

AGENDA 2.1

MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of Regular Meeting held on Monday, March 27, 2023 7:02 p.m., Virtual Meeting

Present from Board: Ms. Margaret McGrory, Chair
Mr. Raymond Chan, Vice-Chair
Ms. Iqra Awan (from 10.1 for 5.2)
Deputy Mayor Michael Chan
Mr. Edward Choi
Mr. Ben Hendriks
Councillor Ritch Lau
Mrs. Pearl Mantell
Mrs. Lillian Tolensky (from 7.3)
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. Megan Garza, Senior Manager, Organizational Transformation
Mr. Patrick Pan, Manager, Facilities & Workplace Safety
Ms. Polly Chan, Financial Analyst
Mr. David Zambrano,
Mrs. Susan Price, Board Secretary

1.0 Call to Order/Approval of Agenda

Ms. Margaret McGrory, Chair, called the meeting to order at 7:02 p.m.

Moved by Mr. Ben Hendriks
Seconded by Mr. Jay Xie

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,

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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.

The Chair introduced and welcomed new Council Board members, Deputy Mayor Michael Chan and Councillor Ritch Lau to the Markham Public Library Board.

Ms. McGrory 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 can do so.

Board members were advised that in camera meetings are strictly confidential and to please ensure that you are in a private location or are using headphones.

2.0 **Approval of Minutes:**

2.1 Library Board Minutes January 23, 2023

Moved by Mr. Raymond Chan
Seconded by Mr. Edward Choi

Resolved that the minutes of the January 23, 2023 Library Board Meeting be confirmed.

Carried.

2.2 **Consent Agenda:**

Moved by Mr. David Whetham
Seconded by Mr. Ben Hendriks

Resolved that the Consent Agenda comprising Agenda items 2.2 to 2.4. 8 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: Markham's Canadians of Indian origin start the new year with community initiated food drive

<https://www.yorkregion.com/community-story/10837036-markham-s-canadians-of-indian-origin-start-the-new-year-with-community-initiated-food-drive/>

2.4.2 YorkRegion.com: Strike action looms at Markham Libraries

https://www.yorkregion.com/news-story/10839720-strike-action-looms-at-markham-libraries-after-union-rejects-city-s-offer/?s=n1?source=newsletter&utm_content=a02&utm_source=ml_nl&utm_medium=email&utm_email=BE2D3B68DB620D000F0E5035560358CA&utm_campaign=yrha_145176

2.4.3 Sing Tao and Mingpao Newspapers: Translation attached

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<https://www.singtao.ca/6160885/2023-01-31/news-%E8%90%AC%E9%8C%A6%E5%B8%82%E6%94%BF%E5%BA%9C%E5%9C%96%E6%9B%B8%E9%A4%A8%E5%B7%A5%E6%9C%83%E8%AB%87%E5%88%A4%E7%A0%B4%E8%A3%82/?variant=zh-hk>
http://www.mingpaocanada.com/realtimenews/tor/content_CANADA_NEW.cfm?aid=416843&m=0

2.4.4 news.yahoo.com: Putting pen to paper can be therapeutic

<https://ca.news.yahoo.com/putting-pen-paper-therapeutic-203400674.html>

2.4.5 MarkhamReview.com: Greater meaning to life through multi-generational connections

<https://markhamreview.com/greater-meaning-to-life-through-multi-generational-connections/>

2.4.6 Markham Economist & Sun: Reader's Choice MPL #1

2.4.7 Letter of Appreciation for MPL

2.4.8 globeandmail.com: Ontario Libraries ask for province wide digital system to ensure equal access to materials

<https://www.theglobeandmail.com/canada/article-ontario-libraries-ask-for-provincewide-digital-system-to-ensure-equal/>

Carried.

3.0 **CEO's Highlights:**

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

- **Citizen Satisfaction Survey:** In late 2022, senior City staff launched a process to conduct a citizen survey to guide the new Council and inform an update to the current strategic plan. Results were shared with Council on February 21, 2023 and included a strong citizen support for
 - Libraries and community centres are in good condition
 - Community is enriched by its libraries, local arts and culture institutions including museum and art gallery
- **Langstaff Community Use Space**
 - Council approved the Draft Plan (February 2020) of Subdivision subject to conditions which included the following; 1.19 the owner shall covenant and agree in the subdivision agreement to provide to the satisfaction of the Director of Planning and Urban Design a proposed **695 m2 of ground floor space for community uses,**
- **Black History Month**
 - Overview of events and programs and staff development of plans to further the knowledge and understanding of the Black experience throughout the year.
- **Enterprise Risk Management**
 - There was a request that a "Post Mitigation" column be added to the report

There were questions and concerns around Bill 23. Mrs. Biss asked the Councillors if they had any further knowledge or input re the status of the Bill. Deputy Mayor Chan was aware that there are ongoing negotiations. Councillor Lau declared that his residents are concerned because his ward doesn't have a library. The CEO responded that as uncertain as things are at this moment, there will be libraries build in the future; however it could take longer to build them.

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Moved by Mr. Ben Hendriks
Seconded by Mr. Edward Choi

Resolved that the report entitled “CEO’s Highlight’s March 2023” be received.

Carried.

3.1 **Markham Centre Update, March 2023**

Staff explained the plans for Markham Centre are in a holding pattern and that these same plans may also be affected by Bill 23. The CEO attended the **Markham Centre Secondary Plan-Development Concept** Open House held February 2, 2023 and had positive conversations with Councillors. The concept of a future central library is included in the Board Presentation to General Committee on April 11, 2023.

Moved by Mr. Edward Choi
Seconded by Mr. David Whetham

Resolved that the report entitled “Markham Centre Update, March 2023” 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-2d Financial Condition**

(Assigned to Mrs. Pearl Mantell/presented by Ms. Margaret McGrory)

Ms. McGrory reviewed the report on Actual and Budgeted operating expenditures for the twelve-month period ending December 31, 2022 and found it to be complete and compliant. She received no questions or concerns from Board members and 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 Ms. Margaret McGrory
Seconded by Mrs. Pearl Mantell

Resolved that the Report entitled “Internal Monitoring Report: Executive Limitation EL-2d, Financial Condition” be received.

Carried.

5.2 **Executive Limitation: EL-2g Emergency Executive Succession**

(Assigned to Ms. Iqra Awan)

Ms. Awan advised that she sent an e-mail to Board members and did not receive any questions and there were none from the floor.

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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 Ms. Iqra Awan
Seconded by Mrs. Pearl Mantell

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

Carried.

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

Mr. Whetham stated that the report provides the Board with a triannual affirmation that the Board is informed and supported in its work. 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. David Whetham
Seconded by Mr. Raymond Chan

Resolved that the report entitled "Internal Monitoring Report: Executive Limitation: EL-2j Communication & Counsel to the Board (October 2022 to February 2023), be received.

Carried.

6.0 **Ends**

7.0 **Governance:**

7.1 **Update from OLS-Margaret McGrory**

Due to time constraints Ms. McGrory will send an e-mail update to the Board.

7.2 **Amendment to By-law 2.1 BOARD COMPOSITION (size and Composition)**

Staff explained that a directive from the City Clerk's office that the number of Councillor appointees to the Board was to be reduced from three to two will require a change to MPL by-laws.

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

Resolved that the Board approves the amendment to By-law 2.1; Size and Composition in order to reduce the number of Council members appointed to the Board from three to two.

Carried.

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7.3 **Urban Libraries Council Declaration of Democracy**

The CEO explained her support of the Declaration of Democracy and the principles embedded within. The Chair, Ms. McGrory stated that this Declaration was critically important for public libraries and should be embedded in all MPL library Policies.

Moved by Mrs. Lillian Tolensky
Seconded by Deputy Mayor Michael Chan

Resolved that the Board supports the signing of the Urban Libraries Declaration of Democracy and authorizes the CEO to submit the document on behalf of the Markham Public Library Board.

Carried.

8.0 **Ownership Linkage:**

8.1 **Input from Board Members**

Mr. Hendriks thanked MPL for the opportunity to attend the OLA Super Conference. Mr., Choi also attended and was thankful there were in person sessions once again, and sessions with lots of MPL presence.

Ms. McGrory attended the Markham Secondary Plan open house held February 2 2023. Although the information presented was not new to her (due to Board updates) she welcomed the opportunity for members of the public to meet and communicate with City staff and planning staff.

9.0 **Board Advocacy:**

9.1 **Spring 2023 Library Programs**

Staff noted that on the program listings icons had been added, to make it easier to identify programs that support Board ends.

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

Resolved that the report “Spring 2023 Library Programs” be received.

Carried.

9.2 **Board Presentation to Council Discussion**

Ms. Walker informed the Board that the presentation was scheduled for General Committee on Tuesday, April 11, 2023. As the presentation has been submitted to the Clerk's Department it can no longer be altered, however if anyone would like to provide input on the speaking notes to please do so. There were no further suggestions at the meeting.

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

Resolved that the report “Board Presentation to Council Discussion” be received.

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Carried.

10.0 **Education:**

10.1 **MPL Board Update on Fine-Free Pilot**

Ms. Cecchetto reviewed the Pilot project with the Board. She stated that upwards of 4,000 public libraries had gone “Fine-Free” in order to improve the following

- Access
- Equity
- Service
- Reduced costs

It has been proven that over time it costs more to recover late fines than to forgive them. The pilot showed no negative impact on material recovery and that fines have been an impediment to library usage.

It was also noted that staff have been positively affected by the “fine-free” changes and that it has decreased the number of negative customer interactions.

A poll indicated that 93.98% appreciated and were in favor of the program

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

Resolved that the Board receives the Board Education Presentation entitled “MPL Board Update on Fine-Free Pilot” and;

That the Board approves late fine-free children’s/teens’ library cards on a permanent basis, and;

That the Board direct staff to pursue opportunities to phase out late fines for adult cards over the next 3-5 years.

Carried.

11.0 **Incidental Information:**

There was a question about the recruiting of new Board members and what MPL has been doing to promote the application process to community members. It was suggested that Board members could reach out through their contacts and social media.

The link is on the MPL website and has been shared through the Library’s social media channels. Members were provided with that link to forward or paste to their own social media accounts.

12.0 **New Business**

N/A

13.0 **Board Evaluation:**

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

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

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

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Carried.

13.2 **Questionnaire: Feedback to the Chair**

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

14.0 **In Camera Agenda**

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

Resolved that the Board meet in Camera at 8:29 p.m. to discuss a confidential personnel matter.

Carried.

The Board returned to its regular meeting at 8:53p.m.

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

Resolved that the motions approved In Camera be ratified.

Carried.

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

Resolved that the motions approved at the Special In Camera meeting held February 13, 2023 be ratified.

Carried.

15.0 **Adjournment**

Moved by Ms. Margaret McGrory and seconded by Mr. Edward Choi that the meeting be adjourned at 8:55 p.m.