

MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of Meeting held on Monday, September 24, 2018, 7:08 p.m. Markham Village Library, 6031 Highway 7 East, Markham, L3P 3A7

Present from Board: Mr. Ben Hendriks, Chair
Mr. Alick Siu, Vice-Chair
Ms. Margaret McGrory
Mrs. Pearl Mantell
Mrs. Lillian Tolensky
Mrs. Marilyn Aspevig
Ms. Aida DaSilva
Mrs. Yemisi Dina
Mr. Alfred Kam

Present from Staff: Mrs. Catherine Biss, CEO & Secretary-Treasurer
Ms. Deborah Walker, Director, Strategy & Innovation
Mr. Larry Pogue, Director, Administration
Mrs. Diane Macklin, Manager, Marketing & Community Development
Ms. Michelle Sawh, Manager, Service Delivery
Mr. Shaun McDonough, Research Analyst
Mr. Ryan Moniz, Training Librarian
Mr. Ben Shaw, Project Coordinator Workforce Development
Mrs. Susan Price, Board Secretary

Regrets: Deputy Mayor Jack Heath
Regional Councillor Jo Li
Councillor Alan Ho
Ms. Ivy Ho (resigned)
Ms. Isa Lee
Ms. Jennifer Yip

Guests: Mr. Timothy Herron
Mr. Jeff Budd

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

Mr. Ben Hendriks, Chair, called the meeting to order at 7:08 p.m.

Moved by Mr. Alick Siu
Seconded by Mrs. Marilyn Aspevig

Resolved that the agenda be approved.

Carried.

1.1 **Declaration of Conflict of Pecuniary Interest**

None.

AGENDA 2.1

1.2 Delegation

None.

1.3 Chair's Remarks

CHAIR'S INDEGENOUS LAND ACKNOWLEDGMENT

Before we begin today's meeting, we would like to give acknowledgment to the traditional land we are grateful to have the opportunity to gather on today.

We acknowledge our presence on the traditional territory of many Indigenous Nations who have and continue to call this territory home including the Wendat, Anishnabek Nation, the Haudenosaunee Confederacy, the Mississaugas of Scugog, Hiawatha, Alderville First Nation and the Metis Nation.

Mr. Hendriks informed the Board that he had attended a number of events over the summer including a Rama Powwow (Chippewas of Rama First Nation) and Georgina Island (Chippewas of Georgina Island) .

The Chair told the Board that he had received enquiries about the donation of books etc. to MPL. The library will gladly receive donations and these items will be used for the book sales.

Sunday October 14, 2018 at 1:00 p.m. the unveiling of the plaque will be held at Aaniin Community Centre and Library.

The Chair also reminded the Board that the October Board meeting will be held at Angus Glen Library on Tuesday the 23rd of October due to the Municipal election on the 22nd.

Mr. Hendriks advised the Board that Ms. Ivy Ho has resigned from the Board due to other commitments and sends her best wishes to everyone. Her resignation will be in the October package for Board approval and quorum will remain at eight.

2.0 Consent Agenda:

The Chair commented that he thought the opening of Aaniin Community Centre and Library was well attended.

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

Resolved that the Consent Agenda comprising Agenda items 2.0 to 2.3. 22 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:

- 2.1 **Minutes of Regular Meeting, June 25, 2018**
- 2.2 **Declaration of Due Diligence by the CEO**
- 2.3 **Communication and Correspondence:**

AGENDA 2.1

- 2.3.1 CULC: “protection of Net Neutrality in Canada” Report
- 2.3.2 Response to Delegation April 23, 2018
- 2.3.3 City of Markham: Mayors First Meeting with Markham MPPs
- 2.3.4 Prime Minister Justin Trudeau July 20, 2018 at Aaniin
- 2.3.5 YorkRegion.com: Do York Region public libraries need security guards to be safe
- 2.3.6 CTV News at Noon:
<https://toronto.ctvnews.ca/video?clipId=1433060> (42.40 minute mark)
- 2.3.7 City of Markham: Mayor Scarpitti meets with Prime Minister Justin Trudeau
- 2.3.8 Markham Life Fall 2018: New Veterans’ Square and Cenotaph
- 2.3.9 Markham Life Fall 2018: Markham Public Library Extended Hours Announcement
- 2.3.10 Markham Life Fall 2018: Veteran’s Square & Cenotaph Rehabilitation
- 2.3.11 Markham Life Fall 2018: Thornhill Community Centre & Library Improvements
- 2.3.12 MPL: Grand Opening Celebration Aaniin Community Centre and Library
- 2.3.13 City of Markham: Big Thanks to All Staff from Commissioner Brenda Librecz
- 2.3.14 City of Markham: Big Thank You from Mayor Frank Scarpitti
- 2.3.15 markhamreview.com: Pokemon Becomes Teaching Tool at Milliken Mills Library
- 2.3.16 YorkRegion.com: When will the Town of Newmarket get a new or updated public library?
- 2.3.17 markhamreview.com: Hello, Welcome to the Aaniin Community Centre and Library
- 2.3.18 snapdMARKHAM: Prime Minister Trudeau Visits Markham Public Library
- 2.3.19 snapdMARKHAM: Aaniin Community Centre & Library Grand Opening
- 2.3.20 Letters from Board Chair to MPPs
- 2.3.21 Municipal World: Residents discover new forms of creative expression in their libraries
- 2.3.22 Jane Philpott MP: Veterans Square

Carried.

3.0 CEO’s Highlights, September 2018:

The Chair asked the CEO to comment on any topics in the report and Mrs. Biss noted the following:

Open Hours Expansion:

Beginning October 21, 2018, Sunday morning hours (10:00 a.m. to 1:00 p.m.) will be launched at the Thornhill Community branch increasing Sunday service hours from four hours to seven.

AGENDA 2.1

I.L.M.P.

The ILMP Update approach to “Areas of Intensification” is being developed through and informed by several parallel community planning and development initiatives managed by the Planning and Urban Design (PUD) department (Development Services Commission). Current community planning initiatives include Langstaff Gateway (Precinct Plan), Leitchcroft (Official Plan and Zoning By-law applications) and Markham Centre. Library staff are participating in all these long-term planning initiatives to ensure that future library facilities are included in the multi-year, high-level planning processes that lay the groundwork for future community library infrastructure.

Extended Library Hours

There was a question on the average visits during extended hours. The Board would like Staff to elaborate on how many more people are coming in during the extended hours as a percentage of total visits, and to advise on our targets/expectations for changes to visit numbers resulting from increased hours. Staff noted that the average visit numbers for Friday afternoons do not capture the public benefit enjoyed by those who are already in the branches before 5:00 p.m. and are able to use the library space for an additional hour.

Leasing Vs Purchasing Computers

Response to Board on cost effectiveness of Leasing vs Purchasing of computers

Moved by Ms. Aida DaSilva

Seconded by Mrs. Margaret McGrory

Resolved that the report entitled “CEO’s Highlights, September 2018” 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 Limitation: EL-2d Financial Condition**
(Assigned to Mrs. Lillian Tolensky)

Mrs. Tolensky did not receive any questions or comments.

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 Mrs. Lillian Tolensky

Seconded by Mr. Alick Siu

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

Carried.

AGENDA 2.1

6.0 **Ends:**

6.1 **Strategic Plan Update**

The Chair noted that this is a large report and asked Staff to comment on some highlighted items.

- Revenue YTD for programs is \$100,000 over budget. This favourable variance will be used to purchase equipment for programs as well as to offset declines in fine revenue and an unfavourable variance in the consulting budget.
- Under “Other Outreach” it was noted that the BookBike plan for community pop ups over the summer was constrained due to extreme heat on many days

There was a question if there would be an all candidates Meet and Greet held for School Board Trustee candidates. Staff responded there would be one held for all potential trustees at Victoria Square.

The Chair asked about the attendance at the Staff appreciation event. The Board was informed that a short survey would be developed in order to establish parameters for 2019.

There was a lot of discussion, questions and clarifications .

Moved by Ms. Aida DaSilva
Seconded by Mr. Alick Siu

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

Carried.

7.0 **Governance:**

7.1 **Revised MPL By-laws Sections 4.12 and 5.4**

Moved by Mrs. Lillian Tolensky
Seconded by Mrs. Yemisi Dina

Resolved that the Board receives the revised version of the Markham Public Library By-laws effective June 2018.

Carried.

8.0 **Ownership Linkage:**

8.1 **Input from Board Members**

Mrs. Tolensky advised the Board that she attended the dedication of the Benjamin Thorne Monument at the Thornhill Community Centre and Library.

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Ms. McGrory has been attending the YorkU Scholars Hub Brain Health/Dementia series and has found the speakers excellent. She suggested that staff provide a booklet listing MPL materials on the topic.

Mr. Siu attended the opening of the Aaniin Community Centre and Library. He was very impressed with the Community Centre opening community rooms for social service agencies in order to have a presence in the Aaniin community and he enjoyed the space.

The Chair offered an update on the OLA Super Conference with a focus on Indigenous Programs and Partnerships.

The OLBA Boot Camp committee has been working with an Indigenous consultant in order to offer information on decolonization etc. The committee is hoping to arrange a cross generational panel which will address library spaces to make them more inclusive by embedding bits of indigenous culture and content in the fabric of the library.

Considerable discussion followed.

9.0 **Board Advocacy:**

9.1 **Events for the Next Quarter**

Staff explained that the list includes all events and partnered programs being offered by the library in fall 2018. The same list goes to Councillors and their assistants.

There are stars on the events calendar that indicate which would be beneficial for Board members to attend:

- International Festival of Authors Markham
- YorkU Scholars Hub
- Candidates Meet and Greet
- 2018 Immigration Education Fair
- PechaKucha Markham Volume 20
- MPL University and College Fair

Staff pointed out that although seating may be limited in some cases (Scholars Hub), Board Members were always welcome.

Moved by Mr. Alick Siu
Seconded by Mrs. Marilyn Aspevig

Resolved that the report “Events for the Next Quarter” be received.

Carried.

10.0 **Education:**

10.1 **Board Education Plan – 2019**

Staff explained that every September we conduct this exercise in order to identify education subjects for the following year.

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Members were reminded that there will be a new Board in 2019 and that subjects should be pertinent and helpful to them.

Staff asked Board Members to provide their input into the Board's 2019 Education Plan. Current high level strategic themes for consideration include:

- Connecting Communities
- Digital Inclusion
- Content that Transforms
- Community Learning Hubs
- Spread the Word
- Relationships with Municipality
- Develop the Workforce
- Expand Success Measures

There was a question on Municipal relationships and the CEO said there would be extensive information on that at the OLA Super Conference.

Staff informed the Members that a new online Board orientation program was being developed allowing members to learn and review at their own pace.

There was a discussion on expanding printed promotional efforts, however there are limited resources available at MPL and staff need to prioritize the needs.

It was noted that some Board members are not receiving the MPL e-newsletter despite having subscribed to it. Staff advised that this will be investigated.

Moved by Mrs. Lillian Tolensky
Seconded by Mr. Alick Siu

Resolved that the Board members identify outreach initiatives and education topics for 2019 to comply with Governance Process GP-2f Policy.

Carried.

11.0 **Incidental Information**

12.0 **New Business**

13.0 **Board Evaluation:**

13.1 **Performance of Individual Board Members**

The Board Chair asked members to complete the forms and hand them in to the Board Secretary.

14.0 **In Camera Agenda**

AGENDA 2.1

Moved by Mr. Alick Siu
Seconded by Ms. Aida DaSilva

Resolved that the Board meet in Camera at 8:15 p.m. to discuss a confidential personnel matter.

Carried.

The Board returned to its regular meeting at 8:43 p.m.

Moved by Mrs. Marilyn Aspevig
Seconded by Mrs. Pearl Mantell

Resolved that the motions approved In Camera be ratified.

Carried.

15.0 **Adjournment**

Moved by Mrs. Pearl Mantell and second that the meeting be adjourned at 8:43 p.m.