

AGENDA 2.1

MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of Meeting held on Monday, October 23, 2017, 7:04 p.m. Markham Village Library, 6031 Highway 7 East, Markham, L3P 3A7

Present from Board: Mr. Ben Hendriks
Regional Councillor Joe Li
Mrs. Marilyn Aspevig
Mrs. Lillian Tolensky
Mrs. Pearl Mantell
Ms. Isa Lee
Mr. Alfred Kam
Mrs. Yemisi Dina
Councillor Alan Ho

Present from Staff: Mrs. Catherine Biss, CEO & Secretary-Treasurer
Ms. Deborah Walker, Director, Strategy and Innovation
Mr. Larry Pogue, Director, Administration
Ms. Andrea Cecchetto, Manager, Learning and Growth
Mrs. Diane Macklin, Manager, Marketing & Community Development
Mr. Shaun McDonough, Research Analyst
Mrs. Susan Price, Board Secretary

Regrets: Deputy Mayor Jack Heath
Ms. Jennifer Yip (arrived after adjournment)
Mr. Alick Siu

Citizen Guest: Mr. Timothy Heron

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

Mr. Ben Hendriks, Chair, called the meeting to order at 7:04 p.m.

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

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

The Chair began his remarks with an Indigenous Land Acknowledgement which he would like to expand upon in the future.

Mr. Hendriks reported on the October 15, 2017 Markham Concert Band performance from which all proceeds were donated to the Markham Public Library. He declared the concert wonderful and interactive; the audience voting on their favorite pieces by clapping. Mrs. Aspevig agreed that it was well done. Councillor Ho commented that the concert was interesting and that the band is in their 40th season.

The Chair also advised the Board that the Working Group presentation to Council held that morning in Council Chambers was well received and thanked the Board members that presented and attended.

The CEO commended the Board member presenters on their dynamic presentation. Board members thanked staff for all their efforts.

The Chair reminded Board members to sign their expense forms and hand in to the Board secretary.

2.0 Consent Agenda

Moved by Mrs. Lillian Tolensky
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, September 25, 2017**
- 2.2 Declaration of Due Diligence by the CEO**
- 2.3 Communication and Correspondence:**
 - 2.3.1 Business Reading: MBT Fall2017 P.14**
 - 2.3.2 Business Reading: MBT Fall 2017 P.15**
 - 2.3.3 MarkhamReview.com: Markham to be Backdrop for New Film**
 - 2.3.4 MarkhamReview.com: Doors Open Markham**
 - 2.3.5 yorkregion.com: Composting, Recycling and Gardening**
 - 2.3.6 snapdMarkham: Pop-Up Library at the Pride of Canada Carousel**
 - 2.3.7 Markham Review: Modern Community Centre opens this fall**
 - 2.3.8 torontosun.com: watching porn in public libraries**

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2.3.9 snapdMarkham: Aaniin Community Centre and Library

Carried.

There was a question on Agenda Item 2.3.8. The CEO clarified that each library has its own set of rules and guidelines. MPL has several in place such as blocking software, strategic computer placement that makes private viewing difficult and staff monitoring. MPL Policy states that if staff receive any complaints from fellow customers that customer will be asked to cease current activities.

3.0 **CEO's Highlights, September 2017**

The Chair asked the CEO for her comments.

The CEO noted that the issues with Eabametoong First Nation internet access may be rectified by recently announced government funding for the building of a broadband fiber-optic cable network connecting First Nations communities in Ontario's far north. Currently, MPL staff are working with representatives at the City of Markham to determine next steps of the overall EFN initiative, and to determine additional steps in MPL's service rollout in the community.

Councillor Ho asked about donating physical items (such as books etc.) The CEO responded that because Eabametoong was only accessible by air this would be costly; however in the winter there is an ice road that might make a physical delivery possible. Unfortunately last winter the road did not freeze and there was no access.

A comment was made on the list of MPL Board Volunteer Accomplishments that was requested by the City Clerk's Department. The Chair thought the list was comprehensive. Staff will keep the Board informed regarding the City's Volunteer Recognition event planned to take place December 7th.

Moved by Mrs. Yemisi Dina
Seconded by Councillor Alan Ho

Resolved that the report entitled "CEO's Highlights, October 2017" 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-2b Staff Treatment** **(Assigned to Mrs. Marilyn Aspevig)**

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Mrs. Aspevig declared that this policy limitation deals “with respect to the treatment of paid and volunteer staff, the CEO shall not cause or allow conditions that are unfair, undignified, unsafe or unclear.” She did not receive any questions or comments from the Board members and perceived the report to be complete and comprehensive.

The report confirmed that the CEO and MPL’s practices relative to MPL’s Staff Treatment are in compliance with the requirements of EL-2b policy.

Moved by Mrs. Marilyn Aspevig
Seconded by Mrs. Lillian Tolensky

Resolved that the report entitled “Internal Monitoring Report – Executive Limitation EL-2b, Staff Treatment” be received.

Carried.

5.2 **Executive Limitation: EL-2c Budgeting/Forecasting** **(Assigned to Mr. Alfred Kam)**

Mr. Kam did not receive any questions from Board members and he found the report to be clear and complete.

The report confirmed that the CEO and MPL’s practices relative to MPL’s Budgeting/Forecasting are in compliance with the requirements of EL-2c policy.

Moved by Mr. Alfred Kam
Seconded by Mrs. Pearl Mantell

Resolved that the Board receives the report entitled “Internal Monitoring Report – Executive Limitation EL-2c, Budgeting/Forecasting”.

Carried.

5.3 **Executive Limitation: EL-2j Communication and Counsel to the Board** **(Assigned to Mrs. Marilyn Aspevig)**

Mrs. Aspevig did not receive any comments or questions from other Board members. This Global Policy Limitation addresses “the CEO shall not permit the Board to be uninformed or unsupported in its work”. She had a question about expenditures over \$350K. The CEO explained that any expenditures over that amount would require Board approval according to MPL’s Procurement Policy. The Library’s policy mirrors the City’s approval levels.

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 Mrs. Marilyn Aspevig
Seconded by Ms. Isa Lee

Resolved that the internal monitoring report entitled “Executive Limitation EL-2j Communication & Counsel to the Board (June 2017 to September 2017)” be received.

Carried.

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6.0 Ends

7.0 Governance

8.0 Ownership Linkage:

8.1 Input from Board Members:

The Chair asked Board members for input on their activities in the past month.

Mrs. Dina attended a presentation on sustainability issues at the Markham Village Library. The presentation was given by a Professor of Environmental Studies from York University. Ms Dina expressed disappointment that despite marketing efforts more people hadn't attended this very interesting and insightful lecture.

The Chair mentioned the October 15, 2017 Markham Concert Band, the Working Group Presentation to Council (October 23, 2017) and the upcoming IFOA-International Festival of Authors (October 27, 2017).

Moved By Councillor Ho
Seconded by Mrs. Lillian Tolensky

Resolved that a letter is sent to Markham Concert Band from the Board Chair on behalf of the Library Board and Markham Public Library, thanking them for the concert and the donation of the proceeds.

Carried.

9.0 Board Advocacy

10.0 Education:

10.1 Board Education Plan-2018

The CEO advised the Board that the Education Plan 2018 was flexible and if any Member would like more information on any specific topic to contact the Board Secretary.

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

Resolved that the report entitled "Board Education Plan 2018" be received.

Carried.

11.0 Incidental Information

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12.0 **New Business:**

12.1 **Discussion on Religious Accommodations:**

This topic was raised in September however due to a heavy Agenda that month it was deferred to October.

A Board member noted that, in particular, the Staff Appreciation Event would not have been accessible to all staff due to a significant religious holiday.

There were also remarks that certain City events were held on the same holiday.

The CEO commented that MPL tries not to schedule any events on significant religious days and will endeavor to make certain it does not happen in the future.

Councillor Ho had a comment about the Lunar New Year in the calendar produced by the York Region School Board that one of the Board members had added to the package as a reference point.

Another Member acknowledged that although the only religious Statutory Holidays were Christian based; different ethnicities and beliefs are also entitled to consideration, which is why the school board commits to certain accommodations on those alternate days.

13.0 **Board Evaluation**

13.1 **Questionnaire: Performance of Individual Board Members**

Moved by Mrs. Yemisi Dina
Seconded by Mrs. Pearl Mantell

Resolved that the report entitled" Questionnaire Results: Conduct of the Board" be received.

There was some discussion about the onboarding of new members and how orientation might be managed. A buddy system was suggested and attendance at OLA Superconference January 31 to February 3, 2018.

The Board secretary was asked to re-contact the City Clerk's office for a progress report on when we can expect the new members.

14.0 **In Camera Agenda (to discuss a confidential personnel matter)**

Moved by Mr. Alfred Kam
Seconded by Ms. Isa Lee

Resolved that the Board meet in camera at 7:44 p.m. to discuss a confidential personnel matter.

Carried.

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The Board returned to its regular meeting at 8:03 p.m.

Moved by Mrs. Pearl Mantell

Seconded by Ms. Yemisi Dina

Resolved that the motions approved In Camera be ratified.

Carried.

15.0 **Adjournment**

Moved by Ms. Isa Lee and seconded by Mrs. Pearl Mantell that the meeting be adjourned at 8:04 p.m.