

MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of Regular Meeting held on Monday, November 25, 2024, 7:02 p.m.
Virtual by ZOOM

Present from Board: Ms. Margaret McGrory, Chair
Mr. Edward Choi, Vice Chair
Deputy Mayor Michael Chan
Mr. Raymond Chan
Mr. Harout Manougian
Ms. Winnie Phung
Ms. Jenny Tung (from IC 3.1)
Ms. Gail Vlahopoulos
Mr. Kenneth Wightman (from 1.4)
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 and Workplace Safety
Mrs. Susan Price, Board Secretary

Regrets: Councillor Ritch Lau
Mr. Robin Choy

Guest: Ms. Stephanie Jeronimo, Legal Counsel, Hicks-Morley

1.0 Call to Order/Adoption of Agenda

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

Moved by Mr. Edward Choi
Seconded by Ms. Gail Vlahopoulos

Carried.

1.1 Adoption of Minutes:

Library Board Minutes October 28, 2024.

Moved by Mr. Edward Choi
Seconded by Ms. Gail Vlahopoulos

Resolved that the minutes of October 28, 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 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 reminded the Board that we need to count votes at virtual meetings and to keep hands raised until tallied.

Agenda 5.2: Annual Policy review - Board members are asked to review the Policy over the next two months and bring forward to the January meeting changes for consideration.

The in-camera meeting will be moved ahead after these remarks. A reminder that these meetings are strictly confidential so please ensure you are in a private space or wearing headphones.

This is the last Board meeting of the year, our next meeting will be on January 27, 2025.

10.0 **In Camera:** Moved forward to accommodate our guest

10.1 To Discuss a Confidential Personnel Matter

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

Resolved that the Board move in camera at 7:07 p.m.

Carried.

The Board returned to its regular meeting at 7:37 p.m.

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

Resolved that the motions approved In Camera be ratified.

Carried.

2.0 **Ownership Linkage:**

2.1 Reports from Board Members

Mr. Manougian advised the Board that he attended the annual Markham Prayer Breakfast, November 22, 2024 and suggested that it may be an event that other Board members would like to attend next year. The CEO will follow up on MPL being invited to the event.

Ms. McGrory informed the Board that she, the Vice Chair and the CEO had attended the Mayor's Annual Luncheon, November 8, 2024. The event showcased new businesses in Markham and highlighted the new campus of York University. There was an opportunity to mingle and talk about the importance of the library in the community; she received positive feedback from a number of attendees, particularly on the Library's programs.

3.0 **Board Education:**

3.1 Digital Literacy at MPL

Deferred due to technical difficulties.

3.2 OLA Super Conference

The Chair encouraged Board members to attend, if unable to attend the entire conference in person, the two-day virtual offering or even just the Boot Camp for public library board members would be worth attending.

4.0 **Information Requested by the Board:**

4.1 CEO's Highlights, November 2024

The CEO noted the following items in the report:

- City Budget 2025: Proposed property tax increase of 3.88%
A Special Council Meeting is scheduled for November 27, 2024, to discuss any potential amendments to the Budget and conduct a Council vote.
- Population Projections Revised: The staff report entitled "2024 Update: Monitoring Growth in the City of Markham and Official Plan Performance Indicators" indicated that population growth has fallen below forecasted levels; high land costs and lags in provincial infrastructure delivery are considered factors.
- Content Strategy-Collections Survey: Business Plan includes the development and launch of "a refreshed Library Content Strategy to align with community priorities of literacy, reading skill development, educational achievement and to ensure that Library collections meet the needs of Markham residents. This process will begin by consulting the community with a Collections Survey to be rolled out December 9th to January 31st.
- Trends and Strategic Planning: A first step will be an environmental scan to provide a comprehensive understanding of the Library environment and 2025 context. Library staff will be engaged in gathering information on the external environment and identifying external influences and trends that may impact the library over the course of the next Strategic Plan
- 2025 Strategic Plan: Trend Areas are reading, aging, social isolation, and social media and youth mental health.
- California Library Conference Learnings: The CEO gave an overview of the De-Escalation Session: Key Concepts and Strategies

Discussion on the value of the Library in the community and how the ROI could or should be measured, qualitative and- quantitative measures. Lots of input from Board members.

Regarding the Environmental Scan, the Chair enquired if the Scan findings would be ready for March for the Board's educational presentation on Trends and Issues. Staff advised that preliminary findings would be included in the March presentation, with more to follow.

The Chair enquired whether there would be a role for the Board in the strategic planning consultations. Staff advised that the Board will be invited to attend community focus groups for listening and engagement. The January 2025 report regarding the Strategic Plan Process will identify "touchpoints" for Board involvement.

AGENDA 1.3

The Chair noted that the 2025 Strategic Workplan refers to “projects and initiatives designed to move MPL forward in terms of responding to the leading library-relevant trends of our times”. Would these strategies be linked back to the Board Ends? The CEO advised that all strategies would be tied back to the Board’s Ends.

Staff noted that the Business Plan is important in terms of showing Council how the Library contributes to the success of the City’s Goals.

Regarding Goal 3, “Participate in the Civic Square Study project for Markham Centre”, the Chair noted that the Board’s vision of a central library for Markham could be referenced in this context.

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

Resolved that the report entitled “CEO’s Highlights, November 2024” be received.

Carried.

5.0 Items for Decision

5.1 2025 Board Meeting and Agenda Planning Dates

Moved by Ms. Gail Vlahopoulos
Seconded by Ms. Winnie Phung

Resolved that the schedule of the Board meeting and Agenda Planning dates be received.

Carried.

5.1 Policy Governance Wording Review

There are two copies of the Policies included in the Board package; Appendix A is the current version and Appendix B is the amended version, which highlights changes already established due to timing and frequency of some reports, and suggested amendments. Members are asked to review the documents and come to the January meeting prepared to discuss acceptance (or not) of the highlighted changes as well as any other changes they would like considered.

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

Resolved that all the policies under the Governance Process and Board-CEO Linkage sections of the Governance Polices and EL Polices be reviewed and that proposed amendments be presented to the Board at its regular meeting in January 2025 as required.

Carried.

6.0 Monitoring Performance

6.1.1 Ends Progress Update-Level 1

The CEO explained that since an update was provided in September, this update will be deferred to the Annual Summary of Ends in January.

6.2 Executive Limitations:

6.2.1 Internal Monitoring Report: Executive Limitations, EL-2a, Customer Treatment (assigned to Ms. Jenny Tung)

Ms. Tung reviewed the report and did not have any concerns. She sent an email to the Board and did not receive any questions or concerns.

The report confirmed that the CEO and MPL's practices relative to MPL's Customer Treatment comply with the requirements of EL-2a policy.

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

Resolved that the report entitled "Internal Monitoring Report: Executive Limitation EL-2a, Customer Treatment" be received.

Carried.

6.2.2 Internal Monitoring Report: Executive Limitations, EL-2j, Communication & Counsel to the Board (February 2024 to October 2024) (assigned to Mr. Harout Manougian)

Mr. Manougian reviewed the report and sent an e-mail to Board members and received no questions or concerns. There was one error in the report that was corrected and a clarification about an interruption of service that he had noticed at Unionville branch.

The report confirmed that the CEO and MPL's practices relative to MPL's Communication & Counsel to the Board (February 2024 to October 2024) comply with the requirements of EL-2j policy.

Moved by Mr. Harout Manougian
Seconded by Ms. Winnie Phung

AGENDA 1.3

Resolved that the report entitled “Internal Monitoring Report: Executive Limitation EL-2j, Communication & Counsel to the Board (February 2024 to October 2024)” be received.

Carried.

7.0 **Consent Agenda:**

Moved by Mr. Raymond Chan
Seconded by Ms. Jenny Tung

Resolved that the Consent Agenda comprising Agenda items 7.0 to 7.1 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:

7.0 CONSENT AGENDA:

7.1 Declaration of Due Diligence by the CEO

Carried.

8.0 **Board Performance and Self-Evaluation:** **(none this month)**

9.0 **New Business**

10.0 **In Camera Agenda:** 10.1 See after 1.4

11.0 **Adjournment**

Prior to adjournment, Ms. McGrory thanked the Board for their support over the past year and for the privilege of serving as their Chair. As it is the last meeting of 2024 Ms. McGrory wished everyone the best of the Holiday Season.

Moved by Mr. Edward Choi that the meeting be adjourned at 8:36 p.m.