

TOWN OF MARKHAM PUBLIC LIBRARIES

Regular Meeting

**Minutes of Meeting held on Monday, January 28, 2008; 7:05 p.m.,
Markham Village Library – Administration, 6031 Highway 7, Markham**

Present from the Board: Ms Patricia Durst, Chair
Ms Cheryl Giblon, Vice Chair
Councillor Alex Chiu
Ms Ada Leung
Mr. Justin Hung
Ms Deborah Jestin
Mr. William Jeyaveeran (from 8.1)
Ms Shamira Madhany
Mr. Mahendra Naik
Ms Rashi Sharma
Ms Lan Sum
Councillor John Webster

Present from Staff: Mrs. Catherine Biss, CEO and Secretary-Treasurer
Mr. Larry Pogue, Director, Administration & Operational Support
Ms Debbie Walker, Director, Library Strategy & Innovation
Mrs. Diane Macklin, Marketing & Programming Strategist
Mr. Mohammed Hosseini-Ara, Director, Service Excellence
Mrs. Jane Byrnes, Board Secretary
Mr. Patrick Pan, Branch Manager, Unionville Library

Guests: Mr. Eardley Adams, Project Manager, Capital Assets, Town of Markham

Regrets: Regional Councillor Jack Heath

1.0 AGENDA

1.1 Call to Order/Approval of Agenda

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

The Chair expressed her appreciation to the Board.

Moved by: Councillor Chiu
Seconded by: Councillor Webster

RESOLVED THAT: The agenda be approved.

Carried.

1.2 Declaration of Conflict of Interest

None.

1.3 Due Diligence

Chair asked the CEO: Have the taxes and GST 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.

1.6 Chair's Comments

The Chair thanked Ms Giblon for her support and looks forward to beginning a New Year with this Board.

The Chair asked that agenda item 8.1 Unionville Temporary Closure – E. Adams be heard at this time.

1.7 In Camera (Heard after 10.1)

The Board went In Camera.

Moved by: Ms Sum
Seconded by: Ms Madhany

RESOLVED THAT: The Board meet In Camera at 9:25 p.m.

Carried.

Moved by: Mr. Naik
Seconded by: Mr. Jeyaveeran

RESOLVED THAT: The Board returns to its regular meeting at 10:25 p.m.

AND THAT: The motions In Camera be ratified.

Carried.

2.0 CONSENT AGENDA

The Chair asked if any items from the Consent Agenda would like to be discussed. No requests were made.

Moved by: Councillor Chiu
Seconded by: Ms Madhany

RESOLVED THAT: The consent agenda be received.

AND THAT: the Consent Agenda comprising of items: 2.1 to 2.8

- 2.1 Approval of Consent Agenda**
- 2.2(1.5) Minutes of Meeting, December 17, 2007**
- 2.3(3.2) CEO's Highlights**
- 2.4(7.1) Communication and Correspondence:**

- 2.4.1 (7.1.1) “True Ghosts of Thornhill & the GTA”
The Markham Economist & Sun,
Thurs. Dec 20, 2007
- 2.4.2(7.1.2) “The Mayor’s Snapshot”, SNAP Markham,
Vol. 1 No. 6 Jan 2008
- 2.4.3(7.1.3) La référence mobile á la bibliothèque de
Markham, reference au XXI^e siècle
- 2.4.4(7.1.4) Comments from teens re Markham Village
Library
- 2.4.5(7.1.5) Letter from Craig Carson dated November 16,
2007
- 2.4.6(7.1.6) Board widens ban on fantasy novel,
Toronto Star, Dec. 20/07
- 2.4.7(7.1.7) Congratulatory Certificate from Peter Shurman,
M.P.P.
- 2.4.8(7.1.8) “Despite tough times, our libraries thrive”,
Toronto Star, Jan. 17, 2008
- 2.4.9(7.1.9) “Those who said libraries dead should eat their
words”, Toronto Star, Jan. 17, 2008
- 2.4.10(7.1.10) Survey request from David Famiano
- 2.4.11(7.1.11) Excerpts from Minutes, General Cttee Jan 14, 2008
- 2.4.12(7.1.12) Excerpts from Minutes, Cornell Advisory Group, December
17, 2008
- 2.5 MPL Annual Report 2006 (copy available on the MPL Website)
- 2.6 Annual Monthly Policy Monitoring:
 - 2.6.1 GP-2d Board Committee Principles – J. Hung
 - 2.6.2 BCL-2d Monitoring Executive Performance-D. Jestin
- 2.7 Annual Board Attendance
- 2.8 Board Meeting Dates

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 thererin contained.

Carried.

Minutes of Meeting – December 17, 2007

Moved by: Councillor Chiu

Seconded by: Ms Madhany

RESOLVED THAT: The Minutes of the meeting held on December 17, 2007, be approved.

Carried.

The Chair requested Members to go online and complete the survey mentioned in agenda item 2.4.10. She noted agenda item 2.0 annual monthly policy monitoring is part of the Board’s duty to review the policy once a year and if there are any concerns to please raise them at the meeting. She stressed the importance of attending Board Meetings and to advise the Board Secretary if you will not be able to attend as there have been quorum issues. A quorum is seven Members.

3.0 MONITORING (delegation-ownership linkages)

3.1 Compliance list of internal monitoring reports and Discussion Led by Members

3.1.1 Executive Limitations: EL-2k Communication & Counsel to the Board – L. Sum

Ms Sum led the discussion on Executive Limitations EL-2k Communication and Council to the Board. She had reviewed the report and did not receive any emails or concerns from the Members. She stated she was quite satisfied with the report and noted the report was well done and well informed.

Moved by: Ms Sum
Seconded by: Mr. Hung

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

Carried.

3.1.2 Executive Limitations: EL-2l Use of Volunteers – C. Giblon

Ms Giblon and the Chair had send the CEO several questions regarding this Executive Limitations and the CEO responded satisfactorily. She went briefly through the questions and responses. She mentioned she did not receive any questions from the Members. It was noted the Library's volunteer policy is currently being reviewed.

Moved by: Ms Leung
Seconded by: Mr. Naik

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

Carried.

4.0 ENDS

5.0 GOVERNANCE

5.1 BCL-2e CEO Performance Review - Chair

The Chair reviewed the process, since it would be the first time for some of the Members. She asked Members to review the Minutes, CEO's Highlights and monitoring reports for the year. If there are any questions or concerns to please forward them to the Chair. There will be a full discussion during an In Camera session in February. The Chair at the February meeting will record the conclusions of the discussion. The Chair will then discuss these conclusions with the CEO. At the March meeting there will be an open discussion and a review of section 1 and 2 will be done. The Vice Chair noted the importance of forwarding your comments to the Chair if you will be unable to attend the February meeting.

Please complete appendix 1 and forward your comments to the Chair prior to the February meeting.

6.0 OWNERSHIP LINKAGE

6.1 Outreach Reports

6.1.1 Building Program

The CEO provided a list of outstanding deficiencies to the new building and provided a status report on each item.

6.1.2 South Markham

The Chair felt there was a need to focus the Board's outreach on the South Markham area in order to find creative solutions to providing service to this particular community. She requested all the Members to visit Milliken Mills Library during the month of February. She noted the busiest time at the Library is on Saturday and Sunday afternoon and during the weekdays from 3:00 p.m. to 7:00 p.m. Any ideas can then be brought to the table at the next meeting. Ms Madhany suggested that South Markham be a standing item on the agenda. Ms Macklin was asked to keep the Board informed of any events taking place in the South Markham area.

6.2 Meeting Reports

The Chair requested that Members always acknowledge receipt of a sent email by the Board Secretary.

6.3 Honour with Books Update

It was noted there was no impact on the increase of revenue by having the "Honour with Books" brochures displayed in funeral homes. Discussion on different ways of promoting the "Honour with Books" initiative was discussed including changing the name. Staff will be reviewing this initiative.

Moved by: Ms Giblon

Seconded by: Ms Sum

RESOLVED THAT: The Report be accepted.

Carried.

6.4 Outreach Activities – January - March

The Ken Haycock tapes are available through the Board Secretary. If any Board Member would like to borrow the tapes please ask the Board Secretary. It was recommended that Members listen to them.

Two Members will be attending the OLA Conference this week.

The visit to the Pickering Public Library Board Meeting was rescheduled to April 24. Please let the Board Secretary know if you are available to attend.

7.0 EDUCATION

7.2 Board Leadership Newsletter/Policy Governance – L Sum

Ms Sum discussed the article from the policy governance newsletter “When the Board Asks a Committee to Develop Its Initial Policies.” She discussed the pros and cons of a Board forming a committee to do such activities. She noted it is most effective to have the whole Board participate together to develop initial policies under policy governance rather than by committee.

8.0 INCIDENTAL INFORMATION

8.1 Unionville Library Temporary Closure – E. Adams

Mr. Adams, Project Manager, reviewed the life cycle schedule of repairs and building projects needed at Unionville Library. He indicated the project would take approximately 8 weeks to complete which include several projects to be done at the same time. He explained the timelines of the project and the reasons for the need for the closure of the Library. Concern was raised for the timing of the closure and the staff was asked to advise the Board next month alternative venues for students to study during this renovation project. Mr. Adams advised the Board he will ensure the project is completed within the timeframe unless any unforeseen circumstances arise out of his control. The Members discussed if other scheduled life cycle projects for 2009 could be added to the project and if the project could be started a little earlier.

Moved by: Ms Giblon
Seconded by: Mr. Naik

RESOLVED THAT: The Library Board authorizes a temporary closure of Unionville Library for an eight-week period (Friday May 2 - Monday June 30, 2008) to accommodate the following five major building projects:

- Painting of steel ceilings
- Carpet replacement
- Washroom and universal washroom renovation/construction
- Lighting retrofit
- Replacement of front sidewalk

Carried.

8.2 Annual Library Celebration Summary

The Annual Library Celebration was a success. It was noted it builds morale and team work.

8.3 Members’ Newsgroup Summary

It was noted Members were not using the newsgroup. Email was much more effective.

Moved by: Ms Gilbon
Seconded by: Mr. Hung

RESOLVED THAT: The Board Members newsgroup be disbanded.

Carried.

8.4 Board Package Report

The Members were very supportive of the green strategy designated at the Markham Villiage Library building. The Board discussed the pros and cons of having the package electronically. It was suggested the coordinating documents be hyperlinked to each agenda item. The Board discussed delivery cost, picking up of the Board package at the Members' local library, paper versus electronic copies of the Board package, electronically filing documents and the use of laptops at Board Meetings.

Members were requested to email the Board Secretary if they would like a paper copy of the Board package in advance of the meeting. Outlets and the wireless network are available in the Administration Boardroom. Paper copies of pertinent agenda items will be available at the meeting for Members.

8.5 Annual Board Dinner Comments

The Chair thanks Ms Jestin for making all the arrangements for the Board Dinner.

9.0 NEW BUSINESS

10.0 BOARD EVALUATION

10.1 Board Evaluation Forms – Performance on Individual Board Members

The Chair requested all Members to complete the evaluations forms and return them to the Vice Chair.

(The In Camera session was heard at this time.)

11.0 ADJOURNMENT

Moved by Ms Giblon that the meeting be adjourned at 10.27 p.m.