hours in 2019, they would need to make a presentation to Council at that meeting.

It was noted that the report "Contract Extension" for Markham Public Library Material & Processing be extended for an additional year, was received and approved by Council and that the extension be funded, subject to Council approval of the 2019 capital Budget.

Mr. Hendriks commented on the Toronto Social Capital Study and how it also applies to Markham. "Social capital is defined as: The vibrancy of social networks and the extent to which there is trust and reciprocity within a community and among individuals. It is the essential lubricant" that makes it possible for societies to function, and for people to get along peacefully even when they have little in common".

Moved by Mrs. Yemisi Dina

Seconded by Ms. Aida DaSilva

Resolved that the report entitled "CEO's Highlights, December 2018" be received.

Carried.

4.0 **Annual Monthly Policy Review:**

The Chair asked Board members to review the policies that are in the package and bring forward any proposed changes at the January meeting.

Moved by Mrs. Lillian Tolensky

Seconded by Mrs. Marilyn Aspevig

Resolved that all the policies under Governance Process and Board-CEO Linkage sections of the Governance Policies and EL Policies be reviewed and that proposed amendments be presented to the Board at its regular meeting in January 2019 if required.

Carried.

5.0 **Internal Monitoring Reports:**

(Compliance list of internal monitoring reports and discussion led by members.)

5.1 **Executive Limitation: EL-2f, Protection of Services** **(Assigned to Ms. Aida DaSilva)**

Ms. DaSilva received one question asking why the additional hour on Friday evenings at all locations was not in the report. The CEO confirmed that this should have been included in the report and was duly noted. The expansion of service in 2018 has been managed within MPL's operating budget, however any additional hours will require additional funding.

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There were no more questions.

The report confirmed that the CEO and MPL's practices relative to MPL's Protection of Services comply with the requirements of EL-2f policy.

Moved by Ms. Aida DaSilva
Seconded by Ms. Margaret McGrory

Resolved that the report entitled "Internal Monitoring Report- Executive Limitation EL -2f, Protection of Services" be received.

Carried.

6.0 **Ends**

7.0 **Governance:**

7.1 **Revised By-laws (November 2018)**

Moved by Mrs. Pearl Mantell
Seconded by Mrs. Marilyn Aspevig

Resolved that the Board receives the revised version of the Markham Public Library By-laws effective November 2018.

Carried.

7.2 **GP-2K: Enterprise Risk Management**

Staff explained that GP-2K (Risk Management) was created as a Governance Policy to be used as an operational document. The document outlines the principles upon which the policy was developed, the objectives of the MPL ERM and the areas of responsibility.

The Board will review and approve *GP-2K. Risk Management*, receive reports on the implementation of the *ERM Program*, receive semiannual risk reports via the *Risk Register* in the CEO's report and review and approve MPL's *Risk Appetite Statement*.

The CEO will ensure that procedures, processes and resources are in place to effect this Policy, direct the preparation of the *Risk Register* for addressing organizational risks and prepare semi-annual reports to the Board highlighting significant risks and the risk treatment strategies to address them.

Moved by Mrs. Lillian Tolensky
Seconded by Ms. Margaret McGrory

Resolved that the Board receives and approves GP-2K: Enterprise Risk Management as a new Markham Public Library Governance Process effective December 17, 2018.

Carried.

8.0 **Ownership Linkage:**

8.1 **Input from Board Members**

Mr. Hendriks asked the Board if anyone had attended any recent events that they wished to comment on. There were none.

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8.2 **Board Legacy Document**

The Chair advised that he had received some input from Board members and that he was working on coordinating them into one document.

The CEO explained that there was ground work laid for the expansion of the system within the I.L.M.P (Integrated Markham Leisure Plan) and that it is a lengthy process.

There were some questions, and the Chair asked the CEO if Staff could also provide their input for the Legacy Document.

9.0 **Board Advocacy:**

9.1 **Events for the Next Quarter**

Staff explained that the document contained programs and events for winter 2019. They explained that some of these programs are staff-led and others facilitated by partners.

There are stars on the events calendar that indicate which would be beneficial for Board members to attend as they tend to attract a lot of citizens.

- Repair Cafe
- Family Literacy Day-Open Fair
- Seneca College Lecture Series
- York Scholars Hub Lecture Series
- PechaKucha Markham Volume 22

It was noted that the Repair café is also aimed at sparing landfill and has received a lot of positive feedback.

Moved by Mrs. Pearl Mantell
Seconded by Ms. Aida DaSilva

Resolved that the report “Events for the Next Quarter” be received.

Carried.

10.0 **Education**

11.0 **Incidental Information:**

11.1 **2019 Board Meeting and Agenda Planning Dates**

There was some commentary on holding meetings at different locations. Since 2015, the Board has held meetings in all Markham branches.

Moved by Mrs. Lillian Tolensky
Seconded by Mr. Alfred Kam

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Resolved that the 2019 Board meeting and agenda planning dates be received.

Carried,

12.0 **New Business**

13.0 **Board Evaluation (none)**

14.0 **In Camera Agenda**

Moved by Mrs. Pearl Mantell
Seconded by Mrs. Yemisi Dina

Resolved that the Board meet in Camera at 7:43 p.m. to discuss a confidential personnel matter.

Carried.

The Board returned to its regular meeting at 8:26 p.m.

Moved by Mrs. Yemisi Dina
Seconded by Mrs. Marilyn Aspevig

Resolved that the motions approved In Camera be ratified.

Carried.

15.0 **Adjournment**

Moved by Mrs. Yemisi Dina and seconded by Mrs. Pearl Mantell that the meeting be adjourned at 8:28 p.m.