

AGENDA 2.1

MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of meeting held on Monday, May 30, 2016, 7:15 p.m. Program Room, Markham Village Library, 6031 Highway 7E, Markham, ON L3P 3A7

Present from Board: Mr. Alfred Kam, Chair
Mrs. Marilyn Aspevig, Vice-Chair
Mrs. Pearl Mantell
Dr. Farzana Jiwani
Mr. Ben Hendriks
Mrs. Claire Chester
Mr. Alick Siu
Regional Councillor Joe Li
Deputy Mayor Jack Heath (from 10.1)

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

Regrets: Mr. Atif Ahmad
Mrs. Lillian Tolensky
Ms. Jennifer Yip
Mrs. Yemisi Dina
Ms. Isa Lee
Councillor Alan Ho

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

Mr. Alfred Kam, Chair, called the meeting to order at 7:15 p.m.

Moved by Mrs. Claire Chester
Seconded by Mrs. Pearl Mantell

Resolved that the agenda be approved.

Carried.

1.1 **Declaration of conflict of interest**

None.

1.2 **Delegation:**

Delegation Follow-up on Food Policy at Markham Public Library

The CEO explained that the new policy will roll out in all the branches potentially by the end of Q3 and that the Board Secretary will advise the Delegation of the results of the pilot project.

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It was suggested that in addition to accepting the report that surveys should be conducted in each Library branch at six month and eighteen month intervals after implementation.

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

Resolved that the report entitled “Delegation Follow-up on Food Policy at Markham Public Library” be received.

AND that surveys be conducted in each Library branch six months and eighteen months after implementation.

Carried.

1.3 **Chair’s Remarks**

Mr. Alfred Kam mentioned to the Board that there were OLBA’s “Cut to the Chase” brochures available for each Member on the back table.

2.0 **Consent Agenda**

Moved by Mr. Alick Siu
Seconded by Mrs. Marilyn Aspevig

Resolved that the Consent Agenda, comprising Agenda items 2.0 to 2.3.8 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, April 25, 2016**
- 2.2 Declaration of Due Diligence by the CEO**
- 2.3 Communication and Correspondence**
 - 2.3.1 snapdMarkham: Multicultural Poetry Symposium**
 - 2.3.2 Markham Review: PechaKucha Nights-Connecting the Community**
 - 2.3.3 Municipal World Magazine: Public Libraries Key to Newcomer Success**
 - 2.3.4 Montreal Gazette: GO Open Data Conference aims to drive open data movement in Ontario**
 - 2.3.5 yorkregion.com: Housing help, advice offered in Thornhill sessions**
 - 2.3.6 The Markham Economist & Sun: Soil, weather, intricate roof delay City’s new community centre**
 - 2.3.7 The Star: The bookstore makes a comeback**
 - 2.3.8 The Markham Economist & Sun: Portraits of Giving exhibit celebrates healthcare advocates**

Carried.

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

Moved by Mrs. Claire Chester
Seconded by Mr. Ben Hendriks

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

Carried.

The Chair asked if there were any comments or questions. There was some discussion about the Leitchcroft community, a mixed-use area comprising employment and residential development and the potential for a library branch there in the context of s.37 of the *Planning Act* ("community benefits"). The CEO confirmed that there had been some discussion with Ward 8 Councillor Alex Chiu, and that staff would continue to work with the Councillor and City staff to explore this potential opportunity, including operating costs and consideration of its relationship to future community facilities in other future areas of intensification nearby (Langstaff, Buttonville Airport). Regional Councillor Joe Li suggested waiting on the effects of development in these areas before making any decisions.

There were questions about how the opening of the Southeast Library in 2017 may impact the recommendations of the *Integrated Leisure Master Plan (ILMP)* for future library facilities in Markham, particularly the proposed Milliken Mills Library renovation/expansion. It was clarified that following one full year of operations at Southeast, its impact on service levels and needs at other locations will be evaluated for both Library and Recreation. The refresh of the *ILMP* later this year will address these issues comprehensively.

4.0 **Annual Policy Review:** (In January)

5.0 **Internal Monitoring Reports:** (Compliance list of internal monitoring reports and discussion led by members.)

5.1 **Executive Limitation: EL-2d Financial Condition** **(Assigned to Mrs. Pearl Mantell)**

Mrs. Mantell explained that she contacted the Board and received a couple of questions and clarifications. The questions were answered and resolved by Staff prior to the meeting.

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

Moved by Mrs. Pearl Mantell
Seconded by Mr. Ben Hendriks

Resolved that the internal monitoring report entitled "Executive Limitation EL-2d Financial Condition," be received.

Carried.

6.0 **Ends**

None

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7.0 **Governance:**

7.1 **Library Board Presentation to General Committee: June 27, 2016 Update**

Staff advised the Board that it had been suggested that the Presentation be deferred to September due to the heavy agenda Council will face in June. This will be confirmed.

At the last meeting of the Working Group there had been some commentary around the flow of the presentation; some slides were moved around, wording changed, adding some numbers etc. The present format was discussed and although there seems to be a lot of slides, the pace will be fast moving.

The focus of the presentation will be on community values regarding education (continuous learning at whatever life stage), community (sense of belonging) and respect for the taxpayer dollar.

Regional Councillor Li had suggestions for attracting seniors using existing facilities.

There were a couple of comments about some of the photographs and the need to ensure they fully reflect the diversity of Markham. Staff explained that most of the photos were actual pictures from events so were indicative of the residents attending actual Library programs.

The presentation was very well received and there were some very positive suggestions and feedback about specific wording and the order of some of the slides. These suggestions will be implemented into the presentation and there will be one more Working Group meeting before the June 27th Board meeting.

8.0 **Ownership Linkage**

None

9.0 **Board Advocacy**

None

10.0 **Education:**

10.1 **Community Knowledge Exchange Presentation (D. Macklin)**

Staff offered a quick overview of how knowledge is exchanged in the community;

1. Traditional classroom learning (with instructors)
2. Individual Learning
3. Community Learning

Classroom Style:

This traditional instructor facilitated model includes such programs as Storytime and most of the Library's fee-based programs. Recognizing the interest in more collaborative learning the fee-based model is now including more inquiry based learning options that allow for exploration, research, and shared exchange of knowledge.

Individual Learning:

Customers learning on their own through books, online programs and study halls (may work with a partner).

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Community Learning:

Provides an opportunity to connect with others and encourages participants to be the instructors, sharing their knowledge with other participants. In this shared learning model the participants work together to use and create new knowledge for all. Examples of these are PechaKucha, Entrepreneurs in Residence, English Conversation Circles and the IdeaFest forum in which community members come together to share their expertise with others.

Moved by Mrs. Pearl Mantell
Seconded by Mrs. Claire Chester

Resolved that the presentation entitled “Community Knowledge Exchange” be received.

Carried.

11.0 **Incidental Information**

12.0 **New Business:**

12.1 **Pre-Due Notices (M.Sawh/L.Pogue)**

Moved by Mrs. Pearl Mantell
Seconded by Mr. Ben Hendriks

Resolved that the report entitled “Pre-Due Notices” be received;

That effective September 1, 2016, the Library commences pre-due notification service for Customers at two days prior to due date, on an opt-in basis only;

That this service is offered exclusively to customers with a currently valid e-mail address on file;

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

Carried.

12.2 **York University Potential Partnership Update**

The CEO advised the Board that she has met with Mr. Angelo Belcastro from York University and confirmed that he will be attending the June Library Board meeting. She has also met with Joy Kirchner, York University Librarian and Tanis Fink, Seneca College Librarian. The three have agreed to partner and will continue to meet regularly.

Deputy Mayor Heath reported that the Library was included in the May 30, 2016 York University Presentation to the City's York University Campus Committee. He was clear that the public facility should be on the main level, visible and easily accessible. He suggested that over the summer, staff and the Board work to develop a plan for how a public library could co-locate with York University-Markham Centre (YU-MC), including the concept of what a 2020 public library will look like, and the related costs.

The CEO advised that she will continue her conversation with the Librarians at York U and Seneca, and report to the Board in June.

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13.0 **Board Evaluation:**

- 13.1 The Chair asked the Board to complete the questionnaire “Performance of Individual Board Members” and to submit it to the Board secretary before leaving the meeting.

13.2 **Discussion on questionnaire results.**

It was suggested that in the interest of time that the Board only discuss the questions on each questionnaire that had three or more “maybe or not sure” or “disagree” answers. There were a few clarifications and suggestions on making wording changes. There was some discussion about some of the questions and Board members agreed that they had a better understanding of the meaning of some of the questions and the purpose of the questionnaires. The answers on the next years’ evaluation questionnaires should be clearer indicators.

14.0 **In Camera Agenda**

None

15.0 **Adjournment**

Moved by Mrs. Claire Chester that the meeting be adjourned at 9:00 p.m.