

AGENDA 2.1

MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of meeting held on Monday, November 23, 2015, Unionville Library, 15 Library Lane, Unionville, L3R 5C4

Present from Board: Mr. Alfred Kam, Chair
Mrs. Marilyn Aspevig, Vice-Chair
Mrs. Pearl Mantell
Mrs. Lillian Tolensky
Mrs. Yemisi Dina
Dr. Farzana Jiwani
Mr. Alick Siu
Mrs. Claire Chester
Regional Councillor Joe Li
Mr. Atif Ahmad
Mr. Ben Hendriks
Mrs. Jeanette Lewis
Ms. Jennifer Yip (from 10.1)

Present from Staff: Mrs. Catherine Biss, CEO & Secretary-Treasurer
Mr. Larry Pogue, Director, Administration
Ms. Deborah Walker, Director, Strategy & Innovation
Ms. Michelle Sawh, Manager, Service Delivery
Ms. Andrea Cecchetto, Manager, Learning & Growth
Ms. Megan Garza, Manager Milliken Mills Library
Mrs. Angela Tse, Manager, Unionville Library
Ms. Pam Saliba, Manager, Angus Glen Library
Mr. Shaun McDonough, Research Analyst
Mrs. Susan Price, Board Secretary

Regrets: Deputy Mayor Jack Heath
Councillor Alan Ho
Ms. Isa Lee

Guests: Delegation: Mr. P. Deboran and Dr. J. Parmar and family
Councillor Don Hamilton

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

Mr. Alfred Kam, Chair, called the meeting to order at 7:00 p.m.

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

Resolved that the agenda be approved.

Carried.

1.1 **Declaration of Conflict of Interest**

None.

AGENDA 2.1

1.2 Delegation

Library Accessibility for Children and Youth with Severe Allergies:
(Presented by P. Deboran and J. Parmar)

The delegation thanked the Board and staff for the opportunity to present on how public libraries can provide safer and more equitable access for children and young adults who reside in Markham.

Dr. Parmar explained about allergies and the danger of anaphylaxis, a potentially life-threatening condition. He requested that the Markham Public Library food and drink policy be reviewed in view of societal changes, including the growing number of children with severe allergies and makes the following recommendations:

1. Requesting customers to move a short distance away to feed their children
2. Limiting the areas where food and drink is eaten, and
3. For Library Staff to remind customers of City and Library Policy

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

Resolved that the Board receive the presentation from the Delegation conducted by P. Deboran and J. Parmar on the accessibility issues for children and youth with severe allergies;

And that Staff prepare a report for Board review at the next meeting.

Carried.

1.3 Chair's Remarks

Mr. Alfred Kam welcomed Councillor Hamilton of Ward 3 and thanked him for attending.

The Chair informed everyone that Board Member Isa Lee had given birth to a baby girl November 16, 2015 and her name is Charlotte.

2.0 Consent Agenda

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

Resolved that the Consent Agenda comprising Agenda items 2.0 to 2.3.3 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, October 26, 2015**
- 2.2 Declaration of Due Diligence by the CEO**
- 2.3 Communication and Correspondence:**
 - 2.3.1 Economist & Sun: Tune in to history of radar at library**
 - 2.3.2 Tedx highlights local innovation**
 - 2.3.3 The Star: York Region public schools ban free books over corporate logo**

AGENDA 2.1

Carried.

3.0 **CEO's Highlights, November 2015**

Moved by Mrs. Yemisi Dina
Seconded by Mrs. Marilyn Aspevig

Resolved that the report entitled "CEO's Highlights, November 2015" be received.

Carried.

The CEO asked if there were any questions or comments. There were requests for clarification on budget processes which received input from Regional Councillor Li and Councillor Hamilton. The request for further information on EL-2d figures/fees was addressed in that it was not expedient or cost effective to do at this time, however if the Board should wish to pursue the UMS statistics matter (as was suggested by Mr. Ahmad) this could be built into priorities for 2017. There was a question about the Unionville Library fire inspection. Staff replied that we can treat this situation as a learning opportunity by proactively reviewing other MPL branches for potential fire hazards and safety risks, and then addressing any issues that may emerge.

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-1 General Executive Constraint** **(Assigned to Mrs. Yemisi Dina)**

Mrs. Dina stated that the interpretation of EL-1 General Executive Constraint is that the CEO will ensure that the organization functions in a lawful and prudent manner, adhering to commonly accepted business and professional ethics, statutes, policies and contracts.

Mrs. Dina did not receive any questions or concerns from other Board members.

The report confirmed that the CEO and MPL's practices relative to MPL's General Executive Constraint are in compliance with the requirements of EL-1 policy.

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

Resolved that the report entitled "Internal Monitoring Report – Executive Limitation EL-1, General Executive Constraint" be received.

Carried.

5.2 **Executive Limitation: EL-2a Customer Treatment** **(Assigned to Mr. Atif Ahmad)**

Mr. Ahmad did not receive any questions from The Board but did have his own request for clarification, and this request was addressed by staff.

AGENDA 2.1

The interpretation of the report is that the CEO will ensure there are appropriate conditions, procedures, or decisions to provide confidentiality and privacy for customers or those applying to be customers.

Mr. Ahmad suggested that as the CEO is ultimately responsible for confidentiality and privacy for library customers that a Security Certificate should be obtained from the City's IT department.

The report confirmed that the CEO and MPL's practices relative to MPL's Customer Treatment are in compliance with the requirements of EL-2a.

Moved by Mr. Atif Ahmad
Seconded by Mrs. Claire Chester

Resolved that the report entitled "Internal Monitoring Report – Executive Limitation EL-2a, Customer Treatment" be received.

Carried.

6.0 **Ends**

7.0 **Governance**

7.1 **Board Meeting Attendance**

Moved by: Mr. Ben Hendriks
Seconded by: Mrs. Marilyn Aspevig

Resolved that Regional Councillor Joe Li's absence from the Board meetings held on June 22, 2015, September 28, 2015 and October 26, 2015, due to conflicting Council meetings and related travel, be authorized.

Carried.

7.2 **Proposal to Change By-law 4.4 Regular Meetings**

During discussion of this item, some members indicated that it would be a hardship for them to change the day of the meeting from Monday to Wednesday. The major motivator for changing the day was that our Council Members would be more available. Councillor Li offered that he did not want to be the reason for the change and he would discuss with his Board Member colleagues that at least one of the three be available to attend the Monday meetings.

As there was insufficient support (11 votes required), a motion was not put forward.

8.0 **Ownership Linkage**

9.0 **Board Advocacy**

10.0 **Education:**

10.1 **Future Possibilities for Libraries in Markham**

In this presentation Staff explained to the Board that the current proposed new library locations were part of the Integrated Leisure Master Plan (I.L.M.P.) approved by Council in 2010.

AGENDA 2.1

Staff reviewed the ILMP recommendations related to facility planning, location and timing of implementation. The report and presentation updated each recommendation in terms of changes since 2010, including service levels, project status, the provincial "Places to Grow" initiative, and the City's 2014 Official Plan. It was noted that in high-density areas of intensification, community library space compensates for more compact housing units in terms of, inter alia, study space and children's/family space.

The eighth MPL branch, currently known as the South East Library, is scheduled to open in late 2016. After one year of use of this new facility, staff will prepare a report for Council on the feasibility/necessity of expanding the Milliken Mills Community Centre and Library.

Questions arose during the presentation and discussion surrounding changing demographics and the proposed site of York University/Seneca College Campus in Markham Centre. Councillor Hamilton advised that there may be an opportunity for collaboration with the facility, and the CEO confirmed that MPL is pursuing a potential partnership.

Subject to final budget approval, the Integrated Leisure Master Plan (ILMP) will be reviewed and updated in 2016.

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

Resolved that the report and presentation entitled "Future Possibilities for Libraries in Markham" be received.

Carried.

10.2 Strategic Plan Update Report

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

Resolved that the report entitled "Strategic Plan Update" be received.

That staff be authorized to implement the Strategic Plan Launch as proposed.

Carried.

The Proposed Schedule for the Strategic Plan Launch

November 23 to December 2, 2015	Staff Town Halls at Branches
December 14, 2015	Library Board Meeting: Distribute the Strategic Plan Report
December 15, 2015	Attend December 15 th Council Meeting: Present Strategic Plan
February 13, 2016	Public Launch

11.0 Incidental Information

11.1 Annual Library Celebration - Update

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

Resolved that the Report entitled "Annual Library Celebration Update" be received.

Carried.

AGENDA 2.1

There was discussion regarding a motion that had been passed by General Committee on November 9, 2015 “that the Library staff be requested to reconsider the allocation of \$3000.00 of their budget being allocated to the Annual Staff Celebration.”

At its meeting on September 28, 2015, the MPL Board had agreed to lower the budget for the Annual Library Celebration event by two thirds, from \$4,500 (2014) to \$1,500 (2015). A second Board Motion was made to suspend the \$1500 budget for the annual Board dinner, but that the \$1500 previously allocated for this event be reallocated to the Annual Library Celebration budget. Taken together, the cost for staff/board celebrations was reduced by 50%, from \$6,000 to \$3,000.

The Board affirmed its view that the Annual Library Celebration remains a worthwhile year-end event recognizing the contributions of MPL staff and promoting goodwill between employees and Board members. The event promotes employee morale and allows staff to make a personal connection with the citizen volunteers who comprise the Library Board. Since many members are new to the Board this year, the event planned for December 4, 2015 will represent an opportunity for them to meet many members of staff for the first time. The CEO stated that the actual costs for the event will be considerably less, in the range of \$2,000. It should be noted that Board members have made voluntary contributions as well to the event.

In the context of this discussion, the issue of Board governance was raised. It was agreed that a follow-up discussion of the respective roles, responsibilities and authorities of the Board and Council will be required.

The Board agreed that the resolutions passed during its September 28, 2015 meeting regarding both the Annual Library Celebration (agenda item #11.1) and the Annual Board Dinner (agenda item #11.2) will remain unchanged. No further recommendation was put forward.

12.0 **New Business**

None.

13.0 **Board Evaluation**

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

The Chair asked the Board Members present to complete the questionnaire.

14.0 **In camera**

None.

15.0 **Adjournment**

Moved by Mr. Alick Siu and seconded by Mrs. Lillian Tolensky that the meeting be adjourned at 9:47 p.m.