

AGENDA 2.1

MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of meeting held on Monday, January 26, 2015 7:02 p.m., Markham Village Library,
6031 Highway 7, Markham

Present from Board: Mr. Edward T. McDermott, Chair
Mr. Alfred Kam, Vice Chair
Ms. Jennifer Yip
Mrs. Marilyn Aspevig
Mrs. Deborah Jestin
Mrs. Yemisi Dina
Mr. John Webster
Deputy Mayor Jack Heath (from 3.0)
Mr. Howard Shore (from 3.0)
Regional Councillor Joe Li (from 6.1)

Regrets: Mrs. Nicki Lawrence
Mr. Justin Hung

Present from Staff: Mrs. Catherine Biss, CEO & Secretary-Treasurer
Mr. Larry Pogue, Director, Administration
Ms. Deborah Walker, Director, Strategy and Innovation
Mrs. Diane Macklin, Manager, Marketing & Community Development
Ms. Andrea Cecchetto, Manager, Learning & Growth
Ms. Michelle Sawh, Manager, Service Delivery
Mr. Chris Sheehy, Manager, Facilities & Workplace Safety
Mrs. Susan Price, Board Secretary

1.0 Call to order/Approval of Agenda

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

Moved by Mr. Alfred Kam
Seconded by Mrs. Yemisi Dina

Resolved that the agenda be approved.

Carried.

1.1 Declaration of conflict of interest

None.

1.2 Delegation

None.

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4.0 Annual Policy Review

4.1 Policy Governance Wording Review

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

Resolved that the Board has reviewed the policies under the Governance Linkage: GP-1 to GP-2j and Board-CEO Linkage BCL-1 to BCL-2e and approves them as written.

Carried.

The Chair confirmed that there were no proposals to change any policies, and that there had been a recent reworking of all of them.

4.2 BCL-2e Chief Executive Officer Performance Review Policy

The Chair pointed out the sections that need to be reviewed.

Moved by: Mr. Howard Shore
Seconded by: Mr. John Webster

Resolved that the Board receive the Board–CEO Linkage BCL-2e Policy: Chief Executive Officer Performance Review documentation in preparation for the February 2015 In Camera performance review meeting.

Carried.

5.0 Monitoring (Delegation-Ownership Linkages):

(Compliance list of internal monitoring reports and discussion led by members.)

None.

5.1 Executive Limitations/Internal Monitoring Reports Schedule

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

Resolved that the “Executive Limitations/Internal Monitoring Reports Schedule” be received.

Carried.

The Chair clarified that the schedule would need to be reassigned once the new Board is in place, but that it would serve for the interim.

6.0 Ends

6.1 Annual Ends Report 2014

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

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And that staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried.

7.3 Exception to the terms of the Chair and Vice Chair

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

Resolved that an exception to the Markham Public Library Board By-laws, Sections 3.1 and 3.2 under Board Officers, wherein the Board elects the Chair and Vice Chair for a one-year term be approved on the following basis;

And that the current Chair and Vice Chair shall continue to serve in such positions until the next Annual General Meeting of the Board to be held at the first meeting of the newly constituted Board following the appointment of its members by Council.

The Chair explained that this recommendation was necessary in order to keep the current Board composition until such time as the new Board is in place and an AGM can be held to elect a new Chair and Vice Chair. Deputy Mayor Heath advised that although Council Members have been chosen for the MPL Board, potential citizen members have until January 30, 2015 to apply. Concerns were discussed about handing over to a new Board and that orientation sessions would take time. The CEO suggested that a mentoring program could be put in place for new members. Deputy Mayor Heath also indicated that in certain special circumstances, exceptions could be made to the two term limit for Committee members. If any designated individuals are interested in continuing as board members, in the interest of Board stability, they could reapply. The expectation is that a new Board should be in place at the end of March or early April.

Carried.

7.4 Board Meeting Attendance

Moved by: Mr. Howard Shore
Seconded by: Mrs. Marilyn Aspevig

Resolved that Regional Councillor Joe Li's absence from the Board meetings held on September 29, 2014, October 28, 2014, November 24, 2014 and December 15, 2014 due to conflicting Council meetings and related travel be authorized.

Carried.

7.5 2015 Library Operating Budget Request Report

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

Resolved that the Board receives the report entitled "2015 Library Operating Budget Request Report";

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

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

Carried.

11.0 Incidental Information:

11.1 Board Meeting Attendance Record, 2014

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

Resolved that the "Board Meeting Attendance Record, 2014" be received.

Carried.

11.2 CEO Succession Plan

The Chair explained that the need for a CEO (and Senior Staff) Succession Plan was raised during the 2014 CEO Performance Review.

Staff explained that a plan has been devised that would be reviewed on an annual basis; identifying key positions and reviewing Staff members that would be able and willing to move into more senior roles as needed. An ongoing talent search for MPL begins with Core Competencies for the position. There are Competency Profiles for all MPL positions along with current job descriptions.

Emergency succession plan (EL-2g) is in place for an interim CEO, should a need arise.

Deputy Mayor Heath wanted to know that in the case of an emergency or a resignation that interim measures were in place for both circumstances. Staff assured him that a broad base search would be conducted and that the Board would need to approve the candidate. Discussion followed regarding an interim candidate and would they be excluded from becoming a permanent replacement. There is nothing in the succession plan that would prevent an interim replacement from becoming a permanent one should the Board agree. Regional Councillor Li contributed that it is a good practice to be continually grooming and training Senior staff to provide them with more experience. The CEO explained that Senior Administrative staff are expected to have or be developing their own successor.

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

Resolved that the report entitled "CEO Succession Plan" be received for information.

Carried.

12.0 New Business

13.0 Board Evaluation:

13.1 Questionnaire: The Board and the CEO