

AGENDA 2.1

MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of Regular Meeting held on Monday, March 28, 2022 7:06 p.m., Virtual Meeting

Present from Board: Ms. Margaret McGrory Chair (from 1.3 #2)
Mr. Raymond Chan, Vice-Chair
Mr. Edward Choi
Deputy Mayor Don Hamilton
Mr. Ben Hendriks
Councillor Keith Irish
Councillor Andrew Keyes
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. Debbie Walker, Director, Library Strategy & Planning
Ms. Frieda Meyer, Manager, Aaniin Branch
Ms. Megan Garza, Senior Manager, Organizational Transformation
Mrs. Anthea Baillie, Manager, Collections & Technical Services
Mrs. Hilary Murphy, Manager, Planning & Reporting
Mr. Patrick Pan, Manager, Facilities & Workplace Safety
Ms. Polly Chan, Financial Analyst
Mrs. Susan Price, Board Secretary

Regrets: Ms. Iqra Awan

1.0 Call to Order/Approval of Agenda

Mr. Raymond Chan Vice-Chair, called the meeting to order at 7:06 p.m.

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

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.

In the absence of Ms. McGrory the Board Secretary asked Directors to introduce any staff members present, there were several including presenter of Education Item 10.1 Diversity, Equity and Inclusion, Frieda Meyer.

The Chair reminded the Board that votes would need to be counted and to keep their hands raised until Diane can tally them.

Ms. McGrory spoke to the Board of past Chair Alick Siu who passed away February 23, 2022. Alick served two terms on the MPL Board. Alick loved the City of Markham; he was passionate about its continual improvement for all its residents. He was a strong believer in the value to society of diversity and inclusion, and in the importance of science and technology to the educational welfare of our youth. We are grateful to him for his enduring support of the Library. . All present were requested to pause and observe a moments silence in his honour. .

Reminder about Policy Governance Q&A for June Board meeting. This was a specific request of Alick's. If there are any policies that need clarification please send requests to Susan. Feel free to ask anything, questions will be kept anonymous.

In order to accommodate guest staff members Agenda 10.1 Diversity, Equity and Inclusion at MPL will be moved ahead following my remarks.

10.1 **Please Note: This Item was moved ahead to accommodate guest staff**

10.1 **Diversity, Equity and Inclusion at MPL**

Ms. Cecchetto introduced Frieda and explained that MPL has developed its own inclusion strategy. Staff began the presentation by explaining the concept of "**IDEA**" an acronym for **Inclusion, Diversity, Equity, Access**, and continued the presentation under the following headings, expanding on each;

- **IDEA Accomplishments 2021-Present**
 - Organizational Culture
 - Staff Education
 - Collections
 - Services
 - Programs and Partnerships
- **Vision and Goals for the Inclusion Strategy**

Markham Public Library is committed to fostering a community space that is inclusive, diverse, equitable and accessible.

Goals: IDEA in the workplace/**IDEA** in Community Engagement/**IDEA** in Services
- **IDEA Actions 2022-Future**

AGENDA 2.1

- Organizational Culture
- Staff Education: AODA Training, Accessibility Training, Customer Service to Older Adults, Homeless Library suite of training, 2022 Staff Conference IDEA theme
- Collections: Let's Celebrate relabeling, Dementia Care Kits ,Black History Collection revitalized and more
- Services: reopening of library branches and rebuilding in branch services to improve equity of access to customers

Ms. Meyer asked for input from the Board on what outcomes they might be looking for and posed the following questions;

“What would you need to see to know this strategy is successful?”

Through discussion, the Board advised that to know this strategy is successful they would need to see;

- Effective promotion to the community of IDEA collections and services to citizens with relevant needs
- Good usage of IDEA collections
- A public survey regarding IDEA initiatives to test our success rate

Discussion also included the meaning of intersectionality, the content of the Homeless Library project, the process of ensuring IDEA collections are selected and distributed based on community needs through data, and the means of ensuring vulnerable people (e.g. LGBTQ youth) are aware of relevant IDEA collections.

“What are the opportunities for the Board to embed IDEA in its governance?”

The Deputy Mayor asked about a clarifications in terms and there was also a question on how staff will know if these new materials are being fully utilized. In the interest of time an e-mail will be sent to Board Members for their follow up expectations which can be sent to the Board Secretary.

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

Resolved that the Board receives the Board Education Presentation entitled “Diversity, Equity and Inclusion at MPL”.

Carried.

2.0 **Approval of Minutes:**

2.1 Library Board Minutes January 24, 2022

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

Resolved that the minutes of the January 24, 2022 Library Board Meeting be confirmed.

Carried.

AGENDA 2.1

2.2 **Consent Agenda:**

The Chair referred to Agenda item 2.4.2 “double the density” and asked the CEO if there had been any feedback from the Province regarding the City’s expressed concerns-the CEO was not aware of any at this time.

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

Resolved that the Consent Agenda comprising Agenda items 2.2 to 2.4. 6 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 Bloomberg CityLab: As Entrepreneurship Grows, Public Libraries Fill the Gap

https://www.bloomberg.com/news/articles/2022-01-28/libraries-expand-resources-to-support-diverse-entrepreneurs?mc_cid=81026e52eb&mc_eid=5e682bfe8e

2.4.2 thestar.com: The province wants to ‘double the density’ at two York Region transit- oriented stations. That has locals fuming.

2.4.3 thestar.com: Municipal staff in York Region told to sign nondisclosure agreements over Premier Ford’s subway plans

2.4.4 CEO E-mail to MPL Staff Re: Alick Siu, Former Chair Library Board

2.4.5 Councillor Ward 3 Reid McAlpine February newsletter: Tribute to Alick Siu
<https://mailchi.mp/f01bc97dec6d/ward-3-unionville-newsletter-march-2022>

2.4.6 rocketcitynow.com:reading-link-better-health
<https://www.rocketcitynow.com/article/life/wellness/reading-link-better-health-library-north-alabama-memory-stress/525-16b86b79-dca4-47da-a070-0adfe635b89f>

Carried.

3.0 **CEO’s Highlights:**

The Chair asked the CEO for her comments, Mrs. Biss noted the following:

- **2023 Budget Timeline**
Q3 to Q4 2022; A comprehensive review of the capital and operating budgets will be conducted by Staff, Commissioners and the CAO prior to being presented to the Budget Committee in the months of January and February 2023. Budget approvals are typically delayed after a municipal election
- **Development Charges Update**
On February 28, 2022 a report entitled “Development Charges and Community Benefit Charge Update” went to General Committee. The report set out several timelines for Q1 to Q2 2022

AGENDA 2.1

- **Transit Oriented Communities Proposals in the Richmond Hill /Langstaff Gateway Urban Growth Centre**

Consent items 2.4.2 and 2.4.3 reflect recent media coverage of a proposed Transit Oriented Community Proposal in the Richmond Hill/Langstaff Gateway Urban Growth Centre. As more information becomes available, staff will provide updates to the Board on this issue.

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

Work has started including the initial construction in the staff workroom area. There are delays on the procurement of the sorter; however staff have developed contingencies for reopening the space with or without this equipment. There is also some shelving replacement which could cause a disruption but Milliken Mills will reopen as soon as possible, anticipating late April or early May.

- **Cornell Library Reopening**

On March 10, MPL was notified that due to the discontinuation of the vaccine clinic at the Cornell Community Centre the library could reopen. A significant challenge to this are staffing shortages in both recreation and MPL. MPL retained approximately 20% of the Cornell workforce who were redeployed to vacancies elsewhere. Staff have been recalled to Cornell effective March 21 to begin the reopening process. Recruiting has become a priority and the branch is scheduled to open for modified hours April 29. Following this milestone, staff are working towards reintroducing in person information services and programs by June. Also by this time, Cornell is scheduled to launch a new makerspace which will further engagement at the branch.

- **The Effects of Screen Use on Children and Adolescents**

The **Adolescent Brain Cognitive Study** is a long term study of brain development and child health and suggests that excessive screen time (at any age) raises concerns of significant physical and mental health risks

The Deputy Mayor asked questions about staffing shortages, what were the specific reasons for this and whether our wage rates are competitive.

The CEO responded that there were many reasons staffing levels are low at this time including during lock down lay-offs former staff sought other job, part-time staff not being able to take on more hours. This situation is not peculiar to Markham as other Library systems are having the same issues

Moved by Mrs. Pearl Mantell
Seconded by Councillor Andrew Keyes

Resolved that the report entitled “CEO’s Highlight’s March 2022” 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)

AGENDA 2.1

5.1 **Executive Limitation: EL-2d Financial Condition** (Assigned to Mr. Jay Xie)

Mr. Xie stated that the report provides the Board with an update on the year to date financial condition of the Library, this is the final of three financial reports covering fiscal year 2021. The Library ended the year with a year-to-date net surplus of \$3,951,708.

Jay e-mailed Board members and received no questions. 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 Mr. Jay Xie
Seconded by Mrs. Lillian Tolensky

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

Carried.

5.2 **Executive Limitation: EL-2g Emergency Executive Succession** (Assigned to Mr. Ben Hendriks)

Mr. Hendriks advised that he sent an e-mail to Board members and did not receive any questions, there were none from the floor.

The annual report provides the Board with the assurance that the CEO has complied with the Policy Limitation as set out.

The report confirmed that the CEO and MPL's practices relative to MPL's Emergency Executive Succession comply with the requirements of EL-2g policy.

Moved by Mr. Ben Hendriks
Seconded by Mrs. Pearl Mantell

Resolved that the internal monitoring report entitled "Executive Limitation: EI-2g, Emergency Executive Succession" be received.

Carried.

5.3 **Executive Limitation: EL-2j Communication & Counsel to the Board** (Assigned to Mr. Edward Choi)

Mr. Choi stated that the report is on communication and counsel to the board for the period from October 2021 to February 2022. He contacted the Board by e-mail and did not receive any questions or concerns.

The report confirmed that the CEO and MPL's practices relative to MPL's Communication & Counsel comply with the requirements of EL-2j policy.

Moved by Mr. Edward Choi
Seconded by Councillor Andrew Keyes

AGENDA 2.1

Resolved that the report entitled “Internal Monitoring Report: Executive Limitation: EL-2j Communication & Counsel to the Board (October 2021 to February 2022), be received.

Carried.

6.0 **Ends**

7.0 **Governance:**

7.1 **Update from OLBA-Ben Hendriks**

Ben advised the Board that he is no longer on the OLBA and mentioned that our Chair Margaret McGrory is on the OLS Board and asked if she would like to report on their assembly meetings.

Ms. McGrory noted that the Ontario Library Service Board meetings are not public and therefore confidential. The Chair also attends the OLS Assemblies, which provide useful training and opportunity for Board members from library systems across the province to connect; any Board Member may attend meetings. She encouraged MPL Board members to do so and find out what other Boards are dealing with. Additionally the OLS LearnHQ website offers educational webinars; the latest on planning your board's legacy which would be appropriate at this time.

7.2 **Letters of Appreciation Recommendation**

There was some discussion and an affirmation from the Chair that she sent a letter of thanks and appreciation to former Board Chair Alick Siu immediately following the January Board meeting (January 25, 2022).

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

Resolved that it become a routine practice for the Board Chair to send a letter of thanks and appreciation to Board Members who resign prior to the end of their term.

Carried.

7.3 **Removal of Proof of Vaccine Mandate**

The Chair explained that there had been a majority agreement by e-mail just prior to March 1, 2022.

Moved by Mr. Edward Choi
Seconded by Councillor Andrew Keyes

Resolved that the Board of Markham Public Library align itself with the City of Markham by removing the requirement for Proof of Vaccination for customers at any MPL branch, effective March 1, 2022.

Carried.

8.0 **Ownership Linkage:**

8.1 **Input from Board Members**

AGENDA 2.1

There were no reports from Board members attending events at this time. The Deputy Mayor did mention that he features MPL in his weekly newsletter as do other Councillors.

9.0 **Board Advocacy:**

9.1 **April 2022 Library Programs**

Staff mentioned that there are a variety of programs for April with an emphasis on Diversity and Inclusion, especially for businesses. The City is assisting with funding to some programs in conjunction with their Diversity Action Plan.

Staff explained that there will be fewer virtual programs offered as the summer approaches as attendance tends to wane in those months; however summer camps will receive a larger focus. In response to the Deputy Mayors comments in 8.1 Diane informed the Board that each Councillors' assistant receives the programs packages as they are prepared.

In-branch programs are being re-introduced. STEAM-based computer programs began in mid-March while Storytimes will return in May.

Moved by Mr. Ben Hendriks
Seconded by Mr. Raymond Chan

Resolved that the report "April 2022 Library Programs" be received.

Carried.

10.0 **Education:**

10.1 **Diversity, Equity and Inclusion at MPL**

Please note this item was moved ahead after 1.3 Chair's remarks

10.2 **Markham Centre Update**

In addition to the comprehensive written report contained in the Board package Staff made a presentation focusing on the following key points:

- The most recent Secondary Plan Update (MCSPU) focused on downtown
 - Projected population: 109,000-bigger than Newmarket
 - Projected employment: 71,000 jobs
 - Transportation study requires a shift from private vehicular to other modes
- Avenues of approach: There are several avenues to advocate for a central library facility:
 - A. **ILMP Recommendation #99**
DC funding for a 20,000 sq. ft. Markham Centre branch is shown in the 2022 Draft Development Charges Background Study Update.
Staff noted that the commencement of all capital projects listed in the DCBSU are subject to Council approval
 - B. **Central Library (MCSPU)**
Staff reviewed several recent examples across Canada
Over the past year, staff have continued in the MCSPU Internal Advisory Committee to promote the concept of a central library.
Staff noted a draft Business Case has been completed.
 - C. **Civic Centre (Culture Precinct)**
Proposed Performing Arts Centre will be addressed through a future update of the Culture Strategy.
Civic Square Project to proceed in 2022.

AGENDA 2.1

D. **Living Lab** (Digital Markham Strategy & Smart City Strategy)

Staff presented the concept, based on the Oodi Library, Finland ,precedent ,and referred the Board to the draft Urban Living Lab Business Case.

A 2022 related project is the Markham Centre Smart City Strategy Team, which launched with a preliminary workshop March 1, 2022. The CEO is representing MPL on the Team.

Further Actions for 2022:

- Restore funding for Community Consultation, which could be combined with consultation pursuant to the Smart City Project.
- Develop an Advocacy Plan following the municipal election
- The CEO will represent MPL at:
 - Internal Staff Technical Staff Advisory Committee
 - Civic Square Team
 - Smart City Team

There was a lot of discussion on the feasibility of a Central Library in Markham. There were questions and concerns around the proposed size of the Library, would 20,000 sq. ft. be an adequate space? The CEO responded that it was a starting point and given the projected population density a 60,000 sq. ft. library (based on the provision standard of 0.6 sq. ft. per capita) would be more adequate in relation to resident needs (109,000 projected population). The Central Library in Richmond Hill is 62,000 sq. ft. However, it will take many years for the complete buildout required for that square footage. A phased approach could be considered.

Moved by Mr. Edward Choi
Seconded by Mrs. Pearl Mantell

Resolved that the Board receives the report entitled “Markham Centre Library Update”.

Carried.

11.0 **Incidental Information**

N/A

12.0 **New Business**

N/A

13.0 **Board Evaluation:**

13.1 **Questionnaire Results: The Board and the CEO**

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

Resolved that the report entitled “Questionnaire Results; “The Board and the CEO” be received.

Carried.

13.2 **Questionnaire: Feedback to the Chair**

The Chair asked the Board to complete the questionnaire that is in the package and sent by e-mail and return to the Board Secretary as directed.

AGENDA 2.1

14.0 **In Camera Agenda**

Moved by Deputy Mayor Don Hamilton
Seconded by Mr. Raymond Chan

Resolved that the Board meet in Camera at 8:35 p.m. to discuss a confidential personnel matter.

Carried.

The Board returned to its regular meeting at 8:46 p.m.

Moved by Mrs. Pearl Mantell
Seconded by Deputy Mayor 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 8:59 p.m.