

**MARKHAM PUBLIC LIBRARY BOARD**

**Regular Meeting**

**Minutes of First Meeting held on Monday, May 27, 2019 7:02 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  
Mrs. Pearl Mantell  
Ms. Margaret McGrory  
Mr. Anthony Lewis  
Mr. Raymond Chan  
Mr. Edward Choi  
Mr. Jay Xie  
Councillor Keith Irish (from 1.5)

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  
Mr. Fred Whitmarsh, Manager, Unionville Library  
Ms. Megan Garza, Manager, Organizational Transformation  
Mr. Shaun McDonough, Research Analyst  
Mr. Patrick Pan, manager, Facilities & Workplace Safety  
Mrs. Susan Price, Board Secretary

Regrets: Mr. David Whetham  
Mrs. Lillian Tolensky  
Mr. Les Chapman  
Deputy Mayor Don Hamilton  
Councillor Andrew Keyes  
Ms. Iqra Awan

Guests: Ms. Naketa Wright, Manager, KPMG  
Mr. Reagan Travers, Manager, KPMG

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

Mrs. Catherine Biss, CEO called the meeting to order at 7:02 p.m.

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

**Resolved that the agenda be approved.**

Carried.

### 1.1 Election of Board Chair and Vice-Chair:

The CEO invited nominations for the position of Chair.

Mrs. Pearl Mantell nominated Mr. Ben Hendriks for the position of Chair.

Mr. Ben Hendriks accepted the nomination.

Ms. Margaret McGrory seconded the nomination.

There were no other nominations for the position of Chair. Nominations for the position of Chair were closed.

Moved by: Mr. Raymond Chan

Seconded by: Mr. Alick Siu

**Resolved that the nominations for the position of Chair be closed and that Mr. Ben Hendriks is hereby elected to the position of Chair for the term ending January 2020.**

Carried.

The CEO invited nominations for the position of Vice-Chair.

Mrs. Pearl Mantell nominated Mr. Alick Siu for the position of Vice-Chair.

Mr. Alick Siu accepted the nomination.

Ms. Margaret McGrory seconded the nomination.

There were no other nominations for the position of Vice-Chair. Nominations for the position of Vice-Chair were closed.

Moved by: Mr. Raymond Chan

Seconded by: Mr. Edward Choi

**Resolved that the nominations for the position of Vice-Chair be closed and that Mr. Alick Siu is hereby elected to the position of Vice-Chair for the term ending January 2020.**

Carried.

The Chair Mr. ben Hendriks presided over the remainder of the meeting.

### 1.2 Confirmation of the Results of the Election of Chair and Vice-Chair:

Moved by Mrs. Pearl Mantell

Seconded by Ms. Margaret McGrory

**Resolved that the election of Mr. Ben Hendriks to the position of Chair held at the First Meeting May 27, 2019 be confirmed and that Mr. Ben Hendriks be appointed as Chair for the term ending January 2020.**

## AGENDA 2.1

**And that the election of Mr. Alick Siu to the position of Vice-Chair held at the First Meeting May 27, 2019 be confirmed and that Mr. Alick Siu be appointed as Vice-Chair for the term ending January 2020.**

Carried.

### 1.3 **Declaration of Conflict of Pecuniary Interest**

None.

### 1.4 **Delegation**

None.

### 1.5 **Chair's Remarks:**

The Chair explained to the Board the reasoning for the acknowledgment to draw attention to the spirit of truth and reconciliation and call attention to the history of Indigenous peoples. The Chair had prepared a couple of slides showing Treaty areas.

#### **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 welcomed the new Board and thanked those that attended last week's orientation and the Policy Governance Workshop at Richmond Hill Library May 4. He thought the SOLS sponsored session was very interesting and advised the Board that he is now Co-Chair of OLBA.

Mr. Hendriks advised the Board that Letters of Appreciation have been sent to former Board Members; Marilyn Aspevig, Yemisi Dina, Alfred Kam and Jennifer Yip.

The Chair informed the Board that four times per year they would be receiving a schedule of events and that the Board Secretary would be sending e-mail reminders for any events that may be of benefit for Board Members to attend.

After the Auditors Report we will take a few minutes for Board Members to introduce themselves.

Mr. Hendriks reminded the Board that each Member must review the Accessible Customer Service Policy as well as complete other training outlined. A form will be circulated for Member signatures.

### 1.6 **Board CEO-Linkage BCL-2e Policy; Performance Review (Chair):**

The Chair advised the Board that the process for the Chief Executive Officer Performance Review for the year 2018 (ending February 28, 2019) was undertaken and completed.

The signed documents will be filed along with the CEO's response, per procedure.

Additionally, there will be a copy stored in a secured file on the server.

## AGENDA 2.1

Please note that Agenda 5.2 was moved ahead in order to accommodate our guests.

### 5.2 **Financial Statements of the Markham Public Library Board:**

Mr. Hendriks welcomed Ms. Naketa Wright, Manager, and KPMG and Mr. Reagan Travers, Manager, KPMG.

Ms. Wright advised the Board of certain standard Audit procedures, that the Audit was clean and that there were no deficiencies. All that will be required to complete the Audit is the approval of the Board and the signature of the Chair.

Moved by Mr. Alick Siu  
Seconded by Councillor Keith Irish

**Resolved that the report entitled “Financial Statements of the Markham Public Library Board, December 31, 2018” be received; and,**

**That the Board approve the Financial Statements of the Markham Public Library Board December 31, 2018; and,**

**That the Board Chair be authorized to sign the approved 2018 Financial Statements on behalf of the Board; and,**

**That the Board authorize Staff to issue the final audited Financial Statements for the fiscal year ended December 31, 2018;**

**And that Staff be authorized and directed to do all things necessary to give effect to this resolution.**

Carried.

### 1.7 **Introductions of Board Members**

The Chair asked everyone present to provide a brief update on their reasons for joining the Library Board and what their goals are for the next four years. Among the nine Members present there was a diverse and wide skill set and backgrounds. Some Members have been long term residents of Markham, others relative newcomers. Reasons for joining the Board were varied and all members have in common that they believe in what the Library has to offer and want to promote it throughout the community.

### 2.0 **Consent Agenda:**

Moved by Mr. Alick Siu  
Seconded by Mr. Anthony Lewis

**Resolved that the Consent Agenda comprising Agenda items 2.0 to 2.3.3 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:**

## AGENDA 2.1

- 2.1 Minutes of Regular Meeting, April 22, 2019
- 2.2 Declaration of Due Diligence by the CEO
- 2.3 Communication and Correspondence:
  - 2.3.1 Markham Life: A Journey into Markham's Past
  - 2.3.2 Markham Life: Markham Public Library
  - 2.3.3 snapdMARKHAM: Botquest: MPL's Robotics Tournament

Carried.

The Chair explained that the Consent Agenda allows for batching of routine items that are approved in one motion.

### 3.0 CEO's Highlights, May, 2019:

Mr. Hendriks asked the CEO if she would like to address anything in the May Highlights. Mrs. Biss commented on the following items contained in the report.

#### **Southern Ontario Library Services**

Mentioned the budget cuts and layoffs and reduction of services.

#### **ILMP (Integrated Leisure Master Plan)**

This has been a major project and has had final review at a staff level.

#### **MPL's Inclusion Strategy**

MPL's staff undertook the development of a system strategy to promote diversity, equity and inclusion. Additional objectives identified in this strategy include:

- A review of C3, MPL's classification system with a view to decolonize taxonomies related to Indigenous and LGBTQ+ issues
- The development of an inclusive language guide for MPL staff
- The adoption of an inclusion lens when developing new services or policies
- The inclusion of leadership competencies related to the promotion of inclusion for management and leadership staff

The strategy also includes opportunities for staff to promote diversity through peer-led initiatives. These projects will be developed and implemented throughout 2021.

#### **Canadian Urban Libraries Meeting**

Following the GLAM summit, CEO's of Large Urban Public Libraries held their spring meeting. One topic of particular interest was security challenges for public libraries and how different centres were dealing with them.

Moved by Mr. Alick Siu  
Seconded by Mr. Anthony Lewis

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

Carried.

## AGENDA 2.1

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

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

5.1 **Monitoring Report-Executive Limitation EL-2d Financial Condition**  
**(Assigned to Mr. Alick Siu)**

Mr. Siu explained that monthly EL assignments are given to Board Members to review reports prepared by Staff. This particular report is prepared three times per year. He sent out an e-mail to fellow Members and did not receive any comments or concerns. 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 Mr. Alick Siu  
Seconded by Mr. Raymond Chan

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

Carried.

6.0 **Ends**

7.0 **Governance:**

7.1 **MPL Policies- Procurement Policy Update**

Staff explained that the Procurement Policy was approved by the Board in 2015 and this update is more "cosmetic" in nature in order to bring MPL's policy in line with recent changes to the City's procurement policy.

The CEO told the Board that whenever possible the Library aligns their policies with those of the City.

Moved by Mrs. Pearl Mantell  
Seconded by Ms. Margaret McGrory

**Resolved that the report entitled – MPL Policies-Procurement Policy Update" be received.**

Carried.

8.0 **Ownership Linkage:**

8.1 **Input from Board Members**

The Chair informed the Board that this Agenda item provides opportunity for the Board to discuss any events they may have attended.

## AGENDA 2.1

Mr. Hendriks attended Aaniin Library in order to introduce Honorable Mary NG MP Markham-Thornhill who was there promoting Canada Summer Jobs. The media was present and CSJ students when she announced job grants to the Library which would fund twenty seven summer camp students (\$52,000).

### 9.0 **Board Advocacy:**

#### 9.1 **Regional Review (A.Siu)**

The Vice-Chair had requested an opportunity to inform the Board about the Regional Government Review Consultations held May 6.

Mr. Siu informed the Board that there were 5 deputations given by residents.

The issue of amalgamation is a complex one and the ramifications of such will impact sectors in different ways.

Stephen Abram, CEO was present representing the interest of Libraries, as amalgamation could impact funding.

#### 9.2 **GLAM Summit Review**

Mr. Hendriks attended this event as part of his role as a member of the Board of OLA.

He provided an event overview, future learning opportunities, 5 key insights and 5 key links and resources to share if anyone would like them.

### 10.0 **Education**

#### 11.0 **Incidental Information:**

#### 11.1 **Skills Criteria Update**

The Chair requested that the Board hand in their criteria/skill sets by the end of the meeting.

### 12.0 **New Business:**

#### 12.1 **Accessing Digital Publications: Government Relations Campaign**

The CEO informed the Board that Digital content is one of the fastest growing segments in circulation but publishers' high-priced and restrictive pricing strategies have made acquiring of these resources extremely expensive.

Many efforts have been made in the past with little or no result.

CULC (Canada Urban Libraries) has come up with a new e-content campaign which involves the following steps:

- Approval by MPL Board to follow through
- Present to Council to Obtain their support
- Raise awareness through social media etc.
- Letters to MP's with a copy of Council's endorsement

## AGENDA 2.1

There was a lot of discussion around the budget, and whether this endeavor had any financial consequences.

Moved by Mr. Edward Chan  
Seconded by Mr. Alick Siu

**That Markham Public Library Board approves the following resolution and requests that the City of Markham Council approves the following motion of support for the Canadian Urban Library Council Accessing Digital Publications Government Relations Campaign**

**WHEREAS**, the City of Markham recognizes the important role that libraries play in our community. Libraries and the early literacy programs that they run are integral to developing proficient readers and ensuring that children succeed in school. More and more, digital literacy programs run by libraries also help ensure that citizens can contribute to our digital world. Additionally, vulnerable demographic groups, including seniors, low income families, youth, and new Canadians rely on access to libraries as an important tool for their participation in the community – from education to searching for jobs to consuming Canadian cultural materials, and

**WHEREAS**, libraries in our community recognize that our users increasingly seek to access digital publications offered by multinational publishers, and that access to those publications is too often curtailed by prohibitively high licensing fees or else entirely denied to Canadian libraries, and

**WHEREAS**, libraries must be in a position to offer digital publications to their users as part of their service offering to our community, particularly given the contemporary rapid pace of digitization of educational and cultural materials, Now, there be it resolved that the City of Markham do hereby:

1. Indicate our support for the Canadian Urban Libraries Council in its efforts to increase access to digital publications for library users in Markham and across Canada;
2. Call on the Federal government to investigate the barriers faced by libraries in acquiring digital publications and the problems that poses for vulnerable demographic groups in Canada; and
3. Further ask the Federal government to develop a solution that increases access to digital publications across Canada and assists libraries in meeting the cost requirements to acquire digital publications.

Carried.

### 12.2 **Teen Representative to the Library Board:**

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

**Resolved that Markham Public Library Board approves the appointment of a non-voting teen representative to the Markham Library Board for a one year term;  
And that Staff be authorized and directed to do all things necessary to give effect to this resolution.**

Carried.



## AGENDA 2.1

13.0 **Board Evaluation :**

13.1 May Questionnaire: performance of Board Members deferred to September.

14.0 **In Camera Agenda**

None.

15.0 **Adjournment**

Moved by Mr. Alick Siu and seconded by Mr. Edward Choi that the meeting be adjourned at 9:07 p.m.