

AGENDA 2.1

MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of Meeting held on Monday, March 28, 2016, 7:04 p.m. Markham Village Library, Program Room, 6031 Highway 7 East, Markham, L3P 3A7

Present from Board: Mr. Alfred Kam
Mrs. Marilyn Aspevig
Regional Councillor Joe Li
Mrs. Pearl Mantell
Mrs. Lillian Tolensky
Mr. Ben Hendriks
Dr. Farzana Jiwani
Mrs. Claire Chester
Councillor Alan Ho
Mr. Alick Siu
Ms. Isa Lee
Mrs. Yemisi Dina
Ms. Jennifer Yip
Deputy Mayor Jack Heath (from 5.1)

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
Mrs. Angela Tse, Manager, Unionville Library
Mr. Shaun McDonough, Research Analyst
Mrs. Susan Price, Board Secretary

Regrets: Mrs. Jeanette Lewis
Mr. Atif Ahmad

Guest: Ward 4 Councillor Karen Rea

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

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

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

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 advised the Board that the next meeting will be held at Cornell Library and that members will need to bring their parking tickets with them in order to be validated at the branch for three free hours of parking.

The Chair introduced Ward 4 Councillor Karen Rea and invited her to speak to the Board.

1.4 Councillor Karen Rea

Members of the Board to introduced themselves to Councillor Rea.

The Councillor said that she would be using her visit as an opportunity to learn how the Library Board operates and that it would be interesting to see how libraries would be changing and transitioning over the next several years.

2.0 Consent Agenda

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

Resolved that the Consent Agenda comprising Agenda items 2.0 to 2.3.5 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, February 22, 2016

2.2 Declaration of Due Diligence by the CEO

2.3 Communication and Correspondence:

2.3.1 Markham Review: Library Fun

2.3.2 City of Markham: York University applauds Ontario's efforts to improve access to post-secondary education

2.3.3 Markham in the News: Work to start this year on York University's Markham campus

2.3.4 Canadian Libraries' Response to Chapter 18 of the Trans-Pacific Partnership Agreement

2.3.5 The Voice: Business Reading Recommendations

Carried.

3.0 CEO's Highlights, March 2016

The Chair asked the Board if there was any questions. Questions were asked on the following:

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- Partnerships and sponsorship.
- The location of the IT servers, i.e. whether this was local or not.
- “Community Conversations” to be held April 14 and 16.

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

Resolved that the report entitled “CEO’s Highlights, March 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.)

5.1 **Executive Limitation: EL-2c Budgeting/Forecasting**
(Assigned to Mr. Ben Hendriks)

Mr. Hendriks sent an e-mail to the Board and did not receive any inquiries, however asked for clarification on Policy Limitation (D). There was some discussion as to what qualified as “miscellaneous” expenses. A concern was also expressed about the unintended consequences of budgetary adjustments. Staff assured the Board that adjustments are based on an analysis of trending in the previous year and are conservative in nature.

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

Moved by Mrs. Pearl Mantell
Seconded by Ms. Isa Lee

Resolved that the internal monitoring report entitled “Executive Limitation EL-2c, Budgeting/Forecasting ” be received.

Carried.

5.2 **Executive Limitation: EL-2g Emergency Executive Succession**
(Assigned to Ms. Jennifer Yip)

Ms. Yip reviewed Global Policy Limitation which states “In order to protect the Board from sudden loss of CEO services, the CEO may not have fewer than two other executives familiar with Board and CEO issues and processes and able to carry on the responsibilities of CEO as set out in the policies.”

Ms. Yip sent an e-mail and did not receive any questions or concerns from the Board. She found the report to be thorough and complete. It confirmed that the CEO and MPL’s practices relative to MPL’s Emergency Executive Succession are in compliance with the requirements of EL-2g policy.

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

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Resolved that the internal monitoring report entitled “Executive Limitation EL-2g: Emergency Executive Succession” be received.

Carried.

6.0 **Ends**

7.0 **Governance:**

7.1 **Presentation regarding the April 2016 meeting between Markham Public Library Board and Markham Council entitled “ Council and the Markham Public Library Board-Working Together”**

The Chair drew the Board’s attention to the DRAFT presentation. The CEO informed the Board that the allotted time on the General Committee Agenda would be approximately forty-five minutes for the presentation and questions. The Board provided input regarding the length and content of the presentation. There was much discussion about how the Board could work with Council and that doing so is beneficial to the community.

The Board asked the Councillors present for their input on the presentation and if there was a prescribed format they should adhere to. Councillor Ho advised that the format is flexible and lots of visuals are effective. Regional Councillor Li stressed making the objective of the presentation clear (increasing communication and understanding).

Deputy Mayor Heath advised keeping the content clear and easy to understand and to focus on statistics that prove how necessary and valuable MPL is to the citizens of Markham. Councillor Rea also advised that more time focused on discussion and less on the presentation would be beneficial. This Councillor had not seen the presentation prior to the meeting and told the CEO she would review the package and get back to her with input.

Moved by Mr. Ben Hendriks

Seconded by Mr. Alick Siu

Resolved that the report entitled “Library Board Presentation to General Committee: April 18” be received;

And that the draft presentation entitled “Working Together to Build Markham’s Future: Markham Council and its Library Board” be received;

And that the Board select a Working Group of Library Board members to develop and conduct the Presentation to General Committee on April 18, 2016.

Carried.

7.2 **2016 Library Operating Budget Report**

Moved by Mrs. Lillian Tolensky

Seconded by Ms. Isa Lee

Resolved that the Board approves the 2016 City of Markham Grant in the amount of \$10,762, 898; and

That the Board approves the 2016 Library Operating Budget consisting of Library Income in the amount of \$1,089,219, and Operating Expenditures (excluding Personnel Ramp-ups) in the amount of \$11,852,117; and,

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That upon finalization of the 2015 Library audited financial statements, the 2016 Operating Budget be adjusted to reflect the 2015 operating results; and

That the above figures be subject to further adjustment as required throughout the year based on information received from the City of Markham; and,

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

Carried.

7.3 **2016 Library Capital Budget Report**

Moved by Mrs. Claire Chester

Seconded by Ms. Jennifer Yip

Resolved that the Board adopts the amended 2016 Capital Budget of \$2,314,300 for the Library's portion of the City of Markham's 2016 capital Budget; and,

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

Carried.

8.0 **Ownership Linkage**

9.0 **Board Advocacy**

9.1 **Library Board Advocacy Plan**

There was a question concerning timelines of the Plan and the CEO explained that she would discuss the finer details of the Plan further in conjunction with the CEO Performance Review Summary.

Moved by Mrs. Yemisi Dina

Seconded by Mr. Ben Hendriks

Resolved that the Board Advocacy work plan be approved and that the CEO be authorized and directed to do all things necessary to give effect to this resolution.

Carried.

10.0 **Education**

11.0 **Incidental Information**

12.0 **New Business**

None.

13.0 **Board Evaluation**

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

The Chair asked the Board Members to complete the last of the series of questionnaires and hand in at the end of the meeting.

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

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

Resolved that the Board meet in camera at 8:26 p.m. to discuss a confidential personnel matter.

Carried.

The Board returned to its regular meeting at 9:14 p.m.

Moved by Dr. Farzana Jiwani
Seconded by Mr. Alick Siu

Resolved that the motions approved In Camera be ratified.

Carried.

15.0 **Adjournment**

Moved by Mrs. Lillian Tolensky that the meeting be adjourned at 9:15 p.m.