

AGENDA 2.1

MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of meeting held on Monday, October 26, 2015, 7:04 p.m., Markham Village Library, Program Room, Markham L3P 3A7

Present from Board: Mr. Alfred Kam, Chair
Mrs. Marilyn Aspevig, Vice-Chair
Ms. Jennifer Yip
Mrs. Claire Chester
Mr. Alick Siu
Dr. Farzana Jiwani
Mr. Ben Hendriks
Mrs. Jeanette Lewis
Councillor Alan Ho
Mrs. Lillian Tolensky
Mr. Atif Ahmad
Ms. Isa Lee (from 10.1)
Deputy Mayor Jack Heath (from 10.4)

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
Mr. Chris Sheehy, Manager, Facilities & Workplace Safety
Ms. Jodi Marr, Training Librarian
Ms. Nikki Sutherland, Systems Librarian
Mr. Ben Shaw, Virtual Services Librarian
Mr. Shaun McDonough, Research Analyst
Ms. Anthea Bailie, Collections Strategist
Ms. Agnieszka Gorgon, Community Librarian Learning & Development
Ms. Megan Garza, Manager, Milliken Mills Library
Mrs. Susan Price, Board Secretary

Regrets: Regional Councillor Joe Li
Mrs. Yemisi Dina
Mrs. Pearl Mantell

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

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

Moved by Mr. Alick Siu
Seconded by Ms. Jennifer Yip

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 Mr. John Webster, former MPL trustee and longstanding supporter of the Library, was awarded Mayor Scarpitti's Seniors Hall of Fame Award for 2015.

Vice-Chair Marilyn Aspevig also noted that former MPL Board Chair, Mr. Edward McDermott received a Certificate of Acknowledgement for his volunteer service to the Markham Community.

2.0 Consent Agenda

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

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, September 28, 2015**
- 2.2 Declaration of Due Diligence by the CEO**
- 2.3 Communication and Correspondence:**
 - 2.3.1 Economist & Sun: Action, Intrigue Big in Book**
 - 2.3.2 The Voice: Digital Disruption-Game Changing Technology**
 - 2.3.3 Thornhill Village**
 - 2.3.4 Markham Review: IFOA**
 - 2.3.5 Letter of Staff Appreciation from OLA**

Carried.

3.0 CEO's Highlights, October 2015

Moved by Mr. Ben Hendriks
Seconded by Mrs. Jeanette Lewis

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

Carried.

The CEO welcomed questions and pointed out that most of the report consisted of updates on the new South East Library location, and under Asset Protection, updates to Milliken Mills and Thornhill Village Libraries. There were no questions.

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-2b Staff Treatment**
(Assigned to Mrs. Claire Chester)

Mrs. Chester stated that she hoped that everyone had a chance to review the report and that she had received two questions:

1. When do Collective Agreements expire? Answer: March 31, 2016.
Some discussion followed with regard to first aid training, fire drills and health and safety preparedness. Staff assured the Board that MPL is covered for most eventualities and is in compliance with all statutory requirements.
2. There was an enquiry about how Staff investigations would be handled and the protocol was clarified.

There was follow-up discussion about employment and advancement opportunities, training and development budgets, and identification of trends and gaps in the workforce.

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

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

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

Carried.

- 5.2 **Executive Limitation: EL-2d Financial Condition**
(Assigned to Mr. Alick Siu)

Mr. Siu reviewed the report and found that all the EL requirements have been met. The CEO and MPL's practices relative to MPL's Financial Condition are in compliance with the requirements of EL-2d policy.

There was a request for a further breakdown of the figures/fees found in section 6.

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

Resolved that the report entitled "Internal Monitoring Report – Executive Limitation EL-2d, Financial Condition" be received.

Carried.

- 5.3 **Executive Limitation: EL-2j Communication and Counsel to the Board**
(Assigned to Dr. Farzana Jiwani)

Dr. Jiwani confirmed that she had not received any questions or concerns from Board members.

The report confirmed that the CEO and MPL's practices relative to MPL's Communication and Counsel to the Board are in compliance with the requirements of EL-2j.

Moved by Dr. Farzana Jiwani
Seconded by Mrs. Claire Chester

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Resolved that the internal monitoring report entitled “Executive Limitation EL-2j Communication & Counsel to the Board (June 2015 to September 2015)” be received.

Carried.

6.0 **Ends**

7.0 **Governance**

Board Meeting Attendance

Moved by: Mr. Ben Hendriks

Seconded by: Mr. Atif Ahmad

Resolved that Councillor Alan Ho’s absence from the Board meetings held on May 25, 2015, June 22, 2015 and September 28, 2015 due to conflicting Council meetings and related travel be authorized.

Carried.

Mr. Hendriks raised the issue of multiple commitments being a factor in Councilors’ ability to attend Library Board meetings on a regular basis. It was suggested that the scheduling of Board meetings on Monday evenings could be reviewed. A poll will be taken in the near future to determine the best day for the majority of Members, the options being Monday, Wednesday or Thursday.

8.0 **Ownership Linkage**

9.0 **Board Advocacy**

10.0 **Education:**

10.1 **MPL’s eBooks & Online Services**

Staff explained that the MPL eBook collection consists of six different platforms. The licensing terms are set by individual publishers and there are various models. Although eBook circulation is on the increase, it currently is only 4.8% of total circulation. Board Members were paired with staff for a demonstration of some popular resources and a hands-on tutorial on accessing MPL’s virtual content.

Moved by Mrs. Lillian Tolensky

Seconded by Mr. Alick Siu

Resolved that the presentation entitled “MPL’s eBook & Online services” be received.

Carried.

10.2 **Follow-Up Report Re: Board Education Plan 2016**

Moved by Mrs. Claire Chester

Seconded by Mrs. Marilyn Aspevig

Resolved that the report entitled “Board Education Plan 2016” be received.

Carried.

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10.3 **OLA Superconference 2016**

The Chair explained that Board Members are welcome and encouraged to attend. He suggested that they review the OLA Conference website and advise the Board Secretary if they are interested. There will be follow up instructions for those interested at a later date.

10.4 **Strategic Plan Update**

The Board was provided with an update on the Council presentation and round table discussions held October 9, 2015.

The CEO and Staff wanted to demonstrate the synergy between MPL's Strategic Plan and that of the City, and sought Council's input. Suggestions from members of Council included the following:

- Focus on services for at-risk youth and the working poor
- Support the business community and entrepreneurship in Markham
- Focus on existing partnerships
- Develop strategy for school partnerships
- Explore grants as funding sources
- Explore innovative future library service delivery options
- Update existing facilities
- Develop collections that include both traditional and non-traditional items
- Develop innovative approaches to library layout and furnishing for youth and the unique needs of each community
- Improve the experience of families
- Expand open hours in response to community needs
- Market library services to attract non-users and increase market penetration
- Improve success measures in terms of outcome measurement and improved key performance indicators

Next Steps: Develop implementation timelines including celebratory launch with Council, present annual workplan to the Board and establish reporting guidelines to the Board.

Moved by Mr. Alick Siu
Seconded by Mr. Ben Hendriks

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

That the Strategic Plan as revised in response to the feedback from General Committee be approved.

Carried,

11.0 **Incidental Information**

11.1 **Annual Library Celebration- Update**

Staff informed the Board that a planning committee had been established and was currently polling staff on their preferences regarding food type and venue (i.e., MPL branch). An e-mail invitation will be sent to all Board Members when the location has been confirmed.

12.0 **New Business**

None.

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13.0 **Board Evaluation**

13.1 **Simplified Questionnaire: Conduct of the Board**

Moved by Mrs. Marilyn Aspevig
Seconded by Mrs. Lillian Tolensky

Resolved that the report entitled “Questionnaire Results: Conduct of the Board” be received.

Carried.

14.0 **In camera**

None.

15.0 **Adjournment**

Moved by Mr. Alick Siu and seconded by Mrs. Claire Chester that the meeting be adjourned at 8:47 p.m.