

AGENDA 2.1

MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of meeting held on Monday December 15, 2014 7:01 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
Mr. John Webster
Mr. Justin Hung
Mrs. Deborah Jestin
Mrs. Nicki Lawrence
Mrs. Yemisi Dina
Mr. Howard Shore

Regrets: Deputy Mayor Jack Heath
Regional Councillor Joe Li
Mrs. Marilyn Aspevig

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
Mr. Chris Sheehy, Manager, Facilities & Workplace Safety
Ms. Amanda Kelly, Community Librarian, Business & Employment
Mrs. Susan Price, Board Secretary

1.0 Call to order/Approval of Agenda

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

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

Resolved that the agenda be approved.

Carried.

Mr. Webster commented on a communication Board members received from another library board which indicated that they had local School Board representation on their Board. The Chair recommended that the discussion of any recommended changes in the composition of the Board might be considered at the January Board meeting. He stated that another option might be to invite a School Board member to periodically attend a Library Board meeting as an observer and vice versa, in order to see if there is any value in cross pollination.

1.1 Declaration of conflict of interest

None.

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1.2 Delegation

None.

1.3 Chair's Remarks

Mr. Edward McDermott reported that the Annual Staff Celebration held December 5, 2014 was a success and that many compliments and thanks had been received from staff. Mr. McDermott thanked the Celebration Committee and Chair Mrs. Deborah Jestin for their excellent efforts.

The Chair declared that a lot has been accomplished at MPL in 2014 and thanked everyone for a great year.

Mr. McDermott called attention to the addition to the November 24, 2014 Minutes (Agenda 10.2 MSH Partnership) as per Deputy Mayor Jack Heath's request. The change to the minutes was made after the e-mail release of the DRAFT minutes but prior to this meeting.

2.0 Consent Agenda

Moved by Mr. Howard Shore
Seconded by Ms. Jennifer Yip

Resolved that the Consent Agenda comprising of Agenda items 2.0 to 2.3.11 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, November 24, 2014
- 2.2 Declaration of Due Diligence by the CEO
- 2.3 Communication and Correspondence:
 - 2.3.1 Markham Library Hosts College/University Fair Nov 29
 - 2.3.2 MPL Food Drive
 - 2.3.3 Inti-Illimani Live at MPL
 - 2.3.4 Show Us Your Supapawa
 - 2.3.5 Committee Chairs Invitation to Info Sessions
 - 2.3.6 CELA Opens World of Reading
 - 2.3.7 CULC National Award
 - 2.3.8 PechaKucha Program
 - 2.3.9 OBOM Programs
 - 2.3.10 CULC Announcement
 - 2.3.11 New Library Director checks in at Sault Ste. Marie
(the new CEO is a former MPL employee)

Carried.

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3.0 **CEO's Highlights, December 2014**

Moved by Mrs. Deborah Jestin

Seconded by Mr. John Webster

Resolved that the report entitled "CEO's Highlights, December 2014" be received.

Carried.

The CEO informed the Board that MPL staff are developing the branding and the launch activities for the New Strategic Plan that will launch in the new year. Plans include producing a promotional video that includes stories of the difference the library has made in the lives of community members as well as a flash mob activity to introduce an element of excitement and fun. Mr. Howard Shore enquired if the City had been contacted to utilize some of their marketing resources and staff responded that they will investigate the opportunities such as using Community Centre message boards etc. The CEO mentioned that she has had the opportunity to speak with new Council members and introduce MPL to them. Mr. Shore also inquired about a report from Price, Waterhouse, Coopers and the CEO responded that they had met with them and that P.W.C. are very familiar with libraries but a report had not as yet been prepared.

Mrs. Jestin commented that she was very impressed by the way the CAVE has been used.

The Chair asked the CEO whether MPL was in Compliance with the *Accessibility for Ontarians with Disabilities Act (AODA)* reporting requirements. The CEO responded that MPL facilities come under the City of Markham and that required reporting has been completed by the city.

4.0 **Annual Monthly Policy Review**

4.1 **Policy Governance Wording Review**

Moved by Mrs. Deborah Jestin

Seconded by Mr. Alfred Kam

Resolved that all the policies under the Governance Process and Board-CEO Linkage sections of the Governance Policies be reviewed and that proposed amendments be presented to the Board at its regular meeting in January 2015 if required.

Carried.

The Chair asked that if anyone would like to request changes, that they submit them in writing to the CEO/ Board Chair and Board secretary at their earliest opportunity so that staff have the time to prepare any necessary comments/recommendations.

5.0 **Internal Monitoring Reports:**

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

5.1 **Executive Limitation: EL-2f Protection of Services**

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(Assigned to Mrs. Deborah Jestin)

Mrs. Deborah Jestin reviewed the report and affirmed that delivery of library services to the community are maintained and protected. Mrs. Jestin stated that considering the severe weather last winter it was amazing how few service interruptions there were.

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

Moved by Mrs. Deborah Jestin
Seconded by Mrs. Yemisi Dina

Resolved that the internal monitoring report entitled "Executive Limitation EL-2f, "Protection of Services" be received.

Carried.

6.0 **Ends**

6.1 **Quarterly Ends Update**

Moved by Mr. Justin Hung
Seconded by Mrs. Deborah Jestin

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

Carried.

Staff explained that this report covers the months September, October and November. Mrs. Deb Jestin commented on the amount that had been accomplished in three months. The CEO indicated that the Board will receive the annual cumulated Ends report in January. Mr. John Webster suggested that the report should go before Council. Staff indicated that the Ends reports are provided to the City and Councillors on the Board in their meeting packages. Ends reports are now also part of the WEB Agenda Package.

Mr. Howard Shore commented that perhaps the report should also be going to advisory committees.

Mrs. Yemisi Dina commented that this could be another venue for spreading the MPL word. The CEO explained that although this has been done in the past we will have another opportunity when the New Strategic Plan is introduced. This would also be an appropriate time to highlight past accomplishments.

It was suggested developing awards in areas needing focus and capitalizing on that success.

7.0 **Governance**

7.1 **2015 Library Capital Budget Request-Report**

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

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

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And that the Board endorses and approves the Library's 2015 Capital Budget Request in the amount of \$2,982,900.00;

And that Staff be authorised and directed to do all things necessary to give effect to this resolution.

Carried.

Staff confirmed the figure proposed and highlighted specific items i.e. Library Collections, Electronic Resources Upgrade and Carpeting at Milliken Mills Branch.

The CEO also explained that requests for budget considerations are done on a priority basis depending on immediate or critical needs. Deferred projects, if unchanged will be brought forward as part of the Library's 2016 Capital Budget request.

Mr. Howard Shore commented that the City puts money aside to fund items considered "Lifecycle" upgrades. The CEO indicated that this was the funding source utilized for the library's capital replacements.

8.0 Ownership Linkage

None

9.0 Board Advocacy

None.

10.0 Education:

10.1 Board Statistical Report

Moved by Mrs. Yemisi Dina

Seconded by Mrs. Nicki Lawrence

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

Carried.

The Chair asked if there were any questions.

The CEO explained that the Board Statistical Report is one of the reports that Staff will be improving in 2015. Staff need to report on all types of library uses: computer and internet usage, remote access to databases, usage of quiet study spaces, etc. This new report will be available early in the 2nd quarter of 2015.

10.2 MPL's Community Engagement Strategy

A verbal presentation by staff addressed how MPL is working with the community to support community aspirations, partner with other organizations and fill gaps where they are found. The community outreach sessions held in 2014 recognized and categorized various issues in the community i.e. settlement/ wellness/ social issues/ learning /business/ reading and literature. The more issues that can be addressed the stronger the web of connection.

Presentation by the Community Librarian, Business & Employment:

The Librarian's role as it relates to businesses (especially new ones) is to leverage information and knowledge of community development. The Community Librarian liaises with local businesses for idea exchanges and to provide mentorship and support. Appropriate workshops to

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be held at one of MPL's locations are developed, aiding citizen's participation in this progressive job market.

The end goal is to serve the needs of the community as they continually change and keep the role of the Library in the forefront of the community; to link people in the Community and fill in gaps of support not provided by other departments.

Moved by Mr. John Webster
Seconded by Ms. Jennifer Yip

Resolved that the verbal report entitled " MPL's Community Engagement Strategy" be received.

Carried.

11.0 Incidental Information

11.1 Annual Library Celebration Update See 1.3 Chair's remarks

11.2 2015 Board Meeting Dates

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

Resolved that the schedule of the 2015 Board meeting and agenda planning dates be received.

Carried.

The following dates may be subject to change in advance due to observance of statutory holidays or other considerations.

AGENDA PLANNING MEETINGS **4:00p.m.—5:00 p.m.**

Wednesday, January 14, 2015
Wednesday, February 11, 2015
Wednesday, March 11, 2015
Wednesday, April 8, 2015
Wednesday, May 13, 2015
Wednesday, June 10, 2015
Wednesday, September 16, 2015
Wednesday, October 14, 2015
Wednesday, November 11, 2015
Wednesday, December 2, 2015

BOARD MEETINGS **7:00 p.m.**

Monday, January 26, 2015
Monday, February 23, 2015
Monday, March 23, 2015
Monday, April 20, 2015 **
Monday, May 25, 2015
Monday, June 22, 2015
Monday, September 28, 2015
Monday, October 26, 2015
Monday, November 23, 2015
Monday, December 14, 2015

** Changed to accommodate the CEO's schedule

Note: The Board meeting in December will be held on December 14 (second Monday) due to the Christmas holiday.

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12.0 **New Business**

13.0 **Board Evaluation**
None for this month

14.0 **In Camera Agenda (none)**

15.0 **Adjournment**

Moved by Mr. Howard Shore that the meeting be adjourned at 8:36 p.m.