

AGENDA 2.1

MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of meeting held on Monday, September 26, 2016, 7:04 p.m., Markham Civic Centre, Canada Room, 101 Town Centre Blvd., Markham L3R 9W3

Present from Board: Mr. Alfred Kam, Chair
Mrs. Marilyn Aspevig, Vice-Chair
Ms. Jennifer Yip
Mr. Alick Siu
Mr. Ben Hendriks
Mrs. Yemisi Dina
Dr. Farzana Jiwani
Mr. Atif Ahmad
Ms. Isa Lee (from 3.0)
Deputy Mayor Jack Heath (5.1 to 10.2)
Mrs. Lillian Tolensky (from 5.1)
Mrs. Pearl Mantell (from 5.1)
Regional Councillor Joe Li (8.0 to 10.2)

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

Regrets: Councillor Alan Ho

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

Mr. Alfred Kam, Chair, called the meeting to order at 7:04 p.m.

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

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. Alfred Kam, Chair, congratulated Board Member Ben Hendriks and his wife on the arrival of their daughter, Aria Dyani, born July 26, 2016.

The Chair explained that Mrs. Mantell and Mrs. Tolensky were at the Senior's Hall of Fame Awards at the Civic Centre and Mrs. Tolensky was receiving a Recognition Award. Mr. Kam informed the Board that the meeting would have to end by 10:00 p.m.

2.0 Consent Agenda

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

Resolved that the Consent Agenda comprising Agenda items 2.0 to 2.3.12 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, June 27, 2016**
- 2.2 Declaration of Due Diligence by the CEO**
- 2.3 Communication and Correspondence:**
 - 2.3.1 UP FRONT: Healthy Living Summer 2016**
 - 2.3.2 Letter form Chair to York University**
 - 2.3.3 Markham Economist & Sun: Thornhill couple fights for allergy safety changes**
 - 2.3.4 AllerGen: CanFAST food allergy data drives policy change in Ontario Library**
 - 2.3.5 yorkregion.com: Thornhill couple fights for allergy safety changes at Markham Libraries**
 - 2.3.6 snapdMarkham: Astronaut Jeremy Hansen and Staff at Markham Village Library**
 - 2.3.7 snapdMarkham: Astronaut Jeremy Hansen at Markham Village Library**
 - 2.3.8 ELT Express: A Day in the Life of Brenda Librecx**
 - 2.3.9 Markham Reads Events**
 - 2.3.10 Due Date Reminder**
 - 2.3.11 Markham Economist & Sun: Markham Reads, Let the Elephants Run**
 - 2.3.12 Markham 2015 to 2019 Strategic Plan**

Carried.

There was one question with regard to the Board Chair's letter to York University dated June 30, 2016 (2.3.2). The Chair and the CEO informed the Board that they were still awaiting a response and that the CEO is continuing to meet with the librarians at York and Seneca.

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3.0 **CEO's Highlights, September 2016**

Moved by Mr. Ben Hendriks
Seconded by Mrs. Yemisi Dina

Resolved that the report entitled "CEO's Highlights, September 2016" be received.

Carried.

There was discussion about digital content integration and the issue of multiple logins. One of the problems is that the software products are supported by multiple vendors. Staff informed the Board that they are working toward resolving the issues by updating the software over a period of time.

There was a question about "Book Reading 2016". Although the circulation of e-books is on the rise with more available titles, print books are still in demand and staff will closely monitor customers' format preferences. There was also a question about the Canada 150 Grant, but no response received as yet.

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 Budgeting/Forecasting** **(Assigned to Mr. Alick Siu)**

Mr. Alick Siu advised the Board that he had contacted Members and the main question was about a significant increase in the value of the Capital Budget compared to last year. Staff explained that the increase is due almost entirely to the addition of a regular Collection component for South East Library, which will be opened in 2017. The Collection budget is increased when a new branch is added so that the start-up collection can be maintained over time.

There was a lot of discussion on the cost and priorities of repairs and maintenance to existing branches. Some Board members commented on the poor appearance and potentially unsafe conditions in some branches. The CEO explained that certain Life Cycle projects were always placed in the budget however Council may choose to approve or further amend the request. Over the past six years, Life Cycle budgets for replacement of furniture and shelving have not kept pace with system growth, i.e. the addition of new library space.

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

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

**Resolved that the Board receives the report entitled "Internal Monitoring Report-
"Executive Limitation EL-2c, Budgeting/Forecasting"; and**

That the Board approves the Library's 2016 Proposed Capital Budget of \$2,784,000 as outlined in Appendix A of this Report; and

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That the Library's 2017 Proposed Operating Budget submission to the Library Board be deferred until the required information is available to the CEO; and

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

Carried.

6.0 **Ends**

6.1 **Quarterly Ends Report (Jun-Aug 2016)**

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

Resolved that the Quarterly Ends Report be received.

Carried.

There was one question on "Entrepreneurs in Residence" and a comment on "Pokemon" at MPL. A Member asked if the City was receiving this information as well and staff advised that they received a monthly notice of programs.

7.0 **Governance**

7.1 **Resignation of Mrs. Claire Chester from the Markham Public Library Board**

The Chair informed the Board that Mrs. Chester has submitted her resignation from the Board, and that she did not give a reason but wished everyone well. Mr. Kam stated that the Board will miss her and a thank you letter will be sent.

Moved by: Deputy Mayor Heath
Seconded by: Mr. Atif Ahmad

Resolved that the resignation of Mrs. Claire Chester from the Markham Public Library Board effective August 6, 2016 be received;

And that Council does not need to replace Mrs. Claire Chester at this time as its membership is currently within the range identified in its Terms of Reference. The Markham Public Library Board will continue with fourteen members.

Carried.

7.2 **Library Board Working Group: Verbal Report on Presentation to Council, General Committee September 26, 2016**

The Chair informed the Board that the presentation to Council was held that morning and he wanted to thank Staff for all their efforts and assistance in preparing for it.

The Working Group members reported that they had received very positive feedback. The Deputy Mayor stated that the presentation was successful in refreshing Council's information about the Markham Public Library.

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The CEO said that the positive, professional presentation was the result of the many meetings held by the Working Group, together with the additional input from the rest of the Board. The Chair mentioned that Councillor Collucci suggested that MPL contact the Provincial Government in order to seek an increase in the Provincial Grant. The grant amount has been frozen since the mid-1990s and is based on approximately \$4.00 per household. The population in Markham has increased considerably since then.

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

Resolved that the Library Board send a letter to the Provincial Government requesting the Province to honour the original funding model based on current household data; and

That the Board explore including other interested parties in an advocacy campaign to increase awareness of provincial funding to public libraries.

Carried.

8.0 **Ownership Linkage:** **Older Adult Strategy: Public Engagement Sessions (M. Aspevig)**

The Chair suggested to the Board that if any Members attended any community events that they would like to comment or report on, to let the Board Secretary know at least one week before the regular Board meeting so that it can be placed on the Agenda.

Mrs. Aspevig had the following comments on the session she attended - Older Adult Strategy: Public Engagement Session.

A survey was conducted at the session and in the months leading up to it in order to highlight the challenges of an aging population and to help identify the best strategies for promoting Markham as an age-friendly and inclusive community. Improved health means that seniors are living longer and the survey was to assess the preferred activities of residents. Libraries rated very high on the value scale and most residents reported they were satisfied with recreational activities.

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

Resolved that the Board accept the verbal report entitled “Older Adult Strategy: Public Engagement Sessions”

Carried.

9.0 **Board Advocacy**

10.0 **Education:**

10.1 **Board Statistical Report**

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

Resolved that the report entitled “Board Statistical Report” be received.

Carried.

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The Board requested clarification that this is the report that will be amalgamated with the Ends Report in the New Year.

There was much discussion on attendance and the number of programs offered. Staff responded that in conjunction with the Strategic Plan, the Library is undergoing a period of evaluation and transition in order to streamline programming, as it is an ongoing challenge finding the right mix. There were questions about circulation numbers and new memberships. Staff explained that at this time it is difficult to assess usage when an entire household may be using one card to borrow material for multiple family members. By having each user borrow with their own card (infants included) staff can better discern what the pertinent activity is although it could be cumbersome for families to manage more than one MPL account.

10.2 **Update on Strategic Plan-Workplan**

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

Resolved that the report entitled “Strategic Plan Update September 2016” be received.

Carried.

Staff explained the ongoing projects for 2017 (opening of South East library). There was a request for future reports to focus on priorities and changes.

10.3 **Board Education Plan – 2017**

Staff explained that during this transition period it is essential that Education topics be aligned with Strategic Plan themes in order to keep the Board properly informed. Board members are usually asked for their input with respect to suggestions for education topics of interest or concern. Due to the late hour it was suggested that Staff put forward an Education Plan for 2017 to be presented at the October meeting. If at that time there are gaps or shortcomings in the proposed Education Plan, the Board can provide input and suggestions.

11.0 **Incidental Information**

11.1 **Board and Staff Meet and Greet**

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

Resolved that the Board approve up to \$2,500 to cover the cost of the Board and Staff Meet and Greet.

Carried.

The CEO informed the Board that the event would be held in one of the library branches Friday, November 25, 2016. The Chair advised that the first Planning Meeting will be held on Tuesday, October 11, 2016, 1:00 – 2:00 p.m. in the Administration Board Room. Any Board Members interested in attending would be welcome and should advise the Board secretary.

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12.0 **New Business**

13.0 **Board Evaluation**

13.1 **Simplified Questionnaire: Conduct of the Board**

The Chair reminded all Members to complete the questionnaire and hand it in to the Board secretary.

14.0 **In camera (none)**

15.0 **Adjournment**

Moved by Alick Siu that the meeting be adjourned at 9:06 p.m.