

AGENDA 2.1

MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of Meeting held on Monday, April 25, 2016, 7:03 p.m. Cornell Library, 3201 Bur Oak Avenue, Markham, ON L6B 0T2

Present from Board: Mr. Alfred Kam
Mrs. Marilyn Aspevig
Mrs. Claire Chester
Dr. Farzana Jiwani
Mr. Alick Siu
Mrs. Lillian Tolensky
Mrs. Pearl Mantell
Mr. Ben Hendriks
Ms. Jennifer Yip
Mrs. Yemisi Dina
Mr. Atif Ahmad
Regional Councillor Joe Li
Ms. Isa Lee
Councillor Alan Ho (from 7.2)

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
Ms. Megan Garza, Manager, Milliken Mills, Library
Mr. Patrick Pan, Manager, Cornell Library
Mrs. Susan Price, Board Secretary

Regrets: Deputy Mayor Jack Heath

Guest: Ward 5 Councillor Colin Campbell

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

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

Moved by Mrs. Marilyn Aspevig
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. Alfred Kam informed the Board that as per Agenda item 7.1 Mrs. Jeanette Lewis has resigned from Markham Public Library Board. It was Mrs. Lewis' intention to inform the Board in person at the March meeting but she was ill and unable to attend. The Chair said that Mrs. Lewis' tenure although short was meaningful and the Board wishes her well in her new location.

The Chair introduced Ward 5 Councillor Colin Campbell and invited him to speak to the Board.

1.4 **Councillor Colin Campbell**

Councillor Campbell thanked the Chair and the Board for the invitation to attend the Board meeting and as Councillors maintain very busy schedules he would not be able to remain for the entire meeting.

The Councillor expressed support for the library and overall believes that Markham Public Library is doing an excellent job and the City of Markham has one of the best Library systems in North America. However, he does have some concerns about the relevancy of current library practices in the area of collections, specifically print and DVD materials. The Councillor believes everything should be digital. Current practices must be re-examined and difficult decisions made. Councillor Campbell also expressed some concerns about salaries at MPL vs. the City. The CEO provided the MPL salary grid to the Councillor and the Board. The CEO will discuss with the City the possibility of providing more specific comparisons in the future.

There was some discussion and feedback from the Board. Board members expressed the importance of Markham Public Library in ensuring that everyone has equal access to materials. Although digital movies may be available to those residents with sufficient bandwidth and an ability to pay, not all residents do and the library's policies support legitimate licensing and copyright laws.

The Board thanked Councillor Campbell for attending the meeting and providing his input. It was noted that one item discussed, charging for e-books, is prohibited by the Public Libraries Act (R.S.O. 1990,c.P44,s.23 (2)).

1.5 **Board-CEO Linkage BCL-2e Policy: Chief Executive Officer Performance Review**

The Chair advised the Board that the process for the Chief Executive Officer Performance Review for the year 2015 (ending February 29, 2016) was undertaken and completed.

The signed documents will be filed along with the signed CEO's response, per procedure. Additionally, there will be a copy stored in a secure file on the server.

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2.0 **Consent Agenda**

Moved by Regional Councillor Joe Li
Seconded by Mrs. Claire Chester

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 28, 2016**
- 2.2 Declaration of Due Diligence by the CEO**
- 2.3 Communication and Correspondence:**
 - 2.3.1 snapd Markham: Game of Thrones Crochet Workshop**
 - 2.3.2 Open Shelf: Public Library Leaders Fellowship (Michelle Sawh)**
 - 2.3.3 Staff Presentation to PLA April 2016**
 - 2.3.4 Volunteer Letter 2015**

Carried.

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

The Chair asked if there were any comments or questions on this month's CEO's Highlights. There were none.

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

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

Carried.

3.1 **Canadian Public Libraries for Fair eBook Pricing Campaign**

Moved by: Mrs. Lillian Tolensky
Seconded by: Ms. Jennifer Yip.

Resolved that the Board endorses the coalition of Canadian Public Libraries for Fair eBook Pricing.

Carried.

4.0 **Annual Monthly Policy Review**

(To be undertaken at the January meeting)

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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 Dr. Farzana Jiwani)**

Dr. Jiwani reviewed the report on Asset Protection and received a question on intellectual property, C3 specifically. Staff advised that the Library obtained trademark protection for the C3 name and also applied for copyright registration, receiving a Certificate of Registration of Copyright with the Canadian Intellectual Property Office several years ago. The Board queried if other programs could be patented as well. The CEO advised that the patent process is a very long and potentially expensive process, however where applicable we would certainly consider it.

Dr. Jiwani suggested a change of wording under Section 10.

Exposure of Claims of Liability/REPORT: “As a Committee of Council”.

In closing she found the document to be a thorough report on Asset Protection.

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 Dr. Farzana Jiwani

Seconded by Mrs. Pearl Mantell

Resolved that the internal monitoring report entitled “Executive Limitation EL-2e, Asset Protection” be received.

Carried.

6.0 **Ends:**

6.1 **Quarterly Ends Report**

Staff explained that the Quarterly Ends Report covered the months January –March 2016. There were several questions from the Board including “Are the City Councillors receiving the Ends reports?” Staff stated that they were receiving them in the Board packages and in a summary form as well. There was another question on programming and sustainable partnerships. Staff explained that although specific programs may be discontinued, the partnerships continue to offer other opportunities.

There was some discussion on translation of collections whether English to a native tongue or the reverse. The example was provided for Asian Heritage Month when there will be translations from Tamil literature to English in order to better understand the Tamil culture.

Moved by Mrs. Yemisi Dina

Seconded by Mr. Ben Hendriks

Resolved that the “Quarterly Ends Report” be received for information.

Carried.

7.0 **Governance:**

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7.1 **Resignation of Mrs. Jeanette Lewis from the Markham Public Library Board**

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

Resolved that the resignation of Mrs. Jeanette Lewis from the Markham Public Library Board effective April 12, 2016 be received;

And that Council will not need to replace Mrs. Jeanette Lewis for this term and the Board will continue with fifteen members.

Carried.

7.2 **Library Board Presentation to General Committee: June 27, 2016 Working Group Update**

The Chair informed the Board that the Working Group held its first meeting April 19, 2016. Present at that initial meeting were Alfred Kam, Farzana Jiwani, Lillian Tolensky, Pearl Mantell, Ben Hendriks, Yemisi Dina and Isa Lee,

From the group's input and suggestions staff developed an "initial" rough presentation. The revised version was met with enthusiasm and a lot of positive feedback from the entire Board.

The focus of the presentation is on the relationship with the City and the value of working together. The format will consist of a short dynamic presentation with bullet points which will provide the opportunity for further interaction between Council members and the Library Board.

The next Working Group meeting will be held April 28, 2016.

8.0 **Ownership Linkage**

9.0 **Board Advocacy**

10.0 **Education:**

10.1 **Board Statistical Report**

Moved by: Ms. Isa Lee
Seconded by: Mrs. Yemisi Dina

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

Carried.

There was some discussion on special collections, self check-ins at branches that do not have them and a comment that print resources appeared to be as popular as ever.

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10.2 **Innovation in Libraries**

Staff explained that MPL has an established reputation for innovation. This presentation was based on 2015 Innovations in 10 sectors and how MPL is situated. .

Innovation

1. Community Engagement
2. Customer Experience
3. Collection Innovation
4. Economical Workforce Development
5. Health and Wellness
6. Leading Learning
7. Operations
8. Organisational Change and Strategy
9. Positioning the Library
10. Sustainability

MPL Strategy

Partnership with Legislative Services (2014)
English Conversation Circle(since 2012)
Digital Artists in residence(2016)
Entrepreneurs in Residence (Since 2014)
Get W.I.T.H. It (since 2013)
Coderojo (since 2015)
S.E. Markham Library and C.C. (coming 2017)
MPL Open Data Conference (2016)
MPL Pop Library at the Civic Centre (2015)
Markham Grows (since 2014)

What's Newish?

1. Collections of things (second hand economy) Borrow tools, equipment etc.
2. Support for the values of the community, two of which are education and entrepreneurship. University and College Fair, Entrepreneurs in Residence
3. Digital Humanities/Preservation of Thought: Evolution of the traditional Library's role

Innovation at MPL: What's Next?

1. Staff developed a system definition of innovation: a creative service, tool or process to solve a problem
2. Past projects that have supported innovation at MPL:
 - a. Creative Library –activities and training to support creative thinking and problem solving
 - b. FailCamp – destigmatizing failure, encourage iterative service development, fostering a culture of learning
2. MPL Innovation Project: internal system-wide culture shift project to embed innovative thinking. Includes staff conference, training and engaging staff in “start-up” service development

Moved by: Mrs. Claire Chester

Seconded by: Mr. Alick Siu

Resolved that the presentation entitled “Innovation in Libraries” be received.

Carried.

11.0 **Incidental Information**

12.0 **New Business**

None.

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13.0 **Board Evaluation**

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

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

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

Carried.

Discussion of Questionnaires:
Deferred to May due to time.

14.0 **In Camera Agenda (None)**

15.0 **Adjournment**

Moved by Mr. Alick Siu that the meeting be adjourned at 9:35 p.m.