

**MARKHAM PUBLIC LIBRARY BOARD**

**Regular Meeting**

**Minutes of Regular Meeting held on Monday, May 27, 2024, 7:02 p.m. Markham Village Library, Program Room, 6031 Highway 7 East, Markham L3P 3A7**

Present from Board: Ms. Margaret McGrory, Chair  
Mr. Edward Choi, Vice-Chair  
Deputy Mayor Michael Chan  
Mr. Raymond Chan  
Ms. Winnie Phung  
Ms. Jenny Tung  
Ms. Gail Vlahopoulos  
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. Megan Garza, Senior Manager, Organizational Transformation  
Mr. Patrick Pan, Manager, Facilities & Workplace Safety  
Mr. Ken Cheung, Manager, Angus Glan Branch  
Ms. Judith Kee, Board Secretary (Acting)

Regrets: Mr. Michael Armes  
Mr. Robin Choy  
Councillor Ritch Lau  
Mr. Harout Manougian

Guest: Mr. Ben Haak, Manager, Audit, KPMG

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

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

Moved by Mr. Ken Wightman  
Seconded by Mr. Raymond Chan

**Resolved that the agenda be approved.**

Carried.

**1.1 Adoption of Minutes:**

Library Board Minutes April 22, 2024.

Moved by                Ms. Gail Vlahopoulos  
Seconded by            Mr. Jay Xie

**Resolved that the minutes of the April 22, 2024 Library Board Meeting be confirmed.**

Carried.

1.2 **Declaration of Conflict of Interest**

(Note: Ms. Gail Vlahopoulos advised that she is currently employed by KPMG International, Marketing, however, this was determined not to be a conflict of interest with respect to the audit of the Financial Statements of the Library Board.)

None.

1.3 **Delegation**

None.

1.4 **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 the Directors to introduce any guest staff members present.

The Chair welcomed all Members to the first in-person meeting since the beginning of the pandemic and advised that in-person meetings will continue until October of this year.

## AGENDA 1.1

The Chair reminded the Board that as Agenda Item 2.0 Ownership Linkage will be addressed after the meeting adjournment, and Items 3 through 4 are deferred to June, the meeting will proceed directly to 5.1 Financial Statements/Auditors Report after Agenda Item 1.5.

### 1.5 **Board CEO-Linkage BCL-2e Policy; Performance Review (Chair)**

The Chair advised the Board that the process for the Chief Executive Officer Performance Review for the year 2023 (ending February 29, 2024) was undertaken and completed.

The signed documents will be filed along with the CEO's response, per procedure.

### 2.0 **Ownership Linkage:**

The Chair noted that an informal discussion will follow adjournment of the Regular Meeting.

### 3.0 **Board Education:**

(See 2.0)

### 4.0 **Information Requested by the Board:**

4.1 CEO's Highlights - deferred to June.

4.2 Markham Centre Update - deferred to June.

### 5.0 **Items for Decision:**

#### 5.1 **Financial Statements of the Markham Public Library Board, December 31, 2023:**

Staff introduced and welcomed Mr. Ben Haak, Manager, Audit, KPMG. The financial statements of the Markham Public Library Board, as at December 31, 2023, have been prepared in accordance with Canadian generally accepted accounting principles established by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada.

## AGENDA 1.1

Mr. Haak briefly reviewed the audit findings, noting that there were no significant changes, no fraudulent actions identified, no issued noted, no significant risks, and that the Financial Statements presented fairly the consolidated financial position of the Library.

He did point out the recent adoption of new public sector accounting standards, and noted that they did not have a significant impact on the financial statements of the Library Board.

The Chair asked if there were any questions.

There were some questions and clarifications and the Board also proposed that additions/clarifications to the Financial Statements be considered, if possible. Mr. Haak will discuss these suggestions with the City/KPMG prior to finalizing the Financial Statements.

The Chair thanked Mr. Haak for attending the meeting and for all of the work done in the preparation of the Financial Statements.

Moved by                    Mr. Ken Wightman  
Seconded by                Deputy Mayor Michael Chan

**Resolved that the report entitled “Financial Statements of the City of Markham Public Library Board, December 31, 2023” be received; and,**

**That the suggestions raised this date relating to: “opening statement”; “continuity schedule” and “preamble statement” be considered by KPMG and the City of Markham prior to the finalization of the Financial Statements; and**

**That the Board approves the Financial Statements of the City of Markham Public Library Board December 31, 2023; and,**

**That the Board Chair be authorized to sign the approved 2023 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, 2023;**

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

Carried.

**5.2 Board Approval of the 2024 Library Capital Budget Report**

The CEO stated that the report outlines the Capital Budget approved by Council, and that it requires Board approval for the purpose of the annual Audit.

Moved by                    Mr. Raymond Chan  
Seconded by                Ms. Gail Vlahopoulos

**Resolved that the Library Board adopts the 2024 Capital Budget of \$3,324,800 for the Library's portion of the City of Markham's 2024 Capital Budget; and,**

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

Carried.

**5.3 Board Approval of the 2024 Library Operating Budget Report**

The CEO stated that the report outlines the Operating Budget approved by Council, and that it requires Board approval for the purpose of the annual Audit.

Moved by                    Ms. Jenny Tung  
Seconded by                Mr. Jay Xie

**Resolved that the Library Board approves the 2024 City of Markham Grant in the amount of \$14,735,582; and,**

**That the Board approves the 2024 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 \$15,882,702; and,**

**That upon finalization of the 2023 Library audited financial statements, the 2024 Operating Budget be adjusted to reflect the 2023 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,**

## AGENDA 1.1

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

Carried.

### 6.0 **Monitoring Performance**

6.1 **Ends:** Deferred to June or September

6.2 **Executive Limitations:** Deferred to June or September

### 7.0 **Consent Agenda:**

Moved by Mr. Raymond Chan

Seconded by Ms. Winnie Phung

**Resolved that the Consent Agenda comprising Agenda items 7.1 to 7.2 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:**

**7.1 Declaration of Due Diligence by the CEO**

**7.2 Communication and Correspondence**

Carried.

### 8.0 **Board Performance and Self-Evaluation:**

Deferred to June

### 9.0 **New Business**

There was no new business.

### 10.0 **In Camera Agenda:**

None.

### 11.0 **Adjournment**

Moved by Mr. Edward Choi that the meeting be adjourned at 7:28 p.m.