

AGENDA 2.1

MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of Meeting held on Monday, April 22, 2019 7:05 p.m. Markham Village Library, Program Room, 6031 Highway 7 East, Markham L3P 3A7

Present from Board: Mr. Ben Hendriks, Chair
Mr. Alick Siu, Vice-Chair
Ms. Margaret McGrory
Mrs. Lillian Tolensky
Mrs. Pearl Mantell
Mrs. Marilyn Aspevig
Regional Councillor Jack Heath
Mrs. Yemisi Dina
Mr. Alfred Kam
Regional Councillor Joe Li (from 5.1)

Present from Staff: Mrs. Catherine Biss, CEO & Secretary-Treasurer
Mrs. Diane Macklin, Director, Community Engagement
Ms. Deborah Walker, Director, Library Strategy & Planning
Ms. Andrea Cecchetto, Director, Service Excellence
Ms. Michelle Sawh, Director, Administration
Ms. Megan Garza, Manager, Organizational Transformation
Mr. Shaun McDonough, Research Analyst
Mrs. Susan Price, Board Secretary

Regrets: Councillor Alan Ho
Ms. Jennifer Yip

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

Mr. Ben Hendriks, Chair, called the meeting to order at 7:05 p.m.

Moved by Mrs. Lillian Tolensky
Seconded by Mr. Alick Siu

Resolved that the agenda be approved.

Carried.

1.1 **Declaration of Conflict of Pecuniary Interest**

None.

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 lands 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 Lake Scugog, Rice Lake and Mud Lake and Alderville First Nation.

The Chair explained that he removed the Metis acknowledgment as they did not inhabit this area.

The Chair declared that this April meeting would be the last one for the current Board. As is the custom when Board Members complete their terms and retire, select books are chosen and a nameplate affixed to the inside cover.

It was suggested that the Indigenous Atlas series written by the Royal Canadian Geographic Society in collaboration with Indigenous organizations would be appropriate.

This is a four volume set and we have four Board members leaving so nameplates have been placed in each volume:

"In honour of MPL Board Members Marilyn Aspevig, Yemis Dina, Alfred Kam and Jennifer Yip for their years of dedicated service 2011-2019".

Regional Councillor Jack Heath said that the retiring Members had been excellent and it had been a great Board.

The Chair mentioned the quality of the returning members.

The Chair provided an update on SOLS (Southern Ontario Library Services) and OLSN (Ontario Library Service-North). He advised the Board that he had contacted the new Board members with regard to the upcoming Governance Best Practice Workshop in Richmond Hill May 4, 2019.

The possibility of amalgamation of municipal services in York Region was discussed at length.

Mr. Hendriks mentioned that after the regular meeting there would be a brief intermission while we have some refreshment and Staff will have an opportunity to speak with retiring Board members.

2.0 Consent Agenda:

Moved by Mrs. Marilyn Aspevig
Seconded by Mr. Alick Siu

Resolved that the Consent Agenda comprising Agenda items 2.0 to 2.3.2 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, March 25, 2019**
- 2.2 Declaration of Due Diligence by the CEO**
- 2.3 Communication and Correspondence:**

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2.3.1 Volunteer Letter 2018

2.3.2 The Globe and Mail: Cambridge Library

Carried.

There were numerous questions and clarifications on the revamped Cambridge Public Library- The Old Post Office Branch.

3.0 **CEO's Highlights, April, 2019:**

The CEO drew the Board's attention to the following items in the CEO's Highlights:

City Strategic Planning: The CEO attended the first of four scheduled Strategy Sessions at the City.

Library Strategic Planning: The design of the MPL Strategic Plan Online Survey has been completed and there were some clarifications on some questions.

2020 Budget Timelines: The budget 2020 process has begun and this report lays out the proposed timelines.

Quarterly Statistical Report: There were some questions on some of the numbers contained in the report. Staff explained that opening a new branch (Aaniin) creates a spike in the numbers in the year that it opens but may appear as a decline in the following year. Also Aaniin was a test site for additional programming and piloting of potential new school programming curriculum. Electronic circulation is up 53.6 % with resources such as PressReader accounting for a large percentage of this increase.

Some discussion followed on the responsibilities and roles of libraries in the community.

Regional Councillor Heath had a question about provincial grants and comments on extending library hours. There was a discussion regarding the need for a multi-year plan to continue expanding library hours. It was noted that the upcoming Strategic Plan Survey will provide data regarding customer priorities for library hours.

Moved by Mr. Alfred Kam

Seconded by Mr. Alick Siu

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

Carried.

4.0 **Annual Monthly Policy Review:** (To be undertaken at the January meeting)

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

- 5.1 **Monitoring Report-Executive Limitation EL-2a Asset Protection**
(Assigned to Ms. Jennifer Yip)

Mr. Hendriks explained that Ms. Yip could not attend the meeting and that she did not receive any questions or concerns from Members prior to the meeting.

There were no questions from the floor.

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

Moved by Mr. Ben Hendriks
Seconded by Mrs. Marilyn Aspevig

Resolved that the internal monitoring report entitled "Executive Limitation EL -2e Asset Protection)" be received.

Carried.

- 6.0 **Ends:**

Strategic Plan Update

Staff mentioned several new initiatives contained in the report such as;

- **The New Telephony Replacement Strategy**
- **Development of Overdrive consortium with Richmond Hill**
- **Collaborate & partner with appropriate City Departments to optimize service delivery;** Participate in a "pilot" of the City Neighborhood Team initiative to foster community engagement and further social development outcomes. The place-based pilot will focus on the Milliken community

Staff updated the Board on the **Markham Centre Story**, comparing precinct plans from 1992 to 2016.

Although specific areas have been built up, there remains lots of land that will be developed. A **Markham Centre Library** is Recommendation #95 of the Draft 2019 ILMP (Integrated Leisure Master Plan). The delivery of library space is to be phased in with population growth. This branch may form part of a mixed-use development. The Development charges update indicates that there are funds in place for a new library branch to begin development in 2021.

Staff encouraged all those present to log in to the City of Markham website/ **Your Voice Markham** <https://yourvoicemarkham.ca> for an opportunity to provide input online: tell us your ideas, tell us your stories and show us your places. There will also be "pop-up" events happening across the City where one can provide feedback in-person. We should encourage family, friends and neighbours to participate and share their feedback.

Moved by Ms. Margaret McGrory
Seconded by Mrs. Yemisi Dina

Resolved that the report "Strategic Plan Update January to March 2019" be received.

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Carried.

7.0 **Governance:**

7.1 **2019 Library Capital Budget Report**

The Chair asked if there were questions or comments and the CEO advised that in addition to the library budget there were tablets approved for library use in the City's IT Capital Budget.

Moved by Mrs. Lillian Tolensky
Seconded by Mr. Alick Siu

Resolved that the Library Board adopts the 2019 Capital Budget of \$2,918,300 for the Library's portion of the City of Markham's 2019 Capital Budget; and,

That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried.

7.2 **2019 Library Operating Budget Report**

There was one question on service agreements that was answered by the CEO.

Moved by Mrs. Marilyn Aspevig
Seconded by Mr. Alick Siu

Resolved that the Library Board approves the 2019 City of Markham Grant in the amount of \$13,378,131; and,

That the Board approves the 2019 Library Operating Budget consisting of Library Income in the amount of \$1,132,432 , and Operating Expenditures (excluding Personnel Ramp-ups) in the amount of \$14,510,563; and,

That upon finalization of the 2018 Library audited financial statements, the 2019 Operating Budget be adjusted to reflect the 2018 operating results; and,

That the above figures be subject to further adjustment as required throughout the year based on information received from the City of Markham; and,

That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried.

8.0 **Ownership Linkage:**

8.1 **Input from Board Members**

9.0 **Board Advocacy**

10.0 **Education:**

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10.1 **Website Activity for Board Members**

Deferred to a later date with new Board.

11.0 **Incidental Information**

12.0 **New Business**

13.0 **Board Evaluation :**

13.1 **Feedback to the Chair**

Moved by Mrs. Pearl Mantell
Seconded by Mr. Alick Siu

Resolved that report entitled “Questionnaire Results: Feedback to the Chair” be received.

Carried.

14.0 **In Camera Agenda**

Moved by Mr. Alick Siu
Seconded by Mrs. Yemisi Dina

Resolved that the Board meet in Camera at 8:28 p.m. to discuss a confidential personnel matter.

Carried.

The Board returned to its regular meeting at 9:39 p.m.

Moved by Mrs. Yemisi Dina
Seconded by Mr. Alick Siu

Resolved that the motions approved In Camera be ratified.

Carried.

15.0 **Adjournment**

Moved by Mr. Alfred Kam that the meeting be adjourned at 9: 40 p.m.