

AGENDA 2.1

MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of meeting held on Monday, November 24, 2014, 7:05 P.m. Milliken Mills Library, 7600 Kennedy Road, Unionville, ON L3R 9S5

Present from Board: Mr. Edward T McDermott, Chair
Mr. Alfred Kam, Vice Chair
Mr. John Webster
Mrs. Yemisi Dina
Ms. Jennifer Yip
Mrs. Marilyn Aspevig
Mr. Justin Hung
Mrs. Nicki Lawrence
Mrs. Deborah Jestin (From 5.2)
Deputy Mayor Jack Heath (From 10.1)

Regrets: Regional Councillor Joe Li
Councillor Howard Shore

Present from Staff: Mrs. Catherine Biss, CEO & Secretary-Treasurer
Mr. Larry Pogue, Director, Administration
Mrs. Diane Macklin, Manager, Marketing & Community Development
Ms. Andrea Cecchetto, Manager, Learning and Growth
Ms. Michelle Sawh, Manager
Mr. Chris Sheehy, Manager, Facilities & Workplace Safety
Ms. Elizabeth Myers, Community Librarian
Mr. Ryan Moniz, Outreach & Engagement Coordinator
Ms. Pam Saliba, Manager, Milliken Mills Library
Mr. Patrick Pan, Manager, Cornell Library
Mrs. Susan Price, Board Secretary

1.0 Call to order/Approval of Agenda

Mr. Edward T. McDermott, Chair, called the meeting to order at 7:05 p.m.

Moved by Mrs. Nicki Lawrence
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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1.3 Chair's Remarks

Mr. Ted McDermott, Chair reported that he attended Sylvia Cheung's retirement party along with the CEO at Unionville Library on November 4, 2014. Mrs. Cheung is a delightful lady and a noted story teller, she will be missed at the Branch.

The Chair announced that there will be a tour of the renovated premises at Milliken Mills following the meeting, to be led by the Branch Manager Pam Saliba.

The Annual Policy review will take place in January if anyone has any changes to request please submit them to the Board secretary.

The Chair mentioned that the guest list for the Annual Board Dinner January 23, 2015 is still to be confirmed.

A reminder of the Staff Celebration December 5 and that all Board members are invited and are requested to bring a gift which can be dropped off to the Board secretary at the Admin Department of MPL.

The OLA Super Conference will be held in January, anyone wishing to attend should contact the CEO's secretary as per her e-mail instructions.

2.0 Consent Agenda

Moved by Mr. John Webster

Seconded by Mr. Justin Hung

Resolved that the Consent Agenda comprising Agenda items 2.0 to 2.3.8 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, October 28, 2014

2.2 Declaration of Due Diligence by the CEO

2.3 Communication and Correspondence:

2.3.1 HoOPLA November 2014: The Markham Grows Seed Library

2.3.2 MPL Campus Confidential Poster

2.3.3 University College Fair @MPL

2.3.4 The CAVE at Markham Public Library

2.3.5 Holocaust Education Week Program

2.3.6 Chair Edward McDermott Letter to City Clerk

**2.3.7 Letter from M. Coteau Re: 2014-15 Public Library Operating,
Pay Equity and First Nation Supplement Grants**

2.3.8 Media Advisory Launch

Carried.

The Chair commented on his letter to the City Clerk (Agenda 2.3.6) drawing attention to section 10.4 of the Public Library Act which states that Library Board Appointments should be made within 60 days of a new Council's first meeting which will be held December 1, 2014.

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3.0 CEO's Highlights, November 2014

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

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

Carried.

The CEO asked the Board for questions and a couple of comments were made on the revised date for occupancy of the Southeast Library and the success of the Pan Am/Parapan event held November 23, 2014.

Mrs. Aspevig raised a question with regard to the diminished role of the federal government and abdication of Library and Archives Canada (LAC). Some discussion followed with regard to the situation.

Mr. Hung commented on EL-2d Financial Condition and thanked the CEO and staff for clarifying the exchange rate impact on Library purchases.

4.0 Annual Monthly Policy Review

(To be undertaken at the January meeting)

5.0 Internal Monitoring Reports:

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

5.1 Executive Limitation: EL-1 General Executive Constraint (Assigned to Mrs. Marilyn Aspevig/L. Pogue)

Mrs. Aspevig reviewed the EL-1 General Executive Constraint which states that the CEO will ensure that the organization function in a lawful and prudent manner, adhering to commonly accepted business and professional ethics, statutes, policies and contracts. No questions or concerns were received from other Board members. Mrs. Aspevig found the report to be comprehensive and clear and gave her compliments to the preparer of the report. There was some discussion regarding the clarification of political activity as it applies to Board members and staff.

The CEO stated that in the future, policies will be brought forward on a monthly basis to review how it applies to the Board and MPL staff.

The report confirmed that the CEO and MPL's practices relative to MPL's General Executive Constraint is in compliance with the requirements of EL-1 policy.

Moved by Mrs. Marilyn Aspevig
Seconded by Mrs. Yemisi Dina

Resolved that the Board receives the report entitled "Internal Monitoring Report – General Executive Restraint EL-1" be received.

Carried.

5.2 Executive Limitation: EL-2a Customer Treatment (Assigned to Mrs. Yemisi Dina/M. Sawh)

Mrs. Dina reviewed the report and found it to be comprehensive, no questions or concerns were received from other Board members. Mrs. Dina stated that she does not believe there have been any issues with providing confidentiality and privacy to customers in her term as a Board member.

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The Chair commented on the outstanding *Municipal Freedom of Information and Protection Act* (MFIPPA) request and that this topic will be deferred to a future in camera meeting.

The report confirmed that the CEO and MPL's practices relative to MPL's Customer Treatment is in compliance with the requirements of EL-2a policy.

Moved by Mrs. Yemisi Dina
Seconded by Mr. John Webster

Resolved that the report entitled "Internal Monitoring Report – Executive Limitation EL-2a, Customer Treatment" be received.

Carried.

6.0 Ends

6.1 Quarterly Ends Report

8.0 Ownership Linkage

9.0 Board Advocacy

10.0 Education:

10.1 Volunteering at MPL

Verbal Report by Staff A. Cecchetto and R. Moniz

Markham Public Library has always had volunteer staff; typically high school students doing their required 40 hours of community service. The library is currently looking at opportunities for older and immigrant volunteers (target mid 2015) and also different ways of recognizing these volunteers who in the past year have provided 1400 unpaid hours, an average of 30 hours per person. In addition to any formal recognition the benefits to the students include community engagement and mentorship opportunities.

The on screen presentation focused on the impact of the volunteers on the Library (fill a gap to build a stronger community, great input and ideas from the volunteers and support for Summer Camps, Learning Place, Core programs and special events) and the impact on the volunteers (experience, self esteem and self confidence building, develop a resume and enhance skills). The Chair raised the question of the legal relationship with volunteers and was informed that they receive the same training (WHMIS etc) as staff , have to undergo same security checks and are covered by WSIB.

Moved by Mr. John Webster
Seconded by Mrs. Deborah Jestin

Resolved that the verbal report entitled "Volunteering at Markham Public Library" be received.

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10.2 MSH Partnership

Verbal Report by D. Macklin and E. Myers

Staff reported that although the Medical Librarian from Cornell was not available to come to the Board Meeting, the partnership has been working well over the past year. There have been a number of program initiatives and the "Wellness Book Collection" has a very high turnover rate.

As hospital constraints increase, MPL has been able to provide facilities/facilitators in order to move the partnership forward.

The programs that were highlighted were "Get With It", a monthly program for teens that may be dealing with anxiety and/or depression and are struggling with scholastic and social issues, and "Infant Hearing Sessions" a program that tests the hearing of infants under six months of age in a controlled environment. This program has served to introduce many new moms to Markham Public Library.

These are just two examples of the successful partnership and different hospital departments have started asking for their own programs.

Discussion followed and in response to questions from the Deputy Mayor it was clarified that this partnership is not "downloading from the hospital" but a more efficient use of available space.

Deputy Mayor Jack Heath asked staff to report back in writing in the new year on the subject of the MPL-MSH Partnership with regard to the medical library and other similar services at Cornell. John Webster wondered if the efficacy of these programs could be tracked, however this would be difficult due to the confidentiality of health issues. Staff responded that we now have health professionals advocating for MPL and that in itself is tangible evidence that the partnership has been successful.

Moved by Mr. Jack Heath

Seconded by Mrs. Deborah Jestin

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

Carried.

11.0 Incidental Information

11.1 Annual Library Celebration Update

Mrs. Deborah Jestin informed the Board that all attendees have been requested to wear Christmas sweaters and each Branch was asked to write a letter to Santa. Turkey will be on the menu for the December 5 celebration.

12. New Business

Deputy Mayor Jack Heath, with regard to a future York University campus stated that he intends to spend time investigating a library for Markham Centre.

13.0 Board Evaluation: (None for this month)

14.0 In Camera Agenda (none)

15.0 Adjournment

Moved by Mr. John Webster that the meeting be adjourned at 8:16 p.m.