

MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of Regular Meeting held on Tuesday, September 26, 2023 7:02 p.m.
Virtual Meeting

Present from Board: Ms. Margaret McGrory, Chair
Mr. Raymond Chan, Vice-Chair
Mr. Michael Armes
Deputy Mayor Michael Chan
Mr. Edward Choi
Mr. Robin Choy
Mr. Steve Hsu
Councillor Ritch Lau
Mr. Harout Manougian
Ms. Winnie Phung
Ms. Lisa Tomjenovic
Ms. Jenny Tung
Ms. Gail Vlahopoulos (up to 14.1)
Mr. Kenneth Wightman
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
Mrs. Anthea Baillie, Manager, Collections & Technical Services
Ms. Polly Chan, Financial Analyst
Ms. Patrick Pan, Manager, Facilities & Workplace Safety
Mr. David Zambrano, Manager of Library Systems & Virtual Branch
Mrs. Angela Tse, Manager, Markham Village Library
Mrs. Susan Price, Board Secretary

Guests: Mr. Morgan Jones, Commissioner, Community Services
Mr. Idrees Sherwani, Resident

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

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

Moved by Ms. Jenny Tung
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, 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 CEO introduced and welcomed Mr. Morgan Jones, Commissioner, Community Services. The Chair welcomed Mr. Jones and thanked him for attending the meeting.

Directors were asked to introduce any "guest" staff members present.

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

The EL monitoring reports schedule for the remainder of 2023 is provided. If anyone is unable to conduct the assigned review please let the Board Secretary know.

Reminder to Board members that In camera meetings are strictly confidential so please ensure that you are in a private location or are wearing headphones.

Board Orientation is this Saturday, September 30th which is also Canada's National Day for Truth and Reconciliation. Feel free to wear orange if you wish.

- 2.0 **Approval of Minutes:**

- 2.1 Library Board Minutes June 26, 2023

Moved by Mr. Raymond Chan

Seconded by Mr. Harout Manougian

Resolved that the minutes of the June 26, 2023 Library Board Meeting be confirmed.

Carried.

2.2 Consent Agenda:

The CEO and the Chair asked Board members to note item 2.4.6 which addresses the increased stressors that are placed on public libraries.

Moved by Ms. Gail Vlahopoulos
Seconded by Ms. Jenny Tung

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 YorkRegion.com: Markham Mayor's Black Youth

Liaison presents The Reading Circle

https://www.yorkregion.com/things-to-do/markham-mayor-s-black-youth-liaison-presents-the-reading-circle/article_631b0248-688d-59f7-80c6-a65ae129d0b4.html

2.4.2 YorkRegion.com: City of Markham launches new system for recreation registration, facility booking

https://www.yorkregion.com/news/city-of-markham-launches-new-system-for-recreation-registration-facility-booking/article_b10d6209-64e9-5e1e-90ab-034cc3b4cc14.html

2.4.3 YorkRegion.com: Empowering Youth Voices: Markham Youth Magazine provides platform for creativity, expression

https://www.yorkregion.com/news/empowering-youth-voices-markham-youth-magazine-provides-platform-for-creativity-expression/article_52fb39d5-06e6-5f78-a379-7f1f8a37d480.html

2.4.4 MarkhamReview.com: Reflecting on the multifold experience of immigration

<https://markhamreview.com/reflecting-on-the-multifold-experience-of-immigration/>

2.4.5 YorkRegion.com: Large scale immigrant stories exhibit coming to Markham Public Library

https://www.yorkregion.com/things-to-do/large-scale-immigrant-stories-exhibit-coming-to-markham-public-library/article_47b3a94b-cf5f-50f7-8913-a81279c9fd20.html?source=newsletter

2.4.6 thestar.com: Everything, to everyone all at once: How libraries ended up on the front line of Toronto's urban crisis

Carried.

3.0 **CEO's Highlights:**

The Chair asked the CEO for her comments on the September Highlights. Mrs. Biss noted the following items contained in the report:

- **Economic Development and Culture Strategy (EDCS)**

The ECDS intersects positively with MPL's programs and facility plans and provides several opportunities for involvement of Library staff in the teams that will implement several of the recommendations once approved. These include but are not limited to; investigating the development of a multiuse event facility in Markham Centre and developing an integrated marketing strategy that focuses on collaboratively promoting Markham's cultural facilities and community events.

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

Discussions with Planning staff continue regarding the conveyance to the City of the community use space in the Condor Condo podium. Negotiations will be led by the Commissioner, Development Services and the Director, Planning & Urban Design. The Community Services Commissioner and the Library CEO will be included at the appropriate time.

- **Art Exhibits**

Over the past few months MPL has hosted three exhibits that invited engagement on topics of interest to the community

- A National Crime: Canada's Indian Residential School System (Milliken Mills Library)
- The Immigrant Story Exhibit (Aaniin Library)
- Freebird Games (an interactive exhibit at Angus Glen Library)

- **Enterprise Risk Management Report**

Highlighted were issues with the current library collections vendor which is currently underperforming. Staff provided a number of mitigation strategies.

- **Board Statistical Report**

15 K new members to date in 2023.

Total customer visits surpass 2019 levels by 8.3%.

Moved by Mr. Edward Choi

Seconded by Ms. Jenny Tung

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

Carried.

3.1 **Markham Centre Update, September 26, 2023**

The CEO gave an overview of the libraries researched over the summer regarding their strategies and funding scenarios for a central library.

The surveys generally confirm:

- Planning for central libraries is a multi-year process.
- Fundraising is also a long-term process, and should involve professional fundraising expertise and the potential creation of a Library Foundation.
- Most funding packages included partial municipal funding, indicating Council support.
- Champions are critical.

Community Consultation

- In 2019 Council approved funding for the community consultations which had been delayed due to the pandemic. The CEO clarified that the approved funding has been carried forward into the 2024 budget cycle and is still available.

There was a lot of discussion on funding sources and fundraising tactics. The Vice-Chair stated he had spoken with Councillors who were supportive of the central library concept but were hesitant about the costs and he requested that staff obtain more information on fundraising best practices.

Moved by Mr. Edward Choi

Seconded by Mr. Harout Manougian

Resolved that the report entitled “Markham Centre Update, September, 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 Limitations/Internal Monitoring Reports Schedule**

As mentioned, the Chair asked Board members to review the schedule and let the Board Secretary know if they have any issues or conflicts.

Moved by Mr. Edward Choi
Seconded by Mr. Harout Manougian

Resolved that the “Executive Limitations/Internal Monitoring Reports Schedule Remainder 2023” be received.

Carried.

5.2 **Executive Limitation: EL-2d Financial Condition**

(Assigned to Mr. Edward Choi)

Mr. Choi reviewed the report and stated the Global Policy Limitation ” with respect to the actual, ongoing financial condition and activities of the organization, the CEO shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from Board priorities established in Ends policies.” He found the report to be complete and compliant.

Mr. Choi sent an e-mail to Board members and did receive a couple of requests for clarification and concern over the projected deficit. Staff responded that MPL does have a contingency strategy to offset the small deficit by end of year and will keep the Board informed.

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. Edward Choi
Seconded by Ms. Winnie Phung

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

Carried.

6.0 **Ends:**

6.1 **Strategic Plan Update**

Staff gave a brief presentation that covered some of the highlights contained within the comprehensive report distributed to the Board.

These are the three Frameworks for our Strategic Choices and Annual Work Plans

1. Global Ends Policy (E-1)
2. MPL Strategic Plan
3. City of Markham Strategic Plan-Building Markham’s Future (BMFT)

Moved by Ms. Jenny Tung
Seconded by Mr. Harout Manougian

Resolved that the report “Strategic Plan Update” be received.

Carried.

7.0 **Governance:**

7.1 **OLS Update: Margaret McGrory**

Ms. McGrory advised that the OLS Board does not meet over the summer; however, OLS provided opportunities for training, such as Governance 101, which she attended.

She further advised of the OLS Virtual Conference September 28, registration for which can be accessed at www.learnHQ.ca .

8.0 **Ownership Linkage:**

8.1 **Input from Board Members**

The Chair advised that this section provides an opportunity for Board members to talk about opportunities they may have had in the community to inform about and promote the library. There were no reports from Board members attending events at this time.

9.0 **Board Advocacy:**
9.1 **Fall 2023 Library Programs**

Staff mentioned the Mid-Autumn Festival and advised Board members if they were interested in attending this or any other programs to contact a community librarian mplcommunitylibrarians@markham.library.on.ca. There was a question on how MPL promotes programs (website, social media, weekly newsletter, in branches etc.) and discussion on in person and virtual programming. The community shows a preference towards in-person programming for children while adults prefer virtual opportunities. A hybrid option was suggested for programs; however, at this time the technology is not in place to support the experience equitably.

Moved by Mr. Edward Choi
Seconded by Ms. Jenny Tung

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

Carried.

10.0 **Education:**
10.1 **Board Education Plan-2024**

Staff explained the process for developing an education plan for the coming year. There was a lot of input from Board members and suggestions for Education topics for the next year.

Moved by Ms. Gail Vlahopoulos
Seconded by Ms. Lisa Tomjenovic

Resolved that the Board members identify outreach initiatives and education topics for 2024 to comply with Governance Process GP-2f policy.

Carried.

10.2 **Welcome to the MPL Board Part II: Legislative Context for Library Boards**

Staff gave a comprehensive overview of how different governing bodies and the Public Libraries Act affect the operations of the library, outlining specific responsibilities for the provision of services. The Public Libraries Act defines the parameters of Board membership and the powers and duties of the Board.

Moved by Mr. Kenneth Wightman

AGENDA 2.1

Seconded by Ms. Jenny Tung

Resolved that the Board receives the Board Education Presentation entitled “Welcome to the MPL Board, Part II: Legislative Context for Library Boards”.

Carried.

11.0 **Incidental Information**
(None)

12.0 **New Business:**

Mr. Manougian asked if staff could investigate the purchase of the domain name markhampubliclibrary.com (we are .ca). By purchasing this domain name anyone who accidentally goes to this URL will be automatically redirected to the MPL website.

13.0 **Board Evaluation:**

13.1 **Questionnaire: The Conduct of the Board**

Deferred to October.

14.0 **In Camera Agenda:**

14.1 **Confidential Personnel Matter**

Moved by Mr. Edward Choi
Seconded by Ms. Jenny Tung

Resolved that the Board meet in Camera at 8:20 p.m. to discuss a confidential personnel matter.

Carried.

The Board returned to its regular meeting at 9:07 p.m.

Moved by Mr. Edward Choi
Seconded by Mr. Kenneth Wightman

Resolved that the motions approved In Camera be ratified.

Carried.

15.0 **Adjournment**

Moved by Mr. Edward Choi that the meeting be adjourned at 9:08 p.m.