

AGENDA 2.1

MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of Regular Meeting held on Monday, April 26, 2021 7:01 p.m., Virtual Meeting

Present from Board: Mr. Alick Siu, Chair
Ms. Margaret McGrory, Vice-Chair
Mr. Raymond Chan
Mr. Edward Choi
Mr. Ben Hendriks
Mrs. Pearl Mantell
Mrs. Lillian Tolensky
Mr. David Whetham
Mr. Jay Xie

Present from Staff: Mrs. Catherine Biss, CEO & Secretary-Treasurer
Ms. Andrea Cecchetto, Director, Service Excellence
Mrs. Diane Macklin, Director, Community Engagement
Ms. Michelle Sawh, Director, Administration & Operational Support
Ms. Debbie Walker, Director, Library Strategy & Planning
Mrs. Hilary Murphy, Manager, Planning & Reporting
Mr. Harman Malhi, Manager, Thornhill Community Centre Branch/Thornhill Village Branch
Mrs. Antonella Costa, Manager, Workforce Development
Mrs. Susan Price, Board Secretary

Regrets: Deputy Mayor Don Hamilton
Councillor Keith Irish
Councillor Andrew Keyes
Ms. Iqra Awan

1.0 Call to Order/Approval of Agenda

Mr. Alick Siu, Chair, called the meeting to order at 7:01 p.m.

Moved by Mrs. Lillian Tolensky
Seconded by Mr. David Whetham

Resolved that the agenda be approved.

Carried.

1.1 Declaration of Conflict of Pecuniary Interest

None.

1.2 Delegation

None.

AGENDA 2.1

1.3 **Chair's Remarks:**

CHAIR'S INDIGENOUS LAND ACKNOWLEDGMENT

We begin today by acknowledging that we walk upon the traditional territories of Indigenous Peoples and we recognize their history, spirituality, culture and stewardship of the land. We are grateful to all Indigenous groups for their commitment to protect the land and its resources and we are committed to reconciliation, partnership and enhanced understanding.

Mr. Siu asked Directors to introduce any staff members present.

The Chair reminded the Board that votes would need to be counted and to keep their hands raised until staff are able to do so.

2.0 **Approval of Minutes:**

2.1 Library Board Minutes March 22, 2021

Moved by Mr. Ben Hendriks
Seconded by Mrs. Lillian Tolensky

Resolved that the minutes of the March 22, 2021 Library Board Meeting be confirmed.

Carried.

2.2 **Consent Agenda:**

Moved by Mrs. Pearl Mantell
Seconded by Mr. Raymond Chan

Resolved that the Consent Agenda comprising Agenda items 2.2 to 2.4.3 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:

2.3 Declaration of Due Diligence by the CEO

2.4 Communication and Correspondence:

2.4.1 MarkhamReview.com: MPL celebrates

<https://markhamreview.com/mpl-celebrates-earth-month/>

2.4.2 MarkhamReview.com: MPL Launches curbside 3-d printing

<https://markhamreview.com/mpl-launches-curbside-3d-printing/>

2.4.3 torontoobserver.ca: GTA libraries find creative ways to keep kids connected with books during Pandemic

<https://torontoobserver.ca/2021/04/12/gta-libraries-find-creative-ways-to-keep-kids-connected-with-books-during-pandemic/>

Carried.

3.0 CEO's Highlights:

The Chair called on the CEO to comment on the Highlights. Mrs. Biss noted the following:

- **Diversity Action Plan**

An RFP for Consulting Services for the Update of the City of Markham's Diversity Action Plan has been issued. This will be a major corporate project for 2021-2022 and entails a fulsome update of Markham's original "Diversity Action Plan 2010-2019-Everyone Welcome"

The successful bidder is expected to commence work by June 2021, and complete all deliverables within 10 months of the contract award. The Action Plan Update will provide the foundation for policies.

- **Development Charges Background Study Update-a 2021 Corporate Project**

- Development Charges (DCs) are charges imposed on residential development to fund growth-related capital costs. For libraries, service levels are analyzed across four categories of capital assets.

Bill 197 includes amendments to the Development Charges Act and the Planning Act.

Libraries are covered by these amendments:

- Soft services under the amended DCA will no longer be subject to a mandatory 10% discount.
- Markham's Current Development Charge By-laws were passed in 2017 and new by-laws will be required by December 2022. The current plan is to complete the by-laws early in 2022.
- There is a new option to use DC's interchangeably with Community Benefit Charges (CBCs) to fund growth-related capital projects.

The Chair asked for clarification that CBC's can be used to fund growth-related eligible services not fully funded through Development Charges. The understanding is that they can be.

- **Milliken Mills Community Centre Lobby Enhancement Project**

The project is underway. The contract for the design consultant has been awarded to architectural firm, Gow Hastings. Having worked on a number of library projects across Ontario, including TPL, the firm has a good understanding of library needs and workflows.

- **Markham Centre**

- On March 23, 2021 two significant events regarding Markham Centre took place.
 - The Development Services Committee and *The Urban Land Institute* Toronto hosted a session in its Global leadership series regarding "Markham's latest big urban vision-Markham Centre"
 - The proposed plan for the new "Markham Centre" includes mixed use, lower rise buildings, and walkable communities, a complete downtown. The Mayor proposed conducting a series of workshops that will further inform Councillors about the details of the plan.

- **Risk Management Report**

With the continuance of the pandemic, a workplace case/outbreak remains a risk to MPL. All MPL's services and work practices have been subject to risk assessment under the safety plan with numerous mitigations to reduce the risk to staff in the workplace. The curbside service is low risk since it does not require proximity with the public. There have been modifications to the workflow to achieve physical distancing.

AGENDA 2.1

- **Board Statistical Report**

The Chair asked for additional information on the new DC's. Staff advised that the legislation is new to everyone. MPL is working with the City in becoming familiar with the guidelines. He also asked if insurance had to be adjusted because of COVID and the CEO advised that insurance is provided through the City.

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

Resolved that the report entitled "CEO's Highlight's April 2021" be received.

Carried.

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 **Executive Limitation: EL-2e Asset Protection**
(Assigned to Mrs. Lillian Tolensky)

Mrs. Tolensky advised that she sent an e-mail to Board members and did not receive any queries. She asked if there were any questions at the meeting and there were none.

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 Mrs. Lillian Tolensky
Seconded by Mrs. Pearl Mantell

Resolved that the Report entitled "Internal Monitoring Report -Executive Limitation EI-2e, Financial Condition" be received.

Carried.

6.0 **Ends:**

6.1 **Strategic Plan Update**

Staff explained that the purpose of the Report is to update the Board regarding the status of MPL's Strategic Work Plan as of April 2021.

Despite the pandemic, MPL has managed to accomplish a great deal with the addition of many virtual programs. We have also added a new service Launchpad tablets for preschoolers to develop early literacy skills

Some Strategic Plan goals have been put on hold until physical spaces become available again.

AGENDA 2.1

Corporate Strategic Projects

In alignment with corporate priorities, and as a team player with the City, staff are also supporting several strategic projects undertaken pursuant to our 2021 Business plan, which is structured around the four Goals of Building Markham's Future Together (BMFT). These include:

- Implement new technology to enhance business operations
- Implement Integrated Leisure Master Plan for the City of Markham's Parks, Recreation, Culture and Libraries
- Establish a process for evaluating public and private sector partnerships and business opportunities
- Update the City's Development Charges Background Study Update

There were some questions and clarifications on the new proposed theatre in Markham Centre and if there would be a library facility. The CEO responded that planning would continue for a 20,000 square foot branch and that it could be beneficial to partner with another cultural institution.

Staff mentioned that the City will be seeking funding for a feasibility study for a new theatre/cultural complex in Markham Centre.

There was some discussion about seeking out benefactors. This may be something to investigate after the pandemic.

The Chair asked if the Racism Action Plan will be included in the strategic plan and the CEO advised that MPL is part of that consultation and the Racism Action Plan will be incorporated into the MPL strategic plan. .

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

Resolved that the report "Strategic Plan Update" be received.

Carried.

7.0 **Governance:**

7.1 **Update from OLBA-Ben Hendriks**

Mr. Hendriks gave a quick update and mentioned that Ms. McGrory would be attending her first meeting as Board Assembly Representative on May 6, 2021.

He hopes the Board is receiving their communications from OLBA and taking advantage of the content.

7.2 **OLA Super Conference Attendee Reports**

There were some comments on the content of the Boot Camp and the challenges of a virtual conference. Mr. Hendriks thanked Members for their input and said he will pass it along to OLBA.

Moved by Ms. Margaret McGrory
Seconded by Mr. Raymond Chan

AGENDA 2.1

Resolved that the reports submitted by OLA Super Conference Board attendees, be received.

Carried.

8.0 **Ownership Linkage:**

8.1 **Input from Board Members**

There were no reports from Board members attending library related events at this time.

9.0 **Board Advocacy:**

9.1 **May 2021 Library Programs**

Staff explained that programs would be evolving quickly and that each month the Board would be receiving updates either by e-mail or within the Board package.

The Vice-Chair commented on the amazing number of virtual programs the library is making available to customers during the pandemic and their focus. Staff noted that the current aim is to augment support to working parents while children are learning from home, as well as support for wellness programs.

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

Resolved that the report “May 2021 Library Programs” be received.

Carried.

10.0 **Education**

11.0 **Incidental Information**

N/A

12.0 **New Business**

N/A

13.0 **Board Evaluation:**

13.1 **Questionnaire Results: Feedback to the Chair**

There was some discussion around the questionnaire results.

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

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

Carried.

AGENDA 2.1

14.0 **In Camera Agenda**

Moved by Mr. Raymond Chan
Seconded by Mrs. Lillian Tolensky

Resolved that the Board meet in Camera at 7:47 p.m. to discuss a confidential personnel matter.

Carried.

The Board returned to its regular meeting at 8:50 p.m.

Moved by Mr. Jay Xie
Seconded by Mrs. Lillian Tolensky

Resolved that the motions approved In Camera be ratified.

Carried.

15.0 **Adjournment:**

Moved by Mr. David Whetham that the meeting be adjourned at 8:52 p.m.