

AGENDA 2.1

MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of meeting held on Monday, April 20, 2015 7:02 p.m. Program Room, Markham Village Library, Markham

Present from Board: Mr. Edward T. McDermott, Chair
Mr. Alfred Kam, Vice-Chair
Mrs. Marilyn Aspevig
Mrs. Deborah Jestin
Ms. Jennifer Yip
Mrs. Yemisi Dina
Councillor Alan Ho
Mrs. Nicki Lawrence (From 3.0)
Regional Councillor Joe Li (From 3.0)
Mr. Justin Hung (From 3.0)
Deputy Mayor Jack Heath (From 10.2)
Mr. John Webster (From 11.0)

Present from Staff: Mrs. Catherine Biss, CEO & Secretary-Treasurer
Mr. Larry Pogue, Director, Administration
Ms. Deborah Walker, Director, Strategy and Innovation
Ms. Andrea Cecchetto, Manager, Learning and Growth
Mrs. Diane Macklin, Manager, Marketing & Community Development
Ms. Michelle Sawh, Manager, Service Delivery
Ms. Megan Garza, Manager, Angus Glen Library
Ms. Ange Friesen, Community Librarian
Mr. Fred Whitmarsh, Manager, Thornhill Library
Ms. Laura Mills, Admin, Graphic Specialist
Mrs. Susan Price, Board Secretary

1.0 Call to order/Approval of Agenda

Mr. Edward McDermott, Chair, called the meeting to order at 7:02 p.m.

Moved by Councillor Alan Ho
Seconded by Mrs. Deborah Jestin

Resolved that the agenda be approved.

Carried.

1.1 Declaration of conflict of interest

None.

1.2 Delegation

None.

1.3 Chair's Remarks

Mr. Edward McDermott deferred his comments to specific Agenda items.

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

The Chair advised the Board that the process for the year 2014 (ending February 28, 2015) was undertaken and completed and the documents circulated to the Board along with the CEO's response. The hard copy has been signed by Edward T. McDermott, Chair; Alfred Kam, Vice-Chair; and Deborah Jestin, Immediate Past Chair. That copy has been bound and filed along with the signed CEO's response, per procedure. Additionally, a copy has been stored in a secured file on the server. The Chair reminded the Board that the CEO's evaluation is one of its most important functions.

2.0 Consent Agenda

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

Resolved that the Consent Agenda, comprising Agenda items 2.0 to 2.3.10 and the same, are hereby approved as written and the Library CEO 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 25, 2015**
- 2.2 Declaration of Due Diligence by the CEO**
- 2.3 Communication and Correspondence**
 - 2.3.1 The Voice: Recommended Books**
 - 2.3.2 The Voice: PD in 3**
 - 2.3.3 Seneca College Robotics Demonstration at Milliken Mills Library**
 - 2.3.4 Flash Mob at Angus Glen**
 - 2.3.5 Chair's Letter of Congratulations to Former MPL Staff Member**
 - 2.3.6 Markham Workshop Sheds Light on Human Trafficking**
 - 2.3.7 Focus on Education**
 - 2.3.8 Volunteer Letter 2014**
 - 2.3.9 May Events at MPL**
 - 2.3.10 Maclean's: 10 Years of Unprecedented Change in Canada's Cities**

Carried.

3.0 CEO's Highlights, April 2015

Moved by Mr. Alfred Kam
Seconded by Mrs. Deborah Jestin

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

Carried.

The CEO commented on Planning and Strategic Issues: Award Submission describing various projects undertaken. As new libraries are developed and built it is also important that existing premises are kept vibrant and contemporary.

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A brief update on the new South East Library was requested by the Chair and that will be presented at the May meeting.

Mrs. Aspevig commented on Research and Trends and expressed surprise that e-books have not exceeded the demand for print. Also, she asked about an entry on the last page that appears to have been made in error.

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-2e Asset Protection**
(Assigned to Mrs. Nicki Lawrence)

Mrs. Lawrence stated that she reviewed the internal monitoring report entitled "Executive Limitation: EL-2e: Asset Protection," and found it to be thorough and complete, she received no questions or concerns from the Board.

Mrs. Jestin asked for clarification on "Board Assets" and the CEO explained that the Board is deemed to be the owner of assets such as Library collections, furniture, and shelving. However, the City is owner of the buildings and the land that they occupy.

Other questions arose concerning the theft of video games at two library locations. Staff explained that the suspected thief was arrested and a portion of the stolen items are currently in police custody, and will eventually be returned to MPL. The Chair questioned if there had been a change in security and Staff assured him that steps were undertaken in the immediate aftermath of the thefts to relocate and secure these items. Councillor Ho asked if this had happened before and was assured that this was the first theft of this magnitude. The Chair advised Staff to keep in touch with the police officer in charge of the investigation, as restitution may be obtained as part of the legal process.

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 Mrs. Nicki Lawrence
Seconded by Mr. Justin Hung

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

Carried.

5.2 **Executive Limitation: EL-2c Budgeting/Forecasting**
(Assigned to Mr. Alfred Kam)

Mr. Kam reviewed the internal monitoring report entitled "Executive Limitation: EL-2c; Budgeting/Forecasting". He asked the Board members for their input and received one question about the \$5,000.00 non-personnel gapping to be applied against the Promotion Budget. Staff explained that this was a further budget reduction asked of all Departments which the Library Staff felt comfortable in contributing to.

Mrs. Aspevig questioned what the "Promotion Budget" referred to and Staff clarified that this is a marketing budget that covers such items as publicity, merchandise needed for program support, subscriptions etc.

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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 Mr. Alfred Kam
Seconded by Mrs. Marilyn Aspevig

Resolved that the internal monitoring report entitled "Executive Limitation EL-2c Budgeting", be received.

Carried.

6.0 **Ends**

6.1 **Quarterly Ends Update**

Moved by Mrs. Deborah Jestin
Seconded by Ms. Jennifer Yip

Resolved that the "Quarterly Ends Update", be received for information.

Carried.

The Chair invited staff to review the report. Staff explained that this report is a compilation of activities and accomplishments undertaken in the first quarter of 2015. The report has been formatted to tie in with the new Strategic Plan. Mrs. Jestin commented that the new format is easy to understand. The plan is to summarize the report and forward it to Council every quarter.

7.0 **Governance:**

7.1 **Review of Procedures for New Board and AGM**

The Chair advised the Board that he spent a considerable amount of time reviewing the Public Libraries Act and MPL By-Laws as they apply to the succession of Board Chairs following an election and change of Board Members. In order to expedite the process the Chair is suggesting that at the next Board meeting on May 25, 2015, the current Chair and Vice Chair attend the meeting, and the Chair conducts the meeting until the AGM is held. After successors are elected at the AGM, they will be welcomed and the meeting turned over to the new Chair for comments and adjournment. The Chair asked that the "presumed" returning Board members consider standing for office.

The CEO explained that an orientation is to be held May 4, 2015 7-9 at Pingle House (4022 Major Mackenzie Drive, Markham) and that a former MPL Board Chair, Michelle Tidball, has agreed to conduct an overview of Policy Governance and the Chair will review the provisions of the PLA for the new Board members. The CEO invited any departing Board members to attend and act as mentors to the incoming Board.

At the invitation of the Chair for declarations of interest in serving as an officer of the Board, Mr. Alfred Kam indicated that he would be willing to stand as a candidate for Chair at the upcoming AGM and Mrs. Marilyn Aspevig indicated she would be willing to stand as a candidate for Vice-Chair.

8.0 **Ownership Linkage**

None

9.0 **Board Advocacy**

None

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10.0 Education:

10.1 Board Statistical Report

Moved by Mrs. Marilyn Aspevig
Seconded by Mr. Justin Hung

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

Carried.

Staff explained that this report compares statistics of Q1 2015 to Q1 2014 and indicates that most public service statistics are on the rise.

Mr. Alfred Kam commented that electronic visits are down but overall total visits have increased. Programming stats and attendees are both up primarily in the area of free programs. Staff are reviewing paid programs in cooperation with the City's Recreation and Culture Staff in order to improve the Library's Program Revenue.

The Chair asked about the MPL Seed Library and Staff assured him it was a "growing concern". The CEO advised that MPL has a garden plot that will be used to plant some of the seeds.

10.2 Using Social Media in Library Marketing

There was a presentation by one of MPL's Community Librarians on the role of social media as the voice of the Library in the community and vice versa. Social media allows for flexibility and responsiveness. Through the use of TWITTER (faster paced, sharing is reciprocal) FACEBOOK (more static info, photos etc) and PINTEREST (social bookmarking) MPL is able to duplicate on-line the communication started in branches.

Social media allows the Library to connect and engage the community in order to build and strengthen relationships, learn more about the community and allows us all to tell our stories

Moved by Mrs. Yemisi Dina
Seconded by Mrs. Nicki Lawrence

Carried.

11.0 Incidental Information

Deputy Mayor Jack Heath wanted to inform the Board that the motion concerning a proposed report on efficiencies within Markham Public Library would be coming before Council on Tuesday, April 28, 2015 at 7:00 p.m., Council Chambers City Hall. The Deputy Mayor asked for the Board's support and attendance as he does not believe that this is an appropriate action as MPL has already demonstrated that MPL is currently the highest performing library system for the lowest cost in the GTA.

12.0 New Business

None

13.0 Board Evaluation:

13.1 Questionnaire Results: Feedback to the Chair

Moved by Mr. Justin Hung
Seconded by Mrs. Yemisi Dina

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Resolved that the report entitled "Questionnaire Results: Feedback to the Chair", be received.

Carried.

14.0 In Camera Agenda

None

15.0 Adjournment

Prior to adjournment the CEO requested a few moments to honour our outgoing Board Members. The CEO explained that it is traditional to honour our Members by choosing circulating library books that may be of relevance to them. A name plate is inserted at the front of the book with the former Member's name and the time frame in which they served on the Board. The CEO presented books to Mrs. Deborah Jestin, Mrs. Nicki Lawrence, Mr. John Webster, Mr. Justin Hung and Mr. Edward McDermott.

The CEO thanked the current Board for their contributions and attendance at meetings. They have been a very committed Board and wanted them to know how much MPL has valued their support. The Chair also thanked the Board for their outstanding commitment.

Moved by Mr. John Webster that the meeting be adjourned at 8:15 p.m.