

## AGENDA 2.1

### MARKHAM PUBLIC LIBRARY BOARD

#### Regular Meeting

**Minutes of Meeting held on Monday, March 26 , 2018, 7:09 p.m. Aaniin Library, 5665 14<sup>th</sup> Ave, Markham, L3S 3K5**

Present from Board:

- Mr. Ben Hendriks, Chair
- Mr. Alick Siu, Vice-Chair
- Ms. Aida DaSilva
- Mrs. Lillian Tolensky
- Mrs. Pearl Mantell
- Mrs. Marilyn Aspevig
- Ms. Margaret McGrory
- Mrs. Yemisi Dina
- Ms. Ivy Ho
- Mr. Alfred Kam
- Ms. Isa Lee
- Ms. Jennifer Yip
- Deputy Mayor Jack Heath (up to 8.1)
- Regional Councillor Jo Li

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. David Zambrano, Library Programs Manager
- Mrs. Susan Price, Board Secretary

Regrets: Councillor Alan Ho

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

Mr. Ben Hendriks, Chair, called the meeting to order at 7:09 p.m.

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

**Resolved that the agenda be approved.**

Carried.

#### 1.1 **Declaration of Conflict of Pecuniary Interest**

None.

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### 1.2 **Delegation**

None.

### 1.3 **Chair's Remarks**

Mr. Hendriks opened the meeting with an Indigenous Acknowledgment and expanded on this acknowledgment by describing his own experience at a blanket exercise (KAİROS) and a visit to the Woodland Cultural Centre in Brantford which showcases the history of residential schools and their impact on future generations.

The Chair asked the Board (because of quorum issues) if they were going to be late to a meeting to send him an e-mail.

Mr. Hendriks reminded Board members to pick up a copy of the revised EL-2j and that next month we will have a guest from a consulting company about the I.L.M P. (Integrated Leisure Master Plan) and Board members should prepare to provide input.

Upon his arrival the Chair welcomed special guest Councillor Logan Kanapathi, Councillor Ward 7 and asked if he would like to address the Board.

### 1.4 **Councillor Logan Kanapathi:**

Councillor Kanapathi thanked the Board for the invitation to attend the meeting and welcomed everyone to the lovely new facility and acknowledged how much the area has developed.

The Councillor did have some concerns from his constituents, citing that students come here to study and could benefit from extended hours. He has also had comments from seniors about the quality of the book selection. He believes that the book selection needs to address the needs of the community. There was some feedback from the Staff as to how collections were chosen.

Councillor Kanapathi had a question about programs for special needs and staff advised that a complete list of all spring programs including those for special needs had been sent to his office for his reference.

The Chair thanked the Councillor for coming and for his continued support of the library and welcomed him to stay as long as he could.

### 2.0 **Consent Agenda:**

Moved by        Mrs. Lillian Tolensky  
Seconded by    Ms. Isa Lee

**Resolved that the Consent Agenda comprising Agenda items 2.0 to 2.6.19 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 Annual General Meeting, January 22, 2018**

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- 2.2 Minutes of Regular Meeting, January 22, 2018
- 2.3 Minutes of Regular Meeting, February 26, 2018 (no quorum)
- 2.4 Declaration of Due Diligence by the CEO dated February 20, 2018
- 2.5 Declaration of Due Diligence dated March 26, 2018
- 2.6 Communication and Correspondence:
  - 2.6.1 macleans.ca: How public libraries are reinventing themselves for the 21<sup>st</sup> century
  - 2.6.2 Markham Economist & Sun: Reading to Success
  - 2.6.3 Markham Review: promoting Early Literacy with Reading Success
  - 2.6.4 Mayor Scarpitti: 'Ready to read' card promotion
  - 2.6.5 Mayor Scarpitti: "Hello" "Welcome" to the new Aaniin Community Centre and Library
  - 2.6.6 ELT Express: MPL CEO Wins Award for Outstanding Leadership
  - 2.6.7 snapdMARKHAM: Trivia Night at the Library
  - 2.6.8 Markham Review: MPL CEO Named Librarian of the Year
  - 2.6.9 City of Markham: MPL CEO Honoured at OLA Gala
  - 2.6.10 snapdMARKHAM: Reading to Success
  - 2.6.11 Toronto Star: The New University Library; book-ish
  - 2.6.12 the star.com: Youth bring traditional arts to life Chinese New Year celebrations
  - 2.6.13 City of Markham: Celebrating Family Literacy at the new Aaniin Library Branch
  - 2.6.14 snapdMARKHAM: Chinese New Year Celebration at Milliken Mills Library
  - 2.6.15 snapdMARKHAM: Deputy Mayor Heath's New Year' Levee
  - 2.6.16 Markham Voice: Business Reading
  - 2.6.17 Markham Economist & Sun: JAW-SOME!
  - 2.6.18 Markham Economist & Sun: Markham Groups get together to share ideas, network, build unity
  - 2.6.19 torontolife.com: Inside Markham's stunning new \$53-million community centre

Carried.

### 3.0 CEO's Highlights, February and March 2018:

The CEO mentioned that the YPAM (Youth and Parents Association of Markham) collaboration on "Reading to Success" which provides support to emerging readers is proving beneficial. There was a question on the "Ready to Read" card launch in which children 5 and under receive their own "no fine" card. The program is moving ahead; there have been more cards issued and 26% of new member checkouts are coming from the "Ready to Read" card.

There was a question about the Canadian Language Museum Exhibit which has since ended.

There were several comments on the Enterprise Risk Management Implementation (ERM) and what it would entail. The Chair explained that this program will formalize the library's approach to identifying, treating and evaluating risk. MPL's ERM will provide a systematic approach to address all risks at MPL in an integrated manner, so as to manage the effect of uncertainty on the library's mission and objectives.

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The CEO advised that input from an outside source would be utilized and the initial pieces of the project are expected to be completed by June 2018.

The Deputy Mayor commented that General Committee had approved the extended hours report that morning but more needed to be done to expand hours that are more in keeping with the community's needs. There was discussion on how to move this forward through the budget process.

Moved by        Ms. Isa Lee  
Seconded by    Ms. Aida DaSilva

**Resolved that the report entitled "CEO's Highlights, February and March 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 Ms. Jennifer Yip)**

Ms. Yip stated that the report was from the February agenda and states that: "With respect to the actual, ongoing financial condition and activities of the organization, the CEO shall not cause or allow the development of fiscal jeopardy or material deviation of actual expenditure from Board priorities established in Ends policies."

Jennifer did not receive any questions from Board members by e-mail and asked if anyone had questions at this time. There were none.

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

Moved by        Ms. Jennifer Yip  
Seconded by    Mrs. Marilyn Aspevig

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

Carried.

- 5.2    **Executive Limitation: EL-2j Communication and Counsel to the Board**  
**(Assigned to Mr. Alick Siu)**

Mr. Siu advised that this report was also from February agenda and he did not receive any input from the Board and asked if there was anything further from them. There was none.

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The report confirmed that the CEO and MPL's practices relative to MPL's Communication and Counsel to the Board are in compliance with the requirements of EL-2j.

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

**Resolved that the internal monitoring report entitled "Executive Limitation: EL-2j Communication & Counsel to the Board (October 2017 to January 2018)" be received.**

Carried.

### 5.3 **Executive Limitation: EL-2g, Emergency Executive Succession (Assigned to Ms. Isa Lee)**

Ms. Lee told the Board that this EL-2g Emergency Executive Succession states: "In order to protect the Board from sudden loss of CEO services, the CEO may not have fewer than two other executives familiar with the Board and CEO issues and processed and able to carry on the responsibilities of CEO as set out in the policies."

Ms. Lee contacted Board members and did not receive any questions

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

Moved by Ms. Isa Lee  
Seconded by Mrs. Lillian Tolensky

**Resolved that the internal monitoring report entitled "Executive Limitation: EL-2g, Emergency Executive Succession" be received.**

Carried.

### 6.0 **Ends**

### 7.0 **Governance**

### 8.0 **Ownership Linkage:**

### 8.1 **Input from Board Members**

There were some comments about the need for a microphone at meetings and the Chair advised that a multi-media/multi-usage room was currently being investigated.

Some Members had a tour of the new library and found it impressive and lovely, and wondered how older branches could be augmented.

The CEO informed the Board that Thornhill branch will be getting a media centre. The equipment has been received and a staff person will be hired to support utilization of all digital resources in the branch. The plan is to have it operational in April.

Deputy Mayor Heath would like to see a screen presentation on some library services such as Hoopla and Goodreads.

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The Chair mentioned the recent issues raised by an art exhibit at Markham Village that contained two controversial photographs. These photographs were removed from the exhibit. The exhibit organizer raised her concerns about this through media and political contacts. The library recognized that it had not followed its own policy and apologized both to the media and the exhibitor. The photos were reinstated and the exhibitor was offered an opportunity to speak about the exhibit the following week.

There was lot of discussion on how the situation was handled and resolved, and the need to establish a clear and predictable process in the future.

### 8.2 **Hours Report for Council**

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

**Resolved that the report entitled “Hours Report for Council” be received.**

Carried.

### 9.0 **Board Advocacy:** **Events for the Next Quarter**

There was one question about the upcoming PechaKucha.

Moved by        Ms. Isa Lee  
Seconded by    Mrs. Yemisi Dina

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

Carried.

### 10.0 **Education:**

#### 10.1 **2018 Integrated Leisure Master Plan**

The Chair reminded the Board to review the Plan as a consultant will be attending the April Library Board meeting.

Staff mentioned that interviews would be conducted with all Councillors for their input on the I.L.M.P. beginning March 27, 2018.

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

**Resolved that the report entitled “2018 Integrated Leisure Master Plan” be received.**

Carried.

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### 11.0 **Incidental Information:**

#### **OLA Super Conference January 31-February 3, 2018**

Aida DaSilva: Attended the entire conference and was amazed. She enjoyed meeting people from different libraries and listening to their stories. She found the conference enlightening and learned a lot and is very impressed with MPL staff. Bonus-Aida won thirteen children's book's which have also been very enlightening.

Margaret McGrory: Attended one day. She encouraged others to attend as there was a focus on the future of libraries. Margaret commented on how much MPL staff contribute to their profession.

Alick Siu: Attended a half day of the boot camp including sessions focused on transitioning to a new CEO when the CEO retires. He commented on Brantford Library's focus on their Indigenous population and trying to create awareness in Ontario. He also shared photos with the staff.

Catherine Biss: Although the CEO has attended the conference for many years she enjoys the boot camp as there is always a new focus and it is very pertinent each year. Catherine highly recommends all Board members attend.

Ben Hendriks: Agrees on the boot camp, particularly enjoyed meeting Thomas King and learning what other libraries are doing. Ben advised that he is on the OLBA planning team for 2019 OLA conference "All the People" which will have some Indigenous content that is pertinent and current. Ben asked the Board members to let him know if they have any suggestions for next year's conference.

Moved by        Alick Siu  
Seconded by    Jennifer Yip

**Resolved that the verbal reports given by Aida DaSilva, Margaret McGrory, Alick Siu, Catherine Biss and Ben Hendriks be received.**

Carried.

### 12.0 **New Business**

### 13.0 **Board Evaluation :**

#### 13.1 **The Board and the CEO**

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

**Resolved that report entitled "Questionnaire Results' The Board and the CEO" be received.**

Carried.

### 13.2 **Questionnaire: Feedback to the Chair**

The Chair asked the Board to fill in the questionnaire and hand in to the Board Secretary before the in camera meeting.

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### 14.0 **In Camera Agenda (none)**

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

**Resolved that the Board meet in camera at 8:49 p.m. to discuss a confidential personnel matter.**

Carried.

The Board returned to its regular meeting at 9:42 p.m.

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

**Resolved that the motions approved In Camera be ratified.**

Carried.

### 15.0 **Adjournment**

Moved by Ms. Jennifer Yip that the meeting be adjourned at 9:43 p.m.