

AGENDA 2.1

MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of Regular Meeting held on Monday, October 25, 2021 7:01 p.m. Virtual Meeting

Present from Board: Mr. Alick Siu, Chair
Ms. Margaret McGrory, Vice-Chair
Ms. Iqra Awan
Mr. Raymond Chan
Mr. Edward Choi
Deputy Mayor Don Hamilton
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
Ms. Debbie Walker, Director, Library Strategy & Planning
Ms. Megan Garza, Senior Manager, Organizational Transformation
Mrs. Hilary Murphy, Manager, Planning & Reporting
Ms. Polly Chan, Financial Analyst
Mr. Patrick Pan, Manager, Facilities & Workplace Safety
Mrs. Anthea Bailie, Manager, Collections & Technical Services
Mrs. Susan Price, Board Secretary

Regrets: Councillor Keith Irish
Councillor Andrew Keyes

Guest: Janet Ashfield, Manager Human Resources,
Employee and Labour Relations, Health and Safety, City of Markham

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. Pearl Mantell
Seconded by Mrs. Lillian Tolensky

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

We begin today by acknowledging the traditional territories of Indigenous Peoples and their commitment to stewardship of the land. We acknowledge the communities in circle. The North, West, South and Eastern directions, the Haudenosaunee, Huron-Wendat, Anishnabeg, Seneca, Chippewa and the current treaty holders Mississaugas of the Credit peoples. We share the responsibility with the caretakers of this land to ensure the dish is never empty and to restore relationships that are based on peace, friendship and trust. We are committed to reconciliation, partnership and enhanced understanding.

Directors were also asked to introduce any "guest" staff members present and there were several this evening. .

Mr. Siu advised the Board that it has been recommended that we count votes at virtual meetings and asked Members if they are in favor of a motion to keep their hands raised until they can be tallied.

The Chair drew the Board's attention to the revised Indigenous acknowledgment announced by the Mayor on September 30, 2021 and adopted by MPL.

Honorarium cheque requisitions have been issued please return as soon as possible.

Reminder that the In camera meeting is confidential and asked Board members to ensure they are in a private location during that meeting.

2.0 **Approval of Minutes:**

2.1 Library Board Minutes September 27, 2021

Moved by Deputy Mayor Don Hamilton
Seconded by Mrs. Lillian Tolensky

Resolved that the minutes of the September 27, 2021 Library Board Meeting be confirmed.

Carried.

2.2 **Consent Agenda:**

Moved by Deputy Mayor Don Hamilton
Seconded by Mr. Jay Xie

Resolved that the Consent Agenda comprising Agenda items 2.2 to 2.4.1 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 yorkregion.com: Every Child Matters, Markham marks 1st Day of Truth and Reconciliation

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https://www.yorkregion.com/news-story/10486843-every-child-matters-markham-marks-1st-day-of-truth-and-reconciliation-with-online-events-sept-30/?s=n1?source=newsletter&utm_content=a07&utm_source=ml_nl&utm_medium=email&utm_email=BE2D3B68DB620D000F0E5035560358CA&utm_campaign=yrha_108044

Carried.

3.0 **CEO's Highlights:**

The Chair called upon the CEO for her comments on the October Highlights. Mrs. Biss noted the following items contained in the report:

- **Markham Centre Library Update:** Staff attended an internal Technical Advisory Committee meeting of City staff on September 27th. Much of the discussion focused on the high cost of land of developer-owned properties in Markham Centre, and related cost barriers to the provision of community facilities.
The Recreation department has submitted a 2022 capital project submission for \$250,000 to engage a consultant to look at how to provide indoor community services in intensified areas. The land issue was anticipated in the 2019 ILMP and the recommendation was to consider innovative approaches including partnerships.

Staff attended a follow up meeting with Recreation, Culture and Planning on September 29, 2021. Through discussion and information sharing a potential new concept for library facility provision in Markham Centre emerged-the Living Lab Library (LLL). This concept features the following preliminary goals: To provide linkage to the Digital Markham Strategy, serve as an anchor for a future Culture Precinct/New Performing Arts Centre at a future Civic Square, and provide community space for the convergence of arts and business, helping artists to commercialize their work and assisting arts/business entrepreneurs.

- **The State of Canada's Youth:** There are 7 million people in Canada between the ages of 15-29. Compared to other age groups, youth are more comfortable and empowered to be who they are. Inclusivity is strong amongst youth as the majority of them have friends from diverse backgrounds. The report highlights concerns these young people have: Truth and Reconciliation, the environment and climate change, health and wellbeing, leadership and impact, employment, innovation, skills and learning. These are all areas where MPL offers support. Through training, the library will ensure staff have the skills to understand this group's unique needs.
- **Branch Reopening:** Staff reported that this has been going well. Currently 6 branches are operating at 25% capacity and next week this will increase to 50%.
- **Enterprise Risk Management:** There were some questions and clarifications on the HIGH Risk areas of the report including concerns about any reduction to the collections budget, recruiting in a competitive job market and ongoing efforts to restore staffing levels in branches.

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There were some questions and clarifications put forward by the Deputy Mayor. There was a comment on the surprising number of Indigenous Youth in Canada and if MPL had a designated "Youth Librarian". MPL's staffing model requires that all Community Librarians are cross-trained to provide support for all age groups.

There was some discussion on staff leaving MPL. The Deputy Mayor asked if exit interviews are being conducted and that was confirmed.

Moved by Deputy Mayor Don Hamilton
Seconded by Mr. Ben Hendriks

Resolved that the report entitled "CEO's Highlight's October 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-2b Staff Treatment** (Assigned to Mrs. Lillian Tolensky)

Mrs. Tolensky sent an e-mail to Board members and did not receive any questions or concerns about the report and there were none from the floor.

Lillian confirmed that the CEO has met all six Policy Limitations had been met and she certified that the report was complete and compliant.

The report confirmed that the CEO and MPL's practices relative to MPL's Staff Treatment comply with the requirements of EL-2b policy.

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

Resolved that the Report entitled "Internal Monitoring Report: Executive Limitation, EL 2b, Staff Treatment" be received.

Carried.

5.2 **Executive Limitation: EL-2c Budgeting/Forecasting** (Assigned to Mr. Ben Hendriks)

Mr. Hendriks sent an e-mail to Board members and did not receive any questions or concerns about the report and there were none from the floor.

The report confirmed that the CEO and MPL's practices relative to MPL's Budgeting/Forecasting comply with the requirements of EL-2c policy.

Moved by Mr. Ben Hendriks

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Seconded by Mrs. Lillian Tolensky

Resolved that the Report entitled “Internal Monitoring Report: Executive Limitation, EL 2-c, Budgeting/Forecasting” be received.

Carried.

5.3 **Executive Limitation: EL-2j, Communication & Counsel to the Board (June 2021 to September 2021)**

(Assigned to Mr. David Whetham)

Mr. Whetham sent an e-mail to Board members and did not receive any questions or concerns about the report and there were none from the floor.

David advised he reviewed the information contained in the report that clearly outlines that the Board is informed and supported in its work.

The report confirmed that the CEO and MPL’s practices relative to MPL’s Communication & Counsel to the Board (June 2021 to September 2021) comply with the requirements of EL-2j policy.

Moved by Mr. David Whetham

Seconded by Mrs. Pearl Mantell

Resolved that the report entitled “Internal Monitoring Report: Executive Limitation EL 2-j, Communication & Counsel to the Board (June 2021 to September 2021)” be received.

Carried.

6.0 **Ends**

7.0 **Governance:**

7.1 **OLBA Update: Ben Hendriks**

Mr. Hendriks reminded the Board that October is Library Month and October 17-23 was Ontario Public Library Week.
He had no further updates.

8.0 **Ownership Linkage:**

8.1 **Input from Board Members**

Ms. McGrory advised the Board that the OLS Assemblies will be meeting Wednesday October 27, 2021 from 4-6pm. She will need to leave that meeting at 5:15 in order to attend the Working Group Meeting but will advise the Board on content up to then.

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9.0 **Board Advocacy:**

9.1 **November 2021 Library Programs**

Staff noted that the list of virtual programs for November would be offered through Community Partners. At the November Board meeting the package will contain a list of programs covering the months of December 2021 and January 2022. As always, Board members are welcome to attend and to let staff know if they are attending a program so that they can be acknowledged.

Moved by Mr. Ben Hendriks
Seconded by Ms. Margaret McGrory

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

Carried.

9.2 **Working Group Presentation to Council**

Staff advised the Board that one Working group meeting had been held on October 12 and the next one will be October 27, 2021. The DRAFT presentation is still very much a “work-in-progress”

Debbie presented a quick overview of the presentation with focus on the following elements.

- Alignment with BFMT
- Alignment with municipal priorities
- MPL’s strategic focus
- Our evidence-based focus on mitigation of COVID-driven losses of learning and social capital as per the trend analysis in the CEO’s Highlights regarding- ***The Learning Crisis and Learning Recovery*** and ***Community Recovery and Re-building Social Capital***

The Group members reviewed a draft presentation and approved the following presentation outline:

1. Introductions

The Deputy Mayor suggested that all Board Member’s pictures be featured with statements from Members of the Working Group

2. Evidence-based focus on mitigating the community’s loss of learning level attainment and social capital during the pandemic

- a. **The Learning Crisis**
- b. **Community Recovery**

3. 2021 Strategic Accomplishments

- a. **Supporting Markham Through COVID/Helping students and parents recover from the learning losses and improving safe access to physical library materials**
- b. **Advancing Social Cohesion through Challenging Times**

4. 2022 Strategic Plan

- a. **Focus**
- b. **BMFT Goal 1: Exceptional Services by Exceptional People**
- c. **BMFT Goal 2: Engaged, Diverse, Thriving and Vibrant City**
- d. **BMFT Goal 3: Safe, Sustainable and Complete Community**

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e. BMFT Goal 4: Stewardship of Money and Resources

There were lots of suggestions for the content: More diversity in pictures of people using the branches; comparing 2021 YTD stats with earlier years; a slide that briefly compares eBooks and physical books in terms of licensing models, cost, holds queues, and usage rates and a slide that makes the case for why collections need to be continuously / annually invested in.

Staff agreed to incorporate the Board suggestions. .

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

Resolved that the report “Working Group Presentation to Council” be received.

Carried.

10.0 **Education:**

10.1 **Board Education Plan-2022**

Staff explained that this report was finalizing the Draft put forward in September. There was one change incorporated for the June meeting; Library Board Governance.

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

Resolved that the report entitled “Board Education Plan 2022” be received.

Carried.

11.0 **Incidental Information** (None)

12.0 **New Business** (None)

13.0 **Board Evaluation:** 13.1 **Questionnaire Results: The Conduct of the Board**

The Chair wanted to discuss Question #5 “**All Board members participate in important Board decisions**” 50% of respondents replied “Maybe or Unsure”.

There was some discussion on the interpretation of the numbers and Board members encouraged each other to participate in discussions even if they are not always in agreement. The Board is non-judgmental and wants to hear from everyone whenever possible.

Moved by Mrs. Pearl Mantell
Seconded by Deputy Mayor Don Hamilton

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Resolved that the report entitled “Questionnaire Results: “The Conduct of the Board” be received.

Carried.

14.0 **In Camera Agenda (to discuss a confidential personnel matter)**

Moved by Deputy Mayor Don Hamilton
Seconded by Mrs. Lillian Tolensky

Resolved that the Board meet in camera at 8:06 p.m. to discuss a confidential personnel matter.

Carried.

The Board returned to its regular meeting at 9:16 p.m.

Moved by Mrs. Lillian Tolensky
Seconded by Deputy Mayor Don Hamilton

Resolved that the motions approved In Camera be ratified.

Carried.

15.0 **Adjournment**

Moved by Mr. Edward Choi that the meeting be adjourned at 9:17 p.m.