

AGENDA 2.1

MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of meeting held on Monday, June 27, 2016 7:03 p.m., Markham Village Library, 6031 Highway 7 East, Markham, ON L3P 3A7

Present from Board: Mr. Alfred Kam, Chair
Mrs. Marilyn Aspevig, Vice-Chair
Mrs. Lillian Tolensky
Mr. Alick Siu
Mrs. Yemisi Dina
Dr. Farzana Jiwani
Mr. Ben Hendriks
Mrs. Claire Chester
Regional Councillor Joe Li
Deputy Mayor Jack Heath
Councillor Alan Ho
Mr. Atif Ahmad
Ms. Isa Lee (from 1.4)

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. Polly Chan, Purchasing & Accounts Analyst
Mr. Chris Sheehy, Manager, Facilities and Workplace Safety
Mr. Shaun McDonough, Research Analyst
Mr. Fred Whitmarsh, Manager, Thornhill Libraries
Ms. Elizabeth Myers, Community Librarian
Mr. Patrick Pan, Manager, Cornell Library
Mrs. Susan Price, Board Secretary

Regrets: Mrs. Pearl Mantell
Ms. Jennifer Yip

Guest (Agenda 5.4) Mr. Claudio Martellacci, Audit Manager, KPMG

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

Mr. Alfred Kam, Chair, called the meeting to order at 7:03 p.m.

Moved by Mr. Alick Siu
Seconded by Regional Councillor Joe Li

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 asked the Board to complete the Summer Contact Information form (Agenda 7.1) as it is circulated.

The Chair explained that the presentation by Dr. Belcastro, York University will likely be postponed until the fall.

Mr. Kam introduced and welcomed Mr. Claudio Martellacci, Audit Manager, KPMG.

Please note Agenda Item 5.4 was moved forward in order to accommodate our guest.

5.4 Auditor's Report and Approval of 2015 Financial Statements of the Markham Public Library Board

Mr. Claudio Martellacci reported that the 2015 audit is complete and clean and there were no unreported differences. Mr. Martellacci asked if there were any questions from Board Members; there were none.

Moved by Mr. Alick Siu
Seconded by Mrs. Claire Chester

Resolved that the report entitled "Financial Statements of the Markham Public Library Board, December 31, 2015" be received; and,

That the Board approve the Financial Statements of the Markham Public Library Board for the fiscal year ended December 31, 2015; and,

That the Board Chair be authorized to sign the approved 2015 Financial Statements on behalf of the Board; and,

That the Board authorize Staff to issue the final audited Financial Statements for the fiscal year ended December 31, 2015; and,

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

Carried.

1.4 Presentation from York University-Dr. Angelo Belcastro (postponed)

Deputy Mayor Heath expressed his disappointment that the presentation had been deferred and indicated his preference that the Library Board provide its input toward this opportunity sooner rather than later. The CEO commented that she had already had two meetings with York regarding the furthering of this partnership, however it was too soon to discuss specifics. The Deputy Mayor proposed scheduling a special Board meeting in July for the York presentation instead of waiting until the fall.

Moved by Deputy Mayor Jack Heath
Seconded by Councillor Alan Ho

Resolved that the Board hold a special meeting in July 2016 provided that York University is amenable.

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Carried.

Moved by Mr. Ben Hendriks
Seconded by Dr. Farzana Jiwani

Resolved that whether or not a special Board meeting will be held in July that the Chair send a letter on behalf of the Board to York University indicating the Board's interest in continuing discussions at the earliest opportunity.

Carried.

2.0 **Consent Agenda**

Moved by Mrs. Lillian Tolensky
Seconded by Mr. Ben Hendriks

Resolved that the Consent Agenda comprising Agenda items 2.0 to 2.3.3. and the same are hereby approved as written and the Library CEO 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, 2016**
- 2.2 Declaration of Due Diligence by the CEO**
- 2.3 Communication and Correspondence:**
 - 2.3.1. The Star: Libraries feel the eBook pinch**
 - 2.3.2 snapdMarkham: 7th Annual Portraits of Giving arrives in Markham**
 - 2.3.3 Markham Economist & Sun: Art, Technology combine tonight**

Carried.

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

The Chair asked for questions or comments. There was one comment on Canada 150 (Community Infrastructure Program). It was also noted that there will soon be an Ontario 150 as well.

Moved by Mr. Alick Siu
Seconded by Mrs. Yemisi Dina

Resolved that the report entitled "CEO's Highlights, June 2016" 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.)

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5.1 **Executive Limitation: EL-2h Community Relations** **(Assigned to Mrs. Yemisi Dina)**

Mrs. Dina stated that she did not receive any questions from the Board concerning the report. She reviewed the report EL-2h that deals with actions undertaken to maintain a positive public image of the Library and public awareness of Library Board activities, reputation and standing in the community and found it to be in compliance.

The report confirmed that the CEO and MPL's practices regarding MPL's community relations are in compliance with the requirements of EL-2h policy.

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

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

Carried.

5.2 **Executive Limitation: EL-2i, Compensation and Benefits** **(Assigned to Mr. Atif Ahmad)**

Mr. Ahmad had sent an e-mail to the Board and did not receive any questions. He reviewed the report on the policy that deals with employment, compensation and benefits to employees, consultants, and contract workers, and found no issues.

The report confirmed that the CEO and MPL's practices regarding MPL's compensation and benefits are in compliance with the requirements of EL-2i policy.

Moved by Mr. Atif Ahmad
Seconded by Mr. Alick Siu

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

Carried.

5.3 **Executive Limitation: EL-2j, Communication and Counsel to the Board** **(February 2016 to May 2016)** **(Assigned to Mrs. Lillian Tolensky)**

Mrs. Tolensky did not receive any questions from the Board. She confirmed that the report covers the period February to May 2016. She reviewed the report which ensures that the Board is informed and supported in its work and she found it to be in full compliance.

The report confirmed that the CEO and MPL's practices regarding MPL's communication and counsel to the Board are in compliance with the requirements of EL-2j policy.

Moved by Mrs. Lillian Tolensky
Seconded by Mrs. Claire Chester

Resolved that the internal monitoring report entitled "Executive Limitation: EL-2j Communication and Counsel to the Board (February 2016 to May 2016)" be received.

Carried.

6.0 **Ends**

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6.1 **Quarterly Ends Report**

The Chair asked for questions or comments; there were none.

Moved by Mrs. Marilyn Aspevig
Seconded by Mr. Atif Ahmad

Resolved that the Quarterly Ends Report be received.

Carried.

7.0 **Governance**

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

Moved by Councillor Alan Ho
Seconded by Mrs. Claire Chester

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 timeframe, a designated Board member will be consulted.

Carried.

7.2 **Library Board Presentation to General Committee: September 12, 2016 Update**

Staff explained that the update was to provide an opportunity for Board Members who are not able to be part of the Working Group to provide input. As before, the presentation was very well received and Members had some additional positive feedback and suggestions, including the following:

- Additional focus on how the Library helps unemployed community members
- Greater emphasis on how the Library is helping people upgrade their skills
- Focusing on partnership connections
- Entrepreneur advocacy
- Showcasing MPL's extensive collections
- Stress that the public values their Library second only to Fire Services
- Stress the value of volunteers

The Deputy Mayor commented that he approved of the overall length of the presentation.

8.0 **Ownership Linkage**

9.0 **Board Advocacy**

10.0 **Education:**

10.1 **Board Statistical Report**

Moved by Mr. Ben Hendriks
Seconded by Mrs. Lillian Tolensky

Resolved that the report entitled "Board Statistical Report" be received.

Carried.

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10.2 **Private & Non-Profit Partnerships Presentation**

Staff reported that MPL has a lot of program partners (close to 500 from January to May 2016) and introduced E. Myers, Community Librarian, Civic Engagement and Environment.

It was presented that the purpose of any and all partnerships with MPL was to provide an exceptional experience for all parties; helping to develop credibility and support for the library.

Each partnership is unique and some are easier to manage than others. They may be short or long term and may be oriented to a specific goal.

A partnership may be terminated when a goal is achieved or when it no longer makes sense to work together for any number of reasons, including values that become incongruent with MPL. There was a question as to how partnerships are evaluated and Staff explained that evaluation documentation is created prior to the start of the partnership and community librarians are responsible for completing the documentation.

Partnerships evolve and some are renewable depending on the function.

There are informal and formal contracts. Partnerships with the City are less formal as both parties continually act as resources for each other. The quality of partnerships has advanced to the point where community organizations are often referred to Markham Public Library.

There was a question if the public could have access to these partners as a primary resource and Staff responded that MPL is working on this within the Strategic Plan network. There was also some discussion on access to information, grants etc.

Moved by Mr. Ben Hendriks
Seconded by Mrs. Lillian Tolensky

Resolved that the presentation entitled “Private & Non-Profit Partnerships” be received.

Carried.

11.0 **Incidental Information**

None.

12.0 **New Business**

South East Library IT Plan

The CEO explained that although the South East Library (SEL) plan is based on the Cornell Library which opened in 2012, the SEL plan features additional enhancements reflecting changing community needs. The ITS Department on behalf of the CAO has requested the Library Board's approval of the SEL IT Plan as authorization for the additional and non-traditional enhancements. There was some discussion and much enthusiasm for the plan.

Moved by Mr. Atif Ahmad
Seconded by Ms. Isa Lee

**Resolved that the Board receives the report entitled “South East Library IT Plan”; and,
That the Board approves the South East Library IT Plan”.**

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Carried.

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

Moved by Mrs. Claire Chester
Seconded by Mr. Alick Siu

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

Carried.

14.0 **In camera (none)**

15.0 **Adjournment**

Moved by Mr. Alick Siu and seconded by Mrs. Yemisi Dina that the meeting be adjourned at 9:07 p.m.