

AGENDA 2.1

MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of Meeting held on Monday, February 25, 2019 7:03 p.m. Markham Village Library, Program Room, 6031 Highway 7 East, Markham L3P 3A7

Present from Board: Mr. Alick Siu, Vice-Chair
Mrs. Pearl Mantell
Ms. Margaret McGrory
Ms. Jennifer Yip
Mrs. Marilyn Aspevig
Regional Councillor Joe Li
Mrs. Yemisi Dina
Mr. Alfred Kam

Present from Staff: Mrs. Catherine Biss, CEO & Secretary-Treasurer
Ms. Deborah Walker, Director, Strategy & Innovation
Ms. Andrea Cecchetto, Manager, Learning & Growth
Mrs. Diane Macklin, Manager, Marketing & Community Development
Mr. Patrick Pan, Manager, Facilities & Workplace Safety
Mr. Shaun McDonough, Research Analyst
Ms. Polly Chan, Financial Analyst
Ms. Megan Garza, Manager, Aaniin Branch
Ms. Angela Tse, Manager, Unionville Branch
Mrs. Susan Price, Board Secretary

Regrets: Mr. Ben Hendriks, Chair
Mrs. Lillian Tolensky
Ms. Aida DaSilva
Regional Councillor Jack Heath
Councillor Alan Ho

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

Mr. Alick Siu, Vice- Chair, called the meeting to order at 7:03 p.m.

Moved by Mrs. Marilyn Aspevig
Seconded by Regional Councillor Joe Li

Resolved that the agenda be approved.

Carried.

1.1 **Declaration of Conflict of Pecuniary Interest**

None.

1.2 **Delegation**

None.

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1.3 **Chair's Remarks:**

The Vice-Chair advised the Board that Ben was absent this evening due to child care responsibilities.

Mr. Siu wished everyone a Happy New Year and apologized for not being able to attend the Board get together.

2.0 **Consent Agenda:**

Moved by Ms. Jennifer Yip
Seconded by Mrs. Pearl Mantell

Resolved that the Consent Agenda comprising Agenda items 2.0 to 2.3. 10 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, December 17, 2018**
- 2.2 Declaration of Due Diligence by the CEO**
- 2.3 Communication and Correspondence:**
 - 2.3.1 snapdMARKAHM: Lit on Tour: Markham**
 - 2.3.2 cbc.ca: Librarians Recommend 10 Books that Deal with Gender Equality: Two recommendations by Anthea Bailie, Collections Strategist, Markham Public Library**
 - 2.3.3 ALA Member News: Moniz Receives YALSA's 2019 Innovation Award**
 - 2.3.4 City of Markham: Join a Board or Committee Information Night January 31, 2019**
 - 2.3.5 Markham Economist & Sun: Councillors' Priorities**
 - 2.3.6 Markham Economist & Sun: Family Literacy Day January 26, 2019**
 - 2.3.7 CULC: Press Release #eContentForLibraries Campaign**
 - 2.3.8 YorkRegion.com: Markham Public Library PechaKucha**
 - 2.3.9 snapdMARKHAM: YPAM Youth Leadership Program Launch**
 - 2.3.10 Markham Economist & Sun: Library, Art Gallery Host PechaKucha Night**

Carried.

The Vice-Chair commented on Agenda item 2.3.3 the YALSA Innovation Award that staff member Ryan Moniz received.

3.0 **CEO's Highlights, January 28, 2019:**

The CEO commented on the Municipal Budget Process. All Budget meetings have been held and the 2019 Budget is expected to be approved by Council on March 19.

Mrs. Biss drew attention to Community and Fire Services Commission priorities. MPL staff have participated in the process to develop these priorities for 2019:

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1. Building the Workforce of the Future
2. Fostering a Connected Community
3. Improving Our Services through Continuous Improvement
4. Delivering sustainable and Integrated Infrastructure

The CEO mentioned that the Aaniin Library has been submitted for two awards; the 2018 AIA/ALA Library Building Awards for excellence in architectural design and the RAIC design excellence award for innovation.

Light Therapy Lamps have been introduced at all branches and they have received a very positive response.

Library usage has increased in 2018 and Aaniin Library Branch is now MPL's busiest branch.

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

Resolved that the report entitled "CEO's Highlights, January 2019" be received.

Carried.

3.0 **CEO's Highlights, February 25, 2019:**

There was a question about asbestos issues at Unionville Library. Staff explained that some of the floor tiles in staff-only areas needed to be replaced which was done when the Library was closed. The Sustainability and Asset Management Dept. also undertook air quality testing both during and after the abatement, representing an extra step not required under the Regulations for Type 1 abatements. This provided both the public and staff additional assurance that the work was carried out properly and without risk to those occupying the space.

There were several comments on extended hours and budget recommendations.

Moved by Mr. Alfred Kam
Seconded by Ms. Jennifer Yip

Resolved that the report entitled "CEO's Highlights, February 2019" be received.

Carried.

4.0 **Annual Monthly Policy Review:**

4.1 **Policy Governance Wording Review**

The Vice-Chair explained that the changes being recommended relate to wording and timelines that will bring the Governance Process in line with other policies previously approved by the Board. .

There were a couple of questions and clarifications.

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

Resolved that the Board has reviewed the policies under Policy Governance: Governance Process GP-1 to GP-2k, Board-CEO Linkage BCL-1 to BCL-2e and Executive Limitations EL-1 to EL-2j and approves them (GP-2f Agenda Planning and GP-21 Ends Policy review) as revised.

Carried.

4.2 **Board-CEO Linkage BCL-2e Policy: Chief Executive Office Performance Review**

The Vice-Chair explained that the CEO Review is delayed one month due to the weather-related cancellation of the January Board meeting. He asked all Members present to complete their portion of the review and be prepared to provide input to the Chair at the March In Camera meeting.

Moved by Mrs. Marilyn Aspevig
Seconded by Ms. Margaret McGrory

Resolved that the Board receive the BCL-2e Chief Executive Officer Performance Review Policy” documentation in preparation for the March In camera Performance Review meeting.

Carried

5.0 **Internal Monitoring Reports:** (Compliance list of internal monitoring reports and discussion led by members.)

5.1 **Executive Limitations/Internal Monitoring Reports Schedule**

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

Resolved that the Executive Limitations/Internal Monitoring Reports Schedule” be received.

Carried.

5.2 **Internal Monitoring Report-Executive Limitation EL-2d, Financial Condition** **(Assigned to Mrs. Yemisi Dina)**

Mrs. Dina informed the Board that she had reviewed the report which states
“With respect to the actual, ongoing financial condition and activities of the organization, the CEO shall not cause or all the development of fiscal jeopardy or a material deviation of actual expenditures from Board priorities established in Ends policies”

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She did not receive any questions or concerns from Board members prior to the meeting and there were none from the floor.

The report confirmed that the CEO and MPL's practices relative to MPL's Financial Condition comply with the requirements of EL-2d policy.

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

Resolved that the report entitled "Internal Monitoring Report- Executive Limitation EL -2d, Financial Condition" be received.

Carried.

6.0 **Ends:**

6.1 **Annual Ends Report 2018**

Staff explained that the report was prepared and originally in the January Board package for the meeting cancelled due to inclement weather. The report indicates that the Library has again achieved the Board's Ends for 2018.

There was significant praise and positive commentary on what Markham Public Library achieved in 2018.

Moved by Mrs. Yemisi Dina
Seconded by Ms. Jennifer Yip

Resolved that the Annual Ends Report be received.

Carried.

7.0 **Governance**

8.0 **Ownership Linkage:**

8.1 **Input from Board Members**

Mr. Siu asked the Board Members who were able to attend the OLA Super Conference to comment on their experience.

Mrs. Pearl Mantell advised the Board that this year was her first time at the conference and commented on the quality of the presentations. Mrs. Mantell mentioned some presentations; those that highlighted technology (quite a few), diversity and libraries' interaction with seniors and others who are not able to get out. Mrs. Mantell talked about the numerous MPL staff presentations at the conference and mentioned that there was a lot of positive feedback by conference-goers about them.

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Ms. Margaret McGrory expressed her opinion that the Saturday Boot Camp was excellent and the MPL presentation by Ms Walker and Mr McDonough was outstanding.

For her, Ms. McGrory found the conference resulted in a lot of thought and she learned a great deal. She also noted that the speakers talked a lot about diversity and all talks were excellent. OLA provides good networking opportunities and she informed the Board that Markham Public Library has a reputation for innovation.

8.2 **Board Legacy Document**

The Vice-Chair reviewed a few of the challenges experienced by the current Board such as expanded hours.

Mr. Siu told the Board that if they had any further input for the document they should let the Chair know. Otherwise he felt the document was acceptable as is.

9.0 **Board Advocacy**

10.0 **Education:**

10.1 **Strategic Plan Update 2018 Year-End & 2019 Strategic Work Plan**

Staff explained that the report covered 2018 and there were no questions. The report also contained 2018 Strategic Priorities and accomplishments:

- Expanding Library Hours
- Ready to Read Card launch
- Digital Markham Strategy
- Integrated Leisure Master Plan Update
- Digital Democracy

Accomplishments Pursuant to the 2015 to 2018 Strategic Plan were noted under the following headings according to each year:

1. Connecting People & Communities
2. Digital Inclusion
3. Content that Transforms Lives
4. Community Learning Hubs

Foundational Strategies –the enablers of strategic success within the four Strategic Themes also according to each year under the following headings:

1. Spread the Word
2. Clear the Air
3. Develop the Workforce
4. Expand Success Measures

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2019 WORK Plan PRIORITIES

2019 will be a transitional year.

1. Development and launch of a **new website**
2. **Procurement of a collections vendor**
3. **Replacement of Markham's system for program registration and facility bookings**
4. **Launch of the Learning Management System (LMS)**
5. Implementation of a new **(DML)** at Angus Glen

2019 MUNICIPAL PLANNING PRIORITIES

1. City strategic planning: The City is considering a major refresh of Building Markham's Future Together, with workshops scheduled for two days in February.
2. Commission 2019 Strategic Priorities: As part of the Commission of Community & Fire Services, MPL management staff have met with other Commission staff and have identified the following priorities for 2019:
 - a) Build the workforce of the future
 - b) Foster a connected community
 - c) Improve service outcomes through continuous improvement
 - d) Deliver sustainable infrastructure

Staff mentioned that there were three questions under **Board Engagement** in CEO's Highlights and asked the Board if they would provide input:

1. ***What Parts of the Strat Plan did you find most meaningful and most impactful on the community and why?***

Input from Board:

Planned for and saw the completion of the beautiful Aaniin Library
Makerspace-different means of attracting people to library space
Phenomenal growth of technology
Digital inclusion
Presence on social media
CoderDojo very popular
Focus on innovation and the relationship MPL has with youth
Ability to provide a Community Hub where residents can come together in nice spaces
Integration of services for disadvantaged clientele

2. ***If you could have added or changed one part of the Start Plan what would you have done? Why?***

Input from Board:

Library for Ward 2
Address special needs further by providing one on one support
Enhance school partnerships

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3. *What is the one most important thing to be included in the next Strat Plan?*

Input from Board:

Inclusion of special needs – with provincial cut-backs many people will be looking to the library to serve community needs

More services provided to newcomers

Increased awareness of diversity and a plan that focusses on types of diversity

Moved by Ms. Jennifer Yip

Seconded by Mrs. Marilyn Aspevig

Resolved that the report “Strategic Plan Update 2018 & 2019 Strategic Work Plan” be received.

Carried.

10.2 **MPL Board Orientation and Introduction to MPL Edu Board Program**

Staff explained that the Board Orientation Modules were modelled after the MPL Staff Edu program where staff that are onboarding can access learning about MPL at their own speed. The link will be sent to Board members as soon as it is ready for their review.

Highlights of the Modules include:

Role of the Library Board-MPL is a Governance Board

Markham Public Library Vision, Mission Values

Branch Profiles

Some of the unique aspects of Markham Public Library-Innovations and various services

Highlights of the Public Library Act

What is Policy Governance?

Meeting Management –Roberts Rules of Order

Policies are listed

Social/Community Engagement –what is community engagement?

Advocacy

There was discussion and questions about what a Policy Governance Board is responsible for such as oversight not operations.

There was a comment that the document was somewhat wordy. Staff responded that there is a lot of information to cover, however staff are working on simplification.

Moved by Mrs. Pearl Mantell

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Seconded By Mrs. Marilyn Aspevig

Resolved that the presentation “MPL Board Orientation and Introduction to MPL Edu Board program” be received.

Carried.

11.0 **Incidental Information:**

11.1 **Board Meeting Attendance Records, 2018**

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

Resolved that the “Board Meeting Attendance Record, 2018” be received.

Carried.

11.2 **2019 Board Meeting and Agenda Planning Dates-Revised**

The Vice-Chair explained that that there were a couple of changes to the schedule including adding a July meeting due to the cancellation of the January meeting.

Moved by Mrs. Marilyn Aspevig
Seconded by Ms. Margaret McGrory

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

Carried,

12.0 **New Business**

13.0 **Board Evaluation : The Board and the CEO**

The Vice-Chair asked Board members to complete the questionnaire and hand in to the Board Secretary.

14.0 **In Camera Agenda (none)**

15.0 **Adjournment**

Moved by Mrs. Yemisi Dina and seconded by Mr. Alfred Kam that the meeting be adjourned at 8:38 p.m.