

TOWN OF MARKHAM PUBLIC LIBRARY

Regular Meeting

Minutes of Meeting held on Monday, January 24, 2011, 7:05 p.m.
Program Room – Main Level, Markham Village Library
6031 Highway 7, Markham

Present from the Board: Ms Cheryl Giblon, Chair
Mr. Justin Hung, Vice Chair
Mrs. Deborah Jestin
Mr. David Jones
Ms Ada Leung
Mr. Edward McDermott
Mr. Mahendra Naik
Ms Lan Sum
Deputy Mayor Jack Heath

Present from Staff: Mrs. Catherine Biss, CEO and Secretary-Treasurer
Mr. Larry Pogue, Director, Business Support
Ms Debbie Walker, Director, Business Planning & Innovation
Mr. Moe Hosseini-Ara, Director, Customer Experience
Ms Andrea Cecchetto, Manager, Learning and Growth
Mr. Chris Sheehy, Facilities and Building Co-coordinator
Ms. Judy Kee, Acting Board Secretary

Regrets: Councillor Alex Chiu

1.0 AGENDA

1.1 Call to Order/Approval of Agenda

The Chair called the meeting to order at 7:05 p.m.

Moved by: Mr. Justin Hung
Seconded by: Mr. David Jones

RESOLVED THAT: The agenda be approved.

Carried.

1.2 Declaration of Conflict of Interest

None.

1.3 Due Diligence

The Chair asked the CEO: Have the taxes and HST been paid and are we in environmental compliance? The CEO responded: To the best of my knowledge and belief.

1.4 Delegation (Ownership/Linkages)

None.

1.5 Chair's Comments

The Chair opened her remarks with respect to the great success of the Annual Staff Appreciation Dinner held on December 3rd, with approximately 120 persons in attendance, which had raised considerable funds for the United Way. The Annual Board Dinner held on January 14th had been very enjoyable. Appreciation was expressed to the Vice-Chair for his involvement in the Staff Appreciation event on behalf of the Chair, and also to Mrs. Deborah Jestin for her work in the organization of the Board Dinner.

Members were requested to take special note of two questionnaires enclosed within the Agenda this date, which were to be completed and returned to the Board Secretary by the end of the meeting, regarding the following matters:

- Item 11.1 – Existing Board Member Skill Sets, and
- Item 12.1 – The Board and the CEO; Criteria

1.6 In Camera

Moved by: Ms. Ada Leung
Seconded by: Ms. Lan Sum

RESOLVED THAT: The Board meet In Camera at 7:10 p.m.

Carried.

Moved by: Mr. David Jones
Seconded by: Mr. Mahendra Naik

RESOLVED THAT: The Board returns to its regular meeting at 8:20 p.m.

Carried

Moved by: Mr. Ted McDermott
Seconded by: Ms. Lan Sum

RESOLVED THAT: The motions In Camera be ratified.

Carried.

2.0 CONSENT AGENDA

The Chair asked Board Members if they wished to pull any items from the Consent Agenda. No requests were made.

Moved by: Mr. David Jones
Seconded by: Mr. Mahendra Naik

RESOLVED THAT: The consent agenda be received.

AND THAT: The Consent Agenda comprising of items:

2.1	Approval of Consent Agenda
2.2	Minutes of Meeting, December 13, 2010
2.3	Communication and Correspondence:
	2.3.1 "Thornhill Addresses Challenges at Home, Overseas", York Region
	2.3.2 "No Mayor's Days for Stouffville Staff", York Region
	2.3.3 "Toronto's Library System Adapting to Modern Needs", Toronto Star
	2.3.4 "Library Board Defies Ford to Seek Increase", Toronto Star
	2.3.5 "Pay, Utilities Put Squeeze on Markham's Budget", Economist and Sun
	2.3.6 "National Book Count Aims to Show that Books Count", Globe and Mail
2.4	Annual Monthly Policy Review: (The wording of the following policies are reviewed annually by a Member):
	2.4.1 GP-2d Board Committee Principles
2.5	Ends Report for CEO's Review
2.6	Board Election Process – By-law 4.3 Revised

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.

Carried.

Minutes of Meeting – December 13, 2010

Moved by: Mr. David Jones
Seconded by: Mr. Mahendra Naik

RESOLVED THAT: The Minutes of the Meeting held on December 13, 2010 be approved.

Carried.

Ends Report for CEO's Review

The Chair commended the CEO for all of the work carried out in the preparation of the 2010 Annual Summary of the Ends Report.

Board Election Process – By-law 4.3 Revised

Moved by: Mr. David Jones
Seconded by: Mr. Justin Hung

RESOLVED THAT: The last paragraph of Markham Public Library By-law 4.3 Annual General Meeting be amended to read: (by deleting the words: "their annual term")

"Once the Chair and Vice-Chair are elected for their terms, the Chair presides over the remainder of the Meeting."

Carried

3.0 CEO'S Report

3.1 CEO'S Report – January 2011

Moved by: Mr. Ted McDermott
Seconded by: Mr. Mahendra Naik

RESOLVED THAT: The CEO's Report be received.

Carried.

4.0 MONITORING (delegation-ownership linkages)

Compliance list of internal monitoring reports and discussion led by Members

4.1 Markham Public Library Health & Safety Policy - Report

This matter had been deferred at the December 2010 meeting.

Mr. Ted McDermott expressed appreciation to staff in their preparation of the report, and emphasized the importance of Markham Public Library Senior Management reporting to the Board on a regular basis that the provisions of the Health and Safety Act are being carried out.

Moved by: Mr. Ted McDermott
Seconded by: Mr. Justin Hung

RESOLVED THAT: The report of the CEO, dated December 13, 2010 entitled "Markham Public Library Health & Safety Policy – Report" be received;

AND THAT: The CEO be requested to provide information on the status of the Health and Safety Program at Markham Public Library in the monthly CEO's Report;

AND THAT: The report provide information including, but not limited to, the following:

- that reasonable care has been taken by the Corporation to comply with the Health and Safety Act and Regulations;**
- that a Joint Health and Safety Committee has been established and meets on a quarterly basis;**
- that there have been no work refusals or, if there have been, the circumstances involved and steps taken to resolve the refusal;**
- the results of any inspection or investigation by or complaint to the Ministry of Labour;**
- that appropriate training has taken place under Bill 168;**
- the means by which serious occurrences involving health and safety or contraventions of the OHSA are being addressed;**

Carried.

Mr. McDermott was requested to prepare a comprehensive list of items for the CEO that should be included in the monthly status update. (See list above.)

During the discussion, there had also been some discussion regarding potential revisions to the information presented in the Board Agenda under “Due Diligence”, and Mr. McDermott was requested to provide, (prior to the next Board Meeting), a list of suggestions to the CEO of items that could be included under “Due Diligence”.

4.2 Executive Limitations: EL – 2k, Communication & Counsel to the Board – J. Hung

Mr. Hung led the discussion on Executive Limitations: EL – 2k, Communication & Counsel to the Board. He indicated that he did not receive any questions or concerns from the Members and did not see any problems.

The matter of Members receiving all media releases as soon as possible was raised, and the CEO advised that staff will continue to ensure that all media releases, with the exception of program information, are forwarded to Members immediately.

Moved by: Mr. Justin Hung
Seconded by: Mr. Mahendra Naik.

RESOLVED THAT: The monitoring report Executive Limitations EL- 2k Communication & Counsel to the Board be received.

Carried.

4.3 Executive Limitations: EL – 2l, Use of Volunteers – D. Jestin

Ms. Deborah Jestin led the discussion on Executive Limitations: EL – 2L, Use of Volunteers. She indicated that the report was straight forward and that she had not received any questions or concerns from the Members. Members briefly discussed liability issues; volunteer numbers; and duties performed.

Moved by: Ms Deborah Jestin
Seconded by: Mr. Justin Hung

RESOLVED THAT: The monitoring report Executive Limitations EL- 2l Use of Volunteers be received.

Carried.

5.0 ENDS

6.0 GOVERNANCE

6.1 BCL-2d Monitoring Executive Performance & BCL-2E CEO Performance Review

The Chair reminded the Members that at the next Board Meeting, the CEO's Executive Performance Review will be considered. She requested all Members to prepare

comments that will be compiled and discussed at that meeting. Copies of Policy BCL-2d and Policy BCL-2e have previously been distributed to Members for their use.

7.0 OWNERSHIP LINKAGE

7.1 Board Priorities

It had been agreed at the December 2010 Board Meeting that one Board Priority would be discussed at each meeting.

Following the E-Book presentation by staff this date, Members discussed E-Books and related issues, including: terms and regulations; licensing agreements; vendors; copyright restrictions; time limitations; and Project Gutenberg. It was suggested that staff investigate the meaning of “prescribed by regulation”

7.2 FOPL Proposal to Ministry of Tourism and Culture for a New Funding Model for Provincial Operating Grants

The report of the CEO, the letter sent from the CEO, and a draft letter of support from the Board were presented. A minor word change to the second page of the CEO’s letter was noted.

Moved by: Ms Lan Sum
Seconded by: Mr. Justin Hung

RESOLVED THAT: The report of the CEO, dated January 24, 2011, entitled: “Federation of Ontario Public Libraries Letter Writing Campaign re: Provincial Operating Grants” be received;

AND THAT: The Board send a letter to Laura Albanese, MPP for York South Weston and Parliamentary Assistant to the Minister of Tourism and Culture giving concrete examples of how they would use any increased funding (as specified in the Federation’s provincial operating grant funding proposal) to benefit the customers of MPL.

Carried.

8.0 BOARD ADVOCACY

9.0 EDUCATION

9.1 E-Books Presentation

Staff presented an online demonstration of how persons can borrow fiction and non-fiction eBooks and eAudiobooks from Markham Public Library and how downloadable items can be downloaded onto personal computers, compatible eReaders, PDAs and mobile devices. Information was also provided on OverDrive and NetLibrary.

The Chair thanked staff for a very informative demonstration.

Moved by: Ms. Lan Sum
Seconded by: Mr. David Jones

RESOLVED THAT: The E-Books presentation be received.

Carried.

10.0 INCIDENTAL INFORMATION

10.1 Board Attendance Record for 2010

The Members received the Board's Attendance Record for 2010.

11.0 NEW BUSINESS

11.1 Existing Board Members Skill Sets

Members had before them a questionnaire entitled "Criteria/Skill Sets for Library Board Membership". The Chair asked that all Members complete the form and return to the Board Secretary at the end of the meeting.

11.2 Thornhill Community Centre Library Update

The CEO provided an update on the status of the construction of the Thornhill Community Centre and Library. Members expressed concern regarding recent delays that have been experienced due to various issues, and the CEO advised that, based on the construction progress to date, the current expected re-opening date would be approximately June 15, 2011. Following some further discussion, the CEO was requested to prepare a communication to the public as soon as possible.

Moved by: Mr. Ted McDermott
Seconded by: Mr. Justin Hung

RESOLVED THAT: The report of the CEO dated January 24, 2011, entitled "Thornhill Community Centre Library Update" be received;

AND THAT: The Board gives the CEO the authority to extend the current closure of the Thornhill Community Centre Library Kiosk operation to February 21, 2011.

Carried

11.3 Request – Town of Markham's Culture Committee

The Chair advised that she currently sits on the Town's Culture Committee on behalf of the Library Board. As part of the Committee's mandate, their members have been requested to survey various groups and individuals within the community. She requested the concurrence of the Board to interview the CEO of the Library and all Members agreed.

11.4 Retirement Event – Manager, Technical Services

Mr. Justin Hung, Vice-Chair, reported that he recently attended a special retirement event for Ms. Suraj Sharma, Manager, Technical Services on behalf of the Board.

11.5 Preparation of Monthly Board Package

The Chair requested that that the Board consider giving direction to staff to change the procedure for the preparation of the monthly Board package. Currently, various sections of the Regular Agenda are printed in colour and stapled separately.

Members agreed that in future staff be directed to print the Regular Agenda totally in white and that no staples be used. The In-Camera Agenda, Minutes and back-up material will continue to be printed in green.

12.0 BOARD EVALUATION

12.1 The Board and the CEO: Criteria

The Chair asked Members to complete the questionnaire and return it to the Board Secretary.

13.0 ADJOURNMENT

Moved by Mr. David Jones that the meeting be adjourned at 9:50 p.m.

I:/SENIOR2007/BOARD/AGENDAS-MEETINGS/2.1 Minutes of Regular Meeting, January 24, 2011