

AGENDA 2.1

MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of Meeting held on Monday, April 23, 2018, 7:07 p.m. Markham Village Library, 6031 Highway 7 East, Markham, L3P 3A7

Present from Board: Mr. Ben Hendriks, Chair
Mr. Alick Siu, Vice-Chair
Mrs. Pearl Mantell (up to 10.1)
Ms. Margaret McGrory
Ms. Aida DaSilva
Mrs. Marilyn Aspevig
Councillor Alan Ho
Mrs. Yemisi Dina
Ms. Jennifer Yip
Ms. Isa Lee
Ms. Ivy Ho
Regional Councillor Jo Li (up to 10.1)

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. Andrea Cecchetto, Manager, Learning & Growth
Ms. Michelle Sawh, Manager, Service Delivery
Mr. Shaun McDonough, Research Analyst
Mrs. Susan Price, Board Secretary

Regrets: Deputy Mayor Jack Heath
Mrs. Lillian Tolensky
Mr. Alfred Kam

Guests: Delegation Ms. Yafang Shi and Mr. Hu Yang
Councillor Karen Rea
Mr. Steve Langlois, Monteith Brown Planning Consultants

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

Mr. Ben Hendriks, Chair, called the meeting to order at 7:07 p.m.

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

Resolved that the agenda be approved.

Carried.

AGENDA 2.1

1.1 **Declaration of Conflict of Pecuniary Interest**

None.

1.2 **Integrated Leisure Master Plan: Mr. Steve Langlois, Monteith Brown Planning Consultants**

The purpose of this presentation by the consultant was to provide updates, overviews and next steps and to obtain input from Board members for the I.L.M.P.

Staff pointed out that as per the report recent progress includes: **One-on-One Interviews with City Counsellors, Online Community Survey and an ILMP Update Webpage.**

Staff introduced Mr. Steve Langlois from Monteith Brown Planning Consultants.

Mr. Langlois went through the prepared presentation focusing on **Project Approach/Work Completed to Date/Key Accomplishments.**

The presenter broke down **Issues & Opportunities** under the following headings:

Population & Growth:

- Greenfield Growth
- Intensification
- Changing Demographics
- Unique Communities with Unique Needs

Provision & Design:

- Parkland Acquisition
- Community Hubs
- Aging Infrastructure
- 101-acres Sports Park (uncertain future)
- Partnerships
- Funding

Evolving Interests:

- Growing Expectations
- The Evolving Library
- Casual Use of Parks
- Emerging Activities
- Sport Demand

The Library Strategic Plan:

Building Blocks: One-Connecting People & Communities
Two-Digital Inclusion
Three-Content that transforms lives
Four-Community Learning Hubs

Discussion:

There were several discussion questions included in the presentation and the Board had a great deal of input.

Meeting community needs was particularly important such as extending library hours and making the library relevant to a larger percentage of the population. It was noted that the online survey

AGENDA 2.1

will provide data regarding non-users. Discussion covered the per capita standard for library space in relation to funding challenges, the need for space collaboration and innovation, the increasing diversity of Markham's population, the lack of a Markham central library in the context of the York Region Library group sharing resources, the need for partnership options in the ILMP recommendations and the heavy use and ROI at the Aaniin branch. Meeting the needs of the current generations of older adults through programs designed to engage them intellectually was also mentioned.

A question was asked regarding the percentage rate of completion for the Library-specific recommendations in the 2010 ILMP. This information will be provided in the May Board package.

Mr. Langlois took notes and will incorporate the Board's feedback into the ILMP Update report. He also noted that the Board is welcome to provide further feedback through his e-mail slanglois@mbpc.ca.

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

Resolved that the report entitled "Integrated Leisure Master Plan: Information Session be received, and

That the presentation entitled "2018 Integrated Leisure Master Plan Update" be received.

Carried.

1.3 **Delegation: Library Policy on Art Exhibitions and Delegations Presented by Ms. Yafang Shi and Mr. Hu Yang**

Ms. Shi greeted the Board and thanked them for the opportunity to speak and for the opportunity to display her photo exhibit in Markham Village Library.

Ms. Shi expressed concerns on how certain controversial photos in her exhibit were handled. Her thinking is that instead of censoring certain displays that they should be used as an opportunity for the community to have a conversation on the issues.

As per the MPL By-Law on delegations she thinks that there should be some provision for a shorter lead time (By-law states one week before a Board meeting to get on the Agenda) in cases of urgent concern and suggests that other Boards/Committees have less stringent timeframes.

Ms. Shi's colleague Mr. Hu Yang also wished to address the Board and chose to speak in his own language while Ms. Shi translated for him.

Mr. Yang stated that he was pleased to be able to speak and was grateful for the support of MPL. He felt that the exhibit was a success and although certain photos were removed they were reinstated in a timely manner on the prompting of Ms. Shi and press coverage. He feels that the role of the Library has changed and that public space provides an opportunity for community members to discuss and express their views, even though opinions may differ.

Moved by Ms. Isa Lee
Seconded by Ms. Margaret McGrory

Resolved that the Board receive the presentation from the Delegation conducted by Yafang Shi and Mr. Hu Yang, concerning the Art Exhibit Policy and the By-law regarding requirements for deputations;

AGENDA 2.1

And that Staff prepare a report for the Board to review at the next meeting.

Carried.

1.4 **Chair's Remarks**

Mr. Hendriks began his remarks with an Indigenous Acknowledgment.

The Chair commented that half of the delegation was able to present in the language of their choice and found this commendable.

Mr. Hendriks commented on the tragedy that had occurred today in the Yonge Street corridor in Toronto and thoughts are with those who have lost loved ones. There were many comments on the incidents in Toronto.

The Chair mentioned three upcoming dates that Board members would be welcome to attend. On May 5 there will be an announcement by Mayor Scarpitti at the Angus Glen Library on the extended hours in two locations; June, 9 the official opening of the Veterans Square, Markham Village Library; and July 14, the official opening of Aaniin Community Centre and Library.

Mr. Hendriks welcomed Councillor Karen Rea and asked if she wished to address the Board. The Councillor declined but mentioned she was interested in the Board's input to the I.L.M.P.

2.0 **Consent Agenda:**

Moved by Ms. Ivy Ho
Seconded by Mrs. Marilyn Aspevig

Resolved that the Consent Agenda comprising Agenda items 2.0 to 2.3.9 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:

2.0 CONSENT AGENDA:

2.1 Minutes of Regular Meeting, March 26, 2018

2.2 Declaration of Due Diligence

2.3 Communication and Correspondence:

2.3.1 cbc.ca: Librarians Recommend their 15 Favorite Non-Fiction Books For Kids

2.3.2 torontoCityNews: Markham library apologizes for censoring photo exhibit

2.3.3 <https://youtu.be/42YtdIEJA8s> Markham library apologizes for censoring photo exhibit

2.3.4 facebook: 680 News: Markham library apologizes for censoring Photo exhibit

2.3.5 Globe and Mail: Library apologizes for removal of art

2.3.6 torontoCityNews: Discussion over censorship after library removes photos

2.3.7 Mayor Scarpitti tweets re Ontario Budget

2.3.8 Volunteer Letter 2017

2.3.9 snapdMARKHAM: Markham Public Library Launches New Initiatives For Low Income Families

AGENDA 2.1

Carried.

3.0 **CEO's Highlights, April 2018:**

The Chair asked if there were any questions or comments.

There was a question about the Bibliotheca open+ product. The CEO advised that the Hamilton Public Library piloted open+ at a small rural library branch outfitted with a special library card, security cameras, designated phone helpline etc. This successful pilot is based on the concept of each open day including both staffed hours and non-staffed hours. A capital investment is required to set up such a branch. As part of the Capital Budget process the CEO will investigate the possibility further as a potential approach to extending library hours.

Moved by Ms. Isa Lee

Seconded by Mrs. Yemisi Dina

Resolved that the report entitled "CEO's Highlights, April 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-2e Asset Protection** **(Assigned to Mrs. Pearl Mantell)**

Mrs. Mantell contacted Board members and did not receive any questions or concerns. There were none from the floor.

The Limitation states that "The CEO shall not allow assets to be unprotected, inadequately maintained, unnecessarily risked, or substantially disposed".

The report confirmed that the CEO and MPL's practices relative to MPL's Asset Protection are in compliance with the requirements of EL-2e policy.

Moved by Mrs. Pearl Mantell

Seconded by Mrs. Marilyn Aspevig

Resolved that the Internal Monitoring report entitled "Executive Limitation EL-2e: Asset Protection" be received.

Carried.

6.0 **Ends** **Strategic Plan Update**

AGENDA 2.1

Staff advised the Board that the report was straight forward; the 2018 work plan is proceeding smoothly, meeting the projected timelines, and the Q1 metrics are good. . The 2018 Strategic Priorities are: Expanding Library hours, the Ready to Read card and the Digital Markham Strategy.

Noting the Library's involvement in several Cross-Commission projects, the CEO commended Senior Staff on their achievements and despite some unplanned priorities, the Strategic Work Plan is progressing well.

Staff advised that the usage at the new Aaniin Library has exceeded expectations. There is heavy demand on the collections, especially in the children's area.

There was a question on terminology (thin clients). Staff explained the thin client environment and the distinction between thin client computing devices and host/server communities. It was noted that the possibly deferred replacement of the thin clients will not affect the rollout of improved software to the public computers.

Moved by Mr. Alick Siu
Seconded by Mrs. Pearl Mantell

Resolved that the report "Strategic Plan Update" be received.

Carried.

7.0 **Governance**

7.1 **Policy Governance: Art Exhibit Policy**

Staff advised the Board that the policy was revised after a controversial art exhibit in the winter, however was not in place when the recent art exhibit was agreed upon (see Delegation1.3). In addition to the revised policy, an Art Exhibit Application (which is available on-line) and an Art Exhibit Agreement have been implemented. The user agreement will be modified according to each application.

The application will be reviewed by a staff member and all concerns referred to Senior Management. Samples of the work to be displayed may be required.

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

Resolved that the Board approves the Art Exhibit Policy (revised Feb 2018) and;

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

Carried.

7.2 **2018 Library Capital Budget Report**

Staff explained that the Board has already reviewed the figures for the 2018 Capital and Operating Budgets and Board approval of the two reports is required for Audit purposes.

Moved by Mrs. Pearl Mantell
Seconded by Councillor Alan Ho

AGENDA 2.1

Resolved that the Library Board adopts the 2018 Capital Budget of \$2,850,400 for the Library's portion of the City of Markham's 2018 Capital Budget; and,

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

Carried.

7.3 **2018 Library Operating Budget Report**

Moved by Ms. Isa Lee
Seconded by Mrs. Marilyn Aspevig

Resolved that the Library Board approves the 2018 City of Markham Grant in the amount of \$12,801,992; and,

That the Board approves the 2018 Library Operating Budget consisting of Library Income in the amount of \$1,087,398 , and Operating Expenditures (excluding Personnel Ramp-ups) in the amount of \$13,889,390; and,

That upon finalization of the 2017 Library audited financial statements, the 2018 Operating Budget be adjusted to reflect the 2017 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,

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

Carried.

7.4 **Use of Corporate Resources for Election Purposes**

Staff explained that the City has developed a new policy "Use of Corporate Resources for Election Purposes" which is required by legislation to be in place by May 1st of an election year.

The CEO received confirmation from the provincial Library Services Branch that it was acceptable to adopt the same policy for the Library.

Moved by Ms. Ivy Ho
Seconded by Mr. Alick Siu

Resolved that the Board adopt the City of Markham's Use of Corporate Resources for Election Purposes Policy and;

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

Carried.

8.0 **Ownership Linkage:**

8.1 **Input from Board Members**

The Chair asked the Board members if they had attended any events they would like to give feedback on. One member reported that she had attended the Scholar's Hub speaker series on

AGENDA 2.1

April 12, 2018 and was very impressed with the excellent speaker and the attendance (50-75 people).

9.0 **Board Advocacy**

10.0 **Education:**

10.1 **Accessibility Services**

The CEO told the Board that the Library is working to expand the Homebound Service. One option is to obtain preferential postal rates in order to provide library materials delivery by mail to those unable to come to the library.

Assistive Devices available in-house include the following: Daisy Players, Kurzweil computers, TextTTY and Accessible keyboards. All Library programs can be made accessible for children with disabilities by Library staff working with caregivers, personal support workers, inclusion counselors and volunteers.

There was a question on people not being able to access some items from shelves that are either too low or too high. The CEO stated that at this time upper and lower shelves are required to house existing collections. Staff are available to help users retrieve items.

There was a comment on printer issues at one of the branches and the CEO advised that the IT Department at the City has been notified.

Moved by Mr. Alick Siu
Seconded by Ms. Isa Lee

Resolved that the Board receives the report “Accessibility Services”.

Carried.

11.0 **Incidental Information:**

12.0 **New Business**

13.0 **Board Evaluation : Feedback to the Chair**

The Chair provided clarification on answers for questions 6 and 7.

Moved by Ms. Isa Lee
Seconded by Councillor Alan Ho

Resolved that report entitled “Questionnaire Results’ Feedback to the Chair” be received.

Carried.

14.0 **In Camera Agenda (none)**

Moved by Ms. Aida DaSilva
Seconded by Ms. Jennifer Yip

AGENDA 2.1

Resolved that the Board meet in Camera at 9:25 p.m. to discuss a confidential personnel matter.

Carried.

The Board returned to its regular meeting at 10:04 p.m.

Moved by Mrs. Yemisi Dina

Seconded by Mrs. Marilyn Aspevig

Resolved that the motions approved In Camera be ratified.

Carried.

15.0 **Adjournment**

Moved by Mr. Alick Siu that the meeting be adjourned at 10:05 p.m.