

MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of Meeting held on Monday, June 26, 2017, 7:02 p.m. Markham Village Library, 6031 Highway 7 East, Markham, L3P 3A7

Present from Board: Mr. Ben Hendriks
Mrs. Pearl Mantell
Mrs. Lillian Tolensky
Mr. Alick Siu
Mrs. Marilyn Aspevig
Ms. Isa Lee
Regional Councillor Joe Li
Deputy Mayor Jack Heath
Mr. Alfred Kam
Mrs. Yemisi Dina
Ms. Jennifer Yip (from 2.0)

Present from Staff: Ms. Michelle Sawh, Manager, Service Delivery, CEO Designate
Mrs. Catherine Biss, CEO & Secretary-Treasurer (from 7.3)
Ms. Deborah Walker, Director, Strategy and Innovation (from 7.3)
Mr. Larry Pogue, Director, Administration (from 7.3)
Ms. Andrea Cecchetto, Manager, Learning and Growth
Mr. Chris Sheehy, Manager, Facilities & Workplace Safety
Mr. Shaun McDonough, Research Analyst
Mrs. Susan Price, Board Secretary

Regrets: Mr. Atif Ahmad
Councillor Alan Ho

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

Mr. Ben Hendriks, Chair, called the meeting to order at 7:02 p.m.

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

Resolved that the agenda be approved.

Carried.

1.1 **Declaration of Conflict of Interest**

None.

The Deputy Mayor requested that “pecuniary” interest be stated as per the Municipal Conflict of Interest Act.

AGENDA 2.1

1.2 Delegation

None.

1.3 Chair's Remarks

The Chair began his remarks with an Indigenous Land Acknowledgement.

Mr. Ben Hendriks reminded the Board to complete Agenda 7.1 Summer Contact Information that was circulated and return to the Board Secretary.

Mr. Hendriks advised the Board that a Working Group had been formed for the presentation to Council in the fall. The group consists of Ben Hendriks, Lillian Tolensky, Marilyn Aspevig, Jennifer Yip and Pearl Mantell. Initial meetings will be set up after consulting with staff.

The Chair explained that the CEO and Directors were delayed due to weather issues at the airport and would join the meeting as soon as possible.

2.0 Consent Agenda

Moved by Mrs. Marilyn Aspevig
Seconded by Mr. Alfred Kam

Resolved that the Consent Agenda comprising Agenda items 2.0 to 2.3.5 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, May 30, 2017
- 2.2 Declaration of Due Diligence by the CEO
- 2.3 Communication and Correspondence:
 - 2.3.1 yfile: York U, Markham Public Library wraps up Scholars Hub speaker series
 - 2.3.2 Healthy Living Summer 2017 Edition: MPL Healthy Reading
 - 2.3.3 snapdMarkham: Battle of the Books
 - 2.3.4 Librarian.ca: Ryan Moniz, MPL Community Librarian
 - 2.3.5 Letter to Board Chair from York University

Carried.

The Chair drew attention to the letter from the Interim Vice-President Academic & Provost and mentioned that they had touched based several times and she seemed open to working together in the future.

There was a question about the Hub speakers from York and staff explained that the six sessions focused on brain science and all the sessions had been filled.

AGENDA 2.1

The Deputy Mayor wanted an update on the situation with York University and an explanation on the reason that the Board Chair was not able to meet with Council.

The Chair referred back to the e-mail sent to the Board June 18, 2017 explaining that the Clerk's office had informed us that the presentation could not proceed at the June 19 General Committee meeting due to the fact that it was the last meeting prior to the summer recess and the agenda was very full. City staff have agreed that a working group would be formed over the summer to review options within Markham Centre for a library location with potential partners including York U/Seneca/MPL/other organizations. Once the concept has been fleshed out, a workshop with Council will be convened.

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

The Chair asked if there was anything that needed addressing. Mr. Hendriks pointed out the section "MPL Board Presentation to Council" as referenced above.

The Deputy Mayor asked about the flooding at Thornhill Library and staff advised that a working group of City staff were working on the issue in order to prevent a recurrence.

There were some clarifications on the Quarterly Statistics Overview.

Moved by Mr. Alick Siu
Seconded by Deputy Mayor Jack Heath

Resolved that the report entitled "CEO's Highlights, June 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-2c Budget/Forecasting**

Addressed under Agenda item 7.4 2018 Library Capital Budget Request Report

5.2 **Executive Limitation: EL-2h, Community Relations** **(Assigned to Ms. Isa Lee)**

Ms. Lee advised the Board that she did not receive any questions or concerns from Board members. She explained that the report was under six headings and she found it to be thorough and complete.

There was a question about how events are chosen and some suggestions as well.

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

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

AGENDA 2.1

Resolved that the report entitled “Internal Monitoring Report : Executive Limitation, EL-2h Community Relations” be received.

Carried.

5.3 **Executive Limitation: EL-2i, Compensation and Benefits**
(Assigned to Mr. Alick Siu)

Mr. Siu advised that he sent an e-mail to the Board and did not receive any questions or comments. He found the report to be straight forward and had a question about the delay in Collective Bargaining. The Chair and staff advised that this was common in negotiations and MPL typically bargains after the City completes their bargaining process.

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

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

Resolved that the report entitled “Internal Monitoring Report – Executive Limitation EL-2i, Compensation and Benefits” be received.

Carried.

5.4 **Executive Limitation: EL-2j, Communication and Counsel to the Board**
(Assigned to Ms. Jennifer Yip)

Ms. Yip sent an e-mail to the Board and did not receive any questions or comments. Ms. Yip stated that this report relates to the CEO’s communications to the Board, ensuring that it is properly equipped to make appropriate decisions and that the CEO shall not permit the Board to be uninformed or unsupported in its work.

There was one question on the purchase of Bibliotheca Material Handling which staff answered and a request to clarify what type of media releases the Board should be made aware of (section 12).

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 policy.

Moved by Ms. Jennifer Yip
Seconded by Mr. Alick Siu

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

Carried.

6.0 **Ends**

7.0 **Governance**

7.1 **Delegation of Board’s Authority over the summer**

AGENDA 2.1

Moved by Deputy Mayor Jack Heath
Seconded by Mrs. Lillian Tolensky

Resolved that the responsibility for all Board decisions over the summer be delegated to the Board Chair in consultation with the Vice-Chair;

And that if either the Chair or Vice-Chair cannot be contacted in a reasonable time frame, a designated Board member will be consulted.

Carried.

7.2 **Resignation of Mr. Atif Ahmad from Markham Public Library Board**

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

Carried.

Resolved that the resignation of Mr. Atif Ahmad from the Markham Public Library Board effective August 15, 2017 be received;

And that the Board requests that Council fill three vacancies created by resignations resulting in a Library Board of 15 in order to provide some continuity into the next Board term.

Carried.

The Chair commented on Mr. Ahmad's contributions to the Library Board, noting his commitment and insights would not be forgotten.

7.3 **Appointment of Vice-Chair**

Mr. Hendriks asked for a volunteer and regional Councillor Li nominated Alick Siu. As there will not be an election until January, the Chair asked Mr. Siu if he was willing to serve in the interim and Mr. Siu accepted. The Chair asked other Board members to give some thought to becoming a board officer next year.

Moved by Regional Councillor Joe Li
Seconded by Ms. Isa Lee

Resolved that Alick Siu be designated Vice-Chair for the period from August 16, 2017 until the AGM is held in January 2018.

Carried.

PLEASE NOTE THAT THE ORDER OF THE AGENDA WAS AMENDED IN ORDER TO ADVANCE AGENDA ITEM 14.0 (IN CAMERA)

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

Moved by Mr. Alfred Kam

AGENDA 2.1

Seconded by Mrs. Marilyn Aspevig

Resolved that the Board meet in camera at 8:12 p.m. to discuss a confidential personnel matter.

Carried.

The Board returned to its regular meeting at 9:03 p.m.

Moved by Mr. Alick Siu

Seconded by Ms. Jennifer Yip

Resolved that the motions approved In Camera be ratified.

Carried.

7.4 **2018 Library Capital Budget Request Report**

Staff explained that the City's 2018 Budget process has started earlier than in 2017 and will be ongoing through Q3 2017. Projects that have been approved at the senior staff level will then go forward to the Budget Committee of Council for further consideration. Council is scheduled to approve the 2018 Budget in December. To date only Capital Budget projects have been discussed.

There were questions on certain expenditures such as a web-based signon service to simplify logging in to resources and life cycle clarifications.

Moved by Mrs. Yemisi Dina

Seconded by Mr. Alfred Kam

Resolved that the Board receives the report entitled "2018 Library Board Capital Budget Request"; and

That the Board requests \$2,837,600 in 2018 Capital Budget funding from the City of Markham for Library projects as detailed in this report; and

That the Board requests \$57,800 in 2018 Capital Budget funding from the City of Markham for the ITS-library project as detailed in this report; and

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

Carried.

8.0 **Ownership Linkage**

9.0 **Board Advocacy**

9.1 **Events for the Next Quarter**

The Chair reminded the Board to review the events and encouraged them to attend.

Moved by Mrs. Marilyn Aspevig

Seconded by Ms. Jennifer Yip

AGENDA 2.1

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

Carried.

10.0 **Education:**

10.1 **Strategic Plan Update**

Staff explained that this is an update of Q2 and new items have been highlighted as requested. Some target dates have been adjusted due to other ongoing special activities (Canada 150 and Neighbourhood Grants Program) that have entailed a much higher workload and time commitment than anticipated, however all actions should be accomplished in 2017.

There was some discussion and comments on the planning with recreation on the municipal fee subsidy.

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

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

Carried.

10.2 **Economic Impact Study**

Based on the methodology developed by the Martin Prosperity Institute, the 2017 Strategic Work Plan includes a project to develop an MPL Economic Impact Study that measures the economic impact of library services. Staff propose to feature the MPL Economic Impact Study in the fall 2017 Library Board presentation to General Committee.

Over the past decade, many impact studies have been conducted by public libraries around the world and are used to demonstrate the value and impact they have on their communities. What they cannot quantify is the impact of libraries on quality of life and community engagement.

The calculation methodology is complex; following is a summary of the assessment:

Executive Summary:

Investing in Markham Public Libraries provides a significant economic impact to the residents and community of Markham.

- Economic impact in 2016 was \$82.68 million
- This figure represents a return on investments of 597%
- Economic impact per resident in 2016 was conservatively estimated at \$251.33
- Economic impact of Markham Public Library per household was \$805.24
- The value per cardholder was \$542.88
- The total direct economic market value of one hour of operation for MPL in 2016 was \$3038.13
- By all measures, cardholders and the community at large are receiving a strong return on the funds invested in library services

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

AGENDA 2.1

Resolved that the report entitled “Economic Impact Study” be received.

Carried.

10.3 **Community Learning Hubs**

The focus of this staff presentation was on the many innovations that will be showcased at the Aaniin library scheduled to open late this year.

Staff provided updates on the following: construction milestones achieved to date, community engagement initiatives, potential opening events and descriptions of the many creative spaces in the library (Creation Studio, Makerspace, Digital Media Lab and a Business Hub).

Expected and anticipated outcomes of the new facility include: engaging an underserved community, increasing creative capacity, providing opportunities for personal expression, increased social cohesion, entrepreneurship and innovation, impacts on early literacy and increased awareness of the library mandate.

Moved by Mr. Alick Siu
Seconded by Ms Jennifer Yip

Resolved that the presentation entitled “Community Learning Hubs” be received.

10.4 **Chairs Suggestion for Board Review**

Link provided for Board Review <https://vimeo.com/25389165>

11.0 **Incidental Information**

11.1 **Staff Recognition Event**

Moved by Mrs. Pearl Mantell
Seconded by Ms. Isa Lee

Resolved that the Board approve up to \$1,500.00 to cover the cost of the Staff Recognition event in September.

Carried.

12.0 **New Business**

13.0 **Board Evaluation**

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

The Chair explained that questions #5 and #6 did not pertain to individual Board members and suggested that they be removed.

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

AGENDA 2.1

Resolved that the report entitled “Questionnaire Results: Performance of Individual Board Members” be received.

Carried.

14.0 **PLEASE SEE AFTER 7.3**

15.0 **Adjournment**

Moved by Yemisi Dina and seconded by Marilyn Aspevig that the meeting be adjourned at 10:10 p.m.