

MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

**Minutes of Regular Meeting held on Monday, September 23, 2024, 7:00 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 (from 3.1)
Mr. Harout Manougian
Mr. Jay Xie
Mr. Kenneth Wightman
Ms. Jenny Tung
Deputy Mayor Michael Chan
Ms. Winnie Phung
Mr. Robin Choy
Councillor Ritch Lau

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
Mrs. Anthea Baillie, Manager, Collections & Technical Services
Ms. Megan Garza, Senior Manager, Organizational Transformation
Ms. Polly Chan, Financial Analyst
Mrs. Jennifer North, Manager, Cornell Library
Ms. Frieda Meyer, Manager, Aaniin Library
Mrs. Susan Price, Board Secretary

Regrets: Ms. Gail Vlahopoulos
Mr. Raymond Chan

Guest: Mr. Morgan Jones, Commissioner , Community Services
City of Markham

1.0 Call to Order/Adoption of Agenda

Ms. Margaret McGrory called the meeting to order at 7:04 p.m.

Moved by Mr. Kenneth Wightman
Seconded by Mr. Jay Xie

Resolved that the agenda be approved.

Carried.

1.1 **Adoption of Minutes:**

Library Board Minutes June 24, 2024.

Moved by Mr. Robin Choy
Seconded by Ms. Winnie Phung

Resolved that the minutes of the June 24,2024 Library Board Meeting be confirmed.

Carried.

1.2 **Declaration of Conflict of Interest**

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 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 reminded the Board to complete the mandatory Accessibility Training required by the City as soon as possible.

Girls in STEAM: 6-week program created for grade 9 girls, kick-off summit Saturday, September 28,2024 9-12 at Aaniin Library.

Board meetings in May and October 2025 to be held at branches other than Markham Village.

Ms. McGrory advised the Board that she had attended the Mayor's Advisory Recognition Event on September 18 where former Library Board members

were acknowledged. The appointment of a student Board member was mentioned at the event and will be considered once again. The 2024 OLS Virtual Conference for public library board members will be held Thursday, October 24 from 5-9 p.m. and interested Members can contact Ms. McGrory for the login information.

2.0 **Ownership Linkage:**

2.1 Reports from Board Members

Winnie Phung attended the Nav Bhatia event at Markham Village Library which was excellent and well attended.

The Chair, Ms. McGrory visited each of MPL's branches over the summer and used the opportunity to speak with members of the public and enquire as to why they used the library. She received many enthusiastic responses.

Vice-Chair, Edward Choi attended an event for the MSH (Markham-Stouffville Hospital) Foundation. He had an opportunity to meet with the CEO and Executive from YRDSB (York Region District School Board) and discussed consultation with students and the promotion of their physical and mental health. Mr. Choi wondered what opportunities for partnerships MPL had with MSH (discussed under 3.2).

3.0 **Board Education:**

3.1 Board Education Plan-2025

Staff explained the proposed 2025 plan and the reasoning behind the topics. There were suggestions about providing information on leading-edge Canadian library issues and trends and a suggestion that an additional Board Education workshop be held in addition to a regular meeting.

Moved by Ms. Winnie Phung
Seconded by Mr. Kenneth Wightman

Resolved Board members identify outreach initiatives and education topics for 2025 to comply with Governance process GP-2f Policy.

Carried.

3.2 MPL's Community Engagement Approach

Staff gave a comprehensive overview of MPL's community engagement and clarified for the Board the working relationship with Markham-Stouffville Hospital.

Community engagement is a collaboration across the community and the process includes:

- Outreach: Informing the community to create awareness of what the library can offer

AGENDA 1.1

- Partnerships: Programs, networking and collaborating for a common purpose and mutual benefits
- Programs: Demonstrating MPL's commitment to inclusive and equitable access to lifelong learning such as the College and University Fair and many other programs
- Conversations: Starts with "What kind of community do we want to live in?"

Moved by Mr. Edward Choi

Seconded by Ms. Jenny Tung

Resolved that the Board receives the Board Education Presentation "MPL's Community Engagement Approach."

Carried.

4.0 **Information Requested by the Board:**

4.1 CEO's Highlights, September 2024

The CEO noted the following items in the report:

- **Security and Violence in Libraries: MPL's Response**

In response to an investigative report published by CBC, concerns were raised by the Board. MPL, as compared to other CULC (Canadian Urban Libraries Council) library systems, experiences relatively few security issues, and violence within the branches is very rare; however there have been increased instances of unacceptable and disruptive behaviour. Issues are tracked through MPL's incident reporting program and incidents related to security and safety are documented, investigated where necessary and tracked. MPL has implemented extensive measures to address security and to support staff in maintaining an inclusive and safe environment.

- **Enterprise Risk Management Report**

The risk of potential labour disruption remains high.

Moved by Mr. Edward Choi

Seconded by Ms. Jenny Tung

Resolved that the report entitled "CEO's Highlights, September 2024" be received.

Carried.

4.2 Markham Centre Update, September 2024

AGENDA 1.1

The CEO explained the key points for Board information and why Board advocacy for a central library should wait for the future civic square planning and visioning exercise.

Moved by Mr. Jay Xie
Seconded by Ms. Winnie Phung

Resolved that the report entitled “Markham Centre update, September 2024” be received and;

That Board advocacy for a central library be deferred pending the outcome of the civic square project.

Carried.

4.3 Follow up from New Business Agenda Items June 2024 Board Meeting

Moved by Mr. Harout Manougian
Seconded by Mr. Kenneth Wightman

Resolved that the report entitled “Follow up to request for information made at the Board Meeting of June 2024” be received.

Carried.

5.0 **Items for Decision:**

5.1 Board Attendance

Mr. Choy explained to the Board that he had started a new business that has been very time-consuming. He believes this has been resolved and moving forward it should no longer interfere with his Board attendance.

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

Resolved that Robin Choy’s absence from the Board meetings held on Monday, April 22,2024, Monday, May 27,2024, and June 24,2024 be authorized due to business commitments.

Carried.

6.0 **Monitoring Performance**

6.1 **Ends:**

6.1.1 **Ends Reporting Template**

The CEO gave an overview of the proposed format of the Template. There was some discussion and suggestions for changes. Staff will incorporate the changes in the October Ends Monitoring Update-Level 2.

Moved by Mr. Harout Manougian
Seconded by Mr. Robin Choy

Resolved that the Board receives the proposed Ends Monitoring Template; and

That going forward the Board receives the Ends Monitoring Template, formatted as amended, on the following amended schedule:

- **January-Global Ends and Level 1 and 2** (reporting on the full previous calendar year).
- **June-Level 1** (YTD)
- **September-Level 2** (YTD)

Carried.

6.2 **Executive Limitations:**

6.2.1 **Internal Monitoring Report: Executive Limitations, EL-2d, Financial Condition** (assigned to Mr. Robin Choy)

Mr. Choy advised that the report provides the Board with a year-to-date update on the financial condition of the Library. He reviewed the report and was satisfied that it is complete and comprehensive and confirms that MPL is currently in a net surplus position of \$94,420.

There was a question about utilities in community centre branches.

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. Robin Choy
Seconded by Ms. Jenny Phung

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

Carried.

6.2.2 **Internal Monitoring Report: Executive Limitations, EL-1, General Executive Constraint** (assigned to Mr. Edward Choi)

Mr. Choi reviewed the report and was satisfied that it is complete and comprehensive. He sent an e-mail to Board members and received no questions or concerns. There were none at the meeting.

The report confirmed that the CEO and MPL's practices relative to MPL's General Executive Constraint comply with the requirements of EL-1 policy.

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

Resolved that the report entitled “Internal Monitoring Report: Executive Limitation EL-1, General Executive Constraint” be received.

Carried.

7.0 **Consent Agenda:**

Moved by Ms. Winnie Phung
Seconded by Mr. Robin Choy

Resolved that the Consent Agenda comprising Agenda items 7.1 to 7.3 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:

7.1 Declaration of Due Diligence by the CEO

7.2 Communication and Correspondence:

7.2.1 CBC News: Library workers punched, spat upon as security incidents rise: <https://www.cbc.ca/amp/1.7302588>

7.3 Quarterly Statistics-Detail

Carried.

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

8.1 Questionnaire Results: Performance of Individual Board Members

The Chair addressed one comment in the results, clarifying protocol on Board members sending communications to the full Board.

Moved by Ms. Winnie Phung
Seconded by Mr. Edward Choi

Resolved that the report entitled “Questionnaire Results: Performance of Individual Board Members” be received.

Carried.

8.2 Questionnaire: The Conduct of the Board

The Chair asked Board members to complete the paper copy provided at the meeting and return it to the Board Secretary.

9.0 **New Business:**

AGENDA 1.1

The Chair, on behalf of the Board, congratulated Vice-Chair, Edward Choi on his election as one of the Law Society of Ontario Benchers until 2027. The Law Society of Ontario is governed by a board of directors, who are known as benchers. Benchers gather most months in in a meeting called a Convocation. Through their committee work and Convocation meetings, benchers set policy and determine other matters related to the governance of Ontario's lawyers and paralegals.

10.0 **In Camera Agenda (none)**

11.0 **Adjournment**

Moved by Mr. Edward Choi that the meeting be adjourned at 8:35 p.m.