

AGENDA 2.1

MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of meeting held on Monday, March 25, 2015 7:01 p.m. Markham Village Library, Program Room, Upper Level, 6031 Highway 7, Markham

Present from Board: Mr. Edward T. McDermott, Chair
Mr. Alfred Kam, Vice-Chair
Mrs. Nicki Lawrence
Mr. Justin Hung
Mrs. Deborah Jestin
Mrs. Marilyn Aspevig
Mr. John Webster
Mrs. Yemisi Dina
Councillor Alan Ho
Regional Councillor Joe Li (from 1.3)
Deputy Mayor Jack Heath (from 5.1)

Present from Staff: Mrs. Catherine Biss, CEO & Secretary-Treasurer
Ms. Deborah Walker, Director, Strategy and Innovation
Ms. Andrea Cecchetto, Manager, Learning and Growth
Mrs. Diane Macklin, Manager, Marketing & Community Development
Mr. Chris Sheehy, Manager, Facilities & Workplace Safety
Mr. Patrick Pan, Manager, Cornell Library
Ms. Mindy Freed, Manager, Unionville Branch
Mrs. Susan Price, Board Secretary (up to 14.0)

Regrets: Ms. Jennifer Yip

Guest: Ms. Juliana Muema, Medical Librarian Markham-Stouffville Hospital

1.0 Call to order/Approval of Agenda

Mr. Edward McDermott, Chair, called the meeting to order at 7:01 p.m.

Moved by Mrs. Nicki Lawrence
Seconded by Mr. John Webster

Resolved that the agenda be approved.

Carried.

1.1 Declaration of conflict of interest

None.

1.2 Delegation

None.

AGENDA 2.1

1.3 Chair's Remarks

Mr. McDermott welcomed Councillor Alan Ho and told him that the Board looked forward to working with him over the next four years.

The Chair informed the Board that this meeting would not be the last one for the current Board, that is expected to be April 20, 2015. The current chair and Vice-Chair Alfred Kam will remain in office until the new Board is assigned and a new Chair and Vice-Chair can be elected. The Chair asked that if any current Board members hope to be reappointed to the Board that they consider being candidates for the positions of Chair and Vice-Chair for the incoming Board. Mrs. Jestin (Past-Chair) clarified that the term for the newly elected Chair and Vice-Chair would be until the AGM to be held in January 2016.

As April will be the last meeting for this current Board, the Chair thanked everyone for their excellent contributions and declared that it had been a pleasure working with everyone.

The Chair introduced Juliana Muema, Medical Librarian at the Markham Stouffville-Hospital who would be available to answer any questions regarding the partnership between MPL and the Hospital.

The Chair informed the Board that some Members attended the March 2, 2015 presentation before the City Budget Committee, thanking Alfred Kam, Marilyn Aspevig, Yemisi Dina and Jennifer Yip for their support. Hopefully the presentation will lead to an improved relationship and understanding between the Markham Public Library and the City.

2.0 Consent Agenda

Moved by Mrs. Deborah Jestin

Seconded by Mr. John Webster

Resolved that the Consent Agenda, comprising Agenda items 2.0 to 2.3.6 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 23, 2015**
- 2.2 Declaration of Due Diligence by the CEO**
- 2.3 Communication and Correspondence**
 - 2.3.1 Focus on Education during Black History Month in Markham**
 - 2.3.2 Bringing History to Life**
 - 2.3.3 PechaKucha Markham Volume 6**
 - 2.3.4 Black History Month at MPL**
 - 2.3.5 Family Literacy Fair**
 - 2.3.6 April Events at MPL**

Carried.

Mrs. Aspevig, referring to item 2.3.6 asked if anyone could attend the workshops. Staff assured her that anyone could register and Board members are always welcome to audit workshops and events.

AGENDA 2.1

3.0 CEO's Highlights, March 2015

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

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

Carried.

The CEO advised the Board that Commissioner Brenda Librecz had announced that the former Director of Service Excellence for MPL, Moe Hosseini-Ara (on secondment to the City) had been appointed Director of Culture for the City of Markham effective March 23, 2015. Mr. John Webster proposed that the Board send a letter of congratulations to Mr. Hosseini-Ara.

Moved by Mr. John Webster
Seconded by Mr. Justin Hung

Resolved that "the Chair of MPL Board send a letter on behalf of the Markham Library Board congratulating Mr. Moe-Hosseini-Ara on his appointment as Director of Culture, City of Markham"

Carried.

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-2a Emergency Executive Succession (Assigned to Mrs. Yemisi Dina)

Mrs. Dina stated that she had reviewed the Emergency Executive Succession report; the rationale for the plan is that the Library have a contingency leadership in place to fulfill the CEO's responsibilities if the CEO is unable to execute them. She confirmed that this situation has been addressed in the report. Mrs. Dina contacted the Board and received no questions or comments. Mrs. Dina verified that the report meets expectations and that there would be no interruption in services should the CEO be unable to fulfill her role.

The report 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 Mrs. Yemisi Dina
Seconded by Mrs. Deborah Jestin

Resolved that the internal monitoring report entitled "Executive Limitation EL-2g, Emergency Executive Succession" be received.

Carried.

The Chair expanded that all forms of succession have been addressed in addition to that of the CEO.

AGENDA 2.1

6.0 Ends

None

PLEASE NOTE THAT AGENDA ITEM 10.1 MSH PARTNERSHIP WAS MOVED FORWARD IN ORDER TO ACCOMMODATE OUR GUEST

10.0 Education:

10.1 Markham Stouffville Hospital Partnership Report

Staff prepared a written report in addition to the verbal presentation given in November 2014. The report clarifies the elements of success of the partnership with Markham Stouffville Hospital and twice a year three library staff and three hospital staff meet to ensure all elements are being addressed.

The objective of the collaboration is to support healthy living through improved health literacy. Staff explained that the Hospital and Markham Public Library have different but complimentary resources. The space is jointly and heavily utilized.

The Board was invited to ask questions, which the Medical Librarian J. Muema was pleased to answer. Ms. Muema further explained that the Hospital and Library partnership is a unique collaboration of Public Library and Medical Library that is unique in Canada and probably in North America. Partnering for increased purchasing power allows the medical library to purchase expensive medical texts while MPL's Wellness collection supports the non-medical aspects of overall health.

Patients of the hospital are able to visit the library with their families in an environment that is "non-hospital" which is of great benefit, especially to those hospitalized for extensive periods or for severe illness. Ms. Muema explained that they are currently marketing to build community awareness and an MPL Information brochure is in patient information packages provided when they are admitted.

Deputy Mayor Heath commented that this is a very exciting situation and that previous Councils and three levels of government worked very hard to bring about this partnership.

The Medical Librarian acts as a liaison for the lay person in addition to resource for hospital staff. Ms. Muema informed the Board that she receives an average of 8 consultations per week and her hours are Monday to Thursday 8-4. The space is utilized 95% of the time.

Councillor Ho enquired if it would be possible to have a meeting at the Cornell location and was assured that one was planned for in the future.

Much discussion followed, the consensus being that this collaboration is a magnificent accomplishment of great benefit to the Markham Community.

Moved by Deputy Mayor Jack Heath
Seconded by Mr. John Webster

Resolved that the report entitled "Markham Stouffville Hospital Partnership Reprt" be received.

Carried.

Although no awards have been granted for this particular achievement of MPL, the Chair informed the Board that he had a List of Awards received by MPL and that he would like to distribute it. Mr. John Webster requested that the list be added to the minutes.

Moved by: Mrs. Marilyn Aspevig
Seconded by: Mr. John Webster

Resolved that the list "AWARDS: MARKHAM PUBLIC LIBRARY" be added to the Minutes for information.

AGENDA 2.1

AWARDS: MARKHAM PUBLIC LIBRARY

2015 Ontario Public Library Service Awards (Nominee) – Partners in Healthy Living (MSH/MPL Partnership)

2014 IPAC Award for Innovative Management, Gold Medal – Customer Service Revolution (CSR)

2012 Town of Markham's Diamond Jubilee Certificate for Contributions to the Community

2011 Faculty of Information Alumni Associate at University of Toronto Outstanding Alumni Award for Catherine Biss

2010 Public Library Service Award for Customer Centred Classification

2010 AMO Peter J Marshall Municipal Innovation Award for Customer Centred Classification

2010 Minister of Culture's Award of Innovation for Customer Centred Classification

2010 Town of Markham's Continuous Improvement Award for the Integrated Leisure Master Plan

2005 National Post/Design Exchange Award for Angus Glen Library

2005 Thornhill Village Best of Thornhill Village Award

2001 Angus Mowat Award of Excellence for Early Years Program

Carried.

7.0 Governance

7.1 Budget Update

Moved by Mrs. Yemisi Dina

Seconded by Mrs. Marilyn Aspevig

Resolved that the report entitled "Budget Update" be received.

Carried.

The CEO advised that she understands that the budget will be before General Committee March 31, 2015 and before Council after that.

A few Members attended the March 27, 2015 meeting and there were no issues raised regarding Markham Public Library. The CEO stated that despite the recent challenges, on the positive side it was of great benefit meeting with City Councillors and Senior Staff and clarified the need for ongoing advocacy and support. Councillors will be provided with information on events at MPL, especially those in their ward.

As difficult as it is to lose funds for collections the process had a relatively positive outcome. The issue of the "Sunshine List" has been resolved for the CEO and Staff. Other expenses were at issue, however Mayor Heath and the Chair advocated that any minor expenses that benefit the Board's relationship and cohesion as a unit should not be under scrutiny.

AGENDA 2.1

8.0 Ownership Linkage

8.1 Council Linkage Update

Moved by Mrs. Nick Lawrence
Seconded by Councillor Alan Ho

Resolved that the report entitled "Council Linkage Update" be received.

Carried.

The CEO informed the Board that on May 11, 2015 there would be a presentation to Council on the relationship of the Council and Library Board and a Strategic Plan Presentation.

It is intended that all Councillors will receive information about the programs available to their constituents and will be offered tours of the libraries in their wards

9.0 Board Advocacy

11.0 Incidental Information

None

12.0 New Business:

Deputy Mayor Heath advised the Board that Council is two thirds through the interview process for new Board Members and there are some excellent candidates. There is still some indecision around timing, however the new Board should be in place effective May 1, 2015.

13.0 Board Evaluation:

13.1 Questionnaire: Feedback to the Chair

The Chair asked the Board to complete the questionnaire entitled "Feedback to the Chair" and to submit it to the Board Secretary.

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

Moved by Mrs. Nicki Lawrence
Seconded by Mrs. Marilyn Aspevig

Resolved that the Board meet in camera at 8:20 p.m. to discuss a confidential personnel matter.

Carried.

The Board returned to its regular meeting at 8:45 p.m.

Moved by Mrs. Deborah Jestin
Seconded by Mrs. Marilyn Aspevig

Resolved that the motions approved in camera be ratified.

Carried

AGENDA 2.1

15.0 Adjournment

Moved by Mr. Alfred Kam that the meeting be adjourned at 8:46 p.m.