

MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of Regular Meeting held on Monday, May 29, 2023 7:02 p.m., Virtual Meeting

Present from Board: Ms. Margaret McGrory, Chair
Mr. Raymond Chan, Vice-Chair
Ms. Iqra Awan
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. Deborah Walker, Director, Library Strategy & Planning
Ms. Polly Chan, Financial Analyst
Ms. Megan Garza, Senior Manager, Organizational Transformation
Mrs. Anthea Bailie, Manager, Collections & Technical Services
Mr. Patrick Pan, Manager, Facilities & Workplace Safety
Mrs. Jenny North, Manager, Cornell Branch
Mr. David Zambrano, Manager of Library Systems & Virtual Branch
Mrs. Susan Price, Board Secretary

Regrets: Deputy Mayor Michael Chan
Councillor Ritch Lau
Mr. Edward Choi

Guests: Ms. Maria Khoushnood, Partner, Audit KPMG

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

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

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

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.

Ms. McGrory asked Directors to introduce any staff members present and there were several.

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

The Auditors are expected to join the meeting and will go directly to Agenda 5.1 when they are logged on. In the interim the Board continued with the Agenda.

1.4 **Board CEO-Linkage BCL-2e Policy; Performance Review:**

The Chair advised the Board that the process for the Chief Executive Officer Performance Review for the year 2022 (ending February 28, 2023) 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.

2.0 **Approval of Minutes:**

2.1 Library Board Minutes April 24, 2023

Moved by Mrs. Pearl Mantell
Seconded by Ms. Iqra Awan

Resolved that the minutes of the April 24, 2023 Library Board Meeting be confirmed.

Carried.

2.2 Consent Agenda:

Moved by Mrs. Lillian Tolensky

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 markham.ca: Markham Public Library Launches Revitalized Black Heritage Collection

<https://www.markham.ca/wps/portal/home/about/news/sa-news-releases/markham-public-library-launches-revitalized-black-heritage-collection>

2.4.2 MarkhamReview.com: Library celebrates revitalized Black Heritage Collection

<https://markhamreview.com/library-celebrates-revitalized-black-heritage-collection/>

2.4.3 YorkRegion.com: Markham Public Library launches revitalized Black heritage collection

https://www.yorkregion.com/things-to-do/books/markham-public-library-launches-revitalized-black-heritage-collection/article_fe05241f-1767-54ca-a99f-97c8ffca0abf.html

Carried.

3.0 CEO's Highlights:

The Chair asked the CEO to comment on the Highlights. Mrs. Biss mentioned the following:

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- **Langstaff West Community Spaces- Condor Properties Ltd.**

A staff report entitled, "RECOMMENDATION REPORT, Red Line Revision Application submitted by Condor Properties Ltd. is scheduled to go to Development Services Committee on May 30, 2023.

The report's recommendations include the following:

That the City Solicitor be authorized to negotiate the terms of use of the *Community Use Space*, if deemed necessary, on terms satisfactory to the City Solicitor in consultation with the Commissioner of Development Services and the Commissioner of Community Services;

It also includes the following section regarding the Community Use Space:

The Block A Proposal's Community Use Space layout and size is generally acceptable

The Block A Proposal includes a 695 m² (7,481 ft²) community use space on the ground floor along the north and west elevations (the "Community Use Space") (See Figure 11), which is a requirement of the 2020 Draft Plan conditions and is proposed to be carried forward in the Red Line Revision Subdivision Application (See Condition 1.20, Appendix B).

Library/ Recreation staff reviewed the plans and had discussions with RDG and are generally in support of the layout and size of the Community Use Space. The expectation is that RDG will provide the shell space that the City will build out under separate bid and contract. An agreement between the City and RDG will determine the specifics of the Community Use Space, including matters such as tenure, parking and cost sharing.

- **Battle of the Books**

Everyone is very pleased that this has started up again and it was met with great enthusiasm. Six participating schools came together May 10 and after intense competition and a tie-breaker round, Parkview Public School was named the 2023 champion.

- **Black Heritage Collection Launch**

On May 6 the Library launched its revitalized Black Heritage Collection at an event attended by the Mayor, several Councillors and members of Markham's Black community.

- **MPL Trail Project**

On May 13 the final phase of the Markham Trail Project launched with the availability of the Trail Hub collection at Unionville and Markham Village branches. The collection includes equipment to enhance year round enjoyment of local trails including binoculars, compasses, bikes, scooters, wagons, hiking poles and for cooler weather rechargeable hand warmers and traction spikes for footwear.

Programs supporting the collection launch included a group cycling ride with our partners at Markham Cycles, an Indigenous Walk and Forest Storytimes. All program participants were introduced to the Markham Trail app, created for MPL

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by local high school students and the QR codes along the trail that link to stories and poems written and told by local authors.

There were some questions about the Langstaff space and a question about the Black Heritage Collection and a clarification that the collection and subject matter is not intended for academic research purposes but for general information.

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

Resolved that the report entitled “CEO’s Highlights May 2023” be received.

Carried.

3.1 **Markham Centre Update, May 2023**

The CEO informed the Board that based on the process and stakeholder feedback to date, the Planning Department continues to refine the Update of the Markham Centre Secondary Plan. Planning has scheduled an internal TAC (Technical Advisory Committee) Meeting for City staff on June 30, 2023. Staff will attend this meeting and follow up with the Board in September.

For the June 2023 Markham Centre Update, staff will investigate and report upon the budgetary process and funding sources of Canadian central library precedents.

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

Resolved that the report entitled “Markham Centre Update, May 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 Financial Statements of the Markham Public Library Board:

Staff introduced and welcomed, Ms. Maria Khoushnood, Partner, Audit, KPMG who conducted the Markham Public Library Board annual audit.

Ms. Khoushnood stated that she would give a high level review at this meeting and all that remained to substantially complete the audit was approval from the Board. It was a clean audit, everything inline, there were no issues noted, no audit misstatements and no control deficiencies. Ms. Koushnood asked if there were any questions, there were none. She also expressed appreciation for the efficiencies of MPL Management staff.

The Chair thanked the auditor for attending and welcomed her to stay for the remainder of the evening if she wished.

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

Resolved that the report entitled “Financial Statements of the Markham Public Library Board, December 31, 2022” be received; and,

That the Board approves the Financial Statements of City of Markham Public Library Board December 31, 2022; and,

That the Board Chair be authorized to sign the approved 2022 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, 2022;

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

Carried.

5.2 Executive Limitation: EL-2d Financial Condition
(Assigned to Mr. Raymond Chan)

Mr. Chan advised that this report on Actual and Budgeted operating expenditures for the period ending April 20, 2023 is compliant and complete. He sent an e-mail to Board members and received no questions or concerns 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 Mr. Raymond Chan

Seconded by Mr. Jay Xie

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

Carried.

6.0 **Ends**
N/A

7.0 **Governance:**

7.1 **Update from OLS-Margaret McGrory**
No update this meeting.

7.2 **Board Approval of the 2023 Library Capital Budget Report**

Staff stated that the report outlines the Capital Budget approved by Council and that it requires Board approval for the purpose of the annual Audit. There were no questions.

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

Resolved that the Library Board adopts the 2023 Capital Budget of \$3,146,000 for the Library’s portion of the City of Markham’s 2022 Capital Budget; and,

That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried.

7.3 **Board Approval of the 2023 Library Operating Budget Report**

Staff stated that the report outlines the Operating Budget approved by Council and that it requires Board approval for the purpose of the annual Audit. There was a question about vending machines in branches and staff advised that MPL only has vending machines at our Unionville location.

Moved by Mrs. Pearl Mantell
Seconded by Ms. Iqra Awan

Resolved that the Library Board approves the 2022 City of Markham Grant in the amount of \$14,425,865; and,

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That the Board approves the 2023 Library Operating Budget consisting of Library Income in the amount of \$1,147,120, and Operating Expenditures (excluding Personnel Ramp-ups) in the amount of \$15,572,985; and,

That upon finalization of the 2022 Library audited financial statements, the 2023 Operating Budget be adjusted to reflect the 2022 operating results; and,

That the above figures be subject to further adjustment as required throughout the year based on information received from the City of Markham; and,

That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried.

8.0 **Ownership Linkage:**

8.1 **Input from Board Members**

The Chair, Vice-Chair and Deputy Mayor Michael Chan attended the Black Heritage Event with the Mayor present on May 6 at Milliken Mills Library to re-launch the Black Heritage Collection. Mr. Chan said he was impressed by the event and with the lineup of speakers over all.

9.0 **Board Advocacy:**

The Chair expressed the hope that the new Board will have more opportunities for community outreach/advocacy, particularly regarding a central library, than the outgoing Board, due to the restrictions of the pandemic.

10.0 **Education:**

Ms. McGrory attended an OLS webinar on “Fundraising for your library build”. Bancroft Public Library and Prince Edward County shared their experiences in fund-raising for a new library build and a library extension, respectively. There was a lot of discussion on efforts and possibilities for Markham Public Library.

11.0 **Incidental Information (none)**

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12.0 **New Business:**

The Chair, asked to take a moment to thank retiring Members, Iqra Awan, Ben Hendriks, Pearl Mantell, Lillian Tolensky and David Whetham. The Library has benefitted greatly from their time and commitment in helping to ensure that MPL services continually reflected the expressed needs of the community.

13.0 **Board Evaluation:**

13.1 **Questionnaire: Performance of Individual Board Members**

The Chair asked Board Members to complete the questionnaire and e-mail to the Board Secretary.

14.0 **In Camera Agenda (none)**

15.0 **Adjournment:**

Moved by Mr. Ben Hendriks and seconded by Mrs. Lillian Tolensky that the meeting be adjourned at 7:40 p.m.