

AGENDA 2.1

MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of Meeting held on Monday, April 24, 2017, 7:21 p.m. Markham Village Library, Program Room, 6031 Highway 7 East, Markham, L3P 3A7

Present from Board: Mr. Ben Hendriks
Mr. Atif Ahmad
Mrs. Pearl Mantell
Mrs. Lillian Tolensky
Mrs. Marilyn Aspevig
Mrs. Yemisi Dina
Regional Councillor Joe Li

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 & Growth
Mrs. Diane Macklin, Manager, Marketing & Community Development
Ms. Michelle Sawh, Manager, Service Delivery
Mr. Chris Sheehy, Manager, Facilities & Workplace Safety
Mr. Shaun McDonough, Research Analyst
Ms. Megan Garza, Manager, Milliken Mills Library
Mr. Fred Whitmarsh, Manager, Thornhill Libraries
Mrs. Susan Price, Board Secretary

Regrets: Mr. Alfred Kam
Ms. Jennifer Yip
Councillor Alan Ho
Deputy Mayor Jack Heath
Ms. Isa Lee
Mr. Alick Siu

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

Mr. Ben Hendriks, Chair, called the meeting to order at 7:21 p.m.

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

Resolved that the agenda be approved.

Carried.

1.1 **Declaration of Conflict of Interest**

None.

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1.2 **Delegation**

None.

1.3 **Chair's Remarks**

Mr. Ben Hendriks reminded the Board that the Tuesday, May 30, 2017 Board meeting will be held at Milliken Mills Library and advised that the parking is on the west side of the building. Councillor Alex Chiu has accepted the Board's invitation to attend the May meeting.

Previously, the Chair had mentioned the Mayor's Board of Trade Address and Luncheon and asked those who wished to attend to let the Board Secretary know as soon as possible.

The Chair also advised that study halls were going to be held in the Program Room following the meeting and the Board members would need to move downstairs to the Administrative board room no later than 8:40 p.m.

1.4 **Board CEO-Linkage BCL-2e Policy: Performance Review (Chair)**

The Chair informed the Board that the process for the Chief Executive Officer Performance Review for the year 2016 (ending February 28, 2017) was undertaken and completed. The signed documents will be filed along with the CEO's response, per procedure. Additionally there will be a copy stored in a secure file on the server.

2.0 **Consent Agenda**

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

Resolved that the Consent Agenda comprising Agenda items 2.0 to 2.3.4 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 27, 2017**
- 2.2 Declaration of Due Diligence by the CEO**
- 2.3 Communication and Correspondence:**
 - 2.3.1 City of Markham: Job Fair at Aaniin Community Centre & Library**
 - 2.3.2 Markham Review: 3D Printer Demonstration**
 - 2.3.3 snapdMarkham: SNAP!**
 - 2.3.4 City of Markham: City of Markham Hosts Eabametoong First Nation Art Exhibit**

Carried.

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

The CEO noted that the Veteran's Square project would close down the front entrance to the Markham Village Library. Although it may have some impact on library use, the branch is going

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ahead with full programming. The end result will provide an enhancement to the Library entrance from the north. The planned completion date is November 2017.

There was a question on the Canada 150 Neighbourhood Grants program. The CEO responded that this has provided a great opportunity for the library to be involved in a high profile municipal event through program support and marketing.

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

Resolved that the report entitled “CEO’s Highlights, April 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-2e Asset Protection** **(Assigned to Mrs. Yemisi Dina)**

Mrs. Dina reported that she did not receive any questions or comments from Board members prior to the meeting.

The report limitation states “The CEO shall not allow assets to be unprotected, inadequately maintained, unnecessarily risked, or substantially disposed.” There was a question from a member about exposure to liability under Section 10 and this was clarified by the CEO. Mrs. Dina believed everything is covered within the report.

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. Yemisi Dina
Seconded by Mrs. Marilyn Aspevig

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

Carried.

6.0 **Ends:**

6.1 **Strategic Plan Update**

The Chair commented on the Canada 150 project and asked if new projects could be highlighted in the Strategic Plan Update in order to focus attention on new endeavors. There were some comments on the project to develop a strategy for adult volunteers, the opening of the Aaniin Community Centre and there was a clarification on the two types of library cards.

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There was also a question about partnerships such as Recreation's Grade 3 swimming program. Staff explained that the Library is creating program opportunities for schools that are participating in this and similar programs allowing schools to maximize their school trips with grade-appropriate and curriculum related learning opportunities.

The Chair asked for an update on Objective 4. Success measures: getting accurate information and hitting objectives.

Moved by Mrs. Lillian Tolensky
Seconded by Mr. Atif Ahmad

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

Carried.

7.0 **Governance:**

7.1 **Risk Management in 3 Steps for Nonprofit Boards**

The Chair informed the Board that he had asked for this article insertion so that the Board would be aware of the **Imagine Canada** blog. Risk management is an ongoing process involving three key steps: (1) Identify, (2) Mitigate and (3) Monitor. He advised that there are many risk management tools available as well as the need to ascertain that Board efforts are sufficient.

8.0 **Ownership Linkage:**

8.1 **Chair’s Discussion with the Board**

The Chair explained that this will be a consistent item on the Agenda and will provide Board members with an opportunity to share or report on any activities or functions they have attended in order to promote Markham Public Library.

9.0 **Board Advocacy:**

9.1 **Determination of Working Group**

The Chair asked for feedback from previous Working Group members. The CEO responded that she had a lot of positive feedback from City Staff after the “Good News” presentation to Council in September 2016. The Chair explained that this was an opportunity to present to Council annually with a different focus each year.

There was a discussion about suggestions for future presentations. Several Members expressed interest in committing to the Working Group and will contact the Chair directly to confirm. There was discussion about the time commitment that all members of the Working Group would need to make in order to be successful.

Moved by Regional Councillor Joe Li
Seconded by Mrs. Marilyn Aspevig

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Resolved that the report “Determination of Working Group” be received;

And That a Working Group be formed to develop the 2017 Council Presentation.

Carried.

10.0 **Education**

11.0 **Incidental Information**

12.0 **New Business**

12.1 **York-Seneca Meeting on May 30, 2017**

The CEO informed the Board that the three librarians (York-Seneca-MPL) were meeting regularly until February. Due to various circumstances there have been no meetings since.

York University will do a presentation at the May 30 board meeting. MPL is still continuing to plan for a York-Seneca partnership and needs to further develop the concept of a Tri-Partnership.

The CEO explained that Markham’s Integrated Leisure Master Plan (ILMP) includes plans for a 20,000 square foot facility at Markham Centre.

Suggestions from the Board were that the MPL report to York-Seneca should be very strategic and address the following concepts:

- What are we expecting to achieve?
- How much money is on the table?
- Value proposition: what are the benefits to both potential partners?
- Need to establish goals and benefits for each entity

The CEO clarified that the primary goal of any facility is to service the community. There would need to be accessibility for all age ranges in order to achieve the objectives of the original facility.

Moved by Mrs. Pearl Mantell

Seconded by Mr. Atif Ahmad

Resolved that the report entitled “York-Seneca Meeting on May 30, 2017” be received; and

That the board form an Executive Committee of the Chair and Vice-Chair to discuss the format and focus of that meeting ”

Carried.

PLEASE NOTE THAT DUE TO STUDY HALLS IN THE PROGRAM ROOM THE MEETING WAS MOVED TO THE ADMINISTRATION BOARD ROOM, GARDEN LEVEL.

13.0 **Board Evaluation:**

13.1 **Questionnaire Results: Feedback to the Chair**

Moved by Mr. Atif Ahmad

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Seconded by Mrs. Marilyn Aspevig

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

Carried.

The Chair reviewed the questionnaires and pointed out some of the issues and concerns. He advised the Board that Agenda 13.2 should address any uncertainties.

13.2 **Review of the Role of the Board Chair:**

Moved by Mrs. Lillian Tolensky
Seconded by Regional Councillor Joe Li

Resolved that the information entitled “Review of the Role of the Board Chair” be received.

Carried.

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

Moved by Mrs. Pearl Mantell
Seconded by Mr. Atif Ahmad

Resolved that the Board meet in camera at 8:56 p.m. to discuss a confidential personnel matter.

Carried.

The Board returned to its regular meeting at 9:31 p.m.

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

Resolved that the motions approved In Camera be ratified.

Carried.

15.0 **Adjournment**

Moved by Mrs. Yemisi Dina and seconded by Mrs. Marilyn Aspevig that the meeting be adjourned at 9:31 p.m.